



HARISH-CHANDRA RESEARCH INSTITUTE

PRAYAGRAJ (ALLAHABAD)

(An Aided Institution under Department of Atomic Energy, Government of India)

MEMORANDUM OF ASSOCIATION

&

BYE-LAWS

(Rules & Sub-Rules)

(Adopted by Governing Council in its Meeting dated 20th Nov 2018)

हरीशान अनुसंधान संस्थाचन्द्र-

परमाणु ऊर्जा विभाग), भारत सरकार(

छतनाग मार्ग, झूँसी, प्रयागराज (इलाहाबाद)- 019 211 (भारत)

Harish-Chandra Research Institute

)Deptt. of Atomic Energy, Government of India)

Chhatnag Road, Jhunsi, Prayagraj (Allahabad) - 019 211 (INDIA)



HARISH-CHANDRA RESEARCH INSTITUTE

PRAYAGRAJ (ALLAHABAD)

(An Aided Institution under Department of Atomic Energy, Government of India)

AMENDED MEMORANDUM OF ASSOCIATION

- NAME OF THE SOCIETY** 1. The name of the society shall be “**HARISH-CHANDRA RESEARCH INSTITUTE**” hereinafter called “**INSTITUTE**”.
- AIMS AND OBJECTIVES** 2. The AIMS AND OBJECTIVES of the Institute shall be;-
- (i) to conduct investigations and research on problems in the Natural Sciences and Mathematical Sciences, with particular emphasis on Theoretical Physics and Mathematics;
 - (ii) to train students and advanced scholars for research in the Natural Sciences and Mathematical Sciences, as above,
 - (iii) to keep abreast of developments in the Natural and Mathematical Sciences, and to establish and maintain contact with researchers worldwide in these areas through collaboration, conferences, mutual visits, and other means;
 - (iv) to disseminate knowledge which may be of professional and societal advantage;;
 - (v) to establish, maintain and manage educational institutions, laboratories, workshops, research units, medical units and clinics, libraries , and other facilities for promoting the objectives of the Institute, and
 - (vi) to take all other steps necessary in fulfilling the aims an objects of the Institute.
- REGISTERED OFFICE** 3. The registered office of the Institute shall be at Chhatnag Road, Jhunsi, Prayagraj (Allahabad) – 211019 (Uttar Pradesh).



**NAME, ADDRESSES AND OCCUPATIONS OF THE MEMBERS OF THE
GOVERNING COUNCIL OF THE INSTITUTE TO WHOM THE MANAGEMENT OF
ITS AFFAIRS IS ENTRUSTED**

1.	Secretary, DAE & Chairman, Atomic Energy Commission, DAE, Gol (Chairman)	Department of Atomic Energy, Gol, Anushakti Bhawan, C.S.M. Marg, Mumbai – 400 001	Service
2.	Joint Secretary (R&D), DAE, Gol (Member)	Department of Atomic Energy, Gol, Anushakti Bhawan, C.S.M. Marg, Mumbai – 400 001	Service
3.	Joint Secretary (Finance), DAE, Gol (Member)	Department of Atomic Energy, Gol, Anushakti Bhawan, C.S.M. Marg, Mumbai – 400 001	Service
4.	Director, Higher Education, Government of Uttar Pradesh (Member)	Office of the Director, Higher Education, Uttar Pradesh, Prayagraj - 211001	Service
5.	Smt. Shailaja Mehta (Member)	4 Clive Row, Kolkata - 700 001	Business
6.	Shri Avnish Mehta (Member)	4 Penn Road, Kolkata - 700 027	Business
7.	Shri Rajnish Mehta (Member)	4 Penn Road, Kolkata - 700 027	Business
8.	Prof. V. Srinivas (Member)	Sr. Professor TIFR Tata Institute of Fundamental Research Homi Bhabha Road Colaba Mumbai - 400005	Academician
9.	Prof. Sanghamitra Bandopadhyay (Member)	Director Indian Statistical Institute, 203, B.T. Road, Kolkata - 700108	Academician
10.	Prof. V. Arvind (Member)	Ex-Director Institute of Mathematical Sciences CIT Campus, Taramani, Chennai - 600113	Academician
11.	Prof Mustansir Barma (Member)	Ex-Director, TIFR, Mumbai & Professor Emeritus TIFR, Hyderabad - 500046	Academician
12.	Director, HRI (Ex-Officio Member)	Director Harish-Chandra Research Institute, Prayagraj (Allahabad) - 211019	Service

The above Governing Council was constituted vide Department of Atomic Energy, Gol Office Memorandum No.23/15(4)/2011/HRI/R&D-II/4244 dated 29 March, 2023 and subsequently adopted by Institute's Governing Council in its meeting dated 11 August, 2023.



D. Surya Ramana
Secretary to the Council &
Acting Registrar,
HRI, Prayagraj



HARISH-CHANDRA RESEARCH INSTITUTE

PRAYAGRAJ (ALLAHABAD)

(An Aided Institution under Department of Atomic Energy, Government of India)

BYE-LAWS

Chapter – I

GENERAL

1 Short Title and Commencement

- 1.1 These Bye Laws and Statues shall be called “Bye-Laws of “Harish-Chandra Research Institute, Prayagraj (Allahabad)” (hereinafter referred to as “Institute”). These shall come into effect from **20th November 2018**, the date of approval by the Governing Council.
- 1.2 These Bye-laws shall be read in conjunction with the Rules and Regulations of the Harish-Chandra Research Institute, Prayagraj (Allahabad).

2 Name and Address of the Institute

The name of the aided institute shall be “**Harish-Chandra Research Institute, Prayagraj (Allahabad)**” hereinafter called “**Institute**”. The registered office of the Institute shall be at Chhatnag Road, Jhansi, Prayagraj (Allahabad) – 211019 (Uttar Pradesh).

3 Definitions and Interpretation

In these Bye-laws, the following words and abbreviations shall have the meanings given against them, unless the context signifies otherwise :

- (a) “Act” means the Atomic Energy Act 1962
- (b) “Administrative Department” means Department of Atomic Energy, Government of India
- (c) „Academic Selection Committee” means Academic Selection Committee of the Institute hereinafter also referred as „ASC”
- (d) “Advisory Council” means the Advisory Council of the Institute if so appointed by the DAE/Government of India
- (e) “Authorities, Officers and Academicians/Professors” respectively means authorities, officers and academicians/Professors of the Institute
- (f) “Finance Committee” or “Standing Finance Committee” means the Finance Committee of the Institute

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- (g) Building and Works Committee” means Building and Work Committee of the Institutes hereinafter also referred as „BWC”
- (h) “Bye Laws” means Bye Laws of the Institute
- (i) “Chairman” means the Chairman of the Governing Council and Academic Selection Committee (also referred as „ASC”) of the Institute
- (j) “Central Government / Government” means the Government of India represented by the Department of Atomic Energy
- (k) “Competent Authority” means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in the Institute or any such orders of the Government/DAE issued for its Autonomous Bodies/Institutions
- (l) “Commission” means Atomic Energy Commission (AEC)
- (m) “Co-Chairman” means the Co-Chairman of the Governing Council of the Institute
- (n) “Department” means Department of Atomic Energy, Government of India hereinafter also referred as “DAE”
- (o) “Director” means the Director of the Institute
- (p) “Deputy Director” mean Deputy Director of the Institute
- (q) “Governing Council” means Governing Council of the Institute hereinafter also referred as „GC” or „Council”
- (r) Finance Adviser means the Internal Financial Adviser or Financial Adviser or Finance Officer or Joint Controller of Accounts, as the case may be
- (s) GC means Governing Council
- (t) “Institute” means the Harish-Chandra Research Institute, Prayagraj (Allahabad) registered under the Societies Registration Act-XXI of 1860. The name of the society shall be "Harish-Chandra Research Institute, Prayagraj (Allahabad)"
- (u) “Registrar” means Registrar of the Institute
- (v) “State Government” means State Government of Uttar Pradesh.
- (w) Trustees/Holding Trustees means the Baldeoram Saligram Mehta Trust, Kolkata.

4 Aims and Objectives

The AIMS AND OBJECTS of the Institute shall be;-

- (i) to conduct investigations and research on problems in the Natural Sciences and Mathematical Sciences, with particular emphasis on Theoretical Physics and Mathematics;
- (ii) to train students and advanced scholars for research in the Natural Sciences

and Mathematical Sciences, as above,

- (iii) to keep abreast of developments in the Natural and Mathematical Sciences, and to establish and maintain contact with researchers worldwide in these areas through collaboration, conferences, mutual visits, and other means;
- (iv) to disseminate knowledge which may be of professional and societal advantage;;
- (v) to establish, maintain and manage educational institutions, laboratories, workshops, research units, medical units and clinics, libraries , and other facilities for promoting the objectives of the Institute, and
- (vi) to take all other steps necessary in fulfilling the aims and objects of the Institute.

POWERS:- For and in connection with the furtherance to its objects, or any of them, the Institute shall have power:

- (i) to hold meetings, arrange lectures, seminars, discussions, conferences, instructions and courses of studies;
- (ii) to create branches, divisions, departments, faculties, sections and units, for proper and efficient conduct of the activities of the Institute in different sections;
- (iii) to institute or create Professorships and other posts and to employ persons on these posts and officers, workers, contractors and others, as necessary, on salary, honorarium, wages or piece-rate remuneration on whole-time, part-time or casual basis;
- (iv) to institute, and to employ persons to, research fellowships and assistantships, of different categories, for professional workers in “Natural Sciences and Mathematical Sciences”;
- (v) to take appropriate steps for the recognition of the Institute by the Central and the State Governments of the country for purposes of research and if considered necessary, for its affiliation with a statutory university established by law in the country (the Institute is already a Constituent Institute (of Homi Bhabha National Institute (HBNI - a deemed university));
- (vi) to hold examinations, award degrees, diplomas and certificates and other distinctions as permissible under the law and the rules and bye-laws of the Institute and to take appropriate steps for the Institute and/or its degrees, diplomas, certificates and fellowships being registered and/or recognized by the Central and State Governments of the country as also in different parts of India and in foreign countries;
- (vii) to publish books, research journals, periodicals, reports, research and working papers and other materials at its own cost or with grants and other assistance received for this purpose and to contribute to the cost of and to sell such publications, to distribute them gratuitously or at reduced rates;
- (viii) to establish and maintain directly, or through suitable subsidized or other

- agencies, hostels messes, guest houses, housing tenements and colonies, canteens, transports, organisations including night schools, adult education centres, health homes, clubs, and co-operative organisations for proper and efficient performance of the activities of the Institute and/or for the welfare of its workers and their families and students;
- (ix) subject to the provisions of rule 5 of the rules of the Institute, to purchase, acquire, hold or dispose of and maintain for the purposes of the Institute, lands, buildings and other properties, movable and immovable, and to construct, build, alter or demolish roads, drains, water-works, buildings, structures and other works for the purpose of the Institute and of its workers;
- (x) subject to the provisions of rule 5 of rules of the Institute, to accept endowments, gifts and donations, fees, block grants, rents, security deposits (in cash or otherwise) and other funds and payments to invest funds, to borrow or otherwise raise money for the purposes of the Institute.
- (xi) to establish, maintain or continue, one or more provident fund, superannuation fund or management of such authorities, agencies, associations or institutions as may be considered suitable for purposes of carrying out such work as may be entrusted to them in the interest of the Institute and of the workers of the Institute and to pay into such funds such amounts as may be considered necessary from time to time for the furtherance of the objects of the Institute, or any of them;
- (xii) to incur expenditure, make donations and grants or give subscription and make all other necessary arrangements for carrying on the work of the Institute;
- (xiii) to co-operate with universities, governments, associations, societies, institutions and organisations, to establish outlying centres, branches and offices; to amalgamate the Institute with any other organisation having objects wholly or in part similar to those of the Institute and to organise, establish, affiliate, carry-on and maintain, dissolve, disaffiliate or give up branches or to associate with other institutions having objects wholly or partially similar to those of the Institute; and
- (xiv) to take such other actions as may be incidental or conducive to the attainment of the objects of the Institute, or any of them.

5. Vesting of the Property of the Institute

- (a) All buildings, lands, machinery equipment, plans and instruments (whether laboratory workshop or otherwise), books and journals, furniture, furnishings and fixtures belong to the Department of Atomic Energy, Government of India.
- (b) All properties, funds or assets as are gifted by the Baldeoram Saligram Mehta Trust, Kolkata, by the Central Government, the State Government of Uttar Pradesh or any other Government, or gifted or bequeathed by any other person, to the Harish-Chandra Research Institute, Prayagraj

(Allahabad) shall, subject to the Rules and Bye-laws, vest in the Governing Council of the Institute.

- (c) All lands gifted or donated as aforesaid and all buildings constructed by, or constructed with the funds donated or gifted by the Baldeoram Saligram Mehta Trust, Kolkata shall revert to and belong to that Trust, i.e. Baldeoram Saligram Mehta Trust, Kolkata if such land or building ceases to be held or used by, or for the objects and purposes of the Institute aforesaid.
- (d) If Harish-Chandra Research Institute, Prayagraj (Allahabad) is wound up, the Baldeoram Saligram Mehta Trust, Kolkata shall have the power, with the consent of the grantor or donor, to employ all immovable properties which can be clearly demarcated as having been so gifted or donated or constructed by the government or any other body or individual, whose consent is taken, to the Harish-Chandra Research Institute, Prayagraj (Allahabad), for such charitable or educational purposes as the grantor or donor and the Baldeoram Saligram Mehta Trust, Kolkata might agree to. The power in this rule would be exercisable only with the consent aforesaid.

Chapter – II

CONSTITUTION OF GOVERNING COUNCIL, ITS MEETINGS & PROCEDURE

6. Governing Council

Subject to the Rules and Bye-laws, the administration, management and direction of the affairs of the Institute shall vest in GOVERNING COUNCIL, hereinafter called "THE COUNCIL". The Department of Atomic Energy shall constitute the Governing Council.

6.1 The Composition of the Governing Council shall be as under;

- (i) Chairman
- (ii) Director of the Institute will be the ex-officio Member
- (iii) Joint Secretary of the Department dealing with the Institute
- (iv) Joint Secretary (Finance), DAE
- (v) One Representative from the State Government of Uttar Pradesh
- (vi) Four Expert from the relevant field of the Institute/Academicians of repute to be nominated by the Department of Atomic Energy, Government of India
- (vii) Three members to be nominated by the Baldeoram Saligram Mehta Trust, Kolkata
- (viii) Registrar shall be the Secretary of the Governing Council.

6.2 Secretary, Department of Atomic Energy, Government of India or his nominee shall be the ex-officio Chairman of the Governing Council.

6.3 The Governing Council shall be a permanent body. However, the Members of the Council shall hold the office for 3 years. They are eligible for re-nomination for another term i.e one member can be allowed maximum of two terms (except trustees and ex-officio members). The tenure of the Members shall be co-terminus with the service in their respective organization.

7. Meeting of the Governing Council

7.1 The meetings of Council shall be convened not less than TWO every year by the Director at a date and time as may be fixed by him in consultation with the Chairman. For the purpose of this rule, each year shall be deemed to commence on the first day of January and terminate on the 31st day of December of the same year i.e. calendar year. Meetings of the Council shall be held at the Institute Headquarter unless the Chairman otherwise directs.

7.2 A special meeting of the Council may be called at any other time by the Chairman, either on his own initiative or at the request of not less than four members of the Council.

8. Notice of the Meeting

8.1 For any meeting of the Council, at least fifteen days" notice shall be given to the members. Non receipt of notice of any meeting of the Council by any member shall not, however, invalidate the proceedings of the meeting.

8.2 A notice indicating the date, time and place of every meeting, shall be sent by the Secretary of the Council to the Members. The Chairman may call a special meeting of the Council at a short notice to consider urgent special issues.

8.3 The notices may be delivered either by hand or sent by registered post/speed post at the address of each member as recorded in the records of the office of the Council or by eMail and if so sent shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.

8.4 Agenda shall be circulated by the Secretary of the council at least 10 days before the meeting.

8.5 Notices of motions for inclusion of any item on the agenda must reach Secretary of the council at least one week before the meeting. The Chairman may permit inclusion of any item for which due notice was not served.

9. Chairman of the Meeting

The Chairman of the Council shall preside all meetings of the Council. In his absence (i) the Chairman may nominate e a Member as Acting Chairman for that meeting, or (ii) the members present shall elect one from among them as Acting

Chairman to preside the meeting. The Acting Chairman shall exercise all the rights and privileges of the Chairman for that meeting.

10. Quorum and Procedure

- 10.1 Six members including the Chairman, shall constitute a quorum at any meeting of the Council
- 10.2 All matters considered at the meeting of the Council shall be decided by mutual consent of all Members. In case of difference of opinion among the members, the opinion of the majority shall prevail.
- 10.3 Each member of the Council, including the Chairman, shall have one vote, and if there be a tie on any question to be determined by the Council, the Chairman shall, in addition, have and exercise a casting vote
- 10.4 The decision of the Chairman shall be final with regard to all questions regarding the procedure for the conduct of the meeting.
- 10.5 If a Member of the Council (except official/representatives of DAE, State Government and nominees of the trustees, if any) fails to attend three consecutive meetings without leave of absence from the council, he/she shall cease to be a Member of the Council.
- 10.6 If Joint Secretary of the Department dealing with the Institute or Joint Secretary (Finance) is unable to attend the meeting, they may be represented by their representative(s)/nominee(s) who should not be below the rank of Director/Deputy Secretary. In this case, the representative/nominee shall have full authorization and shall be treated as deemed Members for the particular Council meeting and shall be part of quorum.
- 10.7 As per the Department of Expenditure, Ministry of Finance (MoF), Gol OM no F.No 8(4)E-Coord./84 dated 15th October 1984 duly endorsed by DAE letter no JS(F)/DAE/IV/14/25/63 dated June 2nd 2016, following restrictions shall be applicable;-
 - (a) Proposal relating to employment structure i.e. adoption of pay scales, allowances and revision and revision thereof and creation of posts would need the prior approval of the Govt. of India..
 - (b) In the event of disagreement between representative of the Ministry of Finance and the Chairman of the Governing Body of the Aided Institution on the financial matter beyond the delegated power of the Ministry/Department of Govt. of India, the matter may be referred to Minister of Administrative Ministry for taking a decision after following the due procedure.

11. Adjourned Meeting

If there is no quorum at the expiry of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a date and time as the Chairman may fix. However, if a meeting is adjourned for want of quorum after fifteen minutes, it may be held on the same day after a gap of 30 minutes as the Chairman may

determine. No quorum shall be necessary for a meeting adjourned for want of a quorum.

12. Minutes of the Meeting

12.1 The Registrar who will act as the Secretary of the council shall keep the minutes of the meetings of the Council and send a copy of the minutes of every such meeting to the members as early as possible.

12.2 The minutes along with the amendments, if any shall be placed for confirmation at the next meeting of the council. After the Minutes are confined and signed by the Chairman, they shall be recorded in the minutes book, which shall be kept open for inspection of the members of the Council at all, times

13. Business by Circulation

Any business of the Institute to be performed by the Council, except such as may be placed before the meetings of the Council, may be carried out by circulation among all its members and any resolution, so circulated and approved by a majority of the members who have signified their approval, or disapproval of such resolution, shall be as effective and binding as if such resolution had been passed at a meeting of the Council. The resolution as approved by the Governing Council should be reported at the next meeting of the Governing Council for information and ratification.

14. Vacancy

When a vacancy occurs in the office of a member of the Council, other than Director, through death, resignation or any other reason, such vacancy shall be filled by the authority which appointed such a member. The member so nominated to fill such a casual vacancy, shall hold office for the remainder of the term of the member in whose place he has been nominated.

No action or resolution of the Council shall be invalid by reason of any vacancy in the membership of the Council or defect in the appointment of a person acting as a Member.

15. Committee of the Council

The council may appoint committees from amongst its own members or the staff of the institute or outside experts or amongst these persons, and may assign to such committees such powers and duties as are in accordance with the bye laws and rules/sub-rules.

16. Authentication of Orders and decision of the Council

All the orders and decisions of the Council shall be authenticated by the signature of the Registrar or any other person authorized by the Council in its behalf.

17. Disqualification

A Member of the Council including the Chairman shall cease to be a Member only on the ground of;

- (a) Mental Infirmity
- (b) Convicted by a Court of Law
- (c) Insolvency
- (d) Resignation,
- (e) Retirement (Regular members other than ex-officio members can continue even if they retire from their parent organization)
- (f) Death

Chapter – III

POWERS OF THE COUNCIL & OTHER OFFICIALS

18. General Powers of the Council

Subject to various orders issued by the Government of India/Department, Administration and management of the Institute shall be under the supervision of the Council. The Council shall have the power to:-

- (i) Exercise the Financial Powers as indicated in the Schedule to this Bye Laws
- (ii) Make Rules/Sub-Rules specific to mandate of the Institute and decide the duties of Director and other employees of the Institute
- (iii) Frame and revise rules for the governance of the Institute
- (iv) Approve the Annual Report and Annual Audited Statement of Accounts within six months of the end of each financial year.
- (v) Frame rules related to establishment, pay, pension, disciplinary proceedings etc. for the employees of the Institute
- (vi) Decide the intake of the number of students/fellows commensurate with the mandate of the Institute
- (vii) Recommendations of Advisory/Expert committee be considered.
- (viii) Promote mandate of the institute which includes research within the Institute and decide the date of commencement and duration of the session of the Institute
- (ix) Make recommendations to the Department about the creation/up gradation of the post as powers for creation/up gradation of the post rest with Government/Department. However, creation of posts to accommodate promotion of scientific/technical/faculties or other personal promotions can be approved by the Council.
- (x) Frame Recruitment Rules, Promotion Policy, Pay structure and cadre structure below the level of the Director of the Institute. Appointment of the Director or Chief Executive Officer of the Institute shall be made by the Governing Council with the approval of Appointment Committee of the

Cabinet (ACC) as per the guidelines issued by the Government/ACC, if the pay scale of Director or Chief Executive Officer is equivalent or above of Joint Secretary.

- (xi) The Council shall be competent to conduct Cadre Review of the Administrative and Auxiliary personnel of the Institute and approve the same for implementation. Any creation of post pay of which is equivalent or more of Joint Secretary of the Government, arising out such cadre review will be referred to the Department for approval after following necessary procedures.
- (xii) Consider all cases of promotion and grant promotion to all employees, as per the promotion policy of the Institute subject to following the relevant procedures/norms
- (xiii) Execution of contracts and other instruments on behalf of the Institute, conduct and defense of legal proceedings and the manner of signing pleading. The Council may re-delegate these powers to such other officers as considered necessary.
- (xiv) Making such rules as might be necessary for fulfilling the objectives of the Institute and under any rule of the Institute
- (xv) Appointment of members to the Finance / Standing Committee
- (xvi) Appointment of Statutory Auditors and fixing the remuneration
- (xvii) Delegate its powers to the Director and other Administrative Heads in the Institute.

19. Service Extension

(The Institute shall follow the age of superannuation for their employees as per the existing Bye-Laws)

To grant extension of services to Academicians with proven expertise subject to the following conditions:-

- (a) The extension of service cannot be considered as a matter of routine. Of superannuating academic members, only a fraction, as decided by the DAE, would be eligible for extension. Since the number of such members, in a given year, is likely to be very small in an institute like HRI, HRI will devise a roster system whereby the number eligible for extension is calculated by considering the number of people retiring over a window of 3-4 years. A specific proposal in this spirit will be submitted to the council for approval in the next meeting.
- (b) The cases can only be considered initially for a period of two years and after review for another term of two years.
- (c) In no case the extension of service shall be considered beyond age of 64 years after superannuation.
- (d) All the cases of extension of services shall be considered by the Academic Selection Committee. The committee shall consist of at least one member from outside the

sponsoring institute.

Note : While making the above regulations i.e. clause 18 and 19, it shall be ensured that provisions mentioned above in the bye-laws are not violated i.e. these supplementary rules should not be in contradiction to the provisions of Bye-Laws or Government's/Department's directives.

20. Appointing Authorities

- 20.1 The Council shall be the Appointing Authority in the cases of appointments to the posts having Grade Pay (or equivalent) of Rs 8700/- (i.e. Level 13 of Pay Matrix of 7th CPC) and above
- 20.2 The Director shall be the appointing authority for the appointments of posts equivalent Grade Pay 4200 to 7600/- (i.e. Level 6 to Level 12 of Pay Matrix of 7th CPC) and all posts equivalent to Group "B" posts.
- 20.3 Registrar/Chief Administrative Officer shall be the appointing authority for the posts below GP 4200 i.e. below Level 6 of Pay Matrix of 7th CPC
- 20.4 The promotion to the members in a particular pay scale shall be approved by the same authority which is the appointing authority for that pay scale.

21. Disciplinary Authority

- 21.1 The Governing Council can initiate disciplinary action against its employees for which the Council is appointing Authority. No appeal lies against the orders of the Governing Council. Representations submitted by the concerned for reconsideration of the penalties can be considered by the Governing Council.
- 21.2 Director of the Institute shall be disciplinary authority for those employees for which he is appointing authority. The Council shall be the Appellate, Revision and Review Authority in all such cases.
- 21.3 Registrar of the Institute shall be disciplinary authority for those employees for which he is appointing authority. The Director of the Institute shall be the Appellate Authority and Council shall be the Revisionary and Review Authority in all such cases.

22. Specific Powers of the Authorities

22.1 Chairman

- (i) The Chairman of the Council shall have the power to fix the initial pay (by granting a maximum of 5 increments) of an incumbent at a stage higher than the minimum of the scale on the recommendation of the Selection Committee, in respect of posts to which appointments can be made by the Council.
- In emergent circumstances and in the interest of the Institute, the Chairman may exercise the power of the Council and will inform of the action taken by him/her for its approval

**22.2 to be read
with
amendment on
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The Director is Head of the Institution and can exercise the powers of the Head of the Department under FR&SRs, General Financial Rules, TA Rules, LTC Rules, Provident Fund (both Contributory and General) Rules, Exercise of Financial Rules etc.

- (i) It shall be the duty of the Director to carry on the work of the Institute under the control of the Council in accordance with the Bye-Laws and Rules/Sub-rules for the administration and the management of the Institute. In case of an emergency, he may take such action as may be necessary and report it to the Council.
- (ii) Recruitment and Promotion of personnel's in respect of those posts of which he is an appointment authority.
- (iii) The Director shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale but not more than five increments in respect of posts of which appointment can be made by him. This should be as per the norms of GoI/DAE.
- (iv) The Director shall have the power to engage Project Staff/Project Assistants/Technicians and other manpower including consultants as and when required on need basis subject to the payment of minimum wages and such engagement shall not be more than the project completion period. The norms of the Government/DAE (if any) shall be followed.
- (v) The Director shall have the power to employ employees for training or for a course of instructions inside India subject to such terms and conditions as may be laid down by the Council.
- (vi) The Director shall have the power to possess a building on hire or leasing out its building.
- (vii) The Director shall have the power to sanction remission or reduction of rent for buildings rendered wholly or partially unsuitable.
- (viii) The Director shall have the powers of "Estate Officer" in relation to the office and residential buildings of the Institute.
- (ix) During the absence of Registrar not exceeding a period of one month, the Director shall take over or assign the responsibility, to any other employee of the Institute any functions of Registrar as he/she deemed fit. Provided that if any time the temporary absence of the Registrar exceeds one month, the Council may, if it thinks fit" authorize the Director to take charge or assign the function of Registrar as aforesaid, for a period exceeding one month.
- (x) The Director may during absence from headquarters authorize the Deputy Director, or one of the Deans or the senior Professor present who shall be below the age of superannuation, to execute the current duties of the post of the Director.
- (xi) The Director may, with the approval of the Council delegate any of his/her powers, responsibilities and authorities vested in him /her to one or more

members of academic or administrative staff of the Institute.

- (xii) Director shall be responsible for implementing the rules relating to reservation in service to SC/ST/OBC and Persons with Disabilities.
- (xiii) Take decisions as to the implementation or otherwise of the Court judgments related to the staff.
- (xiv) Director can engage Legal Counsel(s)/Advocates/Lawyers to defend the cases and pay the fees.
- (xv) The Director shall have the power to send employees for academic activity inside India or abroad subject to such terms and conditions as may be laid down by the Council

22.3 Registrar

- (i) By definition Registrar is the custodian of the Institute Seal and Estate.
- (ii) The Registrar shall act as Secretary to the Council.
- (iii) Shall work under the general control of the Director: In all matters concerning the Institute he shall act under the general control and orders of the Director.
- (iv) The Registrar shall be in charge of correspondence relating to the Institute subject to the instructions of the Director.
- (v) The Registrar will be in charge of the administrative/non-academic staff and the general maintenance staff of the Institute.
- (vi) The Registrar will look after the maintenance and upkeep of the premises.

23. Responsibilities and Duties of other Officials

23.1 Academic Staff (Professors, Associate Professors, Readers and Fellows)

- (i) **Supervision:** Members of the academic staff shall engage in research work, supervision of research scholars, and in teaching activity of the Institute. They will also participate in the committees constituted by the Director to aid the functioning of the institute
- (ii) **Periodical Reports:** Every academic member shall submit periodical reports on his work. There shall be not less than one such report in the course of each academic year.
- (iii) **Research Programme:** Academic staff members shall submit to the Director, from time to time or when called upon to do so their research programme and that of research workers working with him.
- (iv) **Sanction for work:** All new schemes of research to be conducted at the Institute, which may involve any expenditure, shall be submitted to the Director for sanction
- (v) The teaching related academic activity of the respective faculty are to be decided by the corresponding faculty body
- (vi) **Dean(s) :** The Director will appoint the following Deans normally for a period of two years, to oversee the functions below. The appointment will be informed in the next GC meeting.

(a) **Dean (Academic) :** to oversee the teaching programs of the Institute

and liaise with the Homi Bhabha National Institute on issues related to the students and research scholars of the Institute.

(b) **Dean (Student Affairs)** : to monitor the facilities and living conditions of the students and scholars and respond to their complaints

(c) **Dean (Administration)** : to serve as a bridge between the academics and the administration, and advise the Director on policy directives received from the government

23.2 **Librarian**

(i) **Responsibility for custody of the Library:** The Librarian shall be responsible for the custody of books, manuscripts, periodicals etc. Belonging to the Library and shall maintain a complete register and index.

(ii) **Library Rules:** The Rules for the management of the Library shall be framed from time to time, as may be found necessary, by a Library Committee appointed by the Director to be responsible for the proper functioning of the Library.

(iii) **Annual Report:** The Librarian shall prepare, by the end of January every year, a report on the working of the Library for submission to the Director by the Library Committee.

(iv) **Correspondence:** The Librarian shall be responsible for purchasing books approved by the Library Committee, copies of the correspondence being sent to the Registrar for information.

(v) **Stock-taking:** The Librarian shall take stock every year of all the books in the Library. The Library Committee may assign personnel to check the report.

23.3 **Accounts Officer**

(i) Work under the general control of the Registrar and the Director: In all matters concerning Institute accounts, he shall act under the general control and orders of the Registrar and Director.

(ii) He shall be responsible for maintenance of accounts, custody of papers connected with accounts, preparation of salary bills and salary cheques.

(iii) He shall prepare the Annual Budget Estimate for the Director, for submission to the Council.

Chapter – IV

STAFF, ITS CATEGORIES & APPOINTMENTS

24. Classification of the Members of the Staff of the Institute

Except in the case of employees paid from contingencies and project staff, the members of the staff of the Institute shall be classified as:-

- (a) **Academic / Scientific** :- which term shall include Director, Dy. Director, Professor, Associate Professor, Assistant Professor, Reader, Lecturer, Workshop Superintendent, Associate Lecturer, Assistant Lecturer/Instructor. Scientific/Technical Officer, Research Associate/Assistant, Librarian, Deputy Librarian, and such other academic posts as may be

decided by the Council. In case of any doubt as to whether a particular post is academic, the decision of the Director shall be final.

- (b) **Technical** :- which term shall include Scientific Assistant, Foreman, Supervisor (Workshop), Mechanic, Technicians, Fire Service Personnel and such other technical posts as may be decided by the Council. In case of any doubt about classification of a post as Technical, the decision of Director shall be final.
- (c) **Administrative and other including Auxiliary** :- which term shall include Registrar/Chief Administrative Officer, Deputy Registrar, Assistant Registrar, Administrative Officer, Assistant Personnel Officer, Section Officer, Finance Officer, Joint/Deputy controller of Accounts, Assistant Accounts Officer, Purchase Officer, Store/Purchase Officer, Estate Officer, Medical Officer, House Surgeon and other Medical Staff, Stores Keeper, Purchase Assistant, Security Personnel, Drivers, Multi-Tasking Staff and such other administrative and other staff as may be decided by the Council. Decision of the Director will be final in case of any doubt the classification of the members of the staff.
- (d) **In addition, the employees of the Institute shall be classified in to the following;-**
 - (i) Post carrying a Grade Pay (or equivalent) of Rs 5400 (PB3) (Level 10 of Pay Matrix in 7th CPC) and above are classified and equated Group "A" posts of Government of India Service
 - (ii) Post carrying a Grade Pay (or equivalent) of Rs 4200 (Level 6 of Pay Matrix in 7th CPC) – Rs 5400 (PB2) (Level 9 of Pay Matrix in 7th CPC) are classified and equated Group "B" posts of Government of India Service
 - (iii) Post carrying a Grade Pay (or equivalent) of less than Rs 4200 (Level 6 of Pay Matrix in 7th CPC) are classified and equated Group "C" posts of Government of India Service

(the above classification shall be treated as amended as and when amended by Government of India)

25. Appointments & Promotions

- a) All posts shall be filled as per the approved recruitment and promotion rules of the Centre / Institute. All posts shall normally be filled by advertisements. But in exceptional cases, the Council shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute.
- b) While making appointments, the Institute shall make necessary provisions for the reservation of posts in favor of SC/ST/OBC and Persons with Disabilities in accordance with the decision of the Council.
- c) Where a post is to be filled on contract basis or by invitation, the Chairman may at his discretion, constitute such ad-hoc Selection Committee, as circumstances of each case may require.
- d) Where a post is to be filled by promotion amongst the members of the Institute or temporarily for a period of not exceeding 12 months, the Council shall lay down the procedure to be followed.
- e) Notwithstanding anything contained in these bye-laws, the Council shall have the power to make appointments of persons trained under "approved" programmes in such a

manner as it may deem appropriate.

- f) The council can frame rules or procedure in line with the regulations of Government for the appointment of overseas citizens of India (OCI) in the Institute.
- g) Unless otherwise provided under the bye-laws, a selection committee constituted under these laws will be eligible to exercise its functions in relation to that post until the time the appointment is made.
- h) All appointments made/promotions given shall be reported to the Council in its next meeting.

26. Appointment of the Director / Head of the Institution

**26 to be read
with amendment
on Page 29**

- 26.1 The process of appointment shall be as per the directive of DAE. The Search Committee shall be formed by DAE on the request of the Governing Council. The recommendation of the Search Committee shall be placed before the Governing Council for consideration and ratification.
- 26.2 Appointment of the Director shall be normally for a period not exceeding 5 years at a time. His salary and allowances and other conditions of service shall be fixed by the Council as per the norms provided by the Department.
- 26.3 He or she shall be eligible for re-employment for further term(s) of five years at the discretion of the council with the concurrence of the Department of Atomic Energy provided that no person shall hold office of the Director after he or she has attained the age of 65 years.
- 26.4 Appointment of the Director and extension of tenure as Director shall be approved by the Appointment Committee of Cabinet (ACC). Acceptance of resignation of Director or early relief of the Director shall be referred to the Administrative Ministry for further necessary action.

27. Officiating Director / Acting Director

- 27.1 Notwithstanding anything contained in clause 26, the Chairman may appoint a person to officiate as Director i.e. Officiating Director, in the absence (more than 30 days in single stretch) of the Director appointed under clause 26. It shall be reported to Council in the next meeting. He shall attend day-to-day affairs and shall not use the statutory powers of the regular Director.
- 27.2 The Council may also make a temporary appointment of Director i.e. Acting Director in the vacancy of the office of the Director. Every appointment under this clause shall be for a period not exceeding one year at a time with the concurrence of the DAE.

28. Appointment of Registrar/Chief Administrative Officer/Internal Financial Advisor/Finance Officer

The appointment of the Registrar/ Chief Administrative Officer/Internal Financial Advisor/Finance Officer irrespective of the scale shall be made by the Council on the recommendation of the Director.

Chapter – V
FINANCE & ACCOUNTS

29. Year

The Financial Year of the Institute shall be from the 1st April to the 31st March in the succeeding calendar year.

30 Budget & Funds of the Institute

30.1 The Director shall be in-charge of preparation of the annual budget estimates of the institute and shall obtain the approval of the council on the same. The estimates shall be given under various heads of accounts in accordance with the prescribed proforma of Ministry of Finance/Department of Atomic Energy.

Information in respect of receipts and expenditure shall be as per the following;-

- a) Actuals for the preceding year
- b) Approved budget estimates for the current year
- c) Revised Estimates for the current year
- d) Budget Estimates for the following year

The funds of the Institute shall consist of;-

- (i) Grants from governments, governmental bodies, universities, Institutes or corporations, institutions or societies;
- (ii) Income and benefits received or accruing from properties, assets and investments of the Institute, the sale of the publications of the Institute, fees levied from time to time, user charges etc.
- (iii) Contributions or grants received from other sources approved by the Council
- (iv) Income from consultancy and other charges
- (v) Corpus Funds

30.2 Information in respect of receipts and expenditure shall be as per the following;

- a) Actuals for the preceding year
- b) Approved budget estimates for the current year
- c) Revised Estimates for the current year
- d) Budget Estimates for the following year

30.3 The accounts shall be maintained as per the Accounting Standards and in the prescribed format as required by the law.

30.4 The Registrar shall be responsible for the accounts of the Institute.

30.5 All bills for payment shall bear an endorsement "PASSED FOR PAYMENT" and shall be signed by the Director or by an Officer of the Institute to whom the power has been delegated.

- 30.6 A PERMANENT ADVANCE of sum to be fixed from time to time by the Director may be kept by the Registrar for cash payments.
- 30.7 All moneys received for or on behalf of the Institute shall be placed in the name of the Institute in current, savings or fixed deposit accounts with a nationalized bank or any other bank notified by the Ministry of Finance.

31 Audit

The accounts of the Institute shall be audited every year by qualified Chartered Accountant or Accountants (Statutory Auditors) as prescribed by law and shall be appointed by the Director with the approval of Council from time to time for the purpose. The Statutory Auditors should be selected from the empanelled list with the Comptroller & Auditor General. The term of the auditors shall normally be for three years.

32 Exercise of Financial Powers

The Institute shall be governed by the orders issued by the Department of Atomic Energy from time on matters relating to Delegation of Financial powers in respect of Purchases, works contract, consultancy contract etc. The Governing Council shall delegate its powers to the various authorities to the extent necessary.

Chapter – VI
COMMITTEES

33 Finance Committee

- 33.1 There shall be an Finance Committee which shall consist of the following officials;-
- (a) Chairman of the Council will be ex-officio Chairman of the Committee
 - (b) Director
 - (c) Joint Secretary, DAE dealing with the Institute
 - (d) Joint Secretary (Finance)
 - (e) If necessary, one or two members nominated by the Council
 - (f) Registrar
- 33.2 The functions of the Finance Committee shall be as per the following;-
- i. Examine and scrutinize the annual budget and make its recommendations to the council
 - ii. Any issue related to the finances of the institute
 - iii. Examine the annual financial statement of the Institutes
 - iv. Fixing and reviewing of user charges
 - v. The Committee shall submit its minutes to the Council for consideration and ratification
 - vi. Exercise of Financial Powers of the Governing Council on matters relating to

finalizing consultancy contracts, works and procurement contract

- 33.3 The committee shall meet as often as necessary or Council/Chairman desires to do so for any specific task.
- 33.4 The Committee shall submit its minutes to the Council for consideration and ratification

34 Building and Works Committee (BWC)

There shall be a Building and Works Committee (BWC) of the Institute constituted by the council. The Committee may consist of 5-7 members under the chairmanship of Director of the Institute as may be nominated / constituted by the Council. The representative from the Administrative and Finance in DAE shall be included in Committee. The Committee shall function under the direction of the Council and within the frame work of DAE / CPWD Works procedure.

35 Academic Selection Committee (ASC)

Academic/Scientific members of the Council and such other members of the academic staff as may be decided upon by the Council shall constitute the Academic Selection Committee (ASC) of the Institute. The terms of reference and the functions of the Committee will be as laid down by the Council which may be as per the following;-

- (i) It will advise/make recommendations to the Council all matters pertaining to the teaching activities of the Institute and to the award of degrees.
- (ii) It will formulate its own rules and procedures for possible implementation of these recommendations.
- (iii) It shall be responsible for making recommendation to the Council for promotion and appointment of the academic staff of the Institute which comes under their purview.

**Chapter – VII
SERVICE CONDITIONS**

36 Disciplinary Rules

- 36.1 The authority which appoints a member of the staff of the Institute may suspend, discharge, dismiss, or otherwise punish him/her for the misconduct or for breach of the terms and conditions of his/her appointment.
- 36.2 In the matters of conduct and disciplinary rules, the employees shall be governed by the Central Civil Service (Conduct) Rules, 1964 and Central Civil Service (Control Classification and Appeal), 1965.

37 Leaves Rules

- 37.1 Employees will be granted leave (including casual leave, earned leave, leave on medical grounds etc.) in accordance with the leave rules of the Central Government. Rules for the study leave, sabbatical leave, extra-ordinary leave etc. shall be as per the guidelines of DAE.
- 37.2 Leave cannot be claimed as a matter of right. Where the exigencies of office

so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

38 Recruitment and Promotion of Staff

- 38.1 Recruitment and promotion, including assessment and merit promotion in respect of all categories of staff of the Institute shall be regulated in accordance with the detailed scheme formulated by Governing Council.
- 38.2 The Institute shall have a proper system of Review of its employees as per the provision of FR-56(j).
- 38.3 The Institute shall introduce Annual Performance Appraisal Reports (APAR) for its academic staff. For administration, technical, other scientific and auxiliary staff, the Institute will follow the guidelines of the Administrative Department.

39 Scheduled Castes / Scheduled Tribes

The Government of India Rules / Orders issued from time to time regarding reservation of posts for SC/ST/OBCs and Physically Handicapped shall apply to the extent applicable in regard to appointments to posts to be made in the Institute

40 Contractual Services

The Director will outsource and contract out infrastructural, support, maintenance and other related services for the Institute as far as possible. Any person engaged by the contractor shall not be considered as an employee of the Institute. As far as possible, the Institute shall ensure the payment of minimum wage and adherence to the provision of relevant labour laws

**Chapter – VIII
MISCELLANEOUS**

41 Execution of Contracts on behalf of the Institute

All agreements, contracts etc except one between the Institute and Director, which may be necessary for the proper conduct of business of the Institute shall be executed on behalf of the Council by the Director or by an officer of the Institute authorized by the Council for the purpose.

Contracts with Director: All contracts between the Institute and the Director shall be signed by the Chairman or any other person authorised by the Council for the purpose.

42 Perpetual Succession

The Institute shall have a perpetual succession and shall be capable of suing or being sued in its name through its Registrar.

43 Amendments of the Bye-Laws

The Council shall have the power to alter, add or modify the provisions of these Rules by a three-fourth of its member present in the meeting called for the purpose. The Bye-Laws can be amended with the concurrence of the Department after following due procedure enumerated in the respective statute by which the Institute are registered.

44 Residuary Power

Powers not vested in the Bye-Laws can be exercised by the Council in consultation with the Administrative Ministry.

45 Interpretation of Bye-Laws

In the matter of interpretation of the bye laws or any provisions of the rules of governance, the decision of the Council is final and binding all.

46 Power to Relax

The Council is competent to relax any or all provisions of the Bye-Laws in the larger Public interest.

47 Annual Report

The Council shall submit an annual report on the working of the Institute to the Government of India and the Government of Uttar Pradesh, which shall include the Audited Statement of Accounts pertaining the concerned financial year.

48 Right to Information Act

The Institute shall take all necessary steps for the implementation of the RTI Act 2005 by appointing appropriate Public Information Officers, Appellate Authorities and Transparency Officer. The Institute shall also monitor the Section 4 of RTI Act 2005 and ensure that proactive disclosures are properly updated and updated periodically.

49 Establishment of Grievances Redressal Mechanism

There should be a proper mechanism for the redressal of staff as well as public. The Institute shall appoint a Public Grievance Officer for setting the grievance petitions in a time bound manner.

50 Implementation of Sexual Harassment Act

The Institute shall ensure that "The Sexual Harassment of Woman at Work Place (Prevention, Prohibition and Redressal) Act is implemented in the Institute in true spirit and form.

51 Rules and Regulations

The Institutes shall follow the above bye-laws and in addition, to the above, additional Rules & Regulations may be framed for its activities ensuring that provisions mentioned above in the bye-laws are not violated i.e should not be in contradiction to the provisions of above Bye-Laws or Government's/Department's directives. In the event of their being any inconsistency between Rules & Regulations and these Bye-laws, the provisions of Bye-laws shall prevail.

HARISH-CHANDRA RESEARCH INSTITUTE

PRAYAGRAJ (ALLAHABAD)

(An Aided Institution under Department of Atomic Energy, Government of India)

Rules / Sub-Rules

(Rules/Sub-Rules which were there in the old bye-laws being retained which shall be a part this new bye-laws)

HRI Bye-Laws (Rules /Sub-Rules)

Rule No	Rule / Sub-Rule Caption	Description
01	Visiting Scientists/ Professors	<p>The Director of the Institute, in consultation with the Faculty /ASC of the Institute may extend invitations to eminent Professors in India and foreign countries, requesting them to lend their co-operation and services to the Institute for specific periods on terms and conditions as prescribed by the Council for VISITING SCIENTISTS after following the regulations of DAE/Gol. Director may extend the invitations and will report to ASC/GC for ratification.</p> <p>Emeritus Professors: The Council may on the recommendation of the Director designate a Professor who has retired from the Institute after an unbroken service of at least 15 years, as Emeritus Professor. The Emeritus Professor shall enjoy the privileges as may be decided by the Council from time to time.</p>
02	Payments	All cheques are to be signed jointly by any two of the following officers: (1) Accounts Officer, (2) Registrar, (3) Deputy Registrar, (4) Dean (Administration) and (5) Director.
03	Admission to the Institute	<p>3.1 Applications: Applications for admission to the Institute as a Research Student shall be made to the Registrar on a prescribed form signed by the applicant. In case students are admitted through some empanelled/qualifying list of any national level Entrance Examination, the details of such short listed candidates shall be provided to Registrar's office for records.</p> <p>3.2 Admission: Research Students shall be admitted by the Director in consultation with the Committee(s) consisting of Academic Members of the Institute.</p>
04	TA/DA (on Tour), LTC etc	<p>4.1 Allowances for members of the Council and of the staff of the Institute for travel in connection with the business of the Institute shall be paid in accordance with the rules followed by Government (as amended from time to time).</p> <p>4.2 For LTC, Government rules shall applicable.</p>

05	Attendance at Scientific Conferences	<p>5.1 Members of the academic staff may be allowed to attend scientific conferences and congresses and may be deputed for specialized training or for the work of the Institute at the discretion of the Council in the case of the Director and of the Director, or a member of the staff to whom the power has been delegated by the Director in case of others.</p> <p>5.2 Members of the staff, when deputed by the Institute under above sub-rule 5.1, shall be eligible for deputation and traveling allowance as laid down by the Council from time to time. In addition, the members so deputed shall be entitled to draw salary and other allowances, and be eligible for official accommodation provided their dependent continue to stay in the same.</p>
06	Contribution to Scientific Periodicals, Extra Mural Lectures & Examiner ships	<p>6.1 Contribution to scientific journals resulting from work carried on in the Institute by members of the staff of the Institute shall contain the Institute's name. No contribution which may relate to classified or confidential material shall be made without the prior approval of the Director.</p> <p>6.2 Members of the academic staff may accept invitations to give courses of lecturers in their field of work to universities or learned societies, provided such lectures do not interfere with their work at the Institute, and provided further that the prior permission of the Director or a member of the staff to whom the power has been delegated by the Director, has been obtained.</p> <p>6.3 Examiner ships: Members of the academic staff may, if invited to do so, and with the prior approval of the Director, or a member of the staff authorized by him, accept examiner ships for post-graduate degrees.</p>
07	Appointment on Compassionate Ground	<p>The Director of the Institute shall consider the request for appointment on compassionate ground and take decision in consultation with the Governing Council as per Government norms.</p>
08	Medical Rule	<p>DAE vide order no 11/15(1)/2016/Common/R&D-II/4193 dated April 02, 2018 has directed "a decision can be taken by them either they want their existing medical scheme or get attached with the NPCIL, NAPP Scheme". In view of this, Medical Assistance Rule (2006) duly approved by the Governing Council and as amended from time to time, shall be followed in the Institute</p>

09	Exercise of Financial Powers Rules for Aided Institutes	As per DAE"s order no 11/15(1)/2016/Common/R&D-II/4193 dated April 02, 2018, powers exercised by the Department as per the DAE Exercise of Financial Power Rules may be delegated to the Governing Council of the Aided Institutes against the specific proposals from the Aided Institutes.
10	Procedure for Recruitment / Promotion of Academic Staff	<p>As per the extract from the minutes of the meeting of Academic Selection Committee held on 17.8.98 and approved by the Governing Council vide resolution no. 16 of 1998, passed at its meeting held on 18.8.98, the provisions are as per the following;-</p> <ol style="list-style-type: none"> 1. The Institute will have a continuous mode of recruitment of academic staff. Periodic advertisements may be made both nationally and internationally to facilitate wide publicity. The Director will provide a short list of applicants to the Academic Selection Committee for further scrutiny. He is also to obtain diverse expert opinions about the research work of the candidates in the short list, which should include at least three written assessments of the work. 2. Whenever feasible the candidate may be invited to visit the Institute for a short period to interact with academics in the Institute and a feedback be obtained from the Institute faculty. All this information will be placed before the Academic Selection Committee by the Director. The committee will make suitable recommendation after due deliberation either by meeting or by circulation, after taking into account the views of the faculty at the appropriate levels. 3. For appointments below the level of Reader, the Director is empowered to act on this recommendation. Appointments of Readers and above are to be made after securing the approval of the Council. 4. Promotion of internal candidates will be based on the recommendation of the same committee to the Council. Expert opinions about the research works of the candidates will be sought and will be placed before the Academic Selection Committee. Experts can be invited, if needed. The promotion process of faculty members shall be initiated by the Director on the advice of ASC. 5. The first appointment at the level of a Reader/Fellow will normally be a contractual appointment for five years. A decision for continuing appointment will be made during the fourth, or a year earlier. This replaces Resolution No. 3 of 1995 dated 18.2.1995.

		<p>6. Appointments at a higher level (Associate Professor and above) will normally be treated as continuing appointment. All posts on continuing appointments will be subject to one year probation whenever applicable. For a person with continuing appointment, a review may be undertaken at the end of fourth year or at an earlier date as may be decided by the Academic Selection Committee. However, a person can be promoted based on exceptional performance at any stage.</p> <p>7. Appointments at a higher level (Associate Professor and above) can also be made by invitation on the recommendation of the Academic Selection Committee.</p> <p>8. Permanent members of the academic staff make up of faculty of the Institute, in respective departments of Physics, Mathematics etc.</p> <p>9. The primary screening for the appointment of new faculty members shall be done by the corresponding faculty body and a recommendation shall be made to Director.</p> <p>10. The Director will place the inputs regarding faculty appointments and promotions of existing members before ASC for a decision. The recommendations of ASC shall be placed before GC for consideration.</p> <p>11. Composition of the Academic Selection Committee: the Academic Selection Committee shall constitute the following members :</p> <ul style="list-style-type: none"> (a) Academic/Scientific members of the Council. (b) All faculty members at the "I" level (or above) below the age of superannuation. (c) One person from each faculty at the "H" level below the age of superannuation, by invitation of the Council.
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Recruitment Rules for the post of Director, HRI

As amended by the Governing Council of the Institute in its meetings of August 2020 (GC-01/2020) & on August 2023 (GC-01/2023).

(A) Scale of Pay for the post

The Scale of pay for the post of Director, HRI is Level-15 of 7th CPC Pay Matrix (Rs.182200 – 224100) plus allowances as per rules of the Government of India. However, the Search-cum-Selection Committee may decide to select a candidate to lower scale of pay i.e. below Level-15 of 7th CPC Pay Matrix (Professor or SO/H) in Level-14 of 7th CPC Pay Matrix (Rs.144200 – 218200), if found academically suitable, but having less than 5 years in that grade (Level-14 of 7th CPC Pay Matrix). Such an appointee will continue in the same scale till the HRI council/DAE decides to promote him/her.

(B) Tenure of the post

The tenure of the appointment will be for five years from the date of appointment or until 60 years of age, whichever is earlier, which may be extended at the discretion of the Governing Council of HRI with the approval of the Government of India. He or she shall be eligible for re-employment for further term(s) of five years at the discretion of the council with the concurrence of the Department of Atomic Energy provided that no person shall hold office of the Director after he or she has attained the age of 65 year. His/her service conditions shall be as per the provisions of the Bye-Laws of the institute and other conditioned as fixed by the Council as per the norms provided by the Department.

(C) The Job/Responsibilities

The service conditions/job responsibilities shall be as per the provisions of the Bye-Laws and other conditioned as fixed by the Council as per the norms provided by the Department.

- Director, HRI should be an eminent scientist/mathematician of international repute who can command respect of peers both within and outside the Institute. He/she will be the Chief Executive of the Institute and would be accountable to the Governing Council of the Institute.
- The Director, HRI is the Academic as well as the Administrative Head of the Institute. He/She shall be overall responsible for carrying out the functions and responsibilities assigned to HRI by Government of India or the Governing Council of HRI. He/She shall be responsible to manage the human and financial resources of the Institute.
- He/She will be the Head/Member/Invitee of such Bodies/Agencies/Organisations/Committees as decided by Government of India or the Governing Council of HRI from time to time.
- He/She shall guide and motivate the team of Scientists/Academics and other personnel of the Institute. He shall be responsible for the implementation of various research programmes/projects by optimum utilization of available resources.
- He/She will closely interact with the Department of Atomic Energy and its constituent units as well as the research organizations and universities in India and abroad in the execution of the Institute's projects and contracts.
- He/She shall perform the duties in accordance with the bye-laws/rules of the Institute and rules/directives from Government of India from time to time. He/She shall be under the Administrative control of the Governing Council of the Institute.
- He/She shall assign duties to all the employees of the Institute as per the bye-laws/rules and shall exercise supervision and control as prescribed in the bye-laws/rules.
- He/She shall exercise such financial powers as delegated to him/her by the Governing Council in consultation with Government of India, wherever necessary.
- He/She shall be the Disciplinary Authority in respect of such set of employees as prescribed under bye-laws/rules.

(C) The Person

HRI requires a person of outstanding professional competence and proven management ability. He/she should possess the necessary capabilities for management of the institution including its scientific programmes, research infrastructure, personnel management, financial management and project management. He/she should have the required conceptual ability and qualities of leadership to direct a multi-disciplinary team to achieve the objectives of the Institute.

(D) Eligibility criteria

- **Age :** Candidate shall not be less than 50 years of age and shall not be more than 57 years of age as on date of the occurrence of vacancy. _
- **Educational Qualification:** The candidate should be a Ph.D. in a subject relevant to the research interest of HRI and other related areas, with first class or equivalent at preceding degree. The candidate should be an eminent Scientist/Engineer with excellent academic background, high quality R&D output. The details of research interests are also provided in the website of HRI. Candidates are required to enclose a copy of the Ph.D. degree certificate at the time of submission of the application.

It would be preferable that he/she should be a Fellow of premier science academies of India such as the National Academy of Sciences, Bengaluru, the Indian National Academy of Sciences, New Delhi and the National Academy of Sciences, Allahabad. He/she should possess very high quality track record through research publications in reputed journals. He/she should have leadership qualities and management experience in order to be able to direct HRI. He/she should possess adequate experience in management of scientific/research groups.

(E) Essential Experience

- Experience in the analogous grade or five years' experience in one grade below Level-15 of 7th CPC Pay Matrix i.e. Professor or SO/H (Level-14 of 7th CPC Pay Matrix (Rs.144200 – 218200)), in managing a large scientific community in the execution of projects or leading a large scientific research group/reputed institutions. Candidates with less than five years' experience below Level-15 of 7th CPC Pay Matrix i.e., Professor or SO/H (Level-14 of 7th CPC Pay Matrix (Rs.144200 – 218200)) are eligible to apply. In case of their selection, they will be placed in the Level-14 of 7th CPC Pay Matrix (Rs.144200 – 218200), with appropriate increments to be decided by the Search-cum-Selection Committee. He/she will continue in the same scale till the Council of HRI decides to promote him/her to the Level-15 of 7th CPC Pay Matrix (Rs.182200 – 224100).
- He/she should have excellent publication record, proven experience of leading a group and should be able to elicit recommendations from eminent professional in the field of his/her research interest.
- He or she should have rich experience in project implementation with optimum utilization of available resources.

(F) Desirable Experience:

- Apart from the above essential qualifications, the candidate is expected to be familiar with administrative and financial matters.
- He should at least have the recognition from one of the science academies or academic recognition from reputed institute/universities.
- Experience in optimally utilizing national and/or international scientific collaborations shall be an added advantageous.

(G) Selection Procedure:

The process of appointment shall be as per the directive of DAE. The Search Committee shall be formed by DAE on the request of the Governing Council. The Search-cum-Selection Committee constituted for the purpose of selection of the Director will consider applications received in response to this advertisement as well as nominations received from eminent persons. The recommendation of the Search Committee shall be placed before the Governing Council for consideration and ratification. Appointment of the Director and extension of tenure as Director shall be approved by the Appointment Committee of Cabinet (ACC). Acceptance of resignation of Director or early relief of the Director shall be referred to the Administrative Ministry for further necessary action.
