

**MEMORANDUM OF ASSOCIATION OF
THE NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE
OF HEALTH & MEDICAL SCIENCES, SHILLONG.
(Registered on the 12th January, 1987)**

- I.** The name of the Society shall be “NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH AND MEDICAL SCIENCES”.
- II.** 1). The registered office of the Society shall be at Shillong.
2). The Society will come into existence on the date of its registration by the Registrar of Societies, Meghalaya, Shillong.
- III.** The objects of the institute shall be:-
- 1). to provide advanced and specialised medical facilities of the highest level in selected specialties and to serve as a regional referral service centre for comprehensive health care and provide management consultancy in preventive, promotive, diagnostic, curative, rehabilitative services for the entire region;
 - 2). to provide and impart practical job oriented training including refresher courses in selected specialties to medical and para medical personnel sponsored by the State/Union Territories of the region;
 - 3). to encourage, guide and assist in training and making available adequate number of requisite categories of skilled man-power at primary, secondary and higher levels of health care;
- III.4.** (i) to provide post-graduate medical education and training in carefully identified fields of specialization at post-doctoral levels;
- (ii) to provide under-graduate Medical Education & Training;
- 5). to develop educational training facilities of the highest order for various types of para-professional, supportive and auxiliary staff at all levels;
 - 6). to address itself to all aspects of primary health care programmes including health manpower development in North-Eastern Region and to provide consultation, advice and/or assist the State Government and Union Territories in regard to planning, establishing managing and assessing the programmes and other related activities;
 - 7). to conduct research, especially operational and applied, and other studies as related to health sciences and man-power development;
 - 8). to assist the North-Eastern Council for coordinating health planning and developmental activities especially in the organisation of primary health care and health man-power development for the Region between various governmental and other agencies;
 - 9). to impose and recover fees and charges for services rendered;
 - 10). to receive grants from Govt. and gifts, donations, benefactions, loans and subscriptions whether in cash or securities or any property either movable or immovable in furtherance of the objects of the Institute;
- III. 11.** to hold examinations and grant such degrees, diplomas and other academic distinctions and

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titles in Under Graduate, Post Graduate medical education as may be laid down in accordance with the regulations;

- 12).to institute, and appoint persons to professorships, readerships, lectureships and posts of any description in accordance with regulations;
- 13).to acquire and hold any movable or immovable property required in furtherance of the objects of the Institute;
- 14).to sell, lease, exchange or otherwise transfer any properties of the Institute;
- 15).to invest and deal with the funds and money of the Institute or entrusted to it in such manners as may, from time to time, be determined by the Governing Council.
- 16).to frame regulations specifying the manner in which, and the conditions subject to which,pension and provident funds may be constituted for the benefit of officers, teachers and other employees of the Institute;
- 17).to do all such other lawful acts are conducive or incidental to the attainment of the above objects;

IV. GOVERNING COUNCIL

The names, addresses, occupations and designations of the first members of the Governing Council to whom the management of the Institute is entrusted as required under Section 5 (d & e) of the Meghalaya Society Registration Act of 1983 are as follows:

SL. No.	Name & Address	Occupation	Designation
1	Shri. P.V. Narasimha Roa, 9-Motilal Nehru Marg, New Delhi	Union Minister of Health & F.W.	President
2	Shri. S. S. Dhanoa,C-1/9, Pandara Park, New Delhi	Secretary to the Govt, of India, Ministry of Health & F. W.	Member
3	Dr. G.K. Viswakarma, C-II/40, Bapa Nagar, New Delhi	Director General of Health Services, New Delhi	Member
4	Shri. N. S. Bakshi, C-53 Nizamuddin (East) New Delhi	Joint Secretary & Financial Adviser, Ministry of Health & F. W. (representing Min. of Finance)	Member
5	Dr. (Mrs). Sneh Bhargava, Director's Bungalow, AIIMS, Ansari Nagar, New Delhi	Director, All India Institute of Medical Sciences, New Delhi	Member
6	Shri. L. Rynjah, Govt. Flat No. 12, Hodayatpur, Guahati.	Secretary, Health & Family Welfare, Govt of Assam, Guahati	Member
7	Shri. Dilip Singh, 30, Lachumiere Hill, Shillong-793001	Commissioner and Spl. Secretary for Health & Family Welfare, Govt.of Meghalaya, Shillong	Member
8	Shri. R. K. Tikku, 'Rikynti' Motinagar, Shillong-793014	Secretary, North eastern Council, Govt of India, Shillong-793001	Member

NEIGRIHMS : MEMORANDUM OF ASSOCIATION**V. Desirous Persons.**

We, the several persons whose names and addresses are subscribed hereto are desirous of forming a Society in pursuance of this Memorandum of Association.

SL. No.	Name & Address	Occupation	Designation
1	Shri. P.V. Narasimha Roa, 9-Motilal Nehru Marg, New Delhi	Union Minister of Health & F.W.	Sd/-
2	Shri. S. S. Dhaanoa, C-19, Pandara Park, New Delhi	Secretary to the Govt, of India, Ministry of Health & F. W.	Sd/-
3	Dr. G.K. Viswakarma, C-II/40, Bapa Nagar, New Delhi	Director General of Health Services, New Delhi	Sd/-
4	Shri. N. S. Bakshi, C-53 Nizamuddin (East) New Delhi	Joint Secretary & Financial Adviser, Ministry of Health & F. W. (representing Min. of Finance)	Sd/-
5	Dr. (Mrs). Sneh Bhargava, Director's Bungalow, AIIMS, Ansari Nagar, New Delhi	Director, All India Institute of Medical Sciences, New Delhi	Sd/-
6	Shri. L. Rynjah, Govt. Flat No. 12, Hodayatpur, Guahati.	Secretary, Health & Family Welfare, Govt of Assam, Guahati	Sd/-
7	Shri. Dilip Singh, 30, Lachumiere Hill, Shillong-793001	Commissioner and Spl. Secretary for Health & Family Welfare, Govt. of Meghalaya, Shillong	Sd/-
8	Shri. R. K. Tikku, 'Rikynti' Motinagar, Shillong-793014	Secretary, North eastern Council, Govt of India, Shillong-793001	Sd/-

**RULES OF THE NORTH-EASTERN INDIRA GANDHI REGIONAL
INSTITUTE OF HEALTH AND MEDICAL SCIENCES
SHILLONG**

1. Definition:

In these Rules, unless there is anything repugnant to any Act or Conduct:

- (a) "Institute" means the "North-Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong".
- (b) "Governing Council" means the body which according to Rule No. 2 following hereafter, shall exercise full powers on behalf of the Institute.
- (c) "President" means President of the Governing Council of the Institute.
- (d) "Member" means a member of the Governing Council of the Institute.
- (e) "Director" means the Chief Executive Officer of the Institute.
- (f) The words and expressions used in the rules and not defined in these rules shall have the meaning assigned to them in the rules.

2. Authorities of the Institute

The following shall be the authorities of the Institutes:

- (a). Governing Council
- (b). Executive Committee
- (c). Finance Committee
- (d). Academic Committee
- (e). Estate Committee
- (f). Selection Committee
- (g). Coordination Board
- (h). Board of Consultants
- (i). Ad hoc Committees
- (j). President
- (k). Director
- (l). Such other authorities as may be appointed by the Governing Council.

3. Composition of the Governing Council

The Governing Council shall consist of the following members:

(a). Ex-Official members

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| 1. "Union Health and Family Welfare Ministry/Minister of State for Health and Family Welfare (independent charge)/Minister of State for Health and Family Welfare as may be notified by the Government of India to be the President of the Governing Council, NEIGRIHMS." | President |
| 2. Four Health Minister of States/ | Members |
| 3. Union Territories of the region | |

4, 5 } in rotation for two years each.

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| 6. Secretary to the Government of India, Ministry of Health and Family Welfare | Member |
| 7. Representative of the Ministry of Finance, Government of India. | Member |
| 8. Representative of the Ministry of Education, Government of India | Member |
| 9. Secretary to the Planning Commission, Government of India or his nominees not below the rank of Joint Secretary. | Member |
| 10. Director General of Health Services, New Delhi. | Member |
| 11. Secretary, North Eastern Council. | Member |
| 12. The Vice-Chancellor, North Eastern Hill University, Shillong. | Member |
| 13. Secretary, Health Department/ Directors of Health Services. | Member |
| 14. of States/Union Territories of the region not represented. | |
| 15. by the Health Ministers as at items 2-5 in rotation for | |
| 16. a period of two years each. | |
| 17. Director, All India Institute of Medical Sciences, New Delhi. | Member |
| 18. Director, Post Graduate Institute of Medical Education and Research, Chandigarh | Member |
| 19. President of Medical Council of India. | Member |
| 20. Director General, Indian Council of Medical Research. | Member |
| 21. Director, North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong. | Member
Secretary |
| 21.(a) Representative of the Department of Development of North Eastern Region Government of India | Member |

(b) Nominated/Elected Members

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| 22. Four experts in the field of Health. | Member |
| 23. Sciences, medical sciences and social | |
| 24. Sciences to be nominated by the Government | |
| 25. of India (at least one from the field of social sciences). | |
| 26. Two members of the Parliament, one | Member |
| 27. To be elected by Lok Sabha and one member to be elected by the Rajya Sabha
Provided that no member of the Parliament elected/nominated as member of the
Governing Council shall continue in the office after becoming a Minister or
Speaker/Deputy Speaker, Lok Sabha or Deputy Chairman Rajya Sabha and in
that event his/her nomination election shall be deemed to have been terminated. | |

4. Term of office of members of the Governing Council

- (a). Save as otherwise provided in these rules the term of office of a member shall be five years from the date of his nomination or election.
- (b). The term of office of a Member of Parliament elected by the Lok/Rajya Sabha shall come to an end as soon as he ceases to be member of the House from which he was elected.
- (c) The term of office of an ex-officio member shall continue so long as he holds the office by virtue

of which he is such a member.

- (d) The term of office of a member nominated or elected to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he is nominated or elected.
- (e) An outgoing member other than a member elected by the Lok/Rajya Sabha and ex-officio member shall, unless the president of the Council otherwise directs, continue in office until another person is nominated as a member in his place.
- (f) An outgoing member shall be eligible for renomination.
- (g) A member may resign his office by writing under his hand addressed to the President of the Council but shall continue in office until his resignation is accepted by the later.
- (h) A member other than ex-officio member or a Member of Parliament who remains absent from three consecutive meetings of the Council without proper justification may be removed by a resolution passed by a majority of the total membership of the Governing Council and the resultant casual vacancy may be filled in the foregoing manner.

5. **Powers and functions of the Governing Council**

- 1. The Governing council shall be the highest authority empowered to take all measure necessary for the attainment of the objects specified in the Memorandum of Association.
- 2. In particular, the Council shall carry out/exercise the following functions/powers:
 - a). to consider an approve the scientific, academic and technical programmes of the Institute;
 - b). to adopt the annual budget;
 - c). to take decision on any academic and administrative matters that may be referred to it by the Director and other bodies of the Institute;
 - d) to undertake any other activities that are consistent with the aims and objectives of the Institute or needed for the efficient management of the Institute;
 - e). to set up such committees, working group or boards and create and fill up such posts as it may consider necessary from time to time for the proper management of the Institute.

6. **Without prejudice to the generality of the above powers, the Governing Council shall have powers;**

- a). to make, alter and revise the Rules.
- b). to acquire, hold and dispose of property, movable or immovable and to administer all assets;
- c). to delegate by specific resolution any of its powers to any persons, posts, committees, boards or other bodies composed wholly or partly or its own members; and
- d). to organise, establish, carry on and maintain, dissolve working centre for training, research, consultation and any other work in furtherance of the objects of the Institute in any part of India.

7. **Executive Committee:**

- i). There shall be an Executive Committee which shall be constituted from among the members of the Governing Council and shall exercise such powers and discharge such duties as the Governing Council may confer or impose upon it.
- ii) The term of office of the members of the Executive Committee shall be co-terminus with that of the members of the Governing Council.

iii).The following shall be the members of the Executive Committee:

1. Secretary to the Government of India, Ministry of Health & Family Welfare.	Chairman
2. Director General of Health Services Government of India.	Member
3. Additional Secretary & Financial Adviser Ministry of Health & Family Welfare	Member
4. Joint Secretary (NE),Ministry of Health & Family Welfare	Member
5. Health Secretary, Government of Meghalaya	Member
6. Director, AIIMS, New Delhi	Member
7. Two Health Secretaries/Directors of the Health Services of the States/UTs of the Region who are member of the Governing Council (by rotation of 2 years term)	Member
9. One member elected by the Governing Council from among the members of Parliament elected to the Council.	Member
10. Director, NEIGRIHMS	Member Secretary

Powers and Functions of the Executive Committee are as follows:

1. To supervise the overall administration and management of the Institute,
2. To consider and approve the budget estimates including revised and supplementary expenditure and recommend the same for adaption by the Governing Council,
3. To consider and approve the annual reports of the Institute,
4. To review the progress of the work of the Institute,
5. To consider and recommend the academic, scientific and technical programmes of the Institute for approval of the Governing Council.
6. To review the functioning of the various committee and give directions to such Committee.
7. To consider amendment of Bye-Laws and procedures for conduct of the affairs of the Institute for approval of the Governing Council.
8. To enter into an agreement for co-operation with any other educational institutions having objects wholly or partly similar to those of the Institute in such a manner as considered expedient.
9. To exercise such powers and discharge such duties as the Governing Council may confer upon or entrust to from time to time.

(iv). A casual vacancy in the Executive Committee shall be filled by the Governing Council.

8. Finance Committee

- i) There shall be a Standing Finance Committee of the Institute which shall consist of not more than eight members of the Council. The Chairman and members of the Finance Committee shall be nominated by the President of the Governing Council. The Secretary (Finance) of the Government

- of India or his nominee not below the rank of Joint Secretary and Secretary of the North Eastern Council or his nominee shall be members of the Finance Committee.
- ii). The following matters shall be referred to the Standing Finance Committee which shall consider them and make its recommendations thereon namely;
- a) annual accounts of the Institute showing receipts and expenditure together with audit report thereon;
 - b).(i). budget estimates showing the estimated receipts and expenditure of the Institute and
(ii). Expenditure not included in the Budget and not exceeding the Annual Limit of Rs.3.00 lakhs, be within the powers of the Director”.
 - c). all proposals for the creation of posts;
 - d). all financial matters not delegated to the Director”.
- iii) The term of office of the Standing Finance Committee shall be co-terminus with the term of the office of the Governing Council
- iv). A casual vacancy in Standing Finance Committee shall filled by the President of Governing Council

9. Other Standing Committees

- a). The Governing Council may constitute other Standing Committee including a Standing Selection Committee, an Estate Committee, an Academic Committee, each consisting of a Chairman and seven other members nominated by the Council from among members of the Governing Council: provided that
 - i) in case of the Academic Committee the Committee may co-opt two other experts in the medical and health field, outside the membership of the Council;
 - ii) provided further than in case of Selection Committee, Director General of Health Services or his nominee not below the rank of the Additional Director General of Health Services shall be a member of the Committee and that the Committee may co-opt external experts who are not members of the Council.
- b) A casual vacancy in a Standing Committee may be filled for the remainder of the term by nomination by the President of the Council.
- c) The term of the Standing Committee shall be co-terminus with the term of the Governing Council.

10. Ad hoc Committees

- i) Ad hoc Committees may be constituted by the Council for such purpose and for such periods as may be deemed necessary;
- ii) The total number of members of each Ad hoc Committee shall not exceed eight including a Chairman and the Secretary and may consist of not more than one-third of the members who are not members of the Council;
- iii) The chairman and members of the Ad hoc Committee may be nominated by the Executive Committee.
- iv) Any casual vacancy in the Ad hoc Committee may be filled by the Chairman of the Executive Committee.

11. Coordination Board

1. There shall be a Coordination Board for the following purposes:
 - a) to provide feed-back, to coordinate, to promote and maintain all activities for developing functional linkage between the North-Eastern Indira Gandhi Regional Institute of Health and Medical Sciences and Health Institution/Hospitals etc. of various States/Union Territories of North Eastern Region;
 - b) to assist the State/Union Territories of the region in the Programme for "Health for All".
 - c) to develop and strengthen relationship with various communities/voluntary organisations/agencies and persons working in the field of health an upliftment of the unorganised, poor, tribal and otherwise under privileged sections of the population, with a view to
 - i) provide necessary information and knowledge to the State/Union Territories/Governments/ Voluntary Organisations/other interested groups in planning, evaluating and operating health programmes;
 - ii).to apply newer knowledge in the field of public and personal health to the community at large; and
 - iii)to adopt/adapt new health related and educational programmes and plans in areas wherever considered appropriate.
2. The Coordination Board shall consist of Directors of Health Services (and also of Medical Education and Research) of all the North-Eastern States/Union Territories as ex-officio members, representatives of the Ministry of Health & DGHS.
3. The Secretary, North-Eastern Council shall be the Chairman of the Board.
4. The Coordination Board shall function under the Governing Council.

12. Board of Consultants

The Council may appoint from time to time a Board of Consultants consisting of not more than 15 members including the Director from different fields of Health sciences with the following functions;

- a) to exercise collectively, broad leadership and top consultancy in the field of health development
- b) to develop a programme for health manpower development and related research so that effective and efficient administration and management at all level by the local health and other concerned departments is facilitated;
- c) to promote and maintain a programme of investigation and research designed to provided continuing knowledge on the health status of the people in the North-Eastern region and to develop new technical and administrative skills in diseases prevention and control and of health promotion; and
- d) to provide consultation in all aspects of Health Science and Technology to the North-Eastern Indira Gandhi Regional Institute the State/Union Territories authority. This will include planning, monitoring and evaluation of all the health related programmes in the region.

13 President

The President of the Governing Council shall be called the President of the Institute and exercise such powers and discharge such functions as are laid down in these Rules or as may be

required by the Regulations.

14. Director of the Institute

- i) There shall be a Principal Executive Officer and head of all the academic, scientific and administrative activities of the Institute who shall be designated as the Director of the Institute and shall be appointed by the Council with the prior approval of the Government of India. Provided that the first Director of the Institute shall be appointed by the Government of India.
- ii) The Director shall act as the Secretary to the Council as well as the Executive Committee.
- iii) The Director shall exercise such powers and discharge such functions as may be prescribed under the Rules and Regulations or as may be delegated to him by the Council or the President of the Institute or by the Executive Committee or the Chairman of the Executive Committee.
- iv) The Director and other officers, and employees of the Institute shall be entitled to such salary and allowances and shall be governed by such conditions of service in respect of leave, pension provident fund and other matters as may be prescribed by Regulations in this behalf.
- v) The Director shall be the Member-Secretary of all the Committees constituted by the Institute.
- vi) The Governing Council shall, if it is of the opinion that it is in the public interest to do so, have the right to terminate the term of office of Director at any time before the expiry of his term by giving him a notice of not less than three months in writing or three month's salary and allowances in lieu thereof. The Director shall also have the right to relinquish his office at any time before the expiry of the fixed term by giving to the Institute a notice of not less than three months in writing.

15. Other employee of the Institute

The Governing Council shall from time to time create necessary post for the proper functioning of the Institute. The employees shall be whole-time employee and may be employed in any manner required by the proper authority of the Institute without claim for additional remuneration.

16. Qualifications and other conditions of Service

1. Experience and other qualifications for appointment to posts under the Institute shall be prescribed by the appointing authority keeping in view the qualifications and experience prescribed by the Central Government for similar posts before applications of candidates are called for subject to the condition that non-medical personnel shall not be appointed to the post to Director.
2. While filling vacancies in posts and services either by direct recruitment or by promotion under the Institute, reservations in favour of the Scheduled Castes & Scheduled Tribes as may be made by the Central Government from time to time in filling vacancies, posts and services under the Central Government shall be strictly followed.
3. The seniority of the employees of the Institute in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question, those selected on an earlier occasion being ranked senior to those selected later.
4. In respect of matters not provided for herein, the rules as applicable to the Central Government

servants regarding the general conditions of service, pay and allowances including travelling and daily allowances, leave salary, joining time, foreign service terms, etc. and orders and decision issued in this regard by the Central Government from time to time shall apply mutatis mutandis to the employees of the Institute.

5. Private practice of any kind shall not be allowed.

17. Business of the Council

1. The Council shall meet as often as may be considered necessary by the President for the transaction of the business of the Institute. Provided that the Council shall meet at least once in six months.
2. Meetings of the Council shall be held at such place, date and time as may be fixed by the President.
3. The President may at any time call a meeting of the Council and shall do so if a requisition for that purpose is presented to him in writing by not less than eight members specifying the subject of the item proposed to be discussed.

18. i) No less than fourteen clear days notice of every meeting of the Institute shall be given to each member who is for time being in India.
 ii) A notice may be served upon any member either personally or by registered post
 iii) Notwithstanding anything contained in sub-rule(i) above, an extraordinary meeting of the Council may be called by the President at a shorter notice, viz, a notice of at least seven clear days.

19. No business shall be transacted at a meeting of the Council unless there is a quorum of at least 12 members. Provided that if a meeting is adjourned for want of quorum, the adjourned meeting called to dispose of the agenda by transact business even without the prescribed quorum.

- 20.1. The President shall preside over every meeting of the Council.

2. If the President is not present at any such meeting, the members present shall choose one from among themselves to be the Chairman for that meeting.

- 21 Any member of the Council desirous of moving any resolution at a meeting of the Council shall give notice thereof in writing to the Secretary of the Council so as to reach him not less than ten days before the date of the meeting and when such notice has been given, the proposed resolution shall be circulated to the members.

- 22.1. Any business which may be necessary for the Council to transact, may if the President so directs, be dealt with by the circulation of papers under registered cover among all the members for the time being in India at their usual address and any resolution so circulated and approved by majority of all the members signing shall be as effectual and binding as if the resolution had been passed at the meeting of the Council.

2. When any business is so referred to the members by circulation, a period not less than fifteen clear days shall be allowed for the receipt of replies from the members, such periods to be counted from the date on which the notice of business is issued. Provided that if no reply is received by the stipulated date from any member, the resolution so circulated shall be deemed

to have been approved by the member concerned.

3. If a resolution is circulated, the results of circulation shall be communicated to all the members
23. Nothing in these rules and regulations shall prevent the President from exercising all the powers of the Governing Council in case of emergencies for the furtherance of the objects of the Institute and the action taken shall be reported to the Governing Council at the next meeting of the Council.
24. 1. A record shall be maintained of all business transacted by the Council.
2. All business of the Council shall, as far as possible be recorded in the form of resolution and an entry of such decisions in the book of proceedings of the Council shall be conclusive evidence of the fact that such decisions were taken by the Council.
3. All disputed questions shall be determined by votes. Each member shall have one vote and in case of a tie the Chairman shall have a casting vote.
4. The Proceedings of every meeting of the Council shall be circulated to the members.
25. The President or any member of the Council shall not be entitled to any allowances or other remuneration. He may, however, draw the travelling and daily allowances, if any to which he may be eligible as may be prescribed by the bye-laws.
26. The Council may, with the previous approval of the Central Government, make by-laws consistent with the objectives of the Institute and without the generality of this power by-laws may provide for:
- a) the summoning and holding of meetings other than the first meeting of the Executive Committee, the time and place where such meetings are to be held, the conduct of business at such meetings and the number of members necessary to form a quorum;
 - b) the manner of constituting the Executive Committee and Ad hoc Committees, the term of office and the manner of filling vacancies among the members of the Executive Committee and Ad hoc Committees;
 - c) the powers and functions to be exercised and discharged by the President of the Council and Chairman of the Executive Committee;
 - d) the allowances, if any, to be paid to the Chairman and members of the Executive Committee and of Standing and Ad hoc Committees;
 - e) the procedure to be followed by the Executive Committee and Standing and Ad hoc Committees in the Conduct of their functions;
 - f) the tenure of office, salaries and allowances and other conditions of service of the Director and other officers and employees of the Institute including teachers appointed by the Council;
 - g) the powers and duties of the Chairman of the Executive Committee;
 - h) the powers and duties of the Director and other officers and employees of the Institute;
 - i) the management of the properties of the Institute;
 - j) the degrees, diploma and other academic distinctions and titles which may be granted by the Institute;
 - k) the professorships, readerships, lectureships and other posts which may be instituted and persons

- who may be appointed to such professorships, readerships, lectureships and other posts;
- l) the fees and other charges which may be demanded and received by the Institute;
 - m) the manner in which, and the conditions subject to which pension and provident funds may be constituted for the benefit of officers, teachers and other employees of the Institute;
 - n) any other matter for which under those rules provisions may be made by bye-laws.

27. The Council may create posts, subject to specific provision in the budget, classify them into grades and specify their designations.

28. Funds of the Council and Accounts

The funds of the Institute shall consists of the followings:

- i) Grants made by or through the Government of India or any State Government/Union Territory.
- ii) All money received by the Institute by way of grants, gifts, donations, benefactions, loans, request or transfers.
- iii) All fees and other charges received by the Institute.
- iv) All money received by the Institute in any other manner or from any other source.

29. The annual budget showing the estimated receipts and expenditure of the Institute shall be prepared in two parts specified below and they shall be in such form as may be laid down by the Government of India and shall be submitted to it in such number of copies as may be required by it, not later than the 15th October each year, namely :-

Part I relating to the standing charges, and Part II relating to the fresh charges.

- 30.1. All money credited to the fund of the Institute shall be deposited to a nationalised bank to be decided by the President.
- 2. The said Fund shall be operated by the Director and withdrawals from the Fund shall be made by cheques signed by the Director or an officer of the Institute duly authorised by the Director in this behalf.
 - 3. All bills shall be pre-checked by an accounts officer of the Institute

31. Accounts and Audit

- 1. The annual Statements of accounts including the balance sheet of the Institute shall be in such form as may be laid down by the Central Government.
- 2. The accounts of the Institute shall be audited by the Comptroller and Auditor General of India and any expenditure by him in connection with such audit shall be payable by the Institute to the C.&A.G.
- 3. The Comptroller and Auditor General of India and any person appointed by him in connection with the audit of the accounts of the Institute shall have the same rights, priveleges and authority in connection with such audit as the Comptroller and Auditor General of India has in connection with the audit of Government accounts and, in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect the office of the institute as well as of the Institutions established and maintained by it.
- 4. The accounts of the Institute as certified by the Comptroller and Auditor General of India or

any other person appointed by him in this behalf together with the audit report thereon shall be forwarded annually to the Central Government and that Government shall cause the same to be laid before both the Houses of Parliament.

32. The Institute shall prepare for every year a report of its activities during that year ending 31st March and shall submit to the Central Government with 50 spare copies thereof not later than the 31st December, following. The Central Government shall cause the Annual Report to be placed before both the Houses of the Parliament within one month of its receipt.
33. All orders and decisions of the council shall be authenticated by the Signature of the president or any other member authorised by the council in this behalf and all other instruments shall be authenticated by the Signature of the Director or any other officer of the Institute authorised in like manner in this behalf.
34. The Institute shall carry out such directions as may be issued to it from time to time by the Government of India for the efficient administration of the Institute.
35. The Institute shall furnish to the Government of India such reports, returns and other information as that Government may require from time to time.

36. General

No act or proceedings of the Council or the Executive Committee shall be deemed to be invalid by reason merely of any deficiency in or any defect in the Constitution of the Council or the Executive Committee as the case may be.

37. The Council may sue or be sued in the name of the Director.
38. The income and property of the Institute, however, derived, shall be applied towards the promotion of the objects thereof subject, nevertheless in respect of the expenditure of grants made by the Central Government to such limitation as that Government may from time to time impose. No portion of the income and property of the Institute shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise however by way of profits to any persons or organisation who at anytime are or have been members of the Council or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith or remuneration of any member thereof, of other persons, in return for any service rendered to the Institute. If on the winding up or dissolution of the Institute, there shall remain after the satisfaction of its debts on liabilities, any property whatsoever, the same shall not be paid to, or distributed among the members of the Council or any of them, but shall consistently with the objects of the Institute be dealt with in such manner as the Central Government may determine.

BYE-LAWS

In exercise of the powers conferred under rule 26 of North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences Rules, the Governing Council with the previous sanction of the Central Government hereby makes the following Bye-laws for regulating the powers and functions of the Governing Council, the President, the Executive Committee, the Standing Finance Committee, Ad hoc Committees and the Director of the Institute.

1. Short Title:

These bye-laws may be called the Bye-Laws of the North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences 1999.

2 Definitions :

In the bye-laws of the North Eastern Indira Regional Institute of Health & Medical Sciences 1999 (hereinafter referred to as Bye-Laws).

- a) "Rules" means the Rules of the Institutes.
- b) "President" means the President of the Governing Council of the Institute.
- c) "Director" means the Director of the Institute appointed under Rule 14 of the Rules.
- d) "Deputy Director" means the Deputy Director (Admn.) of the Institute.
- e) "Fundamental Rules" mean the Fundamental Rules as applicable to the Central Government Servants.
- f) "Supplementary Rules" means the Supplementary Rules as applicable to the Central Govt. Servants who are subjected to the Fundamental Rules of the Central Government.
- g) "General Financial Rules" means the General Financial Rules, 1963 framed by the Central Government for financial management and Controls.
- h) "Treasury Rule" means the Treasury Rules of the Central Government.
- i) "Schedule" means the Schedule to these bye laws.
- j) "Members of the teaching faculty" means the Professor, Associate Professor, Assistant professor, Lecturer and such other employees of the Institute as may be declared to be a member of the teaching faculty by the Council.

The words and expressions used in the Bye laws and not defined in these bye laws shall have the meaning assigned to them in these Bye laws.

3. Powers and Duties of the Director :

The Director shall be the "Head of the Department" and "Principal Executive Officer" and shall exercise the powers of the "Head of the Department" in terms of Supplementary Rules 2(10) and inter-alia discharge the duties mentioned below:-

- a) He shall allocated duties to officers and employees of the Institute.
- b) He shall also exercise the power as specified in the Scheduled I to these bye-laws, as the powers of the Director
- c) He shall also have powers to deligate any of the powers conferred on him under the Rules/ Bye laws to any of the officers of the Institute on the Administrative side subject to such limitations as may be imposed by the Governing Council.

4. Meeting of the Executive Committee :

- a) The Executive Committee shall meet as often and may be considered necessary by the Chairman for transaction of its business but shall ordinarily meet at least once in a year at such place, date and time as may be decided by the Chairman of the Committee.
- b) The proceedings and meeting of the Executive Committee shall be entered in the minute book to be maintained by the Member Secretary for the purpose and all proceedings shall be signed by the Chairman of the meeting after the same is duly confirmed.
- c) The extra-ordinary meeting of the Executive Committee shall be called on a written requisition by at least half the members of the Committee or by the Chairman.
- d) Notice of every meeting of the Executive Committee shall be sent by the Member Secretary to the other members of the Committee in the case of an ordinary meeting, at least 14 days and in the case of extraordinary meeting at least 7 days before the date of the meeting under a certificate of posting when sent by post. The agenda of the meeting shall be sent at least 7 days and 4 days respectively before the date of the meeting.
- e) In the absence of the Chairman at any meeting the members present shall elect a person from amongst themselves to preside over such meeting.
- f) At least one third of the total members shall form the quorum.
- g) All decisions of the Committee shall be taken on a majority vote. In case of equal vote, the Chairman shall have a casting vote.
- h) Any member desirous of moving a resolution at the meeting of the Committee shall give notice thereof in writing to the Secretary so as to reach him within 7 days before the date of such meeting. Such notices when received shall be circulated immediately by the Secretary to the members and be included in the agenda of the meeting.
- i) Any matter not included in the agenda and of which the notice mentioned in the Sub-Rules (d) above has not been given, may be considered at the meeting of the Executive Committee with the permission of the Chairman.
- j) Any business which may be necessary for the Institute to transact if the Chairman of the Executive Committee so directs or is considered urgent and necessary by the Member Secretary of the Committee, may be transacted by circulation of papers under sealed cover to the members and Chairman to their usual postal address in India and any decision taken with the approval of the majority of the members, in writing, shall be as effectual and binding as if the decision has been passed at a regular meeting of the Committee of the Institute shall be placed before the next meeting of the Executive Committee for confirmation. When business is transacted in such a manner as given in this clause, a period of not less than three weeks shall be allowed for receipt for replies from the members, such period to be counted from the date on which the noticed of business was issued.
- k) The Executive Committee shall in addition to the above, exercise such powers and discharge such functions as may be delegated to it by the Governing Council under Rule 6 (c) and as given in Schedule-1 to the bye laws.

5. Meeting of the Standing Finance Committee :

- a) The Standing Finance Committee shall meet as often and may be considered necessary by

- the Chairman for transaction of its business but shall ordinarily meet at least once after every six months at such place, date and time as may be decided by the Chairman of the Committee.
- b) The proceedings and meetings of the Standing Finance Committee shall be entered in the minute book to be maintained by the Member Secretary for the purpose and all proceedings shall be signed by the Chairman of the meeting after the same is duly confirmed.
 - c) Notice of every meetings of the Standing Finance Committee shall be sent by the Member Secretary to the other members of the Committee at least 14 days before the date of the meeting under a certificate of posting when sent by post. The agenda of the meeting shall be sent at least 4 days before the date of the meeting.
 - d) At least one third of the total members shall form the quorum.
 - e) All decision of the Committee shall be taken on a majority vote. In case of equal vote, the Chairman shall have a casting vote.
 - f) Any business which may be necessary for the Institute to transact may, if the Chairman of the Standing Finance Committee so directs or is considered urgent and necessary by the Member Secretary of the Committee, may be transacted by circulation of papers under sealed cover to the members and chairman to their usual postal addresses in India and any decision taken with the approval of the majority of the members, in writing, shall be as effectual and binding as if the decision has been passed at a regular meeting of that Committee of the Institute and shall be placed before the next meeting of the Standing Finance Committee for confirmation. When business is transacted in such a manner as given in this clause above, a period of not less than three weeks shall be allowed for receipt for replies from the members, such period to be counted from the date on which the notice of business was issued.
 - g) Notwithstanding anything contained in Rule 8 (ii) of the Rules, all matters pertaining to the invitation and acceptance to tender shall be placed before the Standing Finance Committee.
 - h) The Standing Finance Committee shall in addition to the above, exercise such powers and discharge such functions as may be delegated to it by the Governing Council Under Rule 6 (c).

6 Allowances of the Chairman and members of the Executive Committee, Standing Finance Committee and Ad hoc Committees :

- a) The Chairman and Members of the Executive Committee or the Standing Finance Committee and Ad hoc Committee shall not receive any pay, fees, remuneration or any other allowances except travelling and daily allowances for attending the meeting.
- b) The Chairman and Members of the Executive Committee/Standing Committee/Ad hoc Committee if they are the officers of the Central or State Government shall be paid travelling and daily allowances by the Institute at the rate admissible to them as officers of the Central or State Government.
- c) In the case of Chairman and Members of the Executive Committee, Standing Finance Committee, Ad hoc Committees other than those mentioned in (b) above, travelling allowance and daily allowance shall be paid at the rate to which they are entitled as per Rule of Organization in which they are working or those prescribed from time to time by the Central Government under S.R. 190 and the Executive decisions and orders thereunder.
- d) The President may for special reasons sanctions journeys by air not otherwise admissible to

the members of the Executive Committee and Standing and Ad hoc Committees. For such journeys, travelling allowances shall be paid at the rates admissible to Grade I Officers of the Central Government.

7. Building and Land belonging to the Institute :

- a) The Institute shall use its land and building for the purpose of the Institute and may, when not required for such purpose, allot them for occupation by such persons or Officers as the Director may decide provide that such allotment shall be reported to the Executive Committee in its next meeting for confirmation.
- b) The allotment and the assessment and recovery of rent of building, shall as far as possible, be made by the Director in accordance with the provision of Fundamental Rule 45 A, 45B, and 45C and the Supplementary rules framed thereunder.
- c) Every employee of the Institute if offered residential accommodation in the Institute shall stay in the residence and pay all such rent and other charges as may be fixed by the Institute.

8. The Power for award of Prizes, Scholarship, etc.

The Institute, may award such prize, souvenirs, stipends and scholarships to its students as may be decided from time to time.

9. Admission to the Course of Studies :

22.5% of the seats in every Course of Study shall be reserved for the candidates belonging to SC/ST

- a) 15% for SC
- b) 7.5% for ST
- c) The reservation system may be revised by the Central Government on the recommendation of the Governing Council so as to reflect the population ratio of different groups in the North Eastern states including Sikkim without compromising the National Character of the Institute.

10. Employees to be whole time Servant :

Unless in any case, if it were otherwise distinctly provided, the whole time of any employee of the Institute shall be at the disposal of the Institute and he may be employed in any manner required by the proper authority of the Institute without any claim for additional remuneration.

11. Permanent and Temporary Posts :

The posts in service of the Institute shall be (I) Permanent Posts, that is carrying a definite rate of pay sanctioned without any limit of time, or (II) Temporary Posts, that is, posts carrying a definite rate pay sanctioned for a limited time, or (III) work charged/work charged(Regular) posts carrying a definite rate of pay sanctioned for a limited time for completion of work.

12. Qualification for Appointment :

- (a) Age, Experience and other qualification for appointment to a post shall be as prescribed by the Institute, in the recruitment rules keeping in view the qualification and experience prescribed by the Central Government for similar posts before applications of candidates are called for subject to the condition that non medical personnel shall not be appointed to the post of Director and

Medical Superintendent.

- (b) The Director shall, in filling vacancies in posts and services, either by direct recruitment or by promotion, under the Institute, make such reservations in favour of candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes, as may be made by the Central Government from time to time in filling vacancies in posts and services under the Central Government.
- (c) Such fees not exceeding Rs. 100/- or as may be decided by the Institute from time to time shall be payable by the candidates belonging to OBC/Other Castes and a fee of not exceeding Rs. 50/- by the Candidates belonging to SC/ST. The Institute, may, exempt the payment of fee for candidates applying for a particular Group of service, if it is so decides.

13. Seniority :

Seniority of employees of the Institute in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question, those selected on earlier occasion being ranked senior to those selected later :

Provided that the seniority interse of employees other than the teaching staff of the Institute shall be determined by the length of continuous service on post in a particular service:

Provided further than in case of members recruited by the direct appointment, the order of merit determined by the selection committees shall not be disturbed in fixing the seniority:

Provided further that in case of two members appointed on the same date, their seniority shall be determined as follows :

- a) a member recruited by direct appointment shall be senior to a member recruited otherwise
- b) a member appointed by promotion shall be senior to a member appointed by transfer
- c) in the case of members appointed by promotion or other transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- d) in case of members appointed by transfer from different cadres, their seniority shall be determined according to their pay. preference being given to a member who was drawing a higher rates of pay in his previous appointments and if the rates of pay are also the same, then their length of sevice in those appointments and if the length of service is also the same then the member who is older in age shall be senior to a younger member.

Note : 1 This rule shall not apply to a members appointed on purely on provisional basis pending their passing the qualifying test.

Note : 2 In the case of members whose probation period is extended, the date of appointment for the purpose of these rules shall be deemed to have been deferred to the extend the period of probation is extended.

14. Leave :

Temporary and permanent employees of the Institute shall be entitled to such leave and leave salary as are admissible to the corresponding categories of Central Government servants under the Central Civil Services (Leave) Rules, 1972 as amended from time to time, provided that, for the purpose of Central Civil Service (Leave) Rules, 1972, the following catergories of teaching staff in

the Institute shall be treated as serving in vacation department (1) Professor (2) Associate Professor (3) Assistant Professor (4) Reader (5) Lecturers. The regular vacancies for the purpose shall be as may be decided by the Standing Finance Committee from time to time. Provided further, that incumbents on deputation/contract to the Institute as on foreign service shall be governed by Leave Rules as may be stipulated in the conditions of their deputation/contract.

15. Pension, General Provident Fund :

- A. The CCS (Pension) Rules, 1972, shall apply mutatis mutandis to the employees of the Institute.
- B. The benefits of added years of service as admissible in Rule 30 of the CCS (Pension) Rule, 1972 as amended from time to time shall be applicable to the eligible members of the Faculty and staff.
- C. The General Provident Fund(Central Services) Rules, 1960 shall be applicable to the employees of the Institute. Those employees who are on deputation on foreign service terms to the Institute should submit an option for General Provident Fund and Pensionary benefits to the Institute on their permanent absorption in the Institute.

16. Absence from Duty :

Unless otherwise decided by the President in exceptional circumstances no permanent employee of the Institute shall be allowed to be away from his/her post, otherwise than on a foreign service or because of suspension for more than 2 years at a stretch, including the period of leave sanctioned by competent authority.

17. Period of Probation :

Unless otherwise, specified in the Recruitment Rules, all employees will be on probation for 2(two) years. During the probation, the employees shall be required to put in satisfactory service failing which his/her services shall be liable to termination at any time without any notice or reason being assigned for the same. The appointing authority may, however, extend the period of probation.

18. Superannuation :

- (a) The age of superannuation of the employees of the Institute shall be 60 years.
- (b) The age of superannuation of the teaching faculty of the Institute shall be 65 years. The age of superannuation of Nursing faculty with MSc in Nursing shall be 65 years subject to the condition that these Nurses would continue to function as faculty members after the age of 60 years.
- (c) Notwithstanding anything contained in (a) and (b) above, the appointing authority shall, if it is an opinion that it is in the public interest so to do have the absolute right to retire and employee of the Institute by giving him notice of not less than 3 months in writing or 3 months of pay and allowances in lieu of such notice. If he is in group A service or Group B service or post and had entered service of the Institute before the age of 35 years after he attained the age of 50 years and in any other case, after he has attained the age of 55 years.

- d) Any employee of the Institute may by giving notice of not less than 3 months in writing to the appointing authority, retire from service after he has attained the age of 50 years, if he is the Group A or Group B service or post and had entered the service of the Institute before attaining the age of 35 years and in all other cases after he has attained the age of 55 years.

19. Conduct, Discipline and Penalties :

- (a) the Central Civil Services (Conduct) Rules, 1964 shall apply mutatis mutandis, to the employees of this Institute.
- (b) Part-IV (Suspension), Part-V (Penalties and Disciplinary authority), Part-VI (Procedure for imposing Penalties), Part-VII (Appeals), and Part-VIII (Review) of the Central Civil Service (Classification, Control and Appeal) Rules, 1965, shall apply mutatis mutandis to the employees of the Institute.

Provided that for the purpose of this regulation :

- i) Group A, Group B, Group C, and Group D posts of the Institute shall correspond to Central services Group A, Group B, Group C, Group D posts respectively.
- ii) The Appointing Authority, the Disciplinary Authority for the penalties that may be imposed and the Appellate authority for the various posts in the Institute shall be prescribed in the Schedule II.
- iii) In respect of Central or State Government servants borrowed by the Institute, the Provision respectively of Rules 20 and 21 of the Central Civil Services (Classification, control and Appeal) Rules 1965 shall apply and the Institute shall exercise the functions of the Central or State Governments as the case may be for the purpose of the two aforesaid rules.

20. Pay of the Re-employed persons :

The pay of any person who may be employed in the Institute after retirement from service of the Institute or of the State or the Central Government or any statutory or local body administered by Government shall be fixed in the prescribed scale of pay in accordance with the rules and orders of the Central Government as amended from time to time.

21. Other Conditions of Service :

In respect of matters not provided for in these bye-laws, the rules as applicable to Central Government servants such as regarding the general condition of service, pay, allowances including travelling allowances and daily allowances, leave salary, joining time, foreign service terms, and orders and decisions issued in this regard by the Central Government from time to time shall apply, mutatis mutandis, to the employees of the Institute.

22. Proceeding by or against the Institute :

The Director of the Institute, shall be competent to file suits or applications or commence other proceedings civil or criminal for and on behalf of the Institute and to prosecute same and for such purposes to sign, execute or attest plaints, petitions, appeal, or other documents that may be necessary therefore and to verify the same, to swear to affidavits and to compromise, refer to arbitration and to defend in suit or other proceeding that may be filed against the Institute and to prosecute the claims or defense in the Court of Appeal or origin or before any officers or before Income Tax Authorities and for such purpose to appoint any Advocate, Pleader, Solicitor or Agent.

SCHEDULE - I
Extend of powers
{Bye-Laws 3 (b). 4(k)}

Sl. No.	Nature of Powers	Director	Chairman Executive Committee	Executive Committee	President	Governing Council
1.	2.	3.	4.	5.	6.	7.
1.	Powers of re-appropriation	Full powers {Subject to the condition prescribed in DFPR's 1978 as amended from time to time}	-	-	-	Report of any re-appropriation shall be placed before the Governing Council for approval
2.a.	Write off of loss of irrecoverable values of stores or money due to fraud theft, etc.	Upto Rs. 10,000 in each case (Rs. Ten Thousand)	Upto Rs. 2.00 lakh in each case	-	-	Full Powers
b.	Loss of income, bond money or irrecoverable advances.	Upto Rs. 10,000/- in each case	Upto Rs. 2.00 lakh in each case	-	-	Full Powers
c.	Deficiencies and depreciations in the value of stores.	Upto Rs. 10,000/- in each case	Upto Rs. 2.00 lakh in each case	-	-	Full Powers
3.	To incur (i) Contingent expenditure (ii) or expenditure on the purchase of stores and stationery and printing of forms. (iii) Expenditure on outsourcing-Security & Services.	Full Power within the sanctioned budget.	-	-	-	-
4.	To incur expenditure on procurement of Hospital equipment.	DIRECTOR : i) Upto Rs. 1 crore. Full powers. However, purchases between Rs. 5 to 100 lakhs may be approved on the advice of an internal Committee	-	-	Full Powers	-
5.	To incur expenditure on Consumable for Hospital	ii) Above 1 crore	-	-	Full Powers on the advice of purchase Committee	-

		Full Powers			
6. Maintenance of Building and Petty works	Rs. 5 lakhs in each case subject to maximum of 25 lakhs per year	Rs. 10 lakhs in each case subject to maximum of Rs. 1 crore per year.			
a. Minor original works and special repairs					
b. Ordinary repairs	Full powers for minor repairs subject to budgetary provision (other than annual repairs)	-	-	-	-
c. Annual repairs	Full power subject to budget provision	-	-	-	-
7. Power to sanction recoverable advances	Full powers in respect of all Officers and employees except himself.	In case of Director	-	-	-
8. Power to sanction advances/final withdrawal out of the contributory/General Provident Fund.	Full powers in respect of all Officers and employees except himself	In case of Director	-	-	-
9. Destruction of official records connected with accounts	Full powers subject to the conditions laid down in Appendix 13 to the G. F. R.	-	-	-	-
10. Powers to direct the payment on the last working day of a month the pay and allowances of employees of the Institute where the first four days of the following month are public holidays	Full Powers	-	-	-	-
11. Power to order the retention of undistributed pay and allowances of establishment for any period not exceeding three years	Full Powers	-	-	-	-

12. To Sanction the re-employment of supernuated persons in temporary vacancies.	Full Powers in the case of Group C employees upto the age of 62 year. One year at a time.	Full powers in the case of Group B Officers upto the age of 62 years One year at a time.	-	-	-
13. To retain the Institute employees upto ages of 62 years.	Full Powers in the case of Group C Officers.	Full powers in the case of Group B Officers			
14. To allow mileage allowance by a route other than the shortest or the cheapest	Full Powers provided selection of the route is in Institute's Interest		-	-	-
15. To permit Group 'D' employees to draw next higher class Railways fare when accompanying an officer on train which provides no II class.	Full Powers		-	-	-
16. To decide whether a particular absence is absence on duty with in the country	Full powers for academic purposes and for one month in other cases.	Full powers beyond one month in all cases other than academic	-	-	-
17. To impose restriction on the exchange of daily allowance for mileage allowance by Group 'C' and Group 'D' employees travelling in a public or hired conveyance.	Full Powers		-	-	-
18. To countersign his own travelling allowance bills and those of other employees.	Full Powers		-	-	-
19. To waive provision (a) to supplementary Rule 209 and to authorise departures from supplementary rule 211 regarding combination Holidays with leave.	Full Powers		-	-	-

NEIGRIHMS: BYE-LAWS

20.A Grant of Casual Leave	Full Powers	Casual Leave of the Director.	-	-	-
b. Grant of Leave	Full Powers for Group 'B' C, D and not more than four weeks for Group A.	Full power for Group A for more than 4 weeks and full powers in the case of Director	-	-	-
c. Maternity Leave	Full Powers	Full power in the case of Director	-	-	-
d. Special disability Leave	Full Powers	-	-	-	-
21. To direct that an Officer on leave shall be considered to be occupation of a residence.	Full Powers for the period of original deputation or the period of leave sanction.	-	Full Powers	-	-
22.To allot residence	Full Powers , except in the case of Director subject to FR-45-A.	In case of Director subject to FR-45-A.	-	-	-
23a.Power to make appointment		-	-	-	-
i. Ad-hoc/Temporary	Full powers for Group B, C&D posts. Lecturers in Nursing College and Asst. Profs. not exceeding a period of two years (six months at a time)	Full powers for all Group A post other than faculty posts.]Professor & Associate professor for a period not exceeding two years and Lecturer in the Nursing College and Assistant Professor for a period exceeding two years.	-	-	-
ii. Permanent	Group C & D posts	-	-	Group A & B posts	-
iii .Contract	Retired Senior faculty members against vacant posts of Professor & Associate Professor on contract basis till the age of 65 years	-	-	-	-
24. Power to confirm Group A&B Officers after successful completion of the period of probation	Full powers except in the case the Director.	-	-	-	-
25.Powers to accept resignation of Group B employees	Full powers	-	-	-	-
26.Power to accept resignation of Group A employees	Full powers in respect of all Group A Officers except in case of Professors & Assoc. Prof.	-	Full powers in case of Director or Professor and Assoc. Prof.	-	-

27. Power to permit the Officers of the Institute while going abroad for attending meeting, conferences, seminars workshops, symposia etc or for short assignments	Full powers except in the case of Director on the basis of leave of the kind due and admissible upto the period of 30 days and that the faculty members concerned receives proper invitations from the sponsors of the meeting etc.	Full powers beyond a period of 30 days in the case of employees and full powers in respect of Director	-	-	Subject to direction issued by the Central Govt. from time to time.
28. Power for treating the absence, as on duty for participation in the International scientific conferences/symposia/seminars etc. abroad by the members of the faculty.	Full powers upto a maximum of 15 days inclusive of travel.	Full powers beyond a period of 15 days	-	-	Subject to direction issued by the Central Govt. from time to time.
29. Power to allow retention of lien in the Institute of employees when they are appointed elsewhere.	Full Power of Group C&D posts upto a maximum of two year. Once a year at a time.	Full powers for Group B posts	Full powers for Group A posts	-	-
30. Power for fixation of pay of Institute of employees under normal rules.	Full Power	-	-	-	-
31. Powers to permit the Officers of the Institute to go abroad in connection with the work of the Institute and treatment of absence as on duty.	Full powers upto 30 days provided there are no financial implications other than the period spent in connectin with the work of the Institute being treated as on duty	Full powers beyond 30 days.	-	-	Subject to direction issued by the central Govt from time to time.
32. Powers to accept Research grant if these are for duration not exceeding 3 years	Full powers subject to the general policy of Government of India	-	-	-	-

33. Powers to accept the terms and conditions on foreign service terms in respects of the deputationist of Central/State Govt. where the terms are of usual nature	Full powers	-	-	-	-
34. Power to grant extension of tenure of Senior Resident/ Tutors.	Full powers	-	-	-	-
35. Power to grant advice increments on the recommendations of the selection Committee	Full powers upto three advance increments.	Full powers beyond three advance increments	-	-	-
36. Power to grant advance increment under FR. 27 to employees of Research Schemes on their appointment to regular posts in the Institute.	Full powers, on the merit of each case.	-	-	-	-
37. Power to relax the provision of SR. 12 where the subsistence allowance to be received is in the nature of daily allowance and no honorarium is involved.	Full powers	-	-	-	Subject to the direction issued by the Govt. from time to time.
38. To decide an Institute employee to be a ministerial servant.	Full powers	-	-	-	-
39. To spent on lien.	Full powers provided that he is authorised to make appointment to the posts on which the lien is held.	Full powers for all other posts.	-	-	-
40. To transfer the lien of an Institute employee from one post to another	Full power provided that he is authorised	Full powers in the case of Group B employees	Full powers in the case of Group A employees	-	-

41.To transfer an Institute employee from one post to another.	Full powers in the case of Group C&D employees	Full powers in the case of Group A employees	-	-	-
42.Fixation on pay and allowances of an Institute employee treated as on duty under FR(9) (6) (b).	Full powers in the case of Group B, C&D employees	Full powers in the case of Group A employees	-	-	-
43.Counting extra ordinary leave for increments.	Full powers in the case of Group B, C&D employees	Full powers in the case of Group A employees	-	-	-
44.Power to reduce the pay of an officiating Govt. servant.	Full powers in the case of Group B, C&D employees	Full powers in the case of Group A employees	-	-	-
45.To sanction grant of and to permit acceptance of honorarium.	Full powers upto a maximum of Rs. 5000/- in each case. In the case recurring honorarium, this limit applies to the total of the recurring payments made to an individuals in a year. In the case of Group A&B employees the matter shall be reported to the Governing Council.This is further subject to annual limit of Rs. 5,00,000/- and guide lines issued by the Government (Department of Personnel & Training), from time to time.	-	-	-	-
46.Power to appoint an employee to hold temporarily to officiate in more than one post and the amount of compensatory allowance to be drawn.	Full powers subject to rules applicable to similar to classes of Central Govt. Employees.	-	-	-	-

47. To declare the grade of fee paid to part time employee (for purpose of T.A)	Full powers		-	-	-	-
48. To decide the shortest or cheapest of two or more route	Full powers		-	-	-	-
49. To allow mileage allowance by a route other than the shortest or cheapest	Full powers provided selection of route other than the route is in Institute's interest		-	-	-	-
50. To decide the point of commencement or end of journey in a station	Full powers		-	-	-	-
51. To declare in case of doing on hardship the class of steamer accommodation to which an Institute employee is entitled.	Full powers		-	-	-	-
52. Powers to require medical Certificate of fitness before return from leave.	Full powers	Full powers in the case of Director	-	-	-	-
53. Extension of leave to cover over-stay	Full powers provided that the employees on leave will on return be under the administrative control of the Institute.	Full powers in all other cases	-	-	-	-
54. To Sanction transfer to foreign service in India and to fix the pay in foreign service.	Full power of respect of Group B, C&D employees, subject to the conditions mentioned in column 5 against serial No. 30 in Appendix-of the P&T complement of Fundamental and Supplementary Rules Vol. II.	Full powers in respect of Group A employees	-	-	-	-

55.To decide the date of revision of Govt. servant who takes leave before reversion from foreign service	Full powers	-	-	-	-
56.Power to sanction the undertaking to work for which a fee is offered and acceptance of a fee.	Full powers	-	-	-	-
57.Travel by Air by Officer in relaxation of rules	Full powers in case of urgency and necessity	-	-	-	-
58.To declare that pay of an Institute employee includes compensation for all journey by road	Full powers in the case of Group B, C&D employees	Full powers in the case of Group A employees	-	-	-
59.Power to grant exemption from the rule limiting a half on tour to ten days	Full powers upto a limit of 30 days	Full powers beyond a period of 30 days	-	-	-
60.Powerto fix amount of hire or charges where an Institute employee is provided with means of locomotion at the expense of the Institute etc. but pay all the cost of its use or propulsion	Full powers	-	-	-	-
61.To grant travelling allowance to non-official attending commission enquiry etc. and to fix their grade.	Full powers	-	-	-	-
62.To declare who shall be controlling officer and to make rules for his guidance	Full powers. provided an Institute employee is not declared his own controlling officer	-	-	-	-

63.To grant leave other than special disability leave	Full powers	-	-	-	-
64.To grant leave when a medical board has reported that there is no reasonable prospect of the employee being fit to return to duty.	Full powers	-	-	-	-
65.To decide in case of doubt whether a particular employee is serving in a vacancy in Department	Full powers	-	-	-	-
66.To grant maternity leave	Full powers	-	-	-	-
67.To permit calculation of joining time by route other than that which travelers ordinarily use.	Full powers	-	-	-	-
68.To extend joining time within a maximum of 30 days	Full powers	Full powers beyond 30 days	-	-	-
69. Authorising an Institute employee to proceed on duty to any part of India	Full powers in case of Group A,B,C.&D	-	-	-	-
70.Powers to alter in the case of clerical errors in the date of birth recorded in the service rolls in Institute employees	Full powers in case of Group C&D employees	Full powers in the case of Group A&B employees.	-	-	-
71.Powers to sanction investigation of claims for arrears of pay etc, which are more than three years by no more than six year old	Full powers	Full powers in other	-	-	-

72. Power of sanction permanent advances in respect of employees other than Director	Full powers	Full powers in the case of Director	-	-	-	-
73. Power to issue instructions to subordinate authorities in the matter of contingent expenditure	Full powers		-	-	-	-
74. Disposal of obsolete surplus and un-serviceable stores, movable & immovable.	Full powers. The Director shall act on the recommendation of the Condemnation Board set up for the purpose by the Institute		-	-	-	-
75. Powers to vary the terms of repaying of advances granted to Institute employees in exceptional cases.	Full powers in cases in which he is competent to sanction the grant of advances provided that in the case of interest bearing advances, the period of repayment not extended.	In all other cases	-	-	-	-
76. Power to sanction advances for purchase of conveyance.	Full powers in the case of Institute employees holding permanent posts, subject to the limits and conditions laid down in Rules 199 to 218 of G. F.R.		-	-	-	-
77. Power to extend upto a maximum of 24 the number of instalments in which an advance granted for the purchase of a Motor cycle should be repaid to the Institute.	Full powers		-	-	-	-

78. Power to sanction advances to Institute employees on tour transfer, etc	Full powers in case of institute employees, holding permanent or temporary posts subject to the limits and conditions laid down in Rule 231 to 234 to G.F.R.	-	-	-	-
79. Power to sanction advance for law suit to which Institute is a party.	Full powers	-	-	-	-
80. Power to prescribe the form of security bond to be executed by a subordinate authority entrusted with the custody of case, stores etc.	Full powers	-	-	-	-
81. Power to sanction advances of pay on the eve of important festivals	Full powers	-	-	-	-
82. Power to authorise a departure from the provisions of the Rule 109(1) relating to custody of Institute money	Full powers	-	-	-	-
83.(i). Powers to appoint 'Group 'A' Officers on deputation.		-	-	Full powers on the recommendations of the Director, subject to ratification by the Governing Council.	-
(ii). Powers to appoint 'Group 'B' Officers on deputation basis.	Full Powers on the recommendation of the Selection Committee Constituted for the purpose.	-	-		-

1. For Serial Nos 38 to 55 corresponding provision in Fundamental Rules.
2. For Serial Nos 56 to 69 corresponding provision in Supplementary Rules.
3. For Serial Nos 70 to 81 See corresponding provision in General Financial Rules.
4. For Serial Nos 82 to see Rule 109(2) of Central Treasury Rules.
5. Any points which are not covered by the Serial Nos. Mentioned in Schedule, will be governed by the corresponding provision in the Government of India Rules

SCHEDULE - II
(See Bye-Law 19 (b))

The Appointing Disciplinary and Appellate Authority for the various posts in the North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong

Sl. No.	Description of posts	Appointing Authority	Authority competent to impose penalty & penalties which it may impose with reference to Rule 11 of the CCS (CCA) Rules 1965		Appellate Authority
			Disciplinary Authority	Penalties under Rule 11 of CCS (CCA) Rules 1956	
1.	Director	Governing Council	Governing Council	All subject to the conditions that penalties (v) to (ix) shall not be imposed without the prior approval of the Central Government	Central Government
2.	All Group 'A' posts except Director	President	(a) President (b) Executive Committee	All (i) to (iv)	Governing Council
3.	Group B posts	President	(a) President (b) Executive Committee	All (i) to (iv)	Governing Council
4.	Group C & D posts	Director	Director	All	Executive Committee

Sl. No 3 & 4. Amended vide Agenda No. 6 of 8th Governing Council held on 22nd January 2005.