MAHARASHTRRA ASSOCIATION FOR
THE CULTIVATION OF SCIENCE

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(Registered at Bombay on 1st October 1946
under the Societies Registration Act,
21 of 1860, vide Certificate No. 1489
Established on 5th October 1946, and
Registered at Pune on 10th October 1952
Under the Bombay Public Trusts Act, 1950,
Vide Certificate No. 9114).

[Accepted by E.C. of MACS (17.9.88); Council of MACS (11.7.89); G.B. of
MACS (3.9.90 & 22.10.90)].
Change Report Accepted by Charity Commissioner, Pune (20.3.91).
RULES

These Rules shall supersede all previous Rules and shall come into force with effect from 20.3.1991 (vide General Body resolution no. 2 dated 22.10.1990).

PART I : GENERAL

1. PARTS OF THE RULES
   (a) These Rules are essentially the same as those currently in force, but they have been made more explicit to delineate clearly the scope, authorities, powers and functions of the Association and its officers vis a vis those of the constituent Institute(s).
   (b) At the time of the revision of these Rules, the Association had established only one Institute, which is hereinafter proposed to be named as the Agharkar Research Institutes. Hence, Part III of these Rules pertains to Rules of the said Institute.

2. SHORT TITLE
   These Rules shall be called the 'Rules of the Maharashtra Association for the Cultivation of Science and its constituent Institutes'.

3. DEFINITIONS
   (a) 'Association' means 'Maharashtra Association for the Cultivation of Science'.
   (b) 'Institute' means an Institute established by the Maharashtra Association for the Cultivation of Science.
   (c) 'General Body' means General Body of the Association.
   (d) 'Governing Body' means Governing Body of the Association.
   (e) 'Institute Council' means Council of the Institute.
   (f) 'President' means President of the Association.
   (g) 'Vice-President' means Vice-President of the Association.
   (h) 'Treasurer' means Treasurer of the Association.
(i) 'Secretary' means Secretary of the Association. 'Member' means Foundation Member, Benefactor, Honorary Fellow, Life Member and Member who has acquired membership under old Rules (1948) and who does not fall under any of the above categories.

(j) 'Director' means Director of the Institute.

(k) 'Head of the Department' means Head of the Department of the Institute.

(l) 'Administrative Officer' means Administrative Officer of the Institute.

(m) 'Finance and Accounts Officer' means Finance and Accounts Officer of the Institute.

(n) 'Year' means the financial year from 1st April to 31st March.

**PART II : RULES OF THE MAHARASHTRA ASSOCIATION FOR THE CULTIVATION OF SCIENCE**

1. **NAME**

'Maharashtra Association for the Cultivation of Science' hereinafter referred to as 'the Association'

Name in Marathi

2. **OFFICE**

The office of the Association shall be located at City Survey No. Bhamburda 832/B, Final Plot No. 173, Agarkar Road, Pune-411 004.

3. **AIMS AND OBJECTS**

The aims and objects of the Association are:

(a) Promotion of science and technology and their practical applications to problems of social relevance and national welfare;

(b) Maintaining an institute or institutes for promotion of science and technology and their parasitical applications of social relevance and national welfare;

(c) Publication of scientific books, monographs, journals, etc.;
(d) Promotion and popularization of science and disseminating knowledge of pure and applied science by establishing science libraries and museums, and by organizing conferences, symposia, seminars, workshops, lectures, exhibitions, etc.;

(e) Taking such other steps as may appear to the Association as necessary and desirable for the furtherance of scientific research and its application.

4. **FUNDS AND PROPERTY**

(a) The Association shall maintain a fund to which shall be credited -

(i) all moneys provided by the Government;

(ii) Grants-in-aid provided by Central / State Governments and Public / Private Sector Organizations for the work of the Institute(s), which shall be automatically transferred to the concerned Institute in full;

(iii) all fees and other charges received by the Association;

(iv) all moneys received by the Association by way of grants, gifts, donations benefactions, bequests or transfers, royalties, consultation fees, test charges, etc.;

(ii) all moneys received by the Association in any other manner or from any other source.

(b) All moneys shall be received only in the name of the Secretary of the Association.

(c) The Association may maintain revolving fund(s) for specific activities as may be decided by the Governing Body from time to time.

(d) The Association shall acquire, hold and dispose of property in any manner whatsoever for the furtherance of the aims and objects of the Association with the approval of concerned competent authorities.

5. **MEMBERSHIP**

A. The Association shall consist of Foundation Members, Benefactors, Honorary Fellows and Life members, who shall agree to abide by the aims, objectives and Rules of the Association.
(a) Foundation Members are persons who joined the Association up to 31st December 1948.

(b) Benefactors shall be persons or institutions donating Rs. 25,000/- or more. The existing donor will be deemed to be a Benefactor.

(c) Honorary Fellows shall be persons of eminence in scientific, educational or cultural fields who are invited by the Association on the recommendation of the Governing Body provided that not more than two Honorary fellows may be invited by the Association in a given year and further that the total number of Honorary Fellows shall not exceed 10 at any time. The term of Honorary Fellows shall be three years at a time. They will not pay any contribution towards membership fee.

(d) Life Members shall be persons of eminence in scientific, educational or cultural fields who are sponsored by two members of the Governing Body and accepted by the General Body as such. Life Membership will be Rs. 500/-. It is subject to revision from time to time.

B. Membership acquired under old Rules (1948) and which does not fall under any of the above categories will be preserved.

C. The General Body shall consider from time to time the recommendations made by the Governing Body and decide upon

(a) acceptance of persons/institutions as Benefactors,

(b) acceptance of persons of eminence as Life Members,

(c) acceptance of persons of eminence who may be invited by the Association to be its Honorary Fellows vide clause 5 A (c) above.

D. The Director of the Agharkar Research Institute will be ex-officio member of the Association. The Director of any other Institute that may be established by the Association in future will also be ex-officio member of the Association.

E. As stated in Clause 5 D above, excepting the Director of the Agharkar Research Institute and the Director of any such Institute that may be established by the Association in future, a member accepting salaried employment of the Association or of Institutes,
will cease to be member of the Association during the tenure of his service.

F. Director(s), Heads of Departments and any other salaried employees of the Institute(s) will be eligible to become members of the Association after they cease to be salaried employees of the Institute(s).

6. AUTHORITIES AND OFFICE-BEARERS OF THE ASSOCIATION

(a) There shall be the following two authorities of the Association -

(i) General Body and

(ii) Governing Body

(b) There shall be the following office-bearers of the Association -

(i) President,

(ii) Vice-President,

(iii) Secretary and

(iv) Treasurer

(c) The tenure of the office-bearers of the Association shall be 3 years at a time. They will be eligible for re-election for another term of 3 years, but in no case shall a person hold the same office for more than two consecutive terms.

(d) In the event of a vacancy caused in the office of the President by death, resignation or otherwise, the Vice-President will discharge the functions of the President for the remaining period of the term.

(e) In the event of a vacancy caused in any of the other offices of the Association, the Governing Body shall take steps to fill the vacancy by cooption for the remaining period.

7. COMPOSITION OF THE GENERAL BODY

The General Body of the Association shall consist of -

(a) President (Chairman),
(b) Vice-President,

(c) Secretary (Member-Secretary),

(d) Treasurer,

(e) Foundation Members,

(f) Benefactors,

(g) Honorary Fellows,

(h) Life Members,

(i) Members under old Rules (1948) who do not fall under any of the present membership categories,

(j) Director of the Agharkar Research Institute and Director of any other Institute that may be established by the Association in future (ex-officio members),

(k) Representative of the Indian Law Society.

8. **POWERS AND FUNCTIONS OF THE GENERAL BODY**

(a) To promote the aims and objects of the Association;

(b) To supervise generally the working of the Association and to take decisions on matters of broad policy for the furtherance of aims and objects of the Association;

(c) To elect the following four office-bearers from amongst the members of the Association -

   (i) President, (ii) Vice-President, (iii) Secretary and (iv) Treasurer; and also to elect (v) three members of the Association to represent the General Body on the Governing Body.

(d) The four office-bearers of the Association, mentioned under 8(c) (i-iv) above, and the three members of the Association elected to represent the General Body on the Governing Body, mentioned under 8(c) (v), shall be deemed to be the Trustees of the Association.
(e) To receive and approve annual reports, audited statements of accounts and budget estimates of the Association and Institute(s);

(f) To establish chairs at the Institute(s), create endowments, institute prizes to further the aims and objects of the Association and to recognise outstanding work in science and technology and also to promote and to popularise science and technology.

(g) To maintain and operate revolving fund(s) for specific activities as may be recommended by the Governing Body from time to time.

(h) To consider and adopt whenever necessary proposals for the amendment of Rules of the Association as provided in the relevant Bye-laws, provided each such amendment of Rules, in so far as is likely to have repercussions on the Rules and Regulations of the Institute, should be adopted with prior consultation of the Institute Council.

(i) To appoint auditors for the Association;

(j) To admit benefactors, honorary fellows and life members on the recommendation of the Governing Body vide Clause 5 A (b-d);

(k) To promote emotional and organisational ties between the Association and its constituent Institutes.

(l) To take such other steps and perform such other functions as are deemed necessary for furtherance of the aims and objects of the Association.

9. **COMPOSITION OF THE GOVERNING BODY**

The Governing Body shall consist of -

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
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<tbody>
<tr>
<td>(a) President</td>
<td>Chairman</td>
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<tr>
<td>(b) Vice-President</td>
<td>Member</td>
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<tr>
<td>(c) Treasurer</td>
<td>Member</td>
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<tr>
<td>(d) Secretary, Department of Science and Technology, Government of India, or his nominee who shall not be below the rank of Joint Secretary or its equivalent</td>
<td>Ex-Officio Member</td>
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</table>
Two eminent scientists [who are not Employees of the Institute(s) belonging To the Association] invited by the President Members

Director(s) of the Institute(s) Ex-Officio member/s

Three members from amongst the members Elected by the General Body Members

Secretary of the Association Member-Secretary

10. **POWERS AND FUNCTIONS OF THE GOVERNING BODY**

(a) To promote the aims and objects of the Association;

(b) To manage and control all the affairs of the Association;

(c) To support and promote in all possible manner, the activities of the constituent Institute(s) in matters of broad policy in consultation with the Institute Council(s) with due regard to the autonomous status of the Institute(s) in all administrative, financial and academic matters within the frame-work of the prevailing Rules and Regulations;

(d) To receive and consider the annual report, budget estimates and financial statements of the Association and of the Institute(s) and to place the same before the General Body for acceptance;

(e) To constitute committees, sub-committees or panels for specific purposes, and periods as it may deem fit;

(f) To supervise, control and direct the official publications of the Association;

(g) To make recommendations to the General Body in matters related to properties, funds and valuable articles belonging to the Association as well as in matters related to publications, copyright, patents and other rights incidental thereto;

(h) To accept -

   (i) all moneys provided by the Government;
(ii) Grants-in-aid provided by Central/State Governments and Public/Private Sector Organizations for the work of the Institute(s), which shall be automatically transferred to the concerned Institute in full;

(iii) All fees and other charges received by the Association;

(iv) All moneys received by the Association by way of grants, gifts, donations, benefactions, bequests or transfers, royalties, consultation fees, test charges, etc.;

(v) All moneys received by the Association in any other manner or from any other source;

(i) To maintain and operate a fund to which shall be credited all moneys received by the Association by way of fees, grants, gifts, donations, benefactions, bequests, transfers, royalties, consultations, test charges, etc.;

(j) To open and operate bank accounts of the Association in scheduled banks and to invest funds not immediately required;

(k) To maintain and operate revolving fund(s) for specific activities as may be decided by the Governing Body from time to time;

(l) To recommend to the General Body -

   (i) acceptance of persons/institutions as Benefactors,

   (ii) acceptance of persons of eminence as Life Members,

   (iii) acceptance of persons of eminence who may be invited by the Association to be its Honorary Fellows;

(m) To delegate such administrative, financial and other powers to the Secretary and any other member of the Association as it may consider necessary and proper;

(n) For the purposes of Section 5 of the Societies Registration Act (21 of 1860), the properties and funds of the Association shall be deemed to be vested in the Trustees of the Association as stated under Clause 8(d);

(o) To make Bye-laws for the efficient administration of the Association and to recommend the same to the General Body for approval;
(p) To consider and approve the Regulations of the Institute(s) on the recommendation of the Institute Council(s) and to report the same to the General Body for information;

(q) The tenure of the Governing Body shall be three years. The Governing Body shall, however, continue in office notwithstanding the expiry of office until their successors have been duly appointed:

(r) A member shall serve on the Governing Body for not more than two consecutive terms, exception being ex-officio members.

(s) In the absence of the President, the Vice-President shall preside over meeting of the Governing Body. In the absence of both the President and the Vice-President, the members present shall elect one of them to preside over the meeting.

(t) No act or proceedings of the Governing Body shall be invalid by reason only of the existence of any vacancy (ies) amongst its members.

11. **POWERS AND FUNCTIONS OF THE PRESIDENT**

(a) The President shall exercise such powers for the conduct of the business of the Association as may be vested in him by the Association.

(b) The President shall cause a review to be undertaken at least once in five years of the work and progress of the Association and of the Institute(s). The report of such reviews shall be placed before the Governing Body and General Body of the Association at their next meetings for consideration.

(c) The President shall preside at the meetings of the General Body and Governing Body of the Association, and the meetings of the Institute Council(s).

(d) The President shall perform such other functions and shall carry out such other duties as may be assigned to him by the Association from time to time.

12. **POWERS AND FUNCTIONS OF THE VICE PRESIDENT**

The Vice President shall perform such functions and carry out such duties as may be assigned to him by the President from time to time.
13. **POWERS AND FUNCTIONS OF THE SECRETARY**

(a) The Secretary shall function under the directions of the Association, the Governing Body and the President.

(b) The Secretary shall keep minutes of the proceedings of the General Body and Governing Body meetings and take necessary actions in connection therewith. At the commencement of every such meeting, he shall get the minutes of the previous meeting confirmed.

(c) The Secretary shall keep, or cause to be kept, all records of the Association at the office.

(d) The Secretary shall prepare the annual report of the Association and shall place it before the Governing Body for consideration and approval.

(e) The Secretary shall exercise such administrative powers as may be delegated to him by the Governing Body from time to time.

(f) The Secretary shall, if so authorized by a resolution passed in that behalf by the Governing Body, execute contracts, deeds and other instruments on behalf of the Governing Body and report thereon to the Governing Body.

(g) For the purposes of Section 6 of the Societies Registration Act, 21 of 1860, the Secretary shall be considered the Principal Secretary of the Association. The Association may sue, or be sued, only in the name of the Secretary of the Association. If, due to unavoidable circumstances, the Secretary is unable to fulfill these functions, the President may authorize any other member of the Association in writing to represent the Association in legal matters.

(h) The Secretary shall conduct all the correspondence of the Association and of the Governing Body and sign all papers and letters emanating therefrom, except where a different provision has been made in these Rules.

14. **POWERS AND FUNCTIONS OF THE TREASURER**

(a) The Treasurer shall function under the directions of the Association, the Governing Body and the President.

(b) The Treasurer shall supervise the funds of the Association. He shall prepare the budget estimates of the Association, review the finances
of the Association from time to time and undertake such otherfunctions as are allotted to him by the Association.

15. **ELECTIONS**

A. **Office-bearers of the Association**

(a) The Office-bearers of the Association, viz. President, Vice-President, Treasurer and Secretary shall be elected at the Annual General Body meeting every three years, as laid down in the relevant Bye-laws.

(b) The President shall be a scientist of eminence.

(c) The elections of the office bearers as in 15 A (a) must be held before the expiry of their term. In case, however, for some unforeseen reason, the elections could not be held before the expiry of their term, the office-bearers of the Association, viz., President, Vice-President, Secretary and Treasurer shall continue in office until their successors have been duly elected, but for not more than six months after the expiry of their term.

(d) The office-bearers of the Association shall hold their respective offices for not more than two consecutive terms, each of three years.

(e) In the event of a vacancy caused in the office of the President by death, resignation or otherwise, the Vice-President shall discharge the functions of the President for the remaining period of the term.

(f) In the event of a vacancy caused in any of the other offices of the Association, the Governing Body shall fill the said vacancy by co-option.

B. **Three members on the Governing Body**

(a) Three members of the Association shall be elected every three years at the Annual General Body meeting to represent the General Body on the Governing Body.

(b) They shall continue in office until their successors have been duly elected.
(c) They shall hold their office for not more than two consecutive terms, each of three years.

16. **PROCEEDINGS OF THE GENERAL BODY**

(a) There shall be three kinds of General Body meetings:

- Annual General Body Meeting,
- Special Meeting and
- Emergency Meeting.

(b) The Annual General Body Meeting will be held every year. A Special Meeting can be held when requisitioned (i) by the President, (ii) by the Governing Body by resolution to that effect, and (iii) by at least 15 members of the Association addressed to the Secretary. Emergency Meeting shall be called by the President when such an occasion arises.

(c) Special Meeting(s) requisitioned under Clause 16 (b) (ii) and (iii) shall be held within one month of the resolution of Governing Body or of the receipt of requisition.

(d) The notice for all meetings mentioned under Clause 16(a) shall be given by the Secretary of the Association under Certificate of Posting or by hand delivery.

(e) The notice for Annual General Body Meeting shall be issued at least 30 days prior to the date of the meeting. The notice for Special Meeting shall be issued at least 15 days prior to the date of the meeting. The notice for Emergency Meeting shall be issued not less than 3 days prior to the date of the meeting.

(f) The place, date and time of all the meetings mentioned under Clause 16(a) above shall be decided by the President. The meeting shall normally be held at the registered address of the Association.

(g) The Secretary of the Association shall prepare agenda of the Annual General Body Meeting and the minutes of the previous meeting of the General Body and shall send a copy thereof to all the members of the General Body at least 10 days in advance of the date of the meeting.

(h) The Secretary of the Association shall prepare agenda of the Special and Emergency Meetings. The agenda shall consist of item(s) for
which the respective meetings have been convened. No additional items shall be considered at these meetings.

(i) The quorum for Annual General Body meetings will be 1/5\textsuperscript{th} of total members. If there is no quorum the meeting shall be adjourned for 15 minutes after which no quorum is necessary and the meeting shall proceed to consider the agenda.

(j) The business of each meeting shall proceed in the order of the agenda, except where the precedence for any item is requested and approved at the meeting.

(k) All decisions shall be taken by majority vote. Whenever there is a tie, the Chairman shall have a casting vote in addition.

(l) The order of business at the Annual General Body meeting shall be as follows:

(i) The minutes of the last meeting shall be read and confirmed after correction, if necessary, and then signed by the Chairman.

(ii) Items postponed at the last meeting shall be taken up.

(iii) Consideration and approval of annual reports, audited statements of accounts and budget estimates of the Association and Institute(s).

(iv) The gifts or donations, if any, made to the Association since their last meeting shall be announced by the Secretary.

(v) Any other item(s) with the permission of the Chair.

17. **PROCEEDINGS OF THE GOVERNING BODY**

(a) There shall be ordinarily at least two meeting of the Governing Body during a year.

(b) The place, date and the time of the meeting(s) shall be fixed by the Secretary of the Association in consultation with the President. The meeting shall normally be held at the registered address of the Association.

(c) Not less that 15 days’ notice of every meeting of the Governing Body shall be given under certificate of posting or by hand to each member of the Governing Body by the Secretary of the Association. The Chairman may, however, for reasons recorded in writing, call a meeting at such shorter notice as he may think fit.
(d) The Secretary of the Association shall prepare the agenda of the proposed meeting and the minutes of the previous meeting of the Governing Body, and shall send normally a copy thereof to all the members of the Governing Body at least 7 days in advance of the date of the meeting.

(e) The quorum for such meetings will be 6 members. If there is no quorum, the meeting shall be adjourned for 15 minutes. After 15 minutes, the meeting for which no quorum is necessary, shall proceed to consider the agenda of the adjourned meeting only.

(f) The President, or in his absence the Vice-President, shall take the Chair. In the absence of both the President and the Vice-President, the Governing Body shall elect one of its members to preside over its meeting vide Clause 10 (t).

(g) Each member of the Governing Body including the Chairman shall have one vote. In case of difference of opinion amongst the members of the Governing Body, the opinion of the majority shall prevail. If there shall be an equality of vote on any question to be decided by the Governing Body, the Chairman shall, in addition, have a casting vote.

(h) The Governing Body may, by resolution, delegate to its Chairman such of its powers for the conduct of business as it may deem fit, subject to the condition that the action taken by the Chairman under the powers delegated under these Rules shall be reported for information at the next meeting of the Governing Body.

(i) The records and minutes of the meeting shall be properly maintained by the Secretary.

18. ACCOUNTS AND AUDIT

(a) Separate accounts of the Association and its institute(s) shall be maintained. The accounts of the Institute shall be reflected in those of the Association.

(b) The annual statement of accounts, the balance sheet for the accounts of the Association and the budget estimates of the Association shall be prepared by the Treasurer.

(c) The accounts of the Association shall be audited yearly by a reputed auditor appointed by the General Body. Such accounts, certified by the auditors, together with the complete audit report thereon, shall be placed before the General Body for its approval.
(d) The Treasurer shall exercise the budgetary control and shall supervise
the accounts of the Association, under the direction of the Governing
Body and the President.

(e) The Governing Body shall make Bye-laws wherever necessary for
maintenance of accounts and for the entire financial administration
under its control.

19. **AMENDMENT OF RULES**

(a) The General Body may add, vary or rescind the Rules as and when
deemed necessary, as per relevant Bye-laws, provided such addition,
variation or rescission, in so far as it has repercussions on the Institute
Rules, shall be carried out with prior consultation with the Institute
Council.

(b) An amendment may be proposed by the Governing Body Sue Motu
or may be suggested by at least 5 members. The Secretary of the
Association, on receipt of such a notice, shall send it to the Governing
Body for its deliberation at the next meeting. The proposed
modification, along with the recommendation of the Governing Body,
shall be placed before the General Body for its consideration.

(c) However, in case of amendments of Rules involving alterations,
extensions or abridgements of the aims and objects of the
Association, the procedure laid down under Section 12 of the
Societies Registration Act, 21 of 1860, shall be applicable.

(d) The General Body may accept such changes not governed in sub-
clause (c) by required majority as laid down in relevant acts.

**PART III – RULES OF THE INSTITUTE(S) OF THE ASSOCIATION**

1. **NAME**

These Rules shall apply to all the Institutes sponsored and established by
the Association. At present, the Association established only one Institute
which is proposed and hereby named as The Agharkar Research Institute,
hereinafter referred to as the ‘Institute’.

2. **OFFICE**

The Office of the Institute shall be located at City Survey No. Bhamburda
832/B, Final Plot No. 173, Agarkar Road, Pune-411 004.
3. **FUNDS**

The Institute shall maintain a fund to which shall be credited –

(a) all moneys provided by the Central/State Governments (as received through the Association),

(b) all moneys provided by the Public/Private Sector Organisations,

(c) all moneys received by the Institute for sponsored research projects of the Institute,

(d) all fees and other charges received by the Institute,

(e) all moneys received by the Institute in any other manner or from any other source.

Provided that all moneys mentioned above shall be received only in the name of the Director of the Institute. The receipt of such moneys shall be reported at the next meeting of the Institute Council.

4. **AUTHORITIES AND OFFICERS OF THE INSTITUTE**

(a) There shall be the following authority of the Institute –

- Institute Council

(b) There shall be the following officers of the Institute –

(j) Director,

(ii) Heads of Departments,

(iii) Administrative Officer,

(iv) Finance and Accounts Officer.

(c) Appointment of the above Officers –

The appointments of the officers will be made as follows:

i) Director – Through Search Committee and Governing Body,
ii) Head of the Department – Through Director and Institute Council,

iii) Administrative Officer – By advertisement and Selection Committee through Director and Institute Council,

iv) Finance and Accounts Officer – By advertisement and Selection Committee through Director and Institute Council.

5. **COMPOSITION OF THE INSTITUTE COUNCIL**

The Institute Council shall consist of –

(a) President of the Association

(b) Five eminent scientists (who are not employees of the Institute belonging to the Association) invited by the President to be members

(c) Secretary, Department of Science and Technology, Government of India or his nominee who shall not be below the rank of Joint Secretary or its equivalent

(d) Financial Advisor, Department of Science and Technology, Government of India or his nominee who shall not be below the rank of Deputy Secretary or its equivalent

(e) Director of the Institute

Heads of the Departments be invited whenever necessary.

6. **POWERS AND FUNCTIONS OF THE INSTITUTE COUNCIL**

(a) To manage and control the affairs of the Institute and lay down policy frame.

(b) To constitute (i) Research Advisory Committee, (ii) Finance and Budget Committee, (iii) Building and Works Committee, (iv) Internal
Management Committee, and such other ad-hoc committees, sub-committees or panels for specific purposes and periods and to issue them such directions from time to time as it may deem fit and necessary. To consider the recommendations of the above and such other committees, sub-committees and panels.

(c) The Institute Council shall also have the power to dissolve or substitute any committee, sub-committee or panel functioning or set up under this Rule, with the exception of Finance and Budget Committee, Research Advisory Committee, Building and Works Committee and Internal Management Committee.

(d) To create teaching, research, technical, administrative, and such other posts as may be necessary and to make appointments thereto in accordance with the Rules and Regulations; also to reorganize existing departments and to create new ones as may be necessary.

(e) To make Regulations in consultation with the Department of Science & Technology, Govt. of India, concerning recruitment, service conditions, promotional avenues, retirement benefits and such other matters for the teaching, research, technical, administrative, ministerial and such other posts of the Institute and to recommend them for acceptance to the Governing Body of the Association.

(f) To make such other Regulations in consultation with the Department of Science & Technology, Govt. of India, as may appear conducive to the good administration of the Institute and the bodies working under it and to recommend them for acceptance to the Governing Body of the Association.

(g) To consider and approve the annual report, the audited statements of accounts and budget estimates of the Institute.

(h) To initiate, promote and finance the official publications of the Institute.

(i) To approve and operate pilot plants, field trials, farm trials and extension activities for scaling up the products and processes developed in the Institute.

(j) To open and operate bank accounts of the Institute in scheduled banks and to invest funds not immediately required in such a manner as it may deem fit and proper.
(k) To delegate such administrative, financial and other powers to the Director and any other employee of the Institute as it may consider necessary and proper.

(l) The Director shall execute the decisions taken by the Institute Council. However, in the unlikely event when he differs from any decision of the Institute Council, he shall place the matter for the consideration of the Governing Body of the Association.

(m) The Institute Council shall do all such things as are essential for the proper conduct and discipline in the functioning of the Institute.

(n) In the absence of the Chairman (President of the Association), the Institute Council shall elect a Chairman for that meeting.

(o) The tenure of the Institute Council shall be three years. The Institute Council shall, however, continue in office notwithstanding the expiry of office until their successors have been duly appointed.

(p) A member shall serve on the Institute Council for not more than two consecutive terms of three years each with the exception of ex-officio members.

7. **PROCEEDINGS OF THE INSTITUTE COUNCIL**

(a) The Institute Council shall meet at least two times in a year.

(b) Not less than 15 days’ notice of every meeting of the Institute Council shall be given to each member.

(c) Every notice calling a meeting of the Institute Council shall state the date, time and place at which the meeting will be held and shall be under the signature of the Director (who shall be the Member-Secretary of the Institute Council). The meeting shall normally be held at the registered address of the Institute.

(d) The Director of the Institute shall prepare the agenda of the proposed meeting and the minutes of the previous meeting of the Institute Council and shall send the copies thereof to all the members of the Institute Council normally at least 7 days in advance of the date of the meeting.

(e) The matters for consideration of the Institute Council shall be taken in the following sequence –

(i) confirmation of the minutes of the previous meeting,
(ii) report by the Director on the follow-up action,

(iii) Director’s report on the significant events, achievements, etc., since the previous meeting of the Institute Council,

(iv) other matters in the Agenda circulated,

(iv) any other matter with the permission of the Chair.

(f) The quorum for such meetings shall be 6 members. If there is no quorum, the meeting shall be adjourned for 15 minutes. After 15 minutes, the meeting, for which no quorum is necessary, shall consider the agenda of the adjourned meeting only.

(g) Each member of the Institute Council including the Chairman shall have one vote. In case of difference of opinion amongst the members of the Institute Council, the opinion of the majority shall prevail. If there shall be an equality of vote on any question to be decided by the Institute Council, the Chairman shall, in addition, have a casting vote. Dissent, if any, shall be recorded.

(h) The Institute Council may, by resolution, delegate to its Chairman such of its powers for conduct of business as it may deem fit, subject to the condition that the action taken by the Chairman under these Rules shall be reported for information at the next meeting of the Institute Council.

(i) In an emergency, the Chairman may take a suitable decision on behalf of the Institute Council. This shall however be reported for information and ratification at the next meeting of the Institute Council.

(j) All the decisions of the Institute Council shall be taken at its meetings as specified above.

8. RESEARCH ADVISORY COMMITTEE OF THE INSTITUTE

There shall be a Research Advisory Committee of the Institute to initiate, evaluate, monitor and periodically review the research projects of the Institute. The composition, tenure, terms and functions of the Research Advisory Committee shall be laid down in the relevant Regulations.
9. **FINANCE AND BUDGET COMMITTEE OF THE INSTITUTE**

There shall be a Finance and Budget Committee of the Institute which shall be responsible for supervision and maintenance of accounts, preparation of budget estimates and for performance of such other financial functions as may be laid down in the relevant Regulations. The composition and tenure of the Finance and Budget Committee shall also be laid down in the relevant Regulations.

10. **BUILDING AND WORKS COMMITTEE OF THE INSTITUTE**

There shall be a Building and Works Committee of the Institute. The composition, tenure and functions of the Building and Works Committee shall be laid down in the relevant Regulations.

11. **INTERNAL MANAGEMENT COMMITTEE OF THE INSTITUTE**

There shall be an Internal Management Committee of the Institute to make such recommendations to the Director as may help in the smooth and efficient administration of the Institute. The composition, tenure and functions of the Internal Management Committee shall be laid down in the relevant Regulations.

12. **POWERS AND FUNCTIONS OF THE DIRECTOR**

(a) The Director shall be the Principal academic and executive officer of the Institute.

(b) He shall be responsible for the proper administration, academic programs and maintenance of discipline in the Institute.

(c) He shall prescribe the duties of all the employees of the Institute and shall exercise such supervision and control over the work and conduct of the employees of the Institute as may be necessary subject to these Rules and Regulations.

(d) He shall coordinate and exercise general supervision over all research, training and other activities of the Institute.

(e) He shall prepare, in July-August each year, the budget estimates for the ensuing year and revised estimates for the current year for consideration and approval of the Finance and Budget Committee and the Institute Council.

(f) The Director shall be empowered to make purchases of capital equipment and other non-recurring items in accordance with the
budget provisions up to the limits stipulated by the Institute Council from time to time.

(g) The Director shall be competent to write off irrecoverable losses of stores or moneys and unserviceable items of equipment and furniture, as may be laid down by the Institute Council from time to time.

(h) The Director may, in writing, delegate such of his powers and duties, assigned to him in these Rules and in Regulations, as well as the powers and duties that may be delegated to him by the Institute Council, as he may consider necessary to any of his subordinates.

(i) The Director shall exercise such powers and discharge such other functions as are necessary for the efficient governance and functioning of the Institute.

13. **FUNCTIONS OF THE HEAD OF THE DEPARTMENT**

There shall be a Head of Department for every department of the Institute. He shall –

(a) function under the overall supervision of the Director,

(b) be the principal administrative and academic officer of the Department,

(c) be responsible to fulfill the academic and research objectives of the Department,

(d) do all such things as are necessary for maintaining discipline and for smooth working of his Department as per relevant Regulations,

(e) perform all such functions and shall carry out all such duties as are assigned to him by the Director from time to time.

14. **FUNCTIONS OF THE ADMINISTRATIVE OFFICER**

The Administrative Officer shall –

(a) function under the direction of the Director of the Institute,

(b) be responsible for the administrative matters of the Institute,

(c) be responsible for the work of the Office of the Institute,
(d) act as recorder of the Institute and as custodian of all documents relating to the Institute,

(e) represent the Institute in legal matters. The Institute may sue, or be sued, only in the name of the Administrative Officer of the Institute,

(f) perform such functions and shall carry out such duties as are assigned to him by the Director from time to time.

15. **FUNCTIONS OF THE FINANCE AND ACCOUNTS OFFICER**

The Finance and Accounts Officer shall -

(a) function under the direction of the Director of the Institute,

(b) supervise the accounts of the Institute and shall assist in preparation of budget and in exercising budgetary control.

(c) be responsible for the finalization of accounts and for internal auditing,

(d) perform such functions and shall carry out such duties as are assigned to him by the Director from time to time.

16. **ACCOUNTS AND AUDIT**

(a) Separate accounts of the Association and the Institute shall be maintained. The Institute accounts shall be incorporated in the accounts of the Association.

(b) The accounts of the Institute shall be subjected to internal auditing.

(c) The accounts of the Institute shall be audited yearly by a reputed Chartered Accountant appointed by the Institute Council. Such accounts, certified by the auditors together with the complete audit report thereon, shall be placed before the Institute Council for its approval.

(d) The Finance and Accounts Officer shall supervise the accounts of the Institute.

(e) The Institute Council shall make Regulations wherever necessary for maintenance of accounts and for the entire financial administration under its control.
PART IV: BYE-LAWS OF THE

MAHARASHTRA ASSOCIATION FOR THE CULTIVATION OF SCIENCE


1. **SHORT TITLE**:

These bye-laws shall be called the "Bye-laws of the Maharashtra Association for the Cultivation of Science".

2. **DEFINITIONS**: In these Bye-Laws:

   (a) "Association" means "the Maharashtra Association for the Cultivation of Science, Pune"

   (b) "Institute(s)" means "Institute(s) established by the Maharashtra Association for the Cultivation of Science"

   (c) "General Body" means the "General Body of the Association"

   (d) "Governing Body means the "Governing Body of the Association"

   (e) "Institute Council(s)" means the "Council(s) of the Institute(s)"

   (f) "President" means the "President of the Association"

   (g) "Vice-President" means the "Vice-President of the Association"

   (h) "Treasurer" means the "Treasurer of the Association"

   (i) "Secretary" means the "Secretary of the association"

   (j) "Member" means any member of the different categories of membership of the Association

   (k) "Director" means the "Director of the one of the Institutes of the Association"

   (l) "Year" means the "financial year from 1st April to 31st March"
3. **LIFE MEMBERSHIP OF THE ASSOCIATION** :

(i) The Governing Body shall, at one of the formal meetings identify the names of eminent persons who may be invited by the Association to join as Life Members.

(ii) The Secretary shall then address a suitable invitation letter to such persons seeking their consent and obtain a copy of their bio-data. This information would be placed for the consideration of the General Body.

(iii) The total annual intake for Life Membership of the Association may not exceed 5.

(iv) The Secretary shall make a up-to-date list of the existing Life Members/Benefactors/Honorary Fellows; the list should be up-dated every year and presented to the Annual General Body Meeting.

4. **ELECTION OF OFFICE BEARERS** :

(a) The election of President, Vice-President, Treasurer, Secretary, and three members to be elected by the General Body to the Governing Body (vide Rule 8 c) shall take place at the Annual General meeting of the Association to be held in such a way that the newly elected incumbents are formally in position before the end of the financial year in which the tenure of the existing office bearers comes to an end. One third of the three members elected by the General Body shall retire every year. The tenure of the rest of the office bearers will be 3 years.

(b) The Governing Body shall prepare in accordance with the following procedure a list of names of those persons whom they recommend for election as President, Vice-President, Treasurer, Secretary and a member of the General Body to be elected to the Governing Body.

(i) The Governing Body shall determine at the meeting to be held in August-September the vacancy that will occur among the three members and such other vacancies that may occur among the office bearers of the Association at the end of every year.

(ii) The list of the vacancies on the Governing Body for the next year shall be circulated in October to all members in good standing inviting suggestions regarding the filling up of vacancies to reach the office by a date to be specified by the Governing Body.
(iii) The suggestions received shall be circulated to the members of the Governing Body for the expression of their views by a date prescribed by the Governing Body and shall then be considered at the meeting of the Governing Body to be held in December when final nominations shall be made out of the names suggested. At the time nominations are discussed, members of the Governing Body being considered for a position of an office bearer of the Governing Body shall not participate in the selection procedure for the respective position.

(iv) The list of nominations shall be sent by post as a voting paper to each member of the Association at least one full month before the date of the Annual General Meeting of the Association to be held in February. These voting papers shall have a blank column for such alterations as any member may wish to make. These voting papers shall be returned to the Secretary, duly filled in, at least 10 days before the date fixed for the Annual General Meeting.

(v) The manner of elections shall be as follows:

(a) Two scrutinizers shall be appointed by the President with the approbation of the majority of the members present.

(b) The scrutinizers shall count the voting papers received from the members and shall report to the President the names of those having a majority of votes for election as the (four) officers and the (three) members of the Governing Body of the association, and these names shall be announced from the Chair, as duly elected.

(c) If any voting paper contains more than the proper number of names, or includes the name of a candidate who is not eligible, it shall be void and shall not be regarded by the scrutinizers.

(d) If there be an equal number of votes for any two or more candidates, the scrutinizers shall announce the fact and the President shall proceed to decide by lot which candidate shall have the preference.

(vi) The new Governing Body shall assume office after the General Body meeting.

5. FUNDS AND PROPERTIES :-

(i) The Trustees of the Association, shall be jointly responsible for acquiring property(ties) for the Association, for the disposal of the property(ties) or any part thereof and for the proper maintenance of the properties and of
the connected documents/records. They shall meet at least twice a year and take stock of the position regarding the funds and properties of the Association.

(ii) The last meeting of the Trustees in a particular year shall be held at least three months before the Annual General Body of the Association.

(iii) The Treasurer shall be responsible for the proper maintenance of accounts and other relevant records of the Association and present them at the meetings of the Trustees. He shall prepare an annual statement of accounts, including the Balance Sheet of the Association in such form as may be prescribed by the Association.

(iv) The Property Statement and the audited statement of accounts of the Association shall be presented by the Treasurer to the final Trustees' meeting of the year and to the following meetings of the Governing Body and the Annual General Meeting of the Association.

(v) All sums received from the Fellows and from other sources shall be regularly invested by the Treasurer on the advice of the Committee formed for the purpose as soon as possible after the receipt thereof. Only the interest accruing therefrom shall be considered available for the general expenditure of the Association. The Committee shall consist of (1) President (2) Treasurer (3) Secretary (4) One of the Life members nominated by the President.

(vi) All securities and money, as also the authentic documents relating to the property of the Association, shall be lodged for safe custody in the State Bank of India.

(vii) Funds shall not be drawn from the Bank except by a cheque signed and countersigned by the Treasurer and the Secretary respectively.

(viii) The Bank account(s) will be opened with the approval of the Governing Body. The Secretary shall be delegated the power of drawing and disbursing authority of the Association.

(ix) The Governing Body shall be the only competent authority to decide the limit of amounts in respect of cheques to be signed jointly by the Treasurer and the Secretary. In the absence from the Headquarters of either the Treasurer or the Secretary, or both, the President shall designate any one, or two, of the trustees of the Association to sign the cheque; the action shall be reported to the Governing Body at the first opportunity.
The Treasurer shall prepare the budget estimates for the ensuing year, and the revised budget estimates for the current year, for presentation to the Governing Body in August-September each year. No expenditure shall be committed or contracted without ensuring funds. No expenditure from the funds of the Association shall be incurred without the sanction of the competent authority. The appropriation or re-appropriation of funds from one head to another head shall be approved by the Governing Body. The Secretary shall have full powers to sanction expenditure up to the limit prescribed by the Governing Body.

6. AGRICULTURAL FARM:

(i) The Association has a 8.8 hectares (~22 acres) agricultural farm at Hol in Pune district which was allotted to it by the Government of Maharashtra under the Ceiling Act. The farm should be fully and properly utilized for research purposes, also for the production of high-quality seed and planting material for the use of farmers.

(ii) The Governing Body shall appoint a Farm Committee for supervising farm operations and regulating farm income and expenditure. The tenure of the Committee shall be of three years. It will report annually to the Governing Body.

(iii) The net proceeds from the Farm should, with the approval of the Governing Body, be built up into a corpus and utilized for the improvement of the farm from time to time as also for furtherance of aims and objects of the Association.

7. SCIENCE PROMOTION:

(i) Pursuance of the main objectives of the Association the Governing Body shall appoint a Science Promotion Committee. Its tenure shall be of 3 years. It will report annually to the Governing Body.

(ii) The Committee shall propose ab initio projects for science promotion - e.g., lectures, training courses/seminars, museums, exploratories, exhibitions, etc. and shall also examine such proposals as may be received from the members of the Associations.

(iii) The Committee shall examine the proposals in respect of technical feasibility, fund availability, and other operational aspects and seek formal approval of the Governing Body for their implementation.
(iv) In pursuance of the objectives of the Association, the Governing Body shall initiate and undertake programmes of identifying talent, nurturing and nourishing talent in all possible ways.

8. **PUBLICATIONS OF THE ASSOCIATION**

   Appointment of a Publication Committee

   The Governing Body may appoint a Publications Committee

   (a) To advise on the various technical and economic aspects of the proposals received by the Governing Body for Publication by the Association of books/pamphlets and other publicity material relevant for science promotion.

   (b) To take appropriate action to implement the decisions in this behalf of the Governing Body

   The composition and tenure of the Publication Committee shall be as decided by the Governing Body from time to time.

9. These Bye-laws take effect from the date they are adopted by the General Body, whereupon all previous bye-laws stand rescinded as from that date.
BYE LAWS

(Accepted by Institute Council of A.R.I. and D.S.T.
On 17.4.1995 and formally approved by D.S.T. on 30.1.1996)

(Accepted by the Governing Body of MACS on 4.4.1997 and 27.2.1998)

G.G. Agarkar Road
Pune 411004.
PART V: THE AGHARKAR RESEARCH INSTITUTE

BYE-LAWS

1. SHORT TITLE

These Bye-laws may be called Bye-Laws of the Agharkar Research Institute. These Bye-Laws or any amendments thereto shall come into effect from the date of their approval by the Central Government and the Governing Body.

2. In these Bye-Laws :

   (i) "The Association" means the Maharashtra Association for the Cultivation of Science, Pune.

   (ii) "The Institute" means the Agharkar Research Institute.

   (iii) "Institute Council" means the Institute Council of the Agharkar Research Institute.

   (iv) "Employee" means an employee of the Agharkar Research Institute.

   (v) "Director" means the Director of the Agharkar Research Institute.

   (vi) "Administrative Officer" means the Administrative Officer of the Agharkar Research Institute.

   (vii) "Finance and Accounts Officer" means the Finance and Accounts Officer of the Agharkar Research Institute.

   (viii) "Division Head" means the Division Head at the Agharkar Research Institute.

   (ix) "Governing Body" means the Governing Body of the Maharashtra Association for the Cultivation of Science.

3. RESEARCH ADVISORY COMMITTEE

There shall be a Research Advisory Committee which would consist of :
(a) Nine eminent scientists of various disciplines to be nominated by the
Institute Council. (The Chairman to be nominated by the Institute
Council).

(b) Director as Member-Secretary

**ROLE OF THE RESEARCH ADVISORY COMMITTEE**

(1) To advise and recommend on the research programmes undertaken by the
Institute, monitor and evaluate the programmes recommended in general
and in broad terms the allocation of funds to various activities and do few
such other things to enable the Institute to achieve academic excellence.

(2) Research Advisory Committee will advice and recommend regarding
creation of posts and also prepare panels for the membership of the
Selection Committee instituted to select candidates for appointment to the
Scientists posts.

The term of nominated members of the Research Advisory Committee shall be for
a period of three years. The Research Advisory Committee shall meet not less
than two times in a year.

4. **FINANCE AND BUDGET COMMITTEE**

There shall be Finance and Budget Committee which will consist of :

a) Director Chairman

b) Nominee of the Institute Council Member

c) Finance and Accounts Officer Member-Secretary

d) Financial Advisor of Department of Science and Technology (DST),
   Govt. of India, or his nominee Member

**FUNCTIONS OF FINANCE & BUDGET COMMITTEE**

(i) To scrutinize and recommend to the Institute Council the budget estimates
for the ensuing year and revised estimates for the current year.

(ii) To consider and recommend the audit report and the replies to the audit
report to the Institute Council.
(iii) To tender advice and make recommendations to Institute Council in matters of provision of posts, fixation of pay and on any matters involving financial implications affecting the affairs of the Institute.

(iv) Any other matter referred to it by the Director/Institute Council.

The tenure of the Finance and Budget Committee shall be for three years. The Committee will meet at least twice in a year.

**BUDGET ESTIMATES**

The Director shall cause to prepare the Budget Estimates for the ensuing year and revised Budget Estimates for the current year in July-August each year. The estimates will show expenditure figures of the previous two years and requirements with justification for various items under Plan Recurring and Non-Recurring and Non-Plan Recurring heads. The estimates shall be placed before the Finance and Budget Committee for scrutiny and recommendation to the Institute Council. No expenditure shall be committed or contracted without ensuring funds.

5. **BUILDING & WORKS COMMITTEE**

There shall be a Building and Works Committee of the Institute which will consist of:

(a) Director Chairman

(b) Three engineers and an Architect nominated by the Institute Council Members

(c) Financial Advisor of Department of Science and Technology (DST), Govt. of India, or his nominee Member

(d) Finance & Accounts Officer Member

(e) Secretary of the Association Member

(f) Administrative Officer Member-Secretary

**FUNCTIONS OF BUILDING & WORKS COMMITTEE**

(i) To scrutinize and recommend the plans and estimates of buildings, alterations or any other construction items submitted to it by the Director/Institute Council.

(ii) To consider the tenders received and recommend the award of the works to the Director/Institute Council.
(iii) To recommend a suitable mechanism to supervise the construction works periodically to ensure that the specifications are adhered to by the contractor and to keep a check on quality of works.

(iv) To advise on proper maintenance and repairs of the Institute premises and property.

(v) Any other matter referred to the Committee by the Director/Institute Council.

This will be an ad hoc Committee of the Institute with a specified time period of three years.

The Director shall call the meeting whenever necessary.

6. **EXPENDITURE SANCTION**

No expenditure from the funds of the Institute shall be incurred without the sanction of the competent authority. The Director shall have such powers as may be delegated by the Institute Council to sanction details of expenditure on any item included in the approved Budget.

7. **DRAWING OF FUNDS**

(i) The Finance and Accounts Officer shall be the drawing and disbursing authority.

(ii) The Bank Accounts of the Institute shall be opened with the approval of the Institute Council.

(iii) The funds of the Institute shall be invested as directed by the Institute Council.

(iv) The Accounts of the Institute shall be maintained in conformity with normal financial procedures by Finance and Accounts Officer.

The bank accounts of the Institute shall be operated by the Director and Finance and Accounts Officer jointly. In the event one of them is not available, the Administrative Officer can operate the bank account jointly with Director or any other authority designated by the Institute Council.

8. **MAINTENANCE OF ACCOUNTS AND THEIR AUDIT**

The Accounts of the Institute shall be maintained by Finance and Accounts Officer in such form as may be prescribed by the Institute Council in consultation with the Department of Science and Technology, Govt. of India. The Finance &
Accounts Officer shall prepare an Annual Statement of Accounts including Income and Expenditure Statement and Balance Sheet. The accounts of the Institute shall be audited yearly by an auditor appointed by the Institute Council or any other agency as directed by the D.S.T., Govt. of India.

9. **SUBMISSION OF ANNUAL REPORT AND AUDITED STATEMENT OF ACCOUNTS**

The Director shall prepare Annual Report and cause to prepare the Audited Statement of Accounts of the preceding year, each year in July-August and submit them to the Institute Council for approval and submission to Department of Science & Technology, Government of India.

10. **RECRUITMENT AND PROMOTION OF STAFF**

Recruitment and Promotion of staff, including Assessment and Merit promotion, in respect of all categories of the staff of the Institute shall be regulated in accordance with the Recruitments and Promotion Rules and Bye-laws of the Institute and guidelines formulated by the Institute Council in this behalf from time to time.

11. **PAY AND ALLOWANCES**

The designations, scales of pay and allowances of all posts shall normally be as laid down by the Institute Council from time to time. Any revision of pay scales will be made applicable after the approval of the Finance & Budget Committee and the Institute Council and the Department of Science & Technology, Government of India. All such scales of pay shall require prior approval of the Finance & Budget Committee, the Institute Council and the D.S.T., Government of India.

12. **POSTS IN APPROVED SCALE – CREATED BY I.C.**

The posts in approved scales may from time to time be created by the Institute Council on the recommendation of the Director, subject to availability of funds in the approved budget. However, prior approval of department of Science and Technology, is necessary for creation of posts above a specified level (E 1 and above).

13. **MATTERS OF DISPUTE**
Matters of disputes in pay fixation, increments, payments of arrears, shall be decided by the Institute Council in consultation with Finance and Budget Committee.

14. **APPOINTMENTS**

   (i) **Director**

   The appointment of the Director shall be made by the Governing Body, with the concurrence of the Central Government on the recommendations of the Institute Council, by open advertisement and/or by invitation through a Search and Selection Committee. The Search and Selection Committee shall be constituted with the prior approval of D.S.T., Govt. of India.

   The appointment of scientists B, C, E1, E2 and F will be made by open advertisement or by the Institute Council through the proper Selection Committee(s). The Selection Committee can also consider suitable nominations of scientist E2 and above by the Institute Council. Assessment Promotion/Merit Promotion of Scientists shall be regulated by the corresponding Schemes approved by the Institute Council from time to time.

   The Director may in exceptional cases appoint persons in approved scales subject to ratification by the Institute Council within one year. The technical staff posts as per classification of posts will be filled up through Selection/Assessment promotion as per recruitment rules framed by the Institute Council in this behalf. The ministerial posts as per classification shall be filled through Selection and on the basis of recruitment rules framed by the Institute Council in this behalf.

15. **INSTITUTE COUNCIL SHALL PRESCRIBE RECRUITMENT RULES ETC.**

   The Institute Council shall prescribe educational qualifications, experience and job requirements prescribed for the different posts. The Institute shall prepare a standing "Recruitment Rules covering all the positions (scientific and others)" at the Institute. In case changes are required for some specific reasons, the approval of the Institute Council should be obtained.

16. **THE INSTITUTE COUNCIL SHALL CONSTITUTE APPROPRIATE SELECTION COMMITTEE**

   The Institute Council shall constitute appropriate Selection Committee(s) for scientific posts as follows :-

   **SELECTION COMMITTEES (Passed by the IC on 22nd January 1997).**

   (i) For Director

   Change (a) Secretary of Department of Science
and Technology, Govt. of India, Chairman

(b) Two Scientist members of the Institute Council, Members

(c) Two eminent Scientists, nominated as experts by the Institute Council in consultation with the DST, Govt. of India, Members

Note: No person who is a recipient of grants/funds from the Ministry concerned or who is closely related to such a recipient should be invited to join the Search-cum-Selection Committee.

(ii) For Scientist E 1, E 2 and F

(a) Chairman of the Research Advisory Committee, Chairman

(b) A scientist member of the Institute Council, Member

(c) Two outside experts recommended by the Research Advisory Committee, Members

(d) Director, Member-Secretary

(iii) For Scientists B and C

(a) Director, Chairman

(b) Two outside experts recommended by the Research Advisory Committee, Members

(c) Divisional Head concerned, Member

(d) Subject-expert from A.R.I., Member

(e) Administrative Officer, Non-Member-Secretary

(iv) For Administrative and Finance and Accounts Officer

(a) Director, Chairman
(b) Nominee of the Chairman of the Institute Council  
Member

(c) Three outside experts nominated by the Institute Council  
Members

(v) For other Posts Group I and II and Ministerial staff

(a) Director of the Institute or his nominee  
Chairman

(b) Two technical experts  
Members

(c) Administrative Officer  
Member
OR
Finance and Accounts Officer  
Member
(as needed)
Section/Unit-in-Charge  
Member

"Note : Excepting the Chairman, absence of any member of the Committee for selection/assessment of any post at ARI, will not make the panel invalid; but there could be no additions to meet the exigencies of such absences".

17. **APPOINTMENT OF DIRECTOR**

The appointment of the Director shall be for a period of five years in the first instance. The Institute Council may extend the services of the Director on the basis of performance and shall stipulate the period of extension.

18. **APPOINTMENT OF ALL POSTS OF SCIENTIFIC B AND ABOVE**

The appointments to all posts of Scientist B and above should be made for a period not exceeding five years initially. Probationary period shall be one year extendable by six months for all posts. During this period 6-monthly reports shall be obtained by the Director on the performance, of the newly appointed staff member. The appointment may be terminated by the appointing authority on the basis of unsatisfactory performance report during probation period.

Notwithstanding anything contained in the Bye-law 17 and 18 above, the appointing authority may continue the appointment of each employee, including Director, in his existing post, scale of pay and terms and conditions of service, till the employee attains the age of superannuation as prescribed in the Bye-law (vide Bye-law 21).
19. **THE I.C. MAY APPOINT A PERSON AS OFFICIATING DIRECTOR**

The Institute Council may appoint a person as Officiating Director, in the absence of the Director for a period exceeding one month. Such Officiating Director shall exercise such power with which he may be empowered by the Institute Council. The appointment of Officiating Director shall not normally exceed six months.

20. **ASSESSMENT/MERIT PROMOTION**

When "promotion" is prescribed as the method of one of the methods of recruitment, the feeder grades eligible for promotion and the minimum qualifying service for eligibility shall be specified. The extent to which educational qualifications, experience and age limit shall apply to promoters shall also be specified. The percentage of various vacancies reserved for promotion quotas shall be fixed after taking into consideration the available choice in the feeder grade. The Institute should prepare standing "Recruitment Rules" prescribed for recruitment to non-academic technical staff, and get them approved by the Institute Council. No changes in these rules can be made without approval by the Institute Council. All Assessment/Merit promotions should be in accordance with the schemes prepared by the Institute Council.

21. **SUPERANNUATION/RETIREMENT AGE**

(v) The retirement age of all employees shall be as stated below:

<table>
<thead>
<tr>
<th>Post</th>
<th>Age of Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Director and scientific and Technical Posts as defined in Annexure 1</td>
<td>60 years</td>
</tr>
<tr>
<td>(b) Ministerial posts as in Annexure 1</td>
<td>60 years</td>
</tr>
</tbody>
</table>

(ii) **Voluntary Retirement**

The Government of India Rules of Voluntary Retirement shall be followed for the employees of the Institute.

22. **SERVICE TERMINATION**

The service of any employee shall be liable for termination at any time by three months notice on either side, without assigning any reason provided that the
service of an employee may be terminated forthwith by payment to him a such equivalent to the amount of the pay plus allowances for the period by which the notice falls short of three months and also provided that the notice period may be waived at the discretion of the appointing authority.

23. **LIABILITY OF TRANSFER**

The employees of the Institute shall be liable for transfer wherever the Institute has established facilities.

24. **APPOINTING, DISCIPLINARY AND APPELLATE AUTHORITIES**

As in Annexure 2, the appointing, disciplinary and appellate authorities for ARI staff are the Director and the Institute Council as per the maximum of scale of pay.

25. **CONDITIONS OF SERVICES OF OFFICERS AND STAFF OF THE INSTITUTE**

Till the Institute frames its own Rules in this regard the Central Civil Services (Classification, Control and Appeal) Rules and C.C.S. (Conduct) Rules for the time being in force will apply mutatis mutandis to the Officers and establishment in the service of the Institute subject to modification that:

(a) appointing disciplinary and appellate authorities shall be as per bye-law 24 above;

(b) reference to the “President and Government Servant” in the Central Civil Services (Classification, Control and Appeal) Rules shall be construed as reference to the “Chairman of Institute Council” and “Officers and establishment in the service of the Institute” respectively; and

(c) Part II and III of CCS (CCA) Rules will not apply.

26. **DELEGATION OF FINANCIAL POWERS**

Subject to availability of funds in the approved annual budget, the Director of the Institute is competent to exercise full powers for recurring and non-recurring items. The Director is competent to write off irrecoverable losses of stores or Institute money amounting to a limit of Rs. 10,000/- in a year. The loss above Rs. 10,000 should be referred to the Institute Council.

27. **LEAVE RULES**
Following types of leaves and benefits as per Government of India Rules, as amended from time to time, will be applicable to the employees of the Institute.

i) The types of leaves the employees can avail of are:

1. Casual and Restricted leave
2. Earned leave
3. Commuted leave
4. Half pay leave
5. Extraordinary leave
6. Leave preparatory to retirement
7. Maternity leave
8. Special disability leave
9. Study leave / Extraordinary Study leave
10. Special casual leave
11. In addition, the Director may grant Leave not due on the basis of special circumstances and conditions as defined by Government of India.

ii) The type of leave benefits are:

a) Leave encashment
b) Leave salary
c) Advance on leave salary

28. CONTRIBUTORY PROVIDENT FUND/PENSION SCHEME

The Contributory Provident Fund Scheme will be as per provision of the Contributory Provident Fund Act (1952) and Rules framed therein under.

Pension Scheme as per the Government of India Rules may be made applicable to the employees of the Institute on specific approval by the Government of India.

29. GRATUITY SCHEME

There shall be a Gratuity Scheme for the employees of the Institute as per Government of India Rules as approved by the Institute Council in consultation with the DST, Govt. of India as amended from time to time.

30. MEDICAL BENEFITS

Medical Benefits will be provided to the Institute Staff in accordance with the schemes approved by the Department of Science and Technology, Govt. of India from time to time.

31. LEAVE TRAVEL CONCESSION
The facilities of Leave Travel Concession as per Government of India Rules, amended from time to time, shall be applicable to the employees of the Institute.

32. **REIMBURSEMENT OF TUITION FEES**

Reimbursement of Tuition fees as per Government of India rules, as amended from time to time, shall be applicable to the employees of the Institute.

33. **VEHICLE ADVANCE**

Vehicle Advance, provided funds are available, will be given to the employees of the Institute, as per Government of India rules, as amended from time to time, except that the vehicle will be mortgaged to the Director of the Institute.

34. **HOUSE BUILDING ADVANCE**

House Building Advance, as per availability of funds, will be given to the employees of the Institute. Rules for House Building Advance will be drawn up by House Building Advance Committee based on Government of India rules, except that sanctioning and mortgaging authority will be the Director, ARI. HBA to the Director will be sanctioned by the Institute Council and the authority competent to accept his mortgage deed shall be the Chairman of the Council.

35. **FESTIVAL ADVANCE**

Festival advance will be given to the employees of the Institute as per the Government of India rules as amended from time to time.

36. **WASHING ALLOWANCE**

Washing allowance will be given to the employees of the Institute as per the Government of India rules as amended from time to time.

37. **CHILDREN EDUCATION ALLOWANCE**

The Children Education Allowance as per Government of India rules as amended from time to time, will be applicable to the employees of the Institute.

38. **TRAVELLING ALLOWANCE RULES**

Travelling Allowance Rules of Government of India will be applicable to the employees of this Institute as amended from time to time. The Director may
sanction air travel actual in exceptional cases to a non-entitled officer for official work depending on the circumstances of the case.

39. **IN ALL MATTERS CONCERNING SERVICE CONDITIONS FRSR SHALL APPLY**

In all matters concerning service conditions of the employees of the Institute, the Fundamental and Supplementary Rules framed by Government of India and such other Rules and orders issued by the Government of India from time to time shall apply to the extent possible to the employees of the Institute.

Orders made in the name of Chairman of the Institute Council, Director and other Officers of the Institute under the Civil Services (Classification, Control and Appeal) Rules shall be authenticated by the signature of the Officer designated for this purpose by the Director/Chairman of the Council.

Notwithstanding anything contained in this Bye-law, the Institute Council shall have the power to relax the requirement of any rule to such extent and subject to such conditions as it may consider necessary.

40. **THE SCALE OF PAY APPLICABLE**

The scales of pay applicable to all the employees of the Institute shall not be in excess of those prescribed by the Government of India for similar personnel, save in special cases.

41. **VISITING SCIENTISTS**

The Director may invite an eminent scientist as a Visiting Scientist for a period of one to six months to assist in an ongoing project at the Institute, or to impart training to the Institute personnel, or to deliver series of lectures relevant to the research programme of the Institute.

Visiting Scientist may be provided free and furnished Accommodation in the Institute Guest House for the period of his stay at the Institute.

Visiting Scientist may also be provided an allowance/honorarium to be fixed by the Director, which may be ratified by the Institute Council.

42. **NOTWITHSTANDING THE PROVISION OF ANY ONE OF ALL THE BYE-LAWS ABOVE**

Notwithstanding the provisions of any one or all the Bye-laws above, the Director can take such decisions and form sub-committees as he may deem fit in the interest of the Institute. These decision/s will be subject to the review and ratification by the Institute Council.
43. **CONSULTANCY/TECHNOLOGY TRANSFER PRACTICES**

Consultancy/Technology Transfer practices for scientific research and other staff will be as per guidelines laid down by Institute Council.

44. **PAYMENT OF ROYALTIES/SHARING OF "WIND FALL" FOR INNOVATIVE WORK ETC.**

The staff members shall be entitled to payment of royalties, sharing of "wind fall" for any new invention/research, innovation, patent achieved as a result of their original contribution as may be decided by Institute Council in this regard from time to time.

45. **POWER OF THE CENTRAL GOVERNMENT**

The Central Government may from time to time appoint Committees to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereon on such manner as the Central Government may stipulate. Upon receipt of such reports, the Central Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report and the Institute shall be bound to comply with such direction.
Annexure 1

CLASSIFICATION OF POSTS

The entire staff be grouped into three categories:

1) Scientific
2) Technical
3) Ministerial

Group III

SCIENTIFIC STAFF

1) Director
2) Scientist F
3) Scientist E 2,
4) Scientist E 1,
5) Scientist C
6) Scientist B

Group II

TECHNICAL STAFF

1) A.1. Junior Laboratory Assistant
2) A.2. Senior Laboratory Assistant
3) A.3. Junior Scientific Assistant
4) A.4. Senior Scientific Assistant
5) B.1. Electrician/Mechanic/Lab. Technician
6) B.2. Technician-I
7) B.3. Technician-II
8) C.1. Instrumentation Mechanic/
     Electronic Mechanic/
Assistant Horticulturist/
Senior Technical assistant-I.
9) C.2. Senior Mechanic/Horticulturist/
Senior Technical Assistant-II
10) D.1. (I) Junior Artist
11) D.1. (ii) Senior Artist
12) D.2. Assistant Editor
13) D.3. SEM Operator

LIBRARY STAFF

14) Junior Library Assistant
15) Senior Library Assistant
16) Librarian (Grade II)
17) Chief Librarian

ADMINISTRATIVE AND MINISTERIAL STAFF

1) Administrative Officer
2) Finance and Accounts Officer
3) Section Officer (Stores, Accounts, Admin.)
4) Store Keeper
5) Assistant Store Keeper
6) Stenographer with different grades
7) Assistant
8) UDC
9) LDC
10) Data Entry Operator
11) Hindi Typist
12) Drivers

Group D posts consisting of :

13) Lab. Boy / Lab. Attendant
14) Guest House Attendant
15) Mali
16) Plumber
17) Sweeper
18) Gestetnor Operator
19) Cook
20) Peon
# Annexure 2

## APPOINTING / DISCIPLINARY AND APPELLATE AUTHORITIES

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<th>Appointing/Disciplinary Authority</th>
<th>Appellate Authority</th>
</tr>
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<tbody>
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<td>All posts carrying pay or Scales of pay with a Maximum of not less Than Rs. 4500/- p.m.</td>
<td>Institute Council</td>
<td>No appeal shall lie against Any order made by Institute Council</td>
</tr>
<tr>
<td>All posts carrying pay Or scales of pay with Maximum less than Rs. 4500/- p.m.</td>
<td>Director</td>
<td>Institute Council</td>
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