VIGYAN PRASAR
(Registered under the Society's Registration Act XXI of 1860 at S/204442 of 1989)

BYE-LAWS

VIGYAN PRASAR
(An Autonomous Organisation Under DST, Govt. of India)
C-24, Qutab Institutional Area
New Delhi- 110 016
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VIGYAN PRASAR (VP)

BYE-LAWS

(Under Rule 32 (viii) of the Rules & Regulations)

1. SOCIETY/GENERAL BODY/GOVERNING BODY/FINANCE COMMITTEE MEETINGS AND PROCEDURE

1.1 MEETINGS

1.1.1 SOCIETY/GENERAL BODY

Meetings of the Society/General Body shall be held in accordance with Rules 10-21 of the Rules and Regulations of Vigyan Prasar (VP).

1.1.2 GOVERNING BODY

Meetings of the Governing Body shall be held in accordance with Rule 33-42 of the Rules and Regulations of VP.

1.1.3 ADJOURNED MEETINGS

If there is no quorum as per Rule 19 of the Rules & Regulations of VP at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to a later time which, the Chairman may fix — no quorum shall be necessary for such a meeting which has been adjourned earlier for want of a quorum.

1.2 MINUTES

The member Secretary of the Society shall prepare the minutes of the meetings and after obtaining the approval of the minutes from the Chairman or President, as the case may be, circulate the same to the members, generally within 30 days.
of the meeting. The Registrar shall keep the records of the
minutes of the meetings.

1.3 VACANCY

When a vacancy occurs in the office of a member of the So-
ciety/Governing Body/Finance Committee through death,
resignation or any other cause, the Registrar of the Society,
shall as soon as possible, notify the vacancy to the nominat-
ing authority (Chairman [GB]) requesting him/her to nomi-
nate a member to fill such a vacancy and the member so nomi-
nated to fill such a vacancy shall hold office for the remain-
der of the term of the member in whose place he has been
 nominated.

1.4 FINANCE COMMITTEE

1.4.1 There shall be a Finance Committee. The Finance
Committee will consist of the Chairman, Governing
Body, FADST or his nominee, Member Secretary and
one local member of the Governing Body.

1.4.2 The functions of this committee shall be:

  a) To consider all annual budget estimates and the
     revised estimates of the Vigyan Prasar and to make
     recommendations to the Governing Body.

  b) To consider all proposals for new expenditure
     (including creation of posts, revision of pay and
     allowances and similar establishment expenditure)
     and to make recommendations to the Governing
     Body.

  c) To consider the reappropriation statement and to
     make recommendations to the Governing Body.

  d) To review the finances of the Vigyan Prasar from
time to time and to make recommendations to the
     Governing Body.

e) To consider the annual statement of accounts and
   the audit report thereon and to make recommenda-
tions to the Governing Body.

f) To consider and review the investment of the
   Vigyan Prasar periodically and to make recom-
   mendations to the Governing Body.

g) To advise on any other financial matter(s) affect-
ing Vigyan Prasar.

1.4.3 The meeting of the Finance Committee shall ordinarily
be held before every meeting of the Governing Body
and on such date and at such place as may be fixed by
the Chairman of the Committee. The Chairman may,
however, convene additional meetings of the Commit-
tee to consider any urgent financial matters.

1.5 BUSINESS BY CIRCULATION OF PAPERS

The Society/Governing Body/Finance Committee may dis-
pose of any matter by circulation of papers, if so desired by
the respective Chairman, and shall report the same at the next
meeting.

1.6 SUB-COMMITTEES

The Society/Governing Body/Finance committee may ap-
point Sub-Committees and may assign to such Sub-Commit-
tees such powers and duties as are in accordance with the

2. FINANCE AND ACCOUNTS

2.1 FUNDS OF THE SOCIETY

All monies received for or on behalf of the Society shall be
deposited in such bank(s) and accounted for in such manner
as the Governing Body may decide. The funds shall be ap-
plied towards meeting the expenses of Vigyan Prasar.
2.2 PAYMENTS

Payments by or on behalf of the society exceeding Rs. 5,000/- shall ordinarily be made by A/C payee cheque. All cheques shall be jointly signed by two of three authorised signatories i.e., Registrar, Director, Chairman of the Committee.

2.3 ENDORSEMENTS

All bills for payment shall bear an endorsement “Passed for Payment” and the endorsement shall be signed by an officer to whom the power has been delegated in writing by the Director.

2.4 PERMANENT & TEMPORARY ADVANCES

Permanent and temporary advances for cash payments shall be sanctioned to any officer of the Society by the Director or by an Officer to whom the power has been delegated in writing by the Director.

2.5 BUDGET

The Director shall cause to prepare, in such form and at such time each year as may be prescribed, a budget in respect of the ensuing financial year showing the estimated receipts and expenditure and forward the same with the recommendations of the Finance Committee for consideration and approval by the Governing Body.

2.6 ACCOUNTS & AUDIT

2.6.1 The accounts of the Society shall be maintained in such manner and form, in consultation with the auditors of the Society, as may be approved by the Finance Committee/Governing Body. The Registrar shall be responsible for proper maintenance of the accounts of the Society.

2.6.2 The financial year of the Society shall be from 1st April each year to 31st March of the subsequent year.

2.6.3 The accounts of the Society shall be audited annually (and certified) by the Chartered Accountant to be appointed by the Governing Body (from among the names suggested by the comptroller and Auditor General of India).

2.6.4 The accounts of the Society as audited and certified by the Chartered Accountant appointed for the purpose shall be forwarded annually to the Central Government.

2.6.5 Vigyan Prasar shall provide to the Comptroller and Auditor General of India on demand books, accounts connected vouchers and other documents and papers and allow him to inspect the offices of the Society.

3. TERMS AND CONDITIONS OF SERVICES OF THE EMPLOYEES OF VIGYAN PRASAR

3.1 RECRUITMENT

3.1.1 The employees of VP other than the Director are classified into three categories —

a) Scientific and Technical staff comprising of Engineer and Scientists, S&T communicators, communication software specialist and computer specialists.

b) Administrative and Support staff which includes the Registrar, Manager (Officer), Accounts Officer, Purchase Officer, Administrative Supervisor, Stenographer, Secretary, Driver, Attendants and other members of the staff doing administrative work and other posts as may be included by the Director under this category from time to time.
c) Scientific/Technical support Staff, which includes Technical Supervisors, Technicians and other members of the staff who provide support to the scientific and technical work of the Society, and any other posts as may be included by the Director under this category from time to time.

3.1.2 Recruitment of staff to the above categories shall be done as per the Recruitment Rules approved by the Governing Body from time to time.

3.1.3 Administrative & Support staff, Scientific and Technical staff shall be kept to a minimum by:

a) Use of modern office equipment and management practices, and by entrusting staff with multiple functional responsibilities.

b) By hiring agencies on contract basis to perform administrative and support services like housekeeping, security, transport and travel booking etc.

3.2 CREATION OF POSTS/REVISION OF PAY AND ALLOWANCES OF EMPLOYEES

Subject to the availability of budget provisions, the Governing Body may create posts and prescribe methods of recruitment. Provided that proposals relating to emoluments, structures, i.e. adoption of pay-scale, allowances & revision there of & creation of posts above a specified pay level (upto posts equivalent to Group B in Central Govt.) shall have the approval of Central Government in consultation with Ministry of Finance, Department of Expenditure. The creation of posts would be subject further to the observance of economy instructions issued by the Central Govt. from time to time.

3.3 TERMS OF APPOINTMENT

3.3.1 CERTIFICATE OF PHYSICAL FITNESS

Every employee, except those who come on deputation from other Govt., public sector organisations, or government funded autonomous bodies/institutions and who have already undergone pre-employment medical examination, shall, prior to taking up appointment, be medically examined and be certified fit for service by a medical officer nominated by the Director.

3.3.2 OBEDIENCE TO RULES AND REGULATIONS

During the period of service every employee shall observe, obey, and abide by the rules and regulations of the Society and bye-laws made and as may be amended from time to time and all standing orders passed by the Director under bye-law 4.2.2.

3.3.3 TRANSFER/POSTING

Every employee shall be liable to be posted at the discretion of the Director, to serve at any of the Society’s offices/units or any other organisation for Society’s work.

3.3.4 DETENTION ON SUNDAYS AND HOLIDAYS

The Director or an officer of the Society to whom the power has been delegated by the Director, may for urgent work, call any employee to attend office on Sundays and holidays. The staff so called for duties on holidays will be entitled for compensatory leave/other remuneration as may be admissible in lieu thereof.

3.3.5 DISCIPLINE

The authority which appoints an employee of the Society or the authority to which the appointing author-
ity is subordinate, may suspend, discharge, dismiss or otherwise punish him/her for any misconduct, disobedience or for breach of the terms and conditions of his/her appointment.

3.3.6 ORDER OF DISCHARGE OR DISMISSAL

No order of discharge, dismissal or any other penalty shall be passed under the preceding bye-laws unless the specific charges on which such order is to be passed, are framed against the employee in writing, and given to the said employee, so that he/she shall have reasonable opportunity of showing cause why the proposed action should not be taken against him/her, and submitting an explanation in writing within such time as may be prescribed by the appointing authority; provided that the requirements of this bye-law may be waived if the facts, on the basis of which action is to be taken, have been established in a Court of Law, or where the person has absconded, or where it is for any reasons impractical to communicate with him/her. In every case where all or any of the requirements of this bye-law are waived, the reasons for so doing shall be recorded in writing.

3.3.7 APPEALS

An employee who has been discharged or dismissed or on whom any other penalty has been imposed, shall have a right of appeal against any order passed by the appointing authority to the authority to which the appointing authority is immediately subordinate, hereinafter referred to as “appellate authority”, vide “Schedule” to these bye-laws (page 24). Every appeal shall comply with the following requirements:

a) it shall be in writing;

b) it shall be couched in concise, polite and respectful language and be free from irrelevant issues;

c) it shall contain all material statements and arguments relied on and shall be complete in itself;

d) it shall specify the relief desired;

e) it shall be submitted to the authority which made the order appealed against within a period of three months from the date on which the appellant receives a copy of the order appealed against, provided further that a copy of the appeal may be submitted direct to the appellate authority;

f) it shall not be addressed by name to the Director, Registrar or any Member of the Society and any such action shall be deemed to be a breach of discipline.

3.3.8 CONSIDERATION OF APPEALS

In the case of an appeal against an order of discharge or dismissal or any other penalty, the appellate authority shall consider:

a) whether the procedure prescribed in the preceding bye-laws has been complied with, and, if not whether such non-compliance has resulted in a miscarriage of justice;

b) whether the findings are justified; and

c) whether the penalty imposed is excessive, adequate or inadequate and pass orders:

i) Setting aside, reducing, confirming or enhancing the penalty or

ii) remitting the case to the appointing authority or to any authority with such direction as it may deem fit in the circumstances of the case; provided that the appellate authority shall not
impose any enhanced penalty unless the applicant is given an opportunity of making representation which he/she may wish to make against such enhanced penalty.

3.3.9 IMPLEMENTATION OF ORDERS IN APPEAL

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

3.3.10 ORDERS MADE BY THE GOVERNING BODY NOT APPEALABLE

Notwithstanding anything contained in these by-laws, no appeal shall lie against any order made by the Governing Body except as provided in the Bye-Laws/Staff Rules as the case may be. However, in the cases where Governing Body is appointing authority, General Body will act as the appellate authority.

3.3.11 REVISION

The authority to which an appeal can be made against an order imposing any of the penalties specified in by-law 3.3.6 may, of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case, and pass such orders as it deems fit, as if the employee had preferred an appeal against such an order, provided that no action under this by-law shall be initiated more than six months after the date of the order to be reviewed.

3.3.12 REVIEW

Notwithstanding anything contained in by-law 3.3.7 to 3.3.10, the Governing Body may on its own motion or otherwise, after calling for the records of the case, review any order which is made or is appealable under these by-laws, and

a) confirm, modify or set aside the order;
b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
c) remit the case to the appointing authority which made the order or to any other authority directing such further action or enquiry as it considers proper in the circumstances of the case; and
d) pass any such other order as it deems fit, provided that an order imposing or enhancing the penalty shall not be passed unless the person concerned has been given an opportunity of making a representation which he/she may wish to make against such enhanced penalty.

3.3.13 REINSTATEMENT

In the following circumstances, an employee may be reinstated in service after suspension/dismissal/removal.

a) If he/she had been placed under suspension pending criminal proceeding against him/her and is acquitted by the court of law and it is decided not to proceed further departmentally.
b) If he/she had been placed under suspension pending departmental proceedings against him/her and if the proceedings are either withdrawn for any reason or if he she is exonerated or if he/she is awarded a penalty other than that of removal/dismissal.
c) If the penalty of removal/dismissal imposed upon him/her earlier is set aside by the Appellate Authority.
3.3.14 PAY AND ALLOWANCES ON ACQUITTAL

a) If an employee on the Society has been discharged or dismissed and is exonerated on appeal/revision/review, the appellate authority may grant to him/her for the period of absence from duty:

i) if he/she is fully exonerated, the full pay to which he/she would have been entitled, had he/she not been discharged or dismissed, and by an order to be separately recorded, any allowances of which he/she was in receipt prior to his/her discharge or dismissal, or

ii) if not fully exonerated, such proportion of pay and allowances as the appellate authority may decide.

b) The period of absence from duty will be treated as period spent on duty in the case of (i) above. It will not be treated as period spent on duty in case of (ii) above unless the appellate authority directs to the contrary.

3.4 TENURE OF APPOINTMENT

3.4.1 PERIOD OF SERVICE

A member of the scientific and technical staff and scientific and technical support staff shall be appointed on probation for a period normally not exceeding one year after which the appointment may be continued, subject to satisfactory completion of probation, till the date of Superannuation (60 years) or the dissolution of the Society whichever is earlier.

All members of the administrative staff shall be appointed on probation for a period normally not exceeding one year, after which the appointment may be continued, subject to satisfactory completion of probation, till the date of superannuation (58 years) or the dissolution of the Society whichever is earlier. The date of superannuation of Peons and Messengers will be 60 Years or the dissolution of the Society whichever is earlier.

3.4.2 Notwithstanding the above, for completing specific tasks within a specified period, persons can be appointed by Director on contract basis for a fixed tenure by offering appropriate financial and other terms to attract talent in accordance with the guidelines laid down by the Governing Body.

3.4.3 EXTENSION

Re-employment beyond superannuation may be granted by the Governing Body, in exceptional circumstances, to be recorded in writing, in accordance with the general guidelines of Central Government prescribed from time to time.

3.4.4 TERMINATION OF CONTRACT

3.4.4.1 Subject to any contract under bye-law 3.4.1, the agreement of service of any member of the staff may be terminated by either party giving to the other not less than three months' notice in writing except during the period of probation when the period of notice shall be as specified in the letter of appointment.

3.4.4.2 CURTAILMENT OF PERIOD OF NOTICE

Notwithstanding any thing contained in bye-law 3.4.4.1,
a) the services of an employee may be terminated by giving a shorter notice than that specified in paragraphs 3.4.4.1 on payment to him/her of a sum equivalent to the amount of pay and allowances for the period for which such notice falls short of the period specified, and

b) the appointing authority, or the authority to whom the power has been delegated, may accept a shorter period of notice from an employee under special circumstances.

3.4.4.3 LEAVE ON TERMINATION OF CONTRACT

Earned leave on full pay may be counted towards the period of notice required under byelaws 3.4.4.1 and for any part not so utilized, pay and allowances may be paid at the discretion of the Director or an officer of the Society to whom power had been delegated by the Director.

3.5 EMOLUMENTS, ALLOWANCES, AND OTHER CONDITIONS OF SERVICE OF EMPLOYEES

The scales of pay, allowances and other conditions of service of the employees of the Society shall be governed by staff Rules framed by the Governing Body and standing orders issued by the Director from time to time.

4. POWERS, DUTIES AND FUNCTIONS OF THE GOVERNING BODY/FINANCE COMMITTEE AND THE OFFICERS OF VIGYAN PRASAR

4.1 GOVERNING BODY

The Powers, duties and functions of the Governing Body have been outlined in the Rules and Regulations of the Society.

## 4.2 POWERS, FUNCTIONS AND DUTIES OF THE DIRECTOR

4.2.1 Subject to the overall control of and guidelines and directions issued by the Society/Governing Body, the Director shall have the following powers, functions and duties:

a) Exercise full powers to approve and sanction expenditure on schemes/programmes provided in the Annual Report & Supplementary budget as approved by the Finance Committee/Governing Body.

b) Re-appropriate the sanctioned funds subject to the following conditions:

   i) Re-appropriation to the heads of Salaries, Allowances and Provident Fund contributions shall require prior consent of the Chairman (GB).

ii) Re-appropriation within the heads of Capital Expenditure to cover expenditure on an item not included in the budget shall require prior consent of the Chairman of the Governing Body.

iii) No re-appropriation shall be made from the head of the Capital Expenditure to the head of Revenue Expenditure without the approval of the Governing Body.

c) i) Appoint from time to time Technical, Administrative, Support and Miscellaneous staff of all scales, the maximum of which is upto Rs. 4,500.

ii) Appoint all staff above the scale of Rs. 3,000-4,500 upto the Scale of Rs. 5,900-7,300 with the approval of the Governing Body.
d) Delegate any of his powers, to any officer of the society.

e) Propose additions, alterations and modifications to the bye-laws and any matter for consideration and approval of the Governing Body.

f) Authorise purchase/import of equipment, components and other payments as provided in the sanctioned budget proposals.

g) Appoint consultant(s) or expert(s) for carrying out items of work included in the sanctioned budget proposals.

h) Make suitable financial assistance or other assistance to R&D Centres, Universities, reputed voluntary agencies or Industry for carrying out research, development, or investigations subject to provisions in the budget. Any such financial assistance made will be reported in the next meeting of the Governing Body.

i) Grant fellowships, scholarships, awards or other monetary assistance on such terms and conditions as the Society may prescribe to such persons as he may select for carrying out any research, investigation and study on a subject in which the society is interested.

j) Publish and/or to finance the publication, from time to time, of the work done or work carried out by or on behalf of the Society.

k) Write-off irrecoverable losses of stores and monies and waiver of recoveries of Rs. 25,000/- in each case provided that:

i) the loss is not due to theft, fraud or neglect and

l) it does not disclose a serious negligence on the part of any employee of the Society.

m) Submit detailed Annual Budget Estimates under various heads for consideration of the Finance Committee/Governing Body and approval of the General Body.

n) Submit the Annual Report and Audited statement of Accounts of the Society for consideration of the Finance Committee/Governing Body and approval of the General Body.

Note: for major works, appropriate committee such as, works committees, construction Committee and monitoring committees may be set up to advise the Director.

4.2.2 DIRECTION AND CONTROL OF THE STAFF

All members of the staff of the Society shall be under the general control of the Director, who may issue standing orders from time to time.

4.2.3 SANCTION OF EXPENDITURE

All expenditure within the Budget grant shall be approved and sanctioned by the Director, or by an officer to whom power has been delegated by the Director subject to the following conditions:

a) All expenditure is subject to Rules and Regulations and Bye-laws and any general or specific directions given by the General/Governing Body, and restrictions imposed by the Central Government.
b) Expenditure on foreign travel of any employees of Society shall be with the prior approval of the Chairman of the Governing Body.

4.2.4 SUPERVISION OF WORK

The Director shall exercise general supervision over the overall programme of the Society.

4.2.5 ANNUAL REPORT

The Director shall submit the Annual Report and Audited Statement of Accounts of the Society, duly approved by the Finance Committee/Governing Body, to the General Body as early as possible after the close of the Financial year.

4.3 DUTIES OF REGISTRAR

4.3.1 ADMINISTRATIVE AND PERSONNEL WORK UNDER THE GENERAL CONTROL OF THE DIRECTOR

In all matters concerning the Society, he shall act under the general control and orders of the Director.

4.3.2 CORRESPONDENCE

The Registrar shall be in charge of the correspondence relating to the Society subject to the instructions of the Director. Any other officer also, as necessary may be authorised by the Director.

4.3.3 OFFICE MANAGEMENT

The Registrar will be in charge of the administrative and miscellaneous staff of the Society as well as supervision of the work of the Accounts Officer.

4.3.4 MAINTENANCE OF PREMISES

The Registrar shall be responsible for the maintenance and upkeep of the premises and the property of the Society.

4.4 DUTIES OF THE ACCOUNTS OFFICER

4.4.1 The Accounts Officer shall deal with all matters relating to Finance and Accounts of the Society. He shall be responsible for proper maintenance and upkeep of Accounts.

4.4.2 The Accounts Officer shall be responsible for managing the funds of the Society. He shall see that all monies received by the Society through grants, donations, gifts, etc. are deposited in the Bank Accounts of the Society and arrange payments on behalf of the Society therefrom.

4.4.3 The Accounts Officer shall prepare the Annual Budget, Revised Estimates and Supplementary Budget Estimates for and consideration of the Director.

4.4.4 The Accounts Officer shall be responsible for the banking operations of the Society and for the maintenance of Annual Accounts, monitoring and control of expenditure, etc.

5. EXECUTION OF CONTRACTS ON BEHALF OF THE SOCIETY

5.1 CONTRACTS ON BEHALF OF SOCIETY

All contracts by or on behalf of the Society shall be signed by the Chairman of the Governing Body or any other Officer authorised by the Governing Body for the purpose.
6. OTHER MISCELLANEOUS MATTERS

6.1 TRAVEL ALLOWANCES

Travelling and Daily Allowances for the President/members of the Society, the Chairman/members of the Governing Body and for the employees of the Society shall be paid in accordance with the staff rules of the Society.

6.2 ATTENDANCE AT SCIENTIFIC CONFERENCES

6.2.1 Employees of the Society may be allowed to attend scientific conferences and congresses, seminars, symposia and may be deputed for special training or for the work of the Society at the discretion of (i) the Governing Body in the case of the Director and (ii) the Director or any other officer to whom the power has been delegated by the Director, in the case of others.

6.2.2 Members of the Governing Body, and Director and the employees of the Society when deputed by the Society under bye-law 6.2.1 shall be eligible for Daily and Travelling allowances as laid down by the Governing Body from time to time. The employees as deputed shall be treated as on duty.

6.3 CONTRIBUTIONS TO TECHNICAL PERIODICALS

Contributions to technical journals resulting from work carried out in the Society by the employees shall be as per guidelines prescribed by Governing Body.

7. INTERPRETATION

In case of any doubt/dispute as regards as to the interpretation of these Bye-laws the decision of the Governing Body will be final.

8. The Central Government may, from time to time, appoint Committees to review the work and progress of the Society and to hold enquiries into the affairs thereof and to report thereon in 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 Society/Governing Body, shall be bound to comply with such directions.

9. The Society shall carry out such directions as may be issued to it from time to time by the Central Government for the efficient administration of the Society.

10. If in, or in connection with, the exercise of its powers and discharge of its functions by the Society/Governing Body, any dispute arises between the Society/Governing Body and the Central Government, the decision of the Central Government on such dispute shall be final.

11. The Society/Governing Body shall furnish to the Central Government such reports, returns and other information as that Government may require from time to time.
### SCHEDULE TO BY-LAW 3.3.7

<table>
<thead>
<tr>
<th>S.L. No.</th>
<th>Description</th>
<th>Authority competent to impose Penalties</th>
<th>Nature of Penalties</th>
<th>Appellate authority</th>
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<tbody>
<tr>
<td>1.</td>
<td>Director</td>
<td>Governing Body</td>
<td>All</td>
<td>General Body</td>
</tr>
<tr>
<td>2.</td>
<td>Employees in scale of Rs. 7,300/- but upto Rs. 8,000 or those with special contract.</td>
<td>Chairman Governing Body</td>
<td>All</td>
<td>Governing Body</td>
</tr>
<tr>
<td>3.</td>
<td>The employees in the scale of pay the Maximum of which is above Rs. 4,500/- and upto Rs. 7,300/- or those with special contracts above these levels.</td>
<td>Chairman Governing Body</td>
<td>All</td>
<td>Governing Body</td>
</tr>
<tr>
<td>4.</td>
<td>Employees in the scale of pay, the maximum of which is below and upto Rs. 4,500/-</td>
<td>Director</td>
<td>All</td>
<td>Chairman Governing Body</td>
</tr>
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