

**CENTRAL COUNCIL FOR RESEARCH  
IN HOMOEOPATHY**

**MEMORANDUM OF ASSOCIATION  
AND  
RULES, REGULATIONS & BYE-LAWS  
(Amended upto 11<sup>th</sup> Dec., 2014)**

**MINISTRY OF AYUSH  
GOVERNMENT OF INDIA  
NEW DELHI.**

**CERTIFICATE OF REGISTRATION OF SOCIETIES  
ACT. XXI OF 1860.**

No. S/9177

of.....1978.

I hereby certify that **Central Council for Research in Homoeopathy** has this day been registered under line Societies Registration Act, XXI of 1860.

Given under my hand at New Delhi this ..... 30<sup>th</sup> .....  
day of .....March, One thousand nine hundred and seventy  
eight. Registration Fee of Rs. 50/- paid.

SEAL

Sd/  
REGISTRAR OF SOCIETIES  
DELHI ADMINISTRATION  
NEW DELHI

# CONTENTS

<i>Subject</i>	<i>Rules</i>	<i>Pages</i>
<b>I. MEMORANDUM OF ASSOCIATION</b>		01 - 07
<b>II. RULES AND REGULATIONS</b>		
Membership	01 - 05	08
General Meeting	06 - 17	08 - 10
Governing Body	18 - 20	10 - 12
Duration of Appointment of Members	21	12
Proceedings of the Governing Body	22 - 32	12 - 14
Powers of the Governing Body	33 - 45	15 - 16
Finance Committee	46	17
Powers and Functions of the President	47 - 49	17
Powers and Functions of the Director General	50	18 - 19
Accounts and Audit	51	19- 20
Bankers	52	20
Miscellaneous Provisions	53 - 65	20- 23
<b>III. BYE-LAWS</b>		
Preparation & Sanction of budget Estimates	01 - 07	24
Appropriation	08 - 09	25
Reappropriation	10 - 13	25
Investments	14 - 16	25- 26
Drawal of Funds	17 - 18	26
Accounts	19 - 24	27-28
<b>CONDITIONS OF SERVICE</b>		
Appointments	25	28
Tenure of Appointment	26	29
Period of Probation	27	29
Seniority	28	29
Relative Seniority of Direct recruits & Promotees	29	29
Employees to be Whole Time Servants	30	30
General Provident Fund	31	30
Pension	32	30
Gratuity	33	30
Superannuation	34 - 35	30- 31
Pay of Re-Employed Persons	36	31 -32

<b>Subject</b>	<b>Rules</b>	<b>Pages</b>
Private Practice	37	32
Status of Non-Officials for Regulation of T.A.	38	32
Defacto Permanent & Temporary Status of Central Council Employees	39	32
Deputation in India and Abroad	40 - 41	33
Leave Rules	42	33
Medical Facilities for Employees	43	33
Scale of Pay of Posts	44	33
Allotment of Central Council Residence to the Employees	45	34
Conduct, Discipline and Penalties	46	34
Other Conditions of Service	47	34
Guidelines for Transfer	48	34- 36
Any alterations in the Byelaws	49	36
<b>Annexure to Bye-Law 46</b>		
(i) Authority Empowered to Impose Penalties	46	37
(ii) Appellate Authority	46	37
<b>IV. SCHEDULE I</b>		
Director General's Powers	50	38- 45
<b>V. SCHEDULE II</b>		
Powers of the Officer Declared as Head of Office	50(i)	46-48
<b>VII. SCHEDULE III</b>		
Powers of Drawing & Disbursing Officer	50(i)	49
<b>VIII. AMENDMENTS</b>		50-63

**MEMORANDUM  
OF  
ASSOCIATION**

**MEMORANDUM OF ASSOCIATION**  
**OF THE**  
**CENTRAL COUNCIL FOR RESEARCH**  
**IN HOMOEOPATHY**

**1. NAME :**

The name of the Society is the Central Council for Research in Homoeopathy hereinafter for the sake of brevity referred to as the Central Council which is one of the successors in office of the erstwhile Central Council for Research in Indian Medicine and Homoeopathy.

**2. REGISTERED OFFICE\*\*\*\* :**

The Registered Office of the Society shall be situated in the Union Territory of Delhi and presently in Jawahar Lal Nehru Bhartiya Chikitsa Avum Homoeopathic Anusandhan Parished, 61-65, Institutional Area, Opposite D-Block, Janakpuri, New Delhi-110058.

**3. DEFINITIONS :**

1. 'Central Council' means the Central Council for Research in Homoeopathy.
2. 'Director General' means the Director of the Central Council.
3. 'Non-official Member' means the member other than official ones.
4. 'President' means the President of the Central Council.
5. 'Vice-President' means the Vice-President of the Central Council.

\*\*\*\*Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No. 1-22/2007-  
CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)

#### **4. OBJECTS :**

The objects for which the Central Council is established are :

1. The formulation of aims and patterns of research on scientific lines in Homoeopathy.
2. To undertake any research or other programmes in Homoeopathy.
3. The prosecution of and assistance in research, the propagation of knowledge and experimental measures generally in connection with the causation, mode of spread and prevention of diseases.
4. To initiate, aid, develop and coordinate scientific research in different aspects, fundamental and applied of Homoeopathy and to promote and assist institutions of research for the study of diseases, their prevention, causation and remedy.
5. To finance enquiries and researches for the furtherance of objects of the Central Council.
6. To exchange information with other institutions, associations and societies interested in the objects similar to those of the Central Council and specially in observation and study of diseases in East and in India in particular.
7. To prepare, print, publish and exhibit any papers, posters, pamphlets, periodicals and books for furtherance of the objects of the Central Council and contribute to such literature.
8. To issue appeals and make applications for money and funds in furtherance of the objects of the Central Council and to accept for the aforesaid purpose gifts, donations and subscriptions of cash and securities and of any property whether movable or immovable.
9. To borrow or raise monies with or without security or on security mortgage charge, hypothecation or pledge of all or any of the immovable or movable properties belonging to the Central Council or in any other manner whatever.

10. To invest and deal with the funds and monies of the Central Council or entrusted to the Central Council not immediately required in such manner as may from time to time be determined by the Governing Body of the Central Council.

11. To permit the funds of the Central Council to be held by the Government of India.

12. To acquire and hold, whether temporarily or permanently any movable or immovable property necessary or convenient for the furtherance of the objects of the Central Council.

13. To sell, lease, mortgage and exchange, and otherwise transfer any of the properties movable or immovable of the Central Council provided prior approval of the Central Government is obtained for the transfer of immovable property.

14. To purchase, construct, maintain and alter any buildings or works necessary or convenient for the purpose of the Central Council.

15. To undertake and accept the management of any endowment or trust fund for donation, the undertaking or acceptance whereof may seem desirable.

16. To offer prizes and grant of scholarships, including travelling scholarships in furtherance of the objects of the Central Council.

17. To create administrative, technical and ministerial and other posts under the Society and to make appointments thereto in accordance with the rules and regulations of the Society.

18. To establish a provident fund and/or pension fund for the benefit of the Central Council's employees and/or their family members.

19. To do all such other lawful things either alone or in conjunction with others as the Central Council may consider necessary or as being incidental or conducive to the attainment of the above objects.



## 5. MANAGEMENT OF ASSETS

The income and properties of the Central Council howsoever, derived shall be applied towards the objects thereof as set forth in the Memorandum of Association subject to such limitations as the Government of India may from time to time impose. No portion of the income or the properties of the Central Council shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever, by way of profit to the persons who at any time are, or have been members of the Central Council or to any of them or to any person claiming through them or any of them provided that nothing herein contained shall prevent payment in good faith to any individuals in return for the services rendered by them to the Central Council or for travelling allowance, honoraria and other charges.

## 6. GOVERNING BODY

The names, addresses, occupations and designations of the first members of the Governing Body of the Central Council to whom the management of its affairs is entrusted are as follows-----

S. No.	Name	Address	Occupation	Designation
1.	Sh. Raj Narain	8, Race Course Road, New Delhi.	Minister of Health and Family Welfare	President
2.	Sh. Jagdambi Prasad Yadav	2, Khusak Road New Delhi.	Minister of State for Health and Family Welfare	Vice - President
3.	Sh. K.P. Singh	C-1/29. Pandara Park, New Delhi.	Addl. Secy., Ministry of Health and Family Welfare	Member

4.	Sh. N.N. Vohra	CII/54 Bapa Nagar, New Delhi.	Joint Secy., Ministry of Health and Family Welfare	Member
5.	Sh. Prem Nath	CII/17, Tilak Marg, New Delhi	Joint Secy. (FA) Ministry of Health and Family Welfare	“
6.	Dr. Jugal Kishore	86, Golf Links, New Delhi.	Hony. Adviser(H) Ministry of Health and Family Welfare	“
7.	Dr. Diwan Harish Chand	1, Hanuman Road, New Delhi.	Homoeopath Consultant	“
8.	Dr. Kanji Lal	87, Lenin Sarani, Calcutta.	- do -	“
9.	Dr. M.M.S. Ahuja	Head of the Department of Medicine, AIIMS, New Delhi.	Professor	“
10.	Dr. K.P. Muzumdar	Director National Institute of Homoeopathy 118, Ahmerst Street, Calcutta.	Service	“
11.	Dr. P.N. Varma	Central Council for Research in Homoeopathy	Director	Member- Secretary

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## 7. SIGNATORIES TO THE MEMORANDUM OF ASSOCIATION :

We, the several persons whose names and addresses are given below having associated ourselves for the purpose described in the Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set our several respective hands hereunto and form ourselves into a Society under Act XXI of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi this thirtieth day of March, One thousand nine hundred and seventy eight.

S.No.	Name, Occupation and Address	Signature
1.	Sh. Raj Narain Minister for Health and Family Welfare Nirman Bhawan, New Delhi.	Sd/-
2.	Sh. Jagdambi Prasad Yadav Minister of State for Health and Family Welfare Nirman Bhawan, New Delhi.	Sd/-
3.	Sh. K.P. Singh Additional Secretary Ministry of Health and Family Welfare Nirman Bhawan, New Delhi.	Sd/-
4.	Sh. N.N. Vohra Joint Secretary Ministry of Health and Family Welfare Nirman Bhawan, New Delhi.	Sd/-
5.	Sh. Prem Nath Joint Secretary (FA) Ministry of Health and Family Welfare Nirman Bhawan, New Delhi.	Sd/-

- |     |   |      |
|-----|---|------|
| 6.  | Dr. Jugal Kishore<br>Hony, Adviser(H)<br>Ministry of Health and Family Welfare<br>Nirman Bhawan, New Delhi. | Sd/- |
| 7.  | Dr. Diwan Harish Chand<br>1, Hanuman Road,<br>New Delhi.  | Sd/- |
| 8.  | Dr. Kanji Lal<br>87, Lenin Sarani,<br>Calcutta.   | Sd/- |
| 9.  | Dr. M.M.S. Ahuja<br>Head of the Dept. of Medicine<br>AIIMS, New Delhi.                                      | Sd/- |
| 10. | Dr. K.P. Muzumdar<br>Director,<br>National Institute of Homoeopathy,<br>118, Amherst Street,<br>Calcutta.   | Sd/- |
| 11. | Dr. P.N. Varma<br>Director,<br>Central Council for Research in Homoeopathy<br>New Delhi.                    | Sd/- |

**RULES  
AND  
REGULATIONS**

# RULES AND REGULATIONS OF THE CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

## MEMBERSHIP

1. The following shall be members of the Central Council either ex-officio, being the holders for the time being of certain offices or by personal appointments or election as in these Rules and Regulations prescribed :

1. The President of the Central Council.
2. Vice-President of the Central Council.
3. All other members of the Governing Body.

<sup>1</sup>2. Minister In-charge of AYUSH, Govt. of India shall be the President.

<sup>1</sup>3. The Minister of State/Deputy Minister, Govt. of India (if any) under Minister In-charge of AYUSH, otherwise Secretary (AYUSH) shall be the Vice-President.

4. The Director General of the Central Council who shall be appointed by the Governing Body with the prior approval of the Central Govt. shall be the Member-Secretary of the Governing Body.

5. The Director General shall maintain a register of members of the Central Council which shall show the individual names of all ex-officio members. A separate register shall be maintained for other members.

## GENERAL MEETING

6. A general meeting shall be called by the President whenever he deems it necessary by a notice signed by the Director General on his instructions. If the President shall receive a requisition for the calling of a

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<sup>1</sup> Authority: Ministry of AYUSH letter No. Z.28015/140/2013-NI dated 24<sup>th</sup> November, 2014

General Meeting signed by 1/3rd members of the Central Council, the President shall call such a meeting.

7. The President shall decide the date and place of every General Meeting and the agenda of the business for discussion at such meeting.

8. Twenty one days notice at the least specifying the place, the day and the hour of such meeting and the general nature of the business to be discussed at such meeting shall be given by the Director General to all members of the Central Council whose names are on the register of members and to the address given in such register or to the known address of the member.

9. The accidental omission to give notice of any meeting to or the non-receipt of any such notice by any of the members shall not invalidate any resolution passed at any such meeting.

10. The President or in his absence the Vice-President shall preside as Chairman at every general meeting. If neither the President nor the Vice-President is present the members present shall choose a Chairman for that meeting.

11. 1/3rd of members shall form the quorum. In case a meeting is adjourned for want of quorum, there shall be no quorum for the adjourned meeting.

12. No business not included in the notice convening the meeting shall be discussed at a general meeting. The Chairman, nevertheless, with the approval of the meeting may permit discussion upon any matter brought forward by any member present and shall decide whether any resolution arising thereon shall be put to the vote at such meeting.

13. The Chairman may adjourn any meeting from time to time.

14. Every question shall be decided by a majority of votes. Every members shall have one vote and in case of any equality of votes the Chairman shall have a second or casting vote. Members may vote by proxy on any matter at such General Meeting.

15. The instruments appointing a proxy shall be in writing under the hand of the appointer. No person shall be appointed a proxy who is not a member of the Central Council.

16. The instrument appointing a proxy shall be deposited with the Director General not less than twenty four hours before the time for holding the meeting which the member named in such instrument proposes to vote.

17. The proxy shall be in the following form or as near thereto as circumstances will permit.

I.....A. B,.....do hereby appoint CD.  
.....my proxy to vote for me at the General Meeting of the  
Central Council for Research in Homoeopathy to be held on.....  
or at any adjournment thereof.

Signed this.....day of.....19

Sd/- A.B. Affix Re.1/- Revenue Stamp
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### **GOVERNING BODY**

18. The management of the affairs of the Council shall be entrusted to a Governing Body which shall be entitled, the Governing Body of the Central Council for Research in Homoeopathy. The property of the Central Council shall be vested in the Governing Body and in any proceedings, civil or criminal may be described as the property of the Governing Body. In any proceedings, the Central Council may sue or be sued in the name of the Director General or such other member as shall in reference to the matter concerned be appointed by the Governing Body for the occasion.



19. The first members of the Governing Body of the Central Council shall be those mentioned in clause 6 of the Memorandum of Association. They shall hold office until a new Governing Body is appointed according to these Rules. Subsequently the Governing Body shall consist of the following :

- |    |                 |  |
|----|-----------------|--|
| 1* | President       | Minister In-charge of AYUSH  |
| 2* | Vice- President | Minister of State/Deputy Minister, Govt. of India (if any) under Minister in-charge of AYUSH otherwise Secretary (AYUSH) |

### **Official Members**

- |     |   |
|-----|---|
| 3** | Additional Secretary(FA), Ministry of Health & F.W. Nirman Bhavan, N. Delhi |
| 4** | Joint Secretary , Ministry of AYUSH, New Delhi.                             |

### **Non-Official Members**

- |         |  |
|---------|--|
| 5 – 9 . | Five experts in Homoeopathy out of which 3 to be University Professors/Researchers in Homoeopathy. |
| 10-11.  | Two Scientists - one each in Pharmacology & Botany.  |
| 12      | One expert in Modern Medicine.   |
| 13      | Director, National Institute of Homoeopathy, Calcutta.   |
| 14      | Director General, Central Council for Research in Homoeopathy - Member Secretary.                  |

\* Authority - Ministry of AYUSH letter No. Z.28015/140/2013-NI dated 24<sup>th</sup> Nov. 2014

\*\* Authority - 14<sup>th</sup> meeting of Governing Body of CCRH held on 2<sup>nd</sup> Dec., 2003

\*\*\* Authority - 15<sup>th</sup> meeting of Governing Body of CCRH held on 28<sup>th</sup> Sept., 2005

# Authority - Letter No. V-27020/51/2009-Ay. Desk dt. 11<sup>th</sup> April, 2011  
(Ref. file no. 1-20/2011-CCRH/Mon/GB-Const.)

20. The Director General shall maintain a register of members of the Governing Body which shall show the individual names of all ex-officio members. A separate register shall be maintained for other members.

## **Duration of Appointment of Members**

21. 1. Notwithstanding anything contained in Sub-rule (2) of this rule, when a person becomes a member of the Governing Body by reason of the office or appointment he holds, his membership to the Governing Body shall cease, when he ceases to hold that office or appointment.

2. Unless their membership of the Governing Body is previously terminated as provided in Sub-rules (1) and (3), the tenure of non-official members shall be for three years from the date of their nomination to the Governing Body. Such members after their three years tenure will be eligible for re-nomination.

3. All Members of the Governing Body shall cease to be members if they resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude or removal from the post by virtue of which he was holding the membership.

4. Resignation of membership shall be tendered to the Governing Body in person to its Member-Secretary and shall not take effect until it has been accepted on behalf of the Governing Body by the President.

5. Any vacancy in the membership of the Governing Body caused by death or by any of the reasons mentioned in these Sub-rules shall be filled in the same manner as provided in Rule 19.

## **Proceedings of the Governing Body**

22. The meetings of the Governing Body shall be held at least twice a year and at such time and place as the President shall decide. If

the President shall receive a requisition for calling a meeting signed by one-third members of the Governing Body, the President shall call such a meeting as soon as may be reasonably possible and at such place as he may deem fit.

23. At the annual meeting of the Governing Body the following business shall be brought forward and disposed of :

- (a) The income and expenditure account and the balance sheet for the past year.
- (b) Annual report of the Central Council.
- (c) The budget for the next year.
- (d) Proposals for enquiries and research work for the next year.
- (e) The appointment of Standing Committees.
- (f) Other business on the agenda.
- (g) Other business brought forward with the assent of the President.

24. Every notice calling a meeting of the Governing Body shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Governing Body not less than twenty one clear days before the date appointed for the meeting. Such notice shall be under the hand of the Member-Secretary and shall be accompanied by an agenda of the business to be placed before the meeting provided that accidental omission to give such notice to any member shall not invalidate any resolution passed at such meeting. In the event of any urgent business the President may call the meeting of the Governing Body at 10 days notice.

25. The President or in his absence the Vice-President shall take the Chair at the meetings of the Governing Body. If neither the President nor the Vice-President is present, the Governing Body shall elect one from among the members present as Chairman of the meeting.

26. One third members of the Governing Body including the substitutes nominated under Rule 30 present in person shall form a quorum at every meeting of the Governing Body.

27. All disputed questions at the meeting of the Governing Body shall be determined by votes.

28. Each member of the Governing Body shall have one vote and in case of an equality of votes the Chairman shall have a casting vote.

29. The Chairman shall have the right to adjourn any meeting from time to time.

\*\*\*\* 30. Should any official member be prevented for any reason whatsoever from attending a meeting of the Governing Body the President of the Council shall be at liberty to nominate a substitute to take his place at the meeting only. **Such substitute shall have all the rights and privileges of a member of the Governing Body for that meeting only.**

31. Any member desirous to moving any resolution at a meeting of the Governing Body shall give notice thereof in writing to the Member-Secretary of not less than ten clear days before the day of such meeting.

32. Any business which it may become necessary for the Governing Body to perform except such as may be placed before its Annual meeting may be carried out by circulation among all its members and resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least one third members of the Governing Body have recorded their views on the resolution provided that in the event of any urgent business the President of the Council may take a decision on behalf of the Governing Body. Such a decision shall be reported to the Governing Body at its next meeting for ratification.

\*\*\*\*Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No.1-22/2007-CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)

## **Powers of the Governing Body**

33. The Governing Body has full control of the affairs of the Central Council and has authority to exercise and perform all the powers, acts and deeds of the Central Council consistent with the aims and objects of the Central Council.

34. The Governing Body shall have full powers in the matter of expenditure from the funds of the Central Council save in the matter of pay and allowances and concessions to Government servants on foreign service.

35. The Governing Body shall have full power to make such by-laws as they shall think essential for the regulation of the business of the Central Council and in particular with reference to the keeping of accounts, the preparation and sanction of budget estimates, the sanctioning of expenditure, entering into contracts, the control and investment of funds of the Central Council and the sale or alteration of such investment and any other purpose that may be necessary.

36. The Governing Body may accept the management and administration of any endowment or trust fund or any subscription or donation provided that the same is unaccompanied by any condition inconsistent with or in conflict with the nature and objects for which the Central Council is established.

37. The Governing Body shall review the progress and performance of committees constituted by it and constituent units established under different disciplines and give such policy directives as it may deem fit to the concerned committees and constituent units of the Central Council.

38. The Governing Body shall be empowered to pay the charges and expenses, preliminary and incidental to its establishment and registration.

39. The Governing Body shall have full power to purchase or otherwise acquire any property at such price and generally on such terms and conditions as it thinks fit.

40. The Governing Body shall have full power to institute conduct, defend, compound, compromise or abandon any level proceedings by or against the Central Council or otherwise relating to the affairs of the Central Council.

41. The Governing Body shall have power to invest and deal with the funds and monies of the Central Council upon such securities and in such manner as they think fit and from time to time to vary and realise such investment.

42. The Governing Body shall have power to enter into all such negotiations and contracts, and rescind and vary all such contracts and execute and do all such acts, deeds and things as it may consider expedient for or in relation to any of the matters aforesaid or otherwise for the purposes of the Central Council.

43. The Governing Body may by resolution delegate to the Director General of the Central Council such of its powers for the conduct of business as Governing Body may deem fit.

44. The Governing Body shall be empowered to raise money with or without security and to mortgage its properties with the prior concurrence of the Central Government and to execute necessary documents including deeds of mortgage charge and hypothecation deeds as may be required.

45. The Governing Body may by resolution appoint standing or ad-hoc committees consisting of either members of the Governing Body or other experts not being member of the Governing Body for carrying out its objects.

#### **46. FINANCE COMMITTEE**

The Council will have a Finance Committee with the following membership.

- |   |                        |
|---|------------------------|
| a) Joint Secretary,<br>Ministry of AYUSH  | - Chairman             |
| **** b) Additional Secretary/JS(FA) or his<br>nominee, Ministry of Health &<br>Family Welfare | - Member               |
| c&d) Two non-official members of the<br>Governing Body to be nominated by<br>the President.   | - Members              |
| e) Director General, CCRH   | - Member-<br>Secretary |

The Finance Committee will consider all matters concerning finances of the Council and make recommendations to the Governing Body. It will decide such matters as may be delegated to it by the Governing Body.

#### **POWERS AND FUNCTIONS OF THE PRESIDENT**

\*\*\*\* 47. The President of the Central Council shall exercise powers to approve appointments to posts in the Central Council carrying scale of pay the maximum of which **Rs.15,200/-** and above in revised scale on the recommendation of the prescribed selection committees.

48. The President shall have the authority to review periodically the work and progress of the Central Council and to order enquiries into the affairs of the Central Council and to pass orders on the recommendations of the reviewing or enquiry committees.

49. Nothing in these rules shall prevent the President from exercising any or all the powers of Governing Body in case of emergencies for furtherance of the object of the Central Council and the action taken by the President on such occasions shall be reported to the Governing Body subsequently for ratification.

\*\*\*\* Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No. 1-22/2007-  
CCRH/Mon/GB/15 Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)

## **POWERS AND FUNCTIONS OF THE DIRECTOR GENERAL**

50. The Director General shall be the Chief Executive of the Central Council and shall be responsible for the coordination of policies, planning and execution of various programmes under the Central Council. Without prejudice to the generality of the foregoing provisions the Director General shall exercise such powers and discharge such functions as specified in Schedule 1 to the Bye-Laws and also those laid down below:

(a) He shall do all such acts as may be required for the proper conduct of the ordinary current administrative and business duties and affairs of the Central Council.

(b) He shall allocate duties to officers and employees of the Central Council and shall exercise such supervising and executive control as may be necessary subject to the rules and these regulations.

(c) All the correspondence shall be over his signature or of an officer(s) authorised by him in this behalf.

(d) He shall also be a Member (ex-officio) of all the committees appointed by Governing Body and shall attend at his discretion all or any meetings of such committees.

(e) He shall exercise such of the financial and administrative powers as may be delegated by the Governing Body or by the President.

(f) The Director General shall sign and execute on behalf of the Governing Body all agreements, contracts etc. which may be necessary for the proper conduct of the business of the Council. The drafts of all contracts involving consideration exceeding Rs. 50,000/- shall be submitted to the solicitor to the Government of India or such other officer dealing with convincing matters if the Ministry of Law for his advice as to its correctness of their form

(g) He shall sign and verify complaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, actions and other legal proceedings on behalf of the Central Council/Governing Body.



(h) He shall have power to compromise, settle or refer to arbitration any dispute relating to the Central Council after taking competent legal advice.

(i) The Director General may, subject to such restrictions as he may think fit to impose, authorise an officer declared as the Head of the office/Drawing Disbursing officer/Accounts officer as the case may be, to exercise, up to the extent indicated in the Schedule II & III respectively of powers conferred upon him under the Bye-Laws.

(j) The Director General may subject to such restrictions as he may think fit to impose authorise the Heads of the Projects to exercise such of the powers conferred upon him under the Bye-Laws.

(k) The Drawing and Disbursing Officer or any other Officer of group A or B authorised by the Director General on his behalf shall have the power to sanction an expenditure of a miscellaneous or contingent nature upto an amount not exceeding Rs. 500/- in each case.

**(L)\*\*\*\* He may accept any donation by cash or kind provided that the same is unaccompanied by any condition inconsistent with or in conflict with the nature and objects for which the Central Council is established. The donation so received should be utilized for the purpose for which it has been received and the matter may be reported to the Governing Body when it meets next.**

### **ACCOUNTS AND AUDIT**

51.(a) The Central Council shall cause regular accounts to be kept of all its monies and properties in respect of the affairs of the Central Council.

(b) The accounts of the Central Council shall be audited annually by the auditors appointed by the Government of India and any expenditure incurred in connection with such audit be payable by the Central Council to the Auditors

(c) The auditors appointed by the Central Govt. in connection with the audit of the accounts of the Central Council shall have the same right, privileges and authority in connection with such audit as the Comptroller and Auditor General has

\*\*\*\*Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011

(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No. 1-22/2007-CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)

in connection with the audit of Government accounts and in particular shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.

(d) The report of such audit shall be communicated by the auditor to the Central Council which shall submit a copy of the Audit Report along with its observation to the Govt. of India. The Auditor shall also forward a copy of the report to the Govt. of India.

### **BANKERS\*\*\*\***

\*\*\*\* 52. The Bankers of the Council shall be the State Bank of India or any of the Nationalised Banks or private banks i.e. **ICICI Bank Ltd., UTI Bank Ltd., IDBI Bank Ltd. and HDFC Bank Ltd.** . All funds shall be paid into the Central Council's accounts with the appointed banks and shall not be withdrawn except by a cheque, bill, note or other negotiable instruments signed by the Director General of the Central Council or jointly by two officers of the Central Council as may be authorised by the Director General of the Central Council from time to time.

The subordinate units of the Central Council may also be permitted by the Director General in his discretion to open bank accounts in the State Bank of India or any other Nationalised Banks or the post-office savings bank. The accounts will be operated by the Officer-in-charge/ Project Officer or as may be decided by the Director General in any particular case.

### **MISCELLANEOUS PROVISIONS**

53. For the purposes of the Rules and Regulations, a year shall be taken to mean the twelve months commencing in the 1st April and ending on the 31st March.

54. The Government of India shall have power to issue such directives as they deem fit from time to time for furtherance of the objects laid down.

(A) The Central Council, shall take over such of those employees of the erstwhile Central Council for Research in Indian Medicine and Homoeopathy who opted to be employees of this Council on the same terms and conditions in which they were working with the said Council.

\*\*\*\* Authority - 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref:- 45<sup>th</sup> meeting of the SFC held on 13<sup>th</sup> August, 2007)

(B) These employees shall be deemed to be the employees of this Council with effect from the date of their appointment to the CCRIMH.

\*55. A draft annual report and the yearly accounts of the Central Council shall be placed before the Governing Body at its annual meeting for consideration and approval. A copy of the annual report and audited statement of accounts as finally approved by the Governing Body shall be forwarded within six months to the Govt. of India duly printed to be laid before the Parliament within nine months of the close of the relevant accounting year.

56. A notice may be served upon any member of the Central Council either personally or by sending it through the post in an envelope addressed to such members at his address entered in the roll of membership.

57. The power of making Bye-Laws to regulate the duties of the Director General shall be vested in the Governing Body who shall at their discretion be entitled to amend and alter any such bye-laws from time to time.

58. The Central Council and the Governing Body shall function notwithstanding that there may be no authority entitled to nominate a person on the Central Council/Governing Body or other vacancy in the said Council/Body due to any reason and no act or proceedings of such Council/Body shall be invalidated merely by reason of the happening of any of the above events or of any defects in the appointment of any members of the Council/Body.

59. No proposition for altering or amending the objects and purposes for which the Central Council is established or for amalgamating the Central Council with any other Association or Society shall be taken into consideration as contemplated by Section 12 of Societies Registration Act XXI of 1860 without the previous approval of Govt. of India.

60. Once in every year on or before the annual meeting of the Society a list shall be filed with the Registrar of Societies of the names, addresses and occupations of the members of the Governing Body then entrusted with the management of the affairs of the Society.

\*Authority – 7<sup>th</sup> meeting of Governing Body held on 7<sup>th</sup> Oct., 1986.

61. Any number not less than three-fifths of the members of the Society may determine that it shall be dissolved or at the time then agreed upon and all necessary steps shall be taken for the disposal and settlement of the property of the Society, its claims and liabilities according to the Rules of the Society applicable thereto if any, and if not then as the Governing Body shall find expedient provided that in the event of any dispute arising among the said Governing Body or the members of the Society the adjustment of its affairs shall be referred to the Central Government and the Central Government shall make such order in the matter as it shall deem requisite.

Provided that the Society shall not be dissolved unless three-fifths of the members shall have expressed a wish for such dissolution by their votes delivered in person or by proxy at a general meeting convened for the purpose.

Provided that the Society shall not be dissolved without the consent of the Govt. of India.

62. Upon the dissolution of the Society registered under this Act there shall remain after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the said society or any of them but shall be reverted to the Central Govt. for such purposes as they deem fit.

63. For the purposes of this Act a member of a Society shall be a person who having been admitted therein according to the rules and regulations thereof shall have signed the roll or list of members thereof and shall not have resigned in accordance with such rules and regulations.

64. All the provisions of the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957)) as extended to the Union Territory of Delhi will apply to this Society.

65. The Rules and Regulations of the Central Council save and except the last rule and regulation may be altered at any time by the Governing Body by a resolution passed by a two thirds majority of the members present in person at any meeting of the Governing Body which shall have been duly convened for the purpose.

We the undersigned being three of the members of the first Governing Body of the Central Council for Research in Homoeopathy, certify that the above is a correct copy of the Rules and Regulations of the said Central Council.

New Delhi  
Dated, March, 1978

1. Shri Prem Nath
2. Dr. M.M.S. Ahuja
3. Dr. P.N. Varma

**BYE – LAWS**

## **Bye-Laws**

### **Preparation and Sanction of Budget Estimates**

1. The Director General will prepare each year before the annual meeting of the Governing Body detailed estimates of the receipts and expenditure and the anticipated opening and closing balances of the Central Council for the ensuing financial year.
2. No provision may be included in the budget estimates for any scheme which has not been duly approved by the Governing Body.
3. Should it be proposed, during the course of a financial year, to finance any scheme, which has not been included in the estimates for that year, the sanction of the Governing Body shall be obtained to the method proposed for financing it whether that be by means of supplementary grant, from the balances or by re-appropriation within the sanctioned estimates. The Director General shall maintain in his office a budget register in which he will enter the grants received from the Government of India and any money received from other sources and shall show all amounts allotted for expenditure on specific heads for specific purposes. The Director General shall furnish an annual certificate to the auditor as to the correctness of the annual balance.
4. The Director General shall be responsible for submitting the budget estimates for the ensuing financial year for the approval of the Governing Body.
5. One copy of the finally sanctioned estimates shall be supplied to the Auditor. All variations in the estimates sanctioned by the competent authority during the year shall be similarly communicated.
6. The approval of the Governing Body is necessary to all schemes proposed to be financed from the funds of the Central Council.
7. An additional grant for any approved scheme or new emergent expenditure for purposes and the objects of the Central Council can be sanctioned upto the following financial limits:

President	Rs. 20,000/-
Vice President	Rs. 15,000/-
Director General	Rs. 10,000/-

## Appropriation

8. The funds of the Central Council shall not be appropriated for expenditure on any item which has not been approved by the Competent authority under these Bye-laws.
9. The primary units of appropriation shall ordinarily be 'Scheme' or 'Schedule' and secondary units such as 'Salaries' 'Allowances' 'Contingencies' etc being opened, subordinate thereto, as may be required.

## Reappropriation

10. The Director General shall have the power to re-appropriate funds from one primary unit of appropriation to another or from one secondary unit of appropriation to another within a primary unit.
11. The Director General shall keep a watch over expenditure against the grants sanctioned by the Governing Body and in cases where expenditure has exceeded or is likely to exceed the sanctioned grant, take steps to provide an additional grants or make a re-appropriation from anticipated savings under other units of appropriation.
12. No expenditure from the funds of the Central Council shall be incurred without the sanction of the competent authority.
13. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye-laws to cover it

### Investments\*\*\*\*

14. The funds of the Central Council including the funds that could be invested under **G.P Fund\*\*\*\*** rules of the Council may be invested only in the following manner.
  - a) In Promissory notes, Debentures, Stocks, Treasury Deposit Certificates or other Securities of any State Government or of the Government of India.
  - \*b) In fixed deposits with State Bank of India or any of the Nationalised Bank for a specific period as would earn maxi-

\*\*\*\* Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH and letter No. 1-22/2007-CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)



mum rate of investment under the rules of the Reserve Bank of India.

c) In such other manner as the Governing Body may authorise.

15. All investments of the funds of the Central Council shall be made in the name of the Central Council. All purchases, sales or alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Central Council shall be executed by the Director General on behalf of the Governing Body. The safe custody of receipts will remain in the personal charge of the Director General and will be verified once in six months with the Register of Securities and a certificate of verification will be recorded by the Director General in the Register.
16. The Director General shall maintain a register of securities held by the Central Council in which any transactions affecting the securities shall be recorded.

### **Drawal of Funds**

17. Funds will be drawn from the Bank in the manner laid down in Rule 52. Cheque books will remain in the personal custody of the Director General or other persons as may be authorised by the Director General on his behalf.
18. The various officers employed under the Central Council will submit all new charges and any demand of funds to the Director General of the Central Council. The claims for pay and allowances and travelling allowances of officers and contingent bills will be drawn in the prescribed forms and submitted to the Director General for payment. All bills will be checked and passed for payment by the Accounts Officer/ Drawing and Disbursing Officer who may be authorised by the Director General. The contingent and travelling allowance bills will be counter signed by the Director General or by any other officer authorised by the Director General on his behalf, before these are passed by the Accounts Officer/Drawing and Disbursing Officer for payment. The monthly pay and allowance bills shall be received directly by the Accounts Officer/Drawing and Disbursing Officer and passed by him. Payment will be made by means of demand drafts or cheques as the case may be.

## Accounts

19. The Director General of the Central Council shall maintain proper accounts and other relevant records and prepare annually an income and expenditure accounts for the year ending and balance sheet as on 31st March of the Central Council in such form as may be prescribed by the Governing Body and acceptable to the Auditors. The Director General will be assisted by an Accounts Officer/Drawing and Disbursing Officer who will advise the Director General for the accuracy and completeness of the accounts of the Central Council.
20. The primary accounts of the Central Council will be maintained in the following form:
- Form 1 - The Cash Book
  - Form 2 - The Register of Securities
  - Form 3 - The Receipt Book
  - Form 4 - The Register of Stock of Cheque Books
  - Form 5 - The Register of Stock of Receipt Books
  - Form 6 - The Register of Stock of Non-expendable Articles
  - Form 7 - The Register of Leave and Pensionary Contributions.
  - Form 8 - The Register of Advances, Permanent and Temporary
  - Form 9 - The Annual Accounts.
21. The functions of the Auditor of the Central Council will be exercised by the Comptroller and Auditor General of India or any persons appointed by him in this behalf.
22. The Accounts Officer/Drawing and Disbursing Officer will apply a check of the nature of pre-audit to all payments from the funds of the Central Council and will maintain register in the following forms:
- Form 10 - Establishment Audit Register.
  - Form 11 - Register of Pay and Allowance of Officers of the Central Council who are treated on par with Gazetted Officers of the Government of India.
  - Form 12 - Travelling Allowances Register.
  - Form 13 - Contingent Register.
  - Form 14 - Register of Special Charges
  - Form 15 - Objection Book Relating to Irregular Payments.
  - Form 16 - Adjustment Register.
  - Form 17 - Register of Financial Orders, Delegations etc.

23. If expenditure from the funds of the Central Council consists of a grant to any authority or individual under the audit of any officer, the Auditor will satisfy himself that the purpose of the grant-in-aid is within the scope of the objects of the Central Council as set out in the Memorandum of Association and will call for and accept a certificate of the audit of that audit officer of the expenditure from the grant. The Director General will arrange to obtain and produce such certificates of audit.
24. All sanctions, orders or delegation of competent authorities under the Rules and Regulations or these Bye-laws affecting Central Council's accounts shall be reduced to writing and communicated to Accounts Officer.

## **CONDITIONS OF SERVICE**

### **Appointments**

25. (a) The Officers and staff of the Central Council shall be grouped in the following categories:
- (i) those engaged in research work
  - (ii) auxiliary technical
  - (iii) administrative, ministerial and accounts
  - (iv) subordinate staff
- (b) Recruitments, appointments, and promotions to all posts shall be made according to the recruitment rules laid down by the Governing Body for the posts. Selection shall be made through the Selection Committees/Departmental Promotion Committees duly constituted with the approval of the respective appointing authority.
- (c) The Selection Committee shall examine the credentials of all candidates who have applied and may also consider other suitable names, if any. The Selection Committee, may interview any or all of the candidates as it thinks fit and shall make its recommendations to the appointing authority.
- (d) The Director General shall be appointed by the Governing Body with the prior approval of the Central Government.

## **Tenure of Appointment**

26. Services under Central Council shall be temporary until further orders unless an officer has been appointed on a contract basis for a specified number of years on special terms. The services of an employee can be terminated at any time by one month's notice in the case of temporary employees and three month's notice on either side in the case of permanent employees without assigning any reasons. The Central Council, however, reserves the right of terminating the services of the employee forthwith or before the expiration of one month notice or three month's notice as the case may be by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof. The employee however, cannot surrender his pay and allowances in lieu of the period of notice or for any unexpired portion thereof unless expressly accepted by the appointing authority.

## **Period of Probation**

27. Unless otherwise decided by the appointing authority an employee shall be on probation for two years. During the period of probation the employee shall be required to put in satisfactory service failing which his services shall be liable to termination at any time without notice or reason being assigned for the same. The appointing authority may, however, extend the period of probation.

## **Seniority**

28. The Seniority of employees of the Central Council in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question, those selected on an earlier occasion being ranked senior to those selected later. Where, however a candidate selected on the basis of an earlier occasion joins the Central Council after the date of a subsequent selection(s) his seniority will be reckoned from the date of his joining the post.

## **Relative Seniority of Direct Recruits and Promotees**

29. The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between the direct recruits and promotees which shall be based on the quotas of vacancies reserved for direct recruitment and promotion respectively in the recruitment rules.

### **Employees to be Whole-Time Servants**

30. Unless otherwise provided the whole-time of an employees of the Central Council shall be at the disposal of the Central Council and he may be employed in any manner required by the proper authority of the Central Council without any claim for additional remuneration.

### **General provident Fund<sup>^</sup>**

- <sup>^</sup>31. Employees of the Central Council except those on deputation on foreign service shall be eligible to join the General Provident Fund of the Council. The General Provident Fund (Central Services) rules, 1960 and the amendments issued thereto by the Government from time to time shall mutatis mutandis apply to the employees of the Council.

### **Pension\*\*\*\***

32. **The employees of the Central Council shall be entitled to Pension from the Pension Fund of the Central Council as per Rules made by the Central Government from time to time.**

### **Gratuity**

33. The employees of the Central Council both permanent and temporary shall be entitled to death-cum-retirement gratuity on the scales prescribed by the Central Government for similar categories of its employees. The relevant rules made by the Central Government in this regard for its employees shall mutatis mutandis apply to all employees of the Central Council.

### **Superannuation**

34. The rules Governing the retirement of employees of the Government of India as amended from time to time shall mutatis mutandis apply to the employees of the Central Council. Provided that an employee can be retained in service after prescribed age of superannuation if he continues to be physically fit and efficient and it is in the interest of the Central Council to retain him in service.

<sup>^</sup> Authority - 11<sup>th</sup> meeting of Governing Body held on 21<sup>st</sup> Dec., 1992  
\*\*\*\* Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No. 1-22/2007-CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)

35. The Fundamental and Supplementary Rules and General Financial Rules of Government of India as amended from time to time shall apply *mutatis mutandis* to employees of the Central Council

### **Pay of Re-employed persons**

36. The pay of any person who may be re-employed in the Central Council after retirement from the survive of Central Council or of a State or the Central, Government or any statutory or local body administered by Government shall be fixed in the prescribed scale of pay at the minimum stage of the time scale of pay of the post in which an individual is re-employed. Incases where the fixation of the initial pay of the re-employed officer at the minimum of the prescribed pay scale will cause undue hardship the pay may be fixed at a higher stage by allowing one increment for each year of service rendered by the officer before retirement in a post not lower than that in which he is re-employed. In addition he may be permitted to draw separately any pension sanctioned to him and to retain any other form of retirement benefit for which he is eligible such as Government or Employees Contribution to C.P Fund, Gratuity, commuted value of pension etc. provided that the total amount of initial pay plus the gross amount of pension and/or the pension equivalent of other forms of retirement benefit does not exceed;

- a) the pay he drew before his retirement(pre-retirement pay) or
- b) \*\*\*\*Rs.10,000/- whichever is less**

Explanation : The pay last drawn before retirement shall be taken to be the substantive pay, plus special pay if any. The pay drawn in an officiating appointment may be taken into account if it was drawn continuously for at least one year before retirement.

2. The restriction that pay on re-employment plus gross pension/ pension equivalent to other retirement benefits should not exceed the last pay drawn may be relaxed with the prior approval of the Central Council in cases where such relaxations are permissible for re-employed pensioners, under the employment of the Central Government.

\*\*\*\*Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No. 1-22/2007-CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)

3. In cases where the minimum pay of the post in which the officer is re-employed is more than the last pay drawn the officer concerned may be allowed to draw the minimum of the prescribed scale of pay of the post less pension and pension equivalent of other retirement benefits.

\*\*\*\*4. Once the initial pay of re-employed pensioners has been fixed in the manner indicated above he will be allowed to draw normal increments in the time-scale of the post to which he is appointed provided that the pay and gross pension/pension equivalent of other retirement benefits taken together do not at any time exceed \*\*\*\***Rs.10,000/- per month.**

### **Private Practice**

37. Service under the Central Council debars research workers from either private or consulting practice.

### **Status of Non-Officials for Regulation of T.A.**

38. Private persons who are not whole-time servants of the Council or who are remunerated wholly or partly by fees, rank for purpose of travelling allowance under Supplementary Rule 17 in such grade as the Central Council may with due regard to their status declare.

### **Defacto Permanent and Temporary Status of Central Council Employees**

39. The employees of the Central Council with three years of continuous service or more will for the purpose of drawal of increment, fixation of pay, grant of personal advances, etc. be treated in the same manner and shall be subject to the same rules as are applicable to permanent Government servants and to the staff with less than three years service rules as for temporary Government servants shall apply.

**Note :** Bye-laws (38 & 39) are not applicable to Government servants employed under the Central Council on foreign service terms.

\*\*\*\*Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref: letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No. 1-22/2007-  
CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)

## DEPUTATION IN INDIA AND ABROAD

40. Such employees of Central Council as have completed five years of service and are awarded fellowship for higher studies or training in India or abroad may be granted deputation-cum-special leave terms. The grant of these terms shall be regulated *mutatis mutandis* by the order issued on the subject by the Government of India from time to time.
41. The grant of leave to employees of the Central Council under Bye-Laws shall not debar the employment of temporary substitutes provided the nature of duties performed requires that a substitute should be engaged.

### Leave Rules

42. The Central Civil Service (Leave Rules) 1972 as amended from time to time shall apply *mutatis mutandis* to the employees of the Central Council appointed other than on contract basis Employees appointed on a contract basis under the Central Council shall be granted leave under the same rules as are applicable to contract officers of the Central Government.

## Medical Facilities for Employees

- \*\*\*\*43. The employees of the Central Council including deputationists and members of their families shall be entitled to medical aid as admissible under the prescribed Central **Government**\*\*\* Health Scheme where such facilities have been extended within the concurrence of CGHS. They shall also pay such contribution as are required under that Scheme. The employees posted in towns/cities, areas not covered under CGHS shall be governed by the CCS (MA) rules *mutatis mutandis*.

### Scale of Pay of Posts

44. The scales of pay and allowances applicable to the officers and establishments in the services of the Central Council shall be those prescribed by the Government of India for similar personnel employed under them.

\*\*\*\*Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No. 1-22/2007-CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)



## **Allotment of Central Council Residence to the Employees**

45. The employees of the Central Council shall be entitled to the allotment of Central Council's residence if available as the rules laid down for the purpose.

### **Conduct, Discipline and Penalties**

46. The Central Civil Services (Conduct) Rules and also (Classification Control and Appeal) Rules of the Government of India will *mutatis mutandis* apply to the employees of the Central Council.

\*\* (i) If the charge sheet is against the Head of Research Council, the charge sheet will be signed by the Joint Secretary "for and on behalf of President of the Governing Body/HFM.

(ii) If the charge sheet is against officers other than Director General/Head of Institute/Council, the charge sheet will be signed by the Director General of the Institute/Council (whether regular or officiating).

Appeals from orders imposing any of the penalties specified in the CCS (Conduct) Rules and CCA Rules shall be made to the authority specified in column 4 or 5 as the case may be of the annexure whose decision shall be final,

### **Other Conditions of Service**

47. In respect of matters not provided for in those regulations the rules as applicable to Central Government servants regarding the general conditions of service, pay, allowances T.A. and daily allowances, foreign service terms, deputation in India and abroad, etc. and orders and decisions issued in this regard by the Central Government from time to time shall apply *mutatis mutandis* to the employees of the Central Council.

### **48. Guidelines for Transfers\*\*\***

In order to have transparency in transfers in Research Council, the following guidelines shall be applicable:

\*\* Authority : 14<sup>th</sup> meeting of the Governing Body held on 2<sup>nd</sup> Dec.,03.

\*\*\* Authority: 15<sup>th</sup> meeting of Governing Body held on 28<sup>th</sup> Sept., 2005

1. All Group `A' & `B' officers including those at Hqrs. are liable to be transferred from one place to another on completion of 5 years of service subject to the availability of posts and in accordance with the approved staff pattern.
2. On promotion to a higher post, an officer may be transferred irrespective of the period of stay at a particular place subject to availability of vacancy. However, Officers/staff who have developed a specialization in a particular field, would be transferred to such Institutions/Units where their specialization could be utilized.
3. Normally Group C & D staff will not be transferred except on administrative exigencies and their own requests. Transfers on own request will be subject to availability of vacancies or with mutual consent for which no TA/DA will be paid.
4. Officials can be transferred on promotion from Group `C' to Group `B' posts subject to availability of vacancy.
5. No officers/staff will be transferred after attaining the age of 58 years except on own request or cases requiring disciplinary action or transfer of such officers to their home towns/states.
6. Transfers of all officials including those of Group `C' & `D' staff can be effected subsequent to re-organization of the Institutes/Units and Research schemes of the Council.
7. Transfers of all officials including those of Group `C' & `D' staff may be resorted to as an alternative to suspension of the official or in public interest while an inquiry is in progress.
8. All staff and personnel including Group `C' & `D' staff are liable to transfer on orders of the Court.
9. Efforts should be made to effect transfers as far as possible (except on administrative grounds) only after the expiry of the academic year so as to avoid disruption in the education of the children of the officers of the Council.
10. In case the spouse of the officer/staff happens to be an employee of State Govt./Central Govt. or Govt. Undertakings, the transfer of such officers/staff will be restricted as far as possible (except on

administrative grounds) to the place of posting of his/her spouse subject to availability of vacancy, failing which the posting should be considered at the nearest possible station.

11. If, at any time, it becomes essential to shift/transfer any staff member of any of the categories including Group `C' & `D' staff on administrative grounds, the Council reserves the right to transfer him/her from one Unit to another Unit.

12. The fresh appointees to Group `A' post have to serve in tribal/remote areas for a period of 3 years subject to availability of vacancies. Such officers, on completion of this period would be transferred back to their home states or nearby stations of their choice subject to availability of vacancy.

13. Govt. of India instructions will be followed regarding facilities admissible to Govt. employees serving in North Eastern Region, in accordance with G.I. M.F.O.M. No. 20014/3/83-EIV dt. 14.12.1983 as amended from time to time.

14. In situations where on administrative and technical grounds, some posts are required to be transferred from one Institute/Unit to another, the incumbents holding such posts would be transferred along with the posts. The Director General shall personally satisfy himself about the necessity of transfer of such post alongwith the incumbent from one unit to another and certify explaining the reasons that this has been done in the public interest and after obtaining necessary approvals where required. This should be done with the prior approval of the Governing Body and in case of urgency, with the approval of the President of the Governing Body.

15. In case of transfer on the basis of complaints against any incumbent alleging moral turpitude, financial embezzlement and indiscipline, the Director General shall personally satisfy himself about the need for such a transfer after making a preliminary enquiry.

16. While making transfers, Director General may ensure that the on-going research work is not affected adversely due to the transfer of a technical officer/Scientist from a particular unit.

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49. Any alteration in the Bye-Laws shall require the prior approval of the Governing Body

## ANNEXURE (BYE – LAW 46)

Particulars of the post	Authority empowered to impose penalties and the penalties which may be imposed		Appellate authority	
	Minor Penalties	Major penalties	Minor penalties	Major penalties
(1)	(2)	(3)	(4)	(5)
Group A(I) in the Council	President	Governing Body	Governing Body	Governing Body
Group A(II) in the Council	Director General	President	President	Governing Body
Group B,C & D in the Hqrs.	Director General	Director General	Vice-President-I***	Vice-President-I
Group B in the Instts./Units	Director General	Director General	Vice-President-I***	Vice-President-I
Group C & D in the Instts/Units	Project Heads	Project heads	Director General	Director General

- Group A (I) includes posts the maximum of the pay scale of which is not less than Rs.15,200/-\*\*\* of the scale of pay.
- Group A(II) includes posts the maximum of the scale of which does not exceed Rs. 13,500/-\*\*\*
- Group B includes posts carrying a pay or a scale of pay with a maximum not less than Rs.9000/- but less than Rs.13,500/-\*\*\*.
- Group C includes posts carrying a pay or a scale of pay with a maximum of over Rs.4500/- but less than Rs.9000/-\*\*\*.
- Group D includes posts carrying a pay or a scale of pay the maximum of which is Rs. 4000/-\*\*\* or less.

\*\*\* Authority - 15<sup>th</sup> meeting of Governing Body held on 28<sup>th</sup> Sept., 2005.

**SCHEDULE-1**  
**Schedule of powers vested in the Director General**  
**( Rule 50 )**

S.No.	Power	Extent
1.	To declare a Central Council employee to be a ministerial servant.	Full powers.
2.	To dispense with a medical certificate of fitness before appointment (in individual cases)	Full powers
3.	To suspend a lien	Full powers provided he is authorised to make appointments to the post in question.
4.	To transfer a lien.	Full powers provided that he is authorised to make appointments to both the posts concerned
5.	To transfer an employee from one post to another.	Full powers.
6.	To appoint an employee to hold a dual charge and to fix emoluments.	Full powers provided he has power to make appointments in each post.
*7.	To sanction grant or acceptance of honorarium.	Fill powers upto a maximum of Rs.2,500/- (Two thousand five hundred only) in each case. In case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year.

\* Authority - 7<sup>th</sup> meeting of Governing Body held on 7.10.1986

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| 8.****To retain technical staff of Central Council in service after the age of 60 and not beyond the age of 62 | Full powers provided that extensions are limited to a period of one year at a time in respect of posts to which he is the appointing authority in exceptional cases. |
| 9.****To permit undertaking of private work and acceptance of fee.   | Full powers to permit undertaking of private work and acceptance of fees by the CCRH.  |
| 10. To decide the shortest of two or more routes.  | Full powers for journeys within his jurisdiction   |
| 11. To allow mileage allowance by a route other than the shortest.   | Full powers provided selection of the route is in the Central Council's interest.  |
| 12. To define the limits of an employee's sphere of duty.  | Full powers.   |
| 13. To decide whether a particular absence is absence of duty  | Full powers.   |
| 14. To authorise an employee to proceed on duty to any part of India.  | Full powers  |
| 15. To restrict the frequency and duration of journey.   | Full powers  |
| 16. To permit travel by air-to Officials (non-entitled officers) Non-officials                                 | Full powers in the case of Group A officers only.<br>Full powers   |
| 17. To reimburse cancellation charges on unused air/ rail tickets.   | Full powers where the cancellation was done in the interest of the Council.  |
| 18. To allow actual expenses for carriage of personal effects by road between stations connected by rail.      | Full powers  |

\*\*\*\*Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No. 1-22/2007-CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)

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| 19. | Power to declare a gazetted officer (Group A or B) to be Head of an office (Powers of the Head of office are mainly to sign bills and cheques, last pay certificates, contingent register etc. He can also delegate such powers in certain cases to any other gazetted officer subordinate to him. | Full powers.  |
| 20. | Power to permit an officer to countersign T.A advance bills where permanent T.A. advances have been sanctioned to that officer.  | Full powers   |
| 21. | To declare who shall be the controlling officer and to make rules for his guidance.  | Full powers provided no employee is declared his own controlling officer. |
| 22. | To purchase working stores tools and plants etc.   | Upto the limit of budget provision for such purpose                       |
| 23. | Power to sanction non-recurring contingent charges within budget limits.   | -do-  |
| 24. | Power to sanction permanent advances.  | Full powers   |
| 25. | Power to sanction Municipal or cantonment taxes.   | Full powers.  |
| 26. | Power to purchase within budget limits official and non - official publications required by him or by officers under his control.  | Full powers   |

27****Power to sanction the renting of ordinary office accommodation.	Rs. 2.00 lakhs p.a. at Delhi, Mumbai, Kolkata and Chennai Rs. 5000/- p.m.at other places subject to assessment by CPWD/ State PWD.
28****Maintenance of building and petty works, repairs and alterations to hired and requisitioned buildings.	Upto Rs. 5.00 lakhs subject to availability of funds for Council's building/requisitioned building through CPWD/PWD/ Govt. agencies.
<p>Note . Such expenditure may be incurred only if the landlord has refused to meet the charges himself.</p>	
29. Power to sanction fixed recurring charges of a contingent character.	Full powers
30. Power to sanction telephone rents.	Full powers
31. Power to sanction advances of pay to an officer under transfer.	Full powers
32. Power to grant advance of T.A. to himself and to other employees.	Full powers.
33. Power to sanction advances and final withdrawal from G.P. Fund in accordance with the Government rules as amended from time to time.	Full powers.

\*\*\*\*Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011

(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No. 1-22/2007-CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)



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| 34. | Power to sanction Festival advance in accordance with the Government rules as amended from time to time.  | Full powers.       |
| 35. | Power to sanction advance for the purchase of conveyance in accordance with the Government rules as amended from time to time.  | Full powers.       |
| 36. | Power to incur expenditure and sanction advances for law suits to which the Council is party in accordance with the Government rules as amended from time to time.  | Full powers.       |
| 37. | Power to vary the terms of repayment of advances.   | Full powers        |
| 38. | Power to order retention of undisbursed pay and allowances.   | Upto three months. |
| 39. | Power to sanction children education allowance and reimbursement of tuition fees in accordance with the Central Government rules as amended from time to time.  | Full powers.       |
| 40. | Power to sanction reimbursement of medical expenses incurred by an employee for himself or in respect of a member of his family in accordance with the Central Government rules as amended from time to time. | Full powers.       |

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| 41. Power to sanction the purchase of Typewriter/Computer, subject to usual checks & observance of codal formalities under GFR/DFRs.  | Full powers.   |
| 42**** Power in regard to writing off the irrecoverable value of stores, money, advances, etc. provided that (i) the loss is not due to theft, (ii) it does not disclose a defect of system or serious negligence on the part of some individual servant or servants of the Central Council which might possibly call for disciplinary action requiring the orders of a higher authority. | Rs. 25,000/- for losses of stores not due to theft, fraud or negligence and Rs. 5000/- in other cases each time. |
| 43. Power to order destruction of records.  | Full powers.   |
| 44. To order sale by auction or otherwise in the interest of the Central Council of unserviceable stores or perishable articles.  | Full powers.   |
| 45**** Power to give gifts to visiting dignitaries or public bodies at his discretion.  | Upto Rs. 2000/- in each case upto a maximum of 12 in a year.   |
| 46. Power to countersign his own traveling allowance bills.   | Full powers.   |

\*\*\*Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
 (Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No. 1-22/2007-CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)

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| 47.    | Power to grant all kinds of leave including study leave, special disability leave to staff of the Central Council as per C.C.S. Leave Rules.   | Full powers.   |
| 48**** | Power to make appointments substantively or temporarily and to grant upto five advance increments in respect of posts the maximum of the scale of pay of which is Rs. 13,500/- (revised) and below on the basis of the recommendations of the Selection Committee. | Full powers.   |
| #49.   | Power to appoint part-time workers and fix their remuneration on consolidated basis.   | Full powers provided the remuneration so fixed shall not exceed Rs. 16,000/- p.m for Data Entry Operator * & Computer Typist and Rs. 13,000/- for Group `D' staff**. |
| 50.    | Power to employ outsiders in an officiating capacity in vacancies caused by the grant of leave to or officiating promotion to Group A and B posts of incumbents of Group C and D posts for which there is no leave reserve.  | Full power in respect of posts to which he is the appointing authority   |
| 51.    | Power to create posts in Group C and D.<br>Group B posts   | Full powers.<br>Upto 2 years.  |
| 52.    | Printing and binding   | Full powers subject to codal formalities.  |

# Authority - Letter No. R-13016/12/2007-HD(Pt.I) dt. 22<sup>nd</sup> August, 2008 of Deptt. of AYUSH

\*\*\*\* Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No. 1-22/2007-CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)

\* Authority – 66<sup>th</sup> meeting of SFC held on 1.1.2015 & 17<sup>th</sup> meeting of Governing Body held on 3.2.2015 (F.No. 15-33/12-13/CCRH/Estt/Rectt./7392 & 7408 dt.12<sup>th</sup> Oct.,2015)

\*\* Letter No. A-11019/2/2014-E-I(AYUSH) dt. 5<sup>th</sup> April, 2016 of Min. of AYUSH

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| 53.    | Power to incur expenditure on miscellaneous items.  | Full powers.   |
| 54.**  | Power to sanction House Building Advance to the Employees of CCRH as per HBA rules                                    | Full powers  |
| 55**** | Power to purchase of medicine, Chemicals/raw drugs  | Full power subject to following codal formalities and availability of budget and as per decision of Scientific Advisory Committee (SAC)                                  |
| 56**** | Power to purchase equipments/ Instruments etc.  | Upto Rs. 2.00 lakhs in each case after following the prescribed procedures   |
| 57**** | Power to purchase office Office equipment like computer, FAX, photocopier, franking machines, gestetner machines etc. | Rs. 2.00 lakhs subject to purchase being made through DGS&D rate contract, otherwise upto Rs. 75,000/- following codal formalities.                                      |
| 58#    | Power to appoint contractual staff against approved posts.  | One year or till such time Regular appointments are made whichever is earlier, subject to proper selection procedure. This also applies to selection on part-time basis. |

\*\* Authority - 14<sup>th</sup> meeting of the Governing Body held on 2<sup>nd</sup> Dec.,03

\*\*\*\* Authority – 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
(Ref: Letter No. R-13016/40/2005-HD dt. 9<sup>th</sup> Oct., 2007 of Deptt. of AYUSH & letter No.1-22/2007-CCRH/Mon/GB/15-Follow-up/588 dt. 13<sup>th</sup> Sept., 2007)

# Authority - Letter No.D.15020/84/2014-RD Dated 1<sup>st</sup> Oct. 2014 of Deptt. Of AYUSH

**SCHEDULE II \*\*\*\***  
**Delegation of powers made under the Rules and Regulations  
to the Officer declared as head of Office**

**Rule 50 (i)**

<b>S.No.</b>	<b>Power</b>	<b>Extent</b>
1.	As Head of the Office	Full, under various rules & regulations
2.	Power to sanction consumable items such as stationery, printing, rubber stamps and other articles of misc. nature including refreshment for Meetings, Workshops & staff Meetings etc.	Full, provided the budget provision is not exceeded and subject to observance of codal formalities as per rules.
3	Power to sanction expenditure of miscellaneous or contingent nature i.e. maintenance of building, repair of furniture, equipment, instrument, machinery and purchase of reference books & medical books etc.	Upto Rs. 10,000/- in each case.
4.	Power to grant Special pay	Full, as per rules.
5.	Power to sanction traveling allowances/ D.A./pay & LTC advances on approved Transfers/tours etc.	Full, except own case.
6.	Power to sanction telephone bills, electricity, fuel and other charges.	Full

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| 7.  | Power to attest entries in the Service Books/ leave account, Stock registers etc.   | Full.   |
| 8.  | Power to grant all kinds of leave including Maternity/ paternity leave, EOL to all groups as per CCS(Leave) Rules other than study leave and leave not due. | Full, as per rules except in his own case. EOL up to 6 months in respect of group `C` and `D` staff. Three months in respect of group `A` and `B` officers. |
| 9   | Power to grant of periodical increments in respect of all groups.   | Full, except in his own case.   |
| 10. | Power to sanction medical reimbursement claims, T.A. and advance on medical Treatment.  | Full, as per C.S.M.A. Rules except in case of relaxation of rules in own case.  |
| 11. | Power to sign cheques jointly with Authorised Officers in respect of approved expenditure/ bills passed for payment including GPF advance/withdrawal.       | Without any financial ceiling #   |
| 12. | Power to sanction GPF advance/ withdrawal including converting of advance into withdrawal except final payment.   | FULL, as per rules except own case.   |
| 13. | Power to sanction conveyance charges to all groups.   | Full, as per rules except own case.   |
| 14. | Power to sanction C.E.A. and reimbursement of tuition fee/ Hostel subsidy.  | FULL, as per rules, except own case.  |

# Authority - Ref: Letter No. R-13016/11/2008-HD dt. 30.9.2008, Deptt. of AYUSH & Councils letter No. 33-1/2005-CCRH/46-SFC/Follow-up/204 dt. 30.4.2008

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| 15. | Power to engage group `C` and `D` daily wage/part-time workers/contract staff against leave vacancies or on need basis.              | Full, but should not exceed 89 days at a stretch in each case. |
| 16. | Purchase and issue of liveries to the entitled group `C` & `D` staff as per rules including Apron for medical and non-Medical staff. | FULL, as per rules.  |
| 17. | Grant of O.T.A. to group `C` & `D` staff.  | FULL.  |
| 18. | Sanction of consumable and non-consumable items; medicines, Lab. Chemicals/ glass wares and furniture, Equipment, instrument etc.    | Rs. 25,000/- in each case.                                     |
| 19. | Sanction and payment of Insurance, maintenance of equipments/instrument A.M.C., photocopier charges etc.                             | FULL, as per rules.  |
| 20. | Transfer of employees from one Section to another in The Hqrs. office (upto Office Supdt. Level).                                    | FULL.  |

\*\*\*\* Authority - 16<sup>th</sup> meeting of the Governing Body held on 28<sup>th</sup> Oct., 2011  
 (Ref: Letter No. R-13016/20/2007-HD dt. 26<sup>th</sup> Nov., 2007 of Deptt. of AYUSH & letter No. 31-1/CCRH/Mon/2006/44-SFC/Follow-up action/64 dt. 7.5. 2007)

### SCHEDULE III \*

#### Power of Accounts Officer/Drawing & Disbursing Officer Rule 50 (i)

S.No.	Nature of power	Extent
1.	Passing Pay, TA and other allowances/bills of the Headquarters and Units staff	Full
2.	Passing and countersigning bills for contingent expenditure	Full
3.	Countersigning T.A. bills for approved tours of staff	Full
4.	Countersigning T.A. bills for approved tours of officers.	Full
5.	Attesting entries in Cash book	Full
6.	Checking monthly cash balance	Full
7.	Countersigning T.A. bills of non-officials and officials (where T.A. is payable by the Central Council) invited to attend meetings convened by Central Council.	Full
8	Power to sign cheques jointly with an authorized officer in respect of approved expenditure\bills passed for payment.	Without any financial ceiling#

- \* Authority - 7<sup>th</sup> meeting of Governing Body held on 7<sup>th</sup> Oct., 1986.  
# Authority - Ref: Letter No. R-13016/11/2008-HD dt. 30.9.2008, Deptt. of AYUSH & Councils letter No. 33-1/2005-CCRH/46-SFC/Follow-up/204 dt. 30.4.2008