

MEMORANDUM OF ASSOCIATION

OF

Centre for Development of Telematics

1. The name of the Society shall be CENTRE FOR DEVELOPMENT OF TELEMATICS hereinafter called as CENTRE.
2. The registered office of Society shall be situated at the following address :
C-DOT Campus, Mandi Road, Mehrauli, New Delhi – 110 030.
3. The objects of the Society are:
 - 3.1 To undertake initially design, development and engineering of digital electronic switching system technology and subsequently of Telematic technology, products and services by :
 - i) Its own direct effort at the national level.
 - ii) Consultancy, advice, raw technology procurement etc., from within the country and abroad, and
 - iii) Following, assisting, working with, cooperating and making use of activities in the related fields at other R&D institutions, universities and industries in the country and abroad.
 - 3.2 To undertake as part of its own direct effort at the national level, the development of the next generation of digital electronic switching system (ESS) as per the requirements of Government of India using state-of-the-art concepts which are (i) relevant and appropriate to our country, and (ii) internationally competitive and subsequently to undertake further R&D for introduction of Integrated Services Digital Network. The system to be developed shall initially cater to the present needs of the country for the plain ordinary telephone services, but will have inbuilt flexibility for the future introduction in a phased manner of the emerging Telematic services like integrated voice and data, conferencing, telex, videotex, facsimile, electronic mail, voice mail etc. The indigenous digital ESS technology so developed will be used to establish the third and subsequent switching factories proposed by the Government.
 - 3.3 With a view to attain the objective set out in paras 3.1 and 3.2 above, the Society may:

- 3.3.1 Examine and work in frontiers of technology of Telematics and Information Technology taking into account futuristic trends and to conduct such basic research to meet the objects of the Society.
- 3.3.2 Attain technological competence and self-reliance so as to reduce vulnerability, particularly in providing efficient and reliable facilities and services.
- 3.3.3 Disseminate information and promote relevant technologies.
- 3.3.4 Develop manpower and undertake contract services from within the country and abroad.
- 3.3.5 Develop and progressively transfer technology from design to manufacture utilizing resources from within the country and abroad.
- 3.3.6 Assist, work with, share experience and knowledge with other countries in particular developing countries.
- 3.4 To promote and assist ancillary industries in the production of high quality components, sub-assemblies and equipment to meet performance standards required by the Telematic industry.
- 3.5 To accept remuneration for consultancy, design, development, technology transfer pilot/batch production or any related activity.
- 3.6 To manage the Centre with an institutional framework with independent and autonomous authority, responsibility and flexibility for dynamic operation so that :
 - a) Competent people from within the country as well as expatriate Indians abroad and others are encouraged and attracted to participate in the activities of the Centre;
 - b) Mobility of staff from other organizations to the Centre and back again is possible to ensure rapid buildup of trained and skilled manpower to achieve the objective of the Centre;
 - c) Special procedures are established to facilitate and enable smooth functioning of the Centre and various activities including matters relating to personnel finance, administration, purchase, travel etc.
- 3.7 To constitute or cause to be constituted centers at places in India interalia to utilize local talent to implement programs undertaken by the Centre.
- 3.8 To receive grants, gifts, loans, subscriptions, donations or any other financial contribution in cash and securities and of any property, either movable or immovable from within the country or/and abroad including U.N. agencies, subject to prevailing Laws, and to invest and deal with funds and moneys of the Society and to vary, alter or transfer such investments from time to time.

- 3.9 To purchase or take on lease or hire or otherwise acquire temporarily or permanently and movable or immovable property necessary or convenient for the furtherance of the objects of the Society.
- 3.10 To sell, mortgage, lease, exchange and otherwise transfer or dispose of or deal with all or any property, movable or immovable, of the Society for the furtherance of the objects of the Society.
- 3.11 To construct, maintain, alter, improve or develop any building or works necessary or convenient for the purpose of the Society.
- 3.12 To establish and maintain gratuity, provident fund and other funds, trusts for the benefit of the employees or for the purpose of the Centre.
- 3.13 To offer prizes and to grant scholarships, fellowships and stipends in furtherance of the objects of the Society.
- 3.14 To do/get done, all such other lawful things, as are conducive or incidental to administration of the Centre and the attainment of the above objects.
4. All the incomes, earnings movable and/or immovable properties of the Society shall be solely utilized and applied towards the promotion of the objects only as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or any manner, whatsoever to the members of the Society or to any person or persons claiming through any one or more of the members.

No member of the Society shall have any personal claim on any movable and/or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.

5. The name, address, occupation and designation of the first members of the Governing Council to whom the management of the Society is entrusted, as required under Section 2 of the Societies Registration Act of 1860, as applicable to the National Capital Territory of Delhi, are as follows.

S. No.	Name	Designation	Occupation & Address
1.	SHRI V.N. GADGIL	Chairman	Minister (Communications), Sanchar Bhawan, Ashoka Road, New Delhi-110 001.
2.	Dr. M.S. SANJEEVI RAO	Vice-Chairman	Dy. Minister (Electronics), Lok Nayak Bhavan, Khan Market, New Delhi-110 003.
3.	SHRI C.R. KRISHNASWAMY RAO SAHIB	Member	Cabinet Secretary, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi-110 004.

S. No.	Name	Designation	Occupation & Address
4.	SHRI P.K. KAUL	Member	Secretary (Finance), Central Secretariat, New Delhi-110 001.
5.	SHR. S.R. VIJAYAKAR	Member	Secretary (Electronics), Lok Nayak Bhavan, Khan Market, New Delhi-110 003.
6.	SHRI K. THOMAS KORA	Member	Secretary (Communications), Sanchar Bhawan, Ashoka Road, New Delhi-110 001.

A copy of the Rules of the Society, Certified to be a correct copy by four members of the Governing Body is filed with the Registrar of Societies, Delhi, along with its Memorandum of Association.

6. We the several persons, whose names and addresses are given below having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective names hereunto and form ourselves into a Society under Act XXI of 1860 this 25th day of August 1984 at New Delhi.

S.No.	FULL NAME	ADDRESS	OCCUPATION	SIGNATURE
1.	SHRI V.N. GADGIL	Sanchar Bhawan, Ashoka Road, New Delhi-110 001.	Minister (Communications)	Sd/-
2.	Dr. M.S. SANJEEVI RAO	Lok Nayak Bhavan, Khan Market, New Delhi-110 003.	Dy. Minister (Electronics)	Sd/-
3.	SHRI C.R. KRISHNASWAMY RAO SAHIB	Cabinet Secretariat, Rashtrapati Bhawan, New Delhi-110 004.	Cabinet Secretary	Sd/-

S.No.	FULL NAME	ADDRESS	OCCUPATION	SIGNATURE
4.	SHRI P.K. KAUL	North Block, Central Secretariat, New Delhi-110 001.	Secretary (Finance)	Sd/-
5.	SHRI S.R. VIJAYAKAR	Lok Nayak Bhavan, Khan Market, New Delhi-110 003.	Secretary (Electronics)	Sd/-
6.	SHRI K. THOMAS KORA	Sanchar Bhawan, Ashoka Road, New Delhi-110 001.	Secretary (Communications)	Sd/-
7.	SHRI G.B. MEEMAMSI	Khurshid Lal Bhavan, Janpath, New Delhi-110 001.	Addl. Director, Telecom Research Centre	Sd/-
8.	SHRI M.N. MATHUR	Lok Nayak Bhavan, Khan Market, New Delhi-110 003.	Joint Secretary Department of Electronics	Sd/-
9.	Dr. M.V. PITKE	T.I.F.R. Colaba, Bombay-400 005	Senior Research, Scientist	Sd/-

I certify the aforesaid Signatures

Sd/-
Gazetted Officer

RULES AND REGULATIONS
OF
Centre for Development of Telematics

1. SHORT TITLE

These Rules and Regulations may be called "Rules of the Centre for Development of Telematics".

2. DEFINITIONS

In these rules, unless the context otherwise requires:

- a) The "Society" or "Centre" means the Centre for Development of Telematics.
- b) The "Council" means the Governing Council of the Centre.
- c) The "Committee" means the Steering Committee of the Centre.
- d) The "Board" means the Project Board of the Centre.
- e) The "Executive Director" means the Chairman of the Board and the Project Director.
- f) The "Director" means the member of the Board and functional Director of the Centre.
- g) The "Registrar" means the Registrar of the Centre.
- h) "Year" means the period of twelve calendar months beginning from the first day of April and ending on the thirty first day of March of the subsequent year.

3. ADMINISTRATION AND MANAGEMENT

Subject to these Rules and such rules as may hereafter be made from time to time, the administration and management of the Centre shall vest in the Council which will be assisted by:

- a) The Committee, for a periodic, review, monitoring of the activities of the Centre and to take remedial measures, as deemed fit, to meet the aims and objects of the Centre subject to the overall control and guidance of the Council.

- b) The Project Board for the total administrative, technical and financial management of the Centre under the broad guidance of the Committee and the Council. The Board has the right to authorize any of its members in addition to the Registrar to sign and execute documents and contracts on behalf of the Society.

4. THE COUNCIL

4.1 COMPOSITION OF THE COUNCIL

The Council shall consist of not less than 6 and not more than 13 Members to be constituted as under:

- (a) MOC & IT - Chairman
- (b) MOS (C&IT) - Vice Chairman
- (c) Scientific Advisor to Defence Minister
- (d) Chairman (Telecom Commission) & Secretary Deptt. of Telecommunications
- (e) Secretary, Deptt. of Information Technology
- (f) Member (In charge C-DOT), Telecom Commission
- (g) Member (Finance), Telecom Commission
- (h) CMD, BSNL
- (i) ED C-DOT & Directors of C-DOT Board.
- (j) Not more than one member to be nominated by the Chairman of the Council.

The above composition of the Council can be modified by the Chairman of the Council.

The Registrar shall be the ex-officio Secretary to the Council.

4.2 MEETINGS OF THE COUNCIL

The Council will meet at least twice preferably in March and October every year. One of the meetings will be to consider the reports about the activities of the centre and to approve annual plan and budget for the next year. Second meeting will be to consider and adopt the accounts for the preceding year and also to formulate plans for budgetary requirements for next year. The quorum for the meeting will be 5 and the meeting will be presided over by the Chairman of the Council. In the absence of the Chairman of the Council, the meeting will be presided over by the vice-Chairman of the Council. The notice of the meeting will be sent at least 15 days prior to the date of the meeting signed by the Registrar. The period of notice may be reduced at the discretion of the Chairman of the Council, if the circumstance so warrants.

5. COMPOSITION OF THE COMMITTEE AND ITS MEETINGS

The Committee shall consist of not less than five and not more than Twelve members to be constituted as under:

- * Chairman (Telecom Commission) & Secretary Deptt. of Telecommunications - Chairman
- * Member (In charge C-DOT), Telecom Commission- Vice Chairman
- * CMD, ITI Limited
- * Any functional Director, proposed by CMD (BSNL)
- * Sr. DDG (Telecom Engg. Centre), Deptt. of Telecommunications
- * DDG (TPF), Deptt. of Telecommunications
- * Sr. Director, Deptt. of Information Technology
- * ED-C-DOT and Directors of C-DOT Board
- * Not more than One member to be nominated by the Chairman of the Committee.

The above composition can be modified by the Chairman of the Committee.

Meeting of the Committee shall be held once in 3 months.

- (a) The notice of the meeting will be sent 7 days prior to the date of the meeting, signed by the Registrar.
- (b) The meeting may be held even at shorter notice as directed by the Chairman of the Committee.
- (c) The quorum for the meeting would be 3.
- (d) Registrar shall be the ex-officio Secretary to the Committee.

6. COMPOSITION OF THE BOARD

The Board shall have not less than three and not more than five members to be constituted as under :

- a) Executive Director - Chairman
- b) Not more than three Directors
- c) A member to be co-opted on the basis of recommendations to be made by all members of the Board listed under (a) and (b) above.

The Board will hold its meetings at least once every month. The quorum for these meetings will be three.

The Registrar of the Centre shall be the ex-officio Secretary to the Board.

The above composition of the Board can be modified by the Chairman of the Council on the recommendations of the Committee.

7. DURATION OF MEMBERSHIP OF COUNCIL/COMMITTEE/BOARD

Where a person becomes a member of the Council/Committee/Board by reason of the office or appointment he holds, his membership of the Council/Committee/Board shall terminate when he ceases to hold that office or appointment. Other members shall hold office for five years unless the members resign or the authority which nominated them terminates their membership earlier, which they will have power to do.

8. SECRETARY TO THE SOCIETY, COUNCIL, COMMITTEE AND THE BOARD

The Registrar shall be the ex-officio Secretary to the Council, Committee and the Board. He shall act as the Recorder to the Council, Committee and the Board and shall have charge of all documents relating to the Centre. He will send the minutes of all the meetings to the members. He will also act as the Secretary to the Society.

9. VACANCIES

When a vacancy occurs in the office of the nominated member of the Council/Committee/Board through death, resignation or for any other reason, such vacancy shall be filled by a person nominated by the concerned nominating authorities.

10. VACANCY NOT TO AFFECT PROCEEDINGS

If any vacancy in the office of a member of the Council or Committee or Board has occurred, the continuing members shall act as if no vacancy had occurred and no act of proceedings of the Council or Committee or Board shall be deemed to be invalid merely by reason of a vacancy or of defect in the appointment of a person acting as a member. Nothing in this rule will derogate from provision regarding quorum necessary in meetings of the Council/Committee/Board.

11. COUNCIL TO BE EXECUTIVE BODY OF THE CENTRE

The Council shall be executive body of the Centre and subject to the provisions of these Rules, the Council shall conduct the administration and management of the Centre with the assistance of the Committee and the Board.

12. BYE-LAWS

The Council may frame bye-laws from time to time not inconsistent with these Rules and Regulations of the Centre, and may in particular provide for the following matters :

- a) Conduct of business and the procedures to be adopted at meeting of the Council/Committee/Board;
- b) Finance and Accounts of the Centre;
- c) Term and tenure of appointments, emoluments, allowance and other conditions of service of the officers and employees of the Centre;
- d) Rules regarding discipline, suspension and dismissal of the officers and employees of the Centre;
- e) Powers, duties and functions of the Committee and Board as well as other officers and employees of the Centre;
- f) R & D and other activities of the Centre;
- g) Execution of contracts and other instruments on behalf of the Centre;
- h) Establishment and maintenance of gratuity, provident and other funds for the purpose of the Centre.
- i) Conduct and defence of legal proceedings and manner of signing pleadings;
- j) Such other matters as may be necessary for the administration of the Centre.

13. OFFICERS AND EMPLOYEES

Subject to the provision of these Rules, the staff of the Centre will consist of:

- i) Executive Director
- ii) Directors
- iii) Technical staff (Engineers and Scientists)
- iv) Registrar
- v) Administrative and support staff;
- vi) Such other officers and employees as may be considered necessary for the work of the Centre.

14. APPOINTMENT OF EXECUTIVE DIRECTOR, AND DIRECTORS

- (i a) The appointment of the Executive Director shall be made through a Search-cum-Selection Committee with the approval of the Hon'ble Minister for Communications and Information Technology and the ACC. The Search-cum-Selection Committee shall be constituted by the Hon'ble Minister for Communications and Information Technology with the concurrence of DOPT. The Search-cum-Selection Committee shall be chaired by the Secretary, Department of Telecommunications and would normally consist of not more than 05 members including the Chairman of the Search-cum-Selection Committee and at least one outside expert of eminence.

- (i b) The appointment of the Directors shall be made through a Search-cum-Selection Committee with the approval of the Hon'ble Minister for Communications and Information Technology. The Search-cum-Selection Committee shall be chaired by the Secretary, Department of Telecommunications and would normally consist of not more than 05 members including the Chairman of the Search-cum-Selection Committee, Executive Director, C-DOT and at least one outside expert of eminence.
- (i c) The panel for selection for the post of Executive Director / Directors recommended by the Search-cum-Selection Committee will be valid for one year. Any deviation in the panel, recommended by the above stated Committee, will require approval of ACC. If no selection is made within a period of one year, then a fresh Committee will be constituted to prepare a fresh panel. The new Committee may also consider the names of persons recommended in the earlier panel.
- (i d) For the appointment of Executive Director / Directors wide publicity shall be given through open advertisement, circulation among various ministries/ departments/State Govt./autonomous bodies/research institutes etc. as also made available on the website of C-DOT by giving at least 04 weeks to respond.
- (ii) The Executive Director/Directors shall normally hold the office for a period of not exceeding five years at a time or up to the age of 60 years, whichever is earlier. Appointment for second and subsequent term up to the age of 60 years shall be considered by the Search-cum-Selection Committee and their recommendations shall be approved by the Chairman, Governing Council of C-DOT and ACC in the case of Executive Director and by the Chairman, Governing Council of C-DOT in case of Directors.

(iii) **QUALIFICATION**

The incumbent/applicant shall be holding at least a bachelor's degree in engineering or technology with specialization in electronics, telecommunications or computer-science. Higher qualifications like master's degree/doctorate are preferable.

(iv) **EXPERIENCE**

(a) Executive Director

For the position of Executive Director, at least 20 years of experience in Research and Development (preferably in Telecommunications or Computer Engg. (Software applications) or in industry manufacturing telecom equipment or in Telecom services.

(b) **Directors**

For the position of Directors, at least 15 years of experience in Research & Development in telecommunications or computer Engg.

Software applications or in industry manufacturing telecom equipment or in telecom services.

(v) Appraisal of Performance of Executive Director / Directors:

(i) Executive Director

- The incumbent shall make a self-appraisal of performance at the end of each year.
- The self-appraisal will be evaluated by the Member (In-charge C-DOT) Telecom Commission and reviewed by the Chairman, Telecom Commission.

(ii) Directors

- The incumbent shall make a self-appraisal of performance at the end of each year.
- The Executive Director, C-DOT will evaluate the performance. The same will be reviewed by the Member (In-charge C-DOT) Telecom Commission.

15. POWER OF DELEGATION OF THE BOARD

The Board may delegate some of its powers, functions and duties to any member of the staff of the Centre.

16. APPOINTMENT OF TECHNICAL STAFF

Subject to the provisions of Rule 17, the appointments of all other posts in C-DOT, carrying Payband PB4 - Rs.37,400-67,000, Grade Pay: Rs.10,000 and above, shall be made through Search-cum-Selection Committee with the approval of the Hon'ble Minister for Communications and Information Technology. The Search-cum-Selection Committee shall be chaired by the Secretary, Department of Telecommunications and would normally consist of not more than 05 members including the Chairman of the Search-cum-Selection Committee, Executive Director, C-DOT and at least one outside expert of eminence. The panel for selection for these posts, recommended by the Search-cum-Selection Committee will be valid for one year. Any deviation in the panel, recommended by the above stated Committee, will require approval of ACC. If no selection is made within a period of one year, then a fresh Committee will be constituted to prepare a fresh panel. The new Committee may also consider the names of persons recommended in the earlier panel. For these appointments also, wide publicity shall be given through open advertisement, circulation among various ministries/departments/State Govt./autonomous bodies/research institutes etc. as also made available on the website of C-DOT by giving at least 04 weeks to respond.

The appointment of Engineers and scientists for the Centre below the Payband PB4- Rs.37,400-67,000, Grade Pay: Rs.10,000, shall be made by the Board or by an Officer to whom the power has been delegated by the Board under Rule 15, for a period normally not exceeding five years at a time for all grades.

17. TENURE OF APPOINTMENT OF TECHNICAL STAFF

Notwithstanding anything mentioned in Rules 14 and 16, the Council may offer continuing appointment up to age of sixty years to such employees of the Centre who render meritorious service towards implementation of the objectives of attaining self-reliance in the field of Telematics.

18. APPOINTMENT OF ADMINISTRATIVE AND SUPPORTING STAFF

The administrative and supporting staff as well as other miscellaneous staff of the Centre shall be appointed by the Board or by an officer to whom the power has been delegated by the Board.

19. APPOINTMENT OF REGISTRAR

The appointment of the Registrar shall be made by the Board on the recommendations of the Executive Director and approved by the Chairman of the Committee.

20. TERMINATION OF SERVICES OF STAFF

The termination of services of the officers and employees of the Centre will be governed in accordance with the bye-laws to be framed under Rule 12(c).

21. PROPERTIES AND FUNDS VESTED IN THE COUNCIL

The properties and funds of the Centre shall vest in the Council and shall consist of:

- a) Recurring grants made by the Government of India through the Ministry of Communications;
- b) Any other grants made by the Government of India/State Government;
- c) All machinery, plant equipment and instruments (whether laboratory, workshop, prototype shop or otherwise), books and journals, furniture, furnishings and fixtures belonging to the Centre;
- d) Gifts and donations of cash and securities and of any properties, either movable or immovable; and
- e) Remuneration received through consultancy, design, development, technology transfer, contracts etc.

22. LEGAL ACTION

The Registrar may sue or be sued in the name of the Society in all legal proceedings.

23. SEAL OF THE SOCIETY

The Registrar is authorized to execute all documents and contracts and to put in the Seal of the Society on such documents on the direction of the Board. The custody of the Seal would be with the Registrar.

24. BUDGET & ACCOUNTS

- (a) The Board shall frame the Annual Budget each year, for the next financial year and get the same approved by the Council. The Budget so approved shall be sent to the Government of India.
- (b) Moneys forming part of the funds of the Centre vested in the Council shall be deposited in the name of the Council in an approved Bank or Banks which shall be Nationalized Banks.
- (c) All the incomes, earnings, movable and/or immovable properties of the Society will be solely utilized and applied towards the promotion of the objects as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or any manner, whatsoever, to the members of the Society or to any person or persons claiming through any one or more of the members. No member of the Society shall have any personal claim on any movable and/or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.
- (d) The Accounts of the Centre shall be audited annually by a Chartered Accountant or Accountants, as defined in the Chartered Accountants' Act, 1949 (XXXVIII of 1949), to be approved by the Board, on the basis of the recommendations obtained from the office of the Comptroller and Auditor General of India.

25. ANNUAL REPORT

The Centre shall publish a report on its working annually. Such report shall contain particulars regarding the works of the Centre during the previous year and shall be accompanied by a dully audited balance sheet showing income and expenditure of the Centre during the said year.

26. ALTERATION OF RULES

These rules may, from time to time, be altered, added to and modified by the Council.

27. DISSOLUTION OF THE SOCIETY

The Society may be dissolved in accordance with the provisions of Section 13 of the Societies Registration Act (Act No.21 of 1860) after obtaining the previous consent of the Central Government in that behalf.

If, upon the dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but it shall be lawful for the members to determine by the majority of the votes of the members present personally at the time of dissolution of the Society that such property shall be given to the Central Government to be utilized for any of the purposes referred to in Section 1 of the Societies Registration Act (Act No.21 of 1860).

CERTIFIED that this is a true copy of the Rules and Regulations of the Centre.

S.No.	NAME	DESIGNATION	SIGNATURE
1.	SHRI V.N. GADGIL	Chairman, Governing Council	Sd/-
2.	Dr. M.S. SANJEEVI RAO	Vice-Chairman, Governing Council	Sd/-
3.	SHRI S.R. VIJAYAKAR	Member, Governing Council	Sd/-
4.	SHRI K. THOMAS KORA	Member, Governing Council	Sd/-

BYE-LAWS
(Under Rule 12 of the Rules and Regulations)

I. COUNCIL, COMMITTEE AND BOARD MEETINGS AND PROCEDURE

1.1 Meetings

1.1.1 Council

- ☛ "The Council will meet at least twice preferably in March and October every year. One of the meetings will be to consider the reports about the activities of the centre and to approve annual plan and budget for the next year. Second meeting will be to consider and adopt the accounts for the preceding year and also to formulate plans for budgetary requirements for next year.
- ☛ The quorum for the meetings will be 5 and the meetings will be presided over by the Chairman of the Council. In the absence of the Chairman of the Council, the meeting will be presided over by the vice-Chairman of the Council.
- ☛ The notice of the meeting will be sent at least 15 days prior to the date of the meeting signed by the Registrar. The period of notice may be reduced at the discretion of the Chairman of the Council, if the circumstance so warrants".

1.1.2 Committee

Meeting of the Committee shall be held once in 3 months or at shorter intervals. If necessary, special meetings of the Committee shall be held at the requisition of at least three members of the Committee.

1.1.3 Board

Meetings of the Board shall be held once a month or at shorter intervals, if necessary.

1.2 PLACE OF MEETINGS

All Meetings of the Council and the Committee shall be held in New Delhi at the Centre's premises or at a predetermined place as decided by the respective Chairman. Meetings of the Board shall be held in New Delhi or at a predetermined place as decided by the Chairman of the Board.

1.3 NOTICE

There shall be fifteen days notice for the meeting of the Council and seven days for the meeting of the Committee and Board. The meetings may be held even at shorter notice as directed by the respective Chairman, if the circumstances so warrant.

1.4 QUORUM AND PROCEDURE FOR THE MEETINGS

- a) For meetings of the Council the quorum shall be five
- b) For meetings of the Committee and the Board the quorum shall be three.

All questions shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairman shall have a second or casting vote. However, in the meetings of the Council if there is a difference of opinion between the Council and the Member Finance on matters having financial bearing, the case will be referred to the Minister of Communication & IT for decision.

1.5 ADJOURNED MEETINGS

If there is no quorum at the expiration of fifteen minutes after the time fixed for the meeting, the meeting shall be adjourned for such a date as the Chairman may fix. No quorum shall be necessary for a meeting adjourned for want of quorum.

1.6 CHAIRMAN OF THE MEETING

The Chairman of the Council/Committee/Board shall preside over all the meetings of the Council/Committee/Board. In the absence of the Chairman, the Vice-Chairman shall preside over the meeting. In the absence of the Vice-Chairman, the members present shall elect one from amongst themselves to preside over the meeting.

1.7 Nature of business of the meetings

1.7.1 The Council shall meet to consider the reports about the activities of the Centre forwarded by the Board, to determine policy for the guidance of the Board, to consider and pass the detailed Annual Budget Estimate as well as Revised Estimate submitted by the Board with the recommendation of the Committee, and to consider such matters as may be brought before the Council with the permission of its Chairman.

1.7.2 The Committee shall meet to monitor and review the activities of the Centre, and to take remedial measures, as deemed fit, to meet the aims and objects of the Centre, and to consider such other matters as may be brought before the Committee with the permission of its Chairman.

1.7.3 The Board shall meet monthly to review and plan the activities of the Centre, to prepare briefing papers for the meetings of the Committee and the Council and also to give effect to their decisions.

1.8 MINUTES

The Registrar who is the ex-office Secretary to the Council/Committee/Board shall keep minutes of the meetings and send a copy of the minutes of every such meeting to the address of every member, as early as possible.

1.9 VACANCY

When a vacancy occurs in the office of a member of the Council/Committee/Board through death, resignation or any other cause, the Registrar of the Centre shall, as soon as possible, notify the vacancy to the nominating authority concerned requesting it to nominate a member to fill the vacancy.

1.10 BUSINESS BY CIRCULATION OF PAPERS

The Council/Committee/Board may dispose of urgent matters by circulation of papers, if so desired by the respective Chairman.

1.11 SUB-COMMITTEE

The Council/Committee/Board may appoint sub-committees from among its own members or the staff of the Centre or both and may assign to such sub-Committees such powers and duties as are in accordance with the Rules and Regulations of the Centre.

II. FINANCE AND ACCOUNTS

2.1 Funds of the Centre

The Centre shall have its own funds and all the receipts of the Centre through grants, donations, gifts etc., as well as income from investments, publications and remunerations received through consultancy, design, development, technology transfer, contracts etc. and other sources shall be carried to the fund and all payments by the Centre shall be made therefrom.

2.2 Receipts

All money received for and on behalf of the Centre shall be deposited invested in scheduled bank/banks in the name of the Centre.

2.3 Payments

Payments by or on behalf of the Centre exceeding Rs. 2000/- shall be by cheque. All cheques upto Rs.10,000/- ordinarily be signed by Finance Officer. Cheques beyond Rs.10, 000/- shall be countersigned by the Chief Finance Officer or any other officer duly empowered by the Executive Director.

2.4 Endorsements

All bills will have supporting approval of Competent Authority.

2.5 Permanent & Temporary Advances

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

2.6 Budget

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

2.7 Accounts & Audit

2.7.1 The Centre shall cause to be maintained such Books of Accounts in relation to its Accounts, in such form and in such manner as prescribed by Central Govt. for autonomous bodies. The Chief Finance Officer shall be responsible for the Accounts of the Centre.

2.7.2 The Financial year of the Centre shall be from 1st April each year to 31st March of the subsequent year.

2.7.3 The Accounts of the Centre shall be audited annually by a Chartered Accountant or Accountants, as defined in the Chartered Accountant's Act, 1949 (XXXVIII of 1949), to be approved by the Board, on the basis of the recommendations obtained from the Office of the Comptroller and Auditor General of India.

III. TERMS AND CONDITIONS OF SERVICE OF THE STAFF OF THE CENTRE

3.1 RECRUITMENT OF STAFF

The employees of the Centre, other than the Executive Director and Directors, are divided into four categories:-

- a) Technical staff comprising of Engineers and Scientists
- b) Administrative staff, which includes Registrar, Chief Finance Officer, Personnel Officer, Purchase Officer, Finance Officer, Administrative Supervisors, Media Officer, Information and Documentation Officer, Secretaries and other members of the staff doing administrative work.
- c) Supporting staff, which includes Technical supervisors, Technicians and other members of the staff who provide support to technical work of the Centre.
- d) Miscellaneous staff including Attendants, drivers etc. attending to multi general activities like cleaning, driving messenger service etc.

Recruitment of staff to the above categories shall be done as per the recruitment rules framed by the Council from time to time.

Administrative, supporting and miscellaneous staff shall be kept to minimum by:-

1. Use of large scale modern office equipment and entrusting staff with multiple functional responsibilities.

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

3.2 TERMS OF APPOINTMENT

3.2.1 Certificate of Physical Fitness

Every employee except those officers who have come on deputation from other Govt. or public sector organization and who have already undergone pre-employment medical examination shall prior to taking up his or her appointment, be medically examined and be certified fit for services by a medical officer nominated by the Executive Director. They shall undergo a periodic (to be determined by the Executive Director) medical examination as long as they continue in the service of the Centre.

Executive Director may permit provisional appointment of personnel subject to fitness.

3.2.2 Agreement

Every Officer of the Centre shall accept in writing the terms and conditions of his appointment before joining the Centre, and again before taking up each subsequent appointment.

3.2.3 Salary

Every employee shall be paid a salary fixed for his post, every month, so long as he remains in the service of the Centre and satisfactorily performs his duties.

3.2.4 Obedience to Rules & Regulations

During the period of his service every employee shall observe, obey, and abide by the rules of the Centre and the Bye-laws made from time to time by the Council, and all standing orders passed by the Executive Director under Bye-law 4.3.2.

3.2.5 Specific Work

Every employee shall perform such duties as may be entrusted to him and shall, to the best of his ability, carry out the lawful directions of the Council, of the Executive Director, or of any other person to whose authority he may be subject, according to the Rules and Bye-laws of the Centre and the standing orders of the Executive Director.

3.2.6 Whole Time Service

An employee shall devote his whole time to the service of the Centre and shall not take active part in politics, without the previous permission of the Council in the case of the Executive Director and Directors or of the Executive Director in the case of others, engage directly or indirectly, in any trade, business, or occupation or enter into any remunerative commitment or

absent himself from duty except in the case of accident or sickness certified by a competent medical authority. Members of the staff shall not stand for election or accept nomination to any other body or authority without the previous permission of the Council in the case of the Executive Director and Directors and of the Executive Director in the case of others.

3.2.7 Transfer/Posting

Every employee shall be liable to be posted at the discretion of Executive Director, to serve at any of the Centre's offices / units or any other organization for Centre's work.

3.2.8 Detention on Weekends and holidays

The Executive Director and Directors or a member of the staff to whom the power has been delegated by the Executive Director, may for urgent work, detain members of the staff on weekends and holidays and grant compensatory holidays.

3.2.9 Discipline

The authority which appoints a member of the staff of the Centre may suspend, discharge, dismiss or otherwise punish him for any misconduct or for breach of the terms of conditions of his appointment.

3.2.10 Order of Discharge or Dismissal

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

3.2.11 Appeals

An employee who has been discharged or dismissed shall have a right of appeal against any order passed by the appointing authority to the authority to which the appointing authority is immediately subordinate, hereinafter referred to as "appellate authority" vide "Schedule" to the these Bye-laws. Every appeal shall comply with the following requirements:-

- a) It shall be in writing,

- b) It shall be couched in concise, polite and respectful language, and be free from irrelevant matter.
- c) It shall contain all material statements and arguments relied on and shall be complete in itself.
- d) It shall specify the relief desired.
- e) It shall be submitted to the authority which made the order appealed against within a period of three months from the date on which the appellant receives a copy of the order appealed against, provided further that a copy of the appeal may be submitted direct to the appellate authority.
- f) It shall not be addressed by name to the Registrar, Directors, Executive Director or to any Member of the Council, and any such action shall be deemed a breach of discipline.

3.2.12 Consideration of Appeals

In the case of an appeal against an order of discharge or dismissal the appellate authority shall consider:-

- a) Whether the procedure prescribed in the preceding bye-laws has been complied with, and, if not, whether such non-compliance has resulted in a miscarriage of justice, and
- b) Whether the findings are justified, and
- c) Whether the penalty imposed is excessive, adequate or inadequate, and pass orders:-
 - i) Setting aside, reducing, confirming or enhancing the penalty or
 - ii) Remitting the case to the appointing authority or to any other authority with such direction as it may deem fit in the circumstances of the case; provided that the appellate authority shall not impose any enhanced penalty unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

3.2.13 Implementation of Orders in Appeal

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

3.2.14 Orders made by the Council not appealable

Notwithstanding anything contained in these bye-laws, no appeal shall lie against any order made by the Council.

3.2.15 Council's Power to Review

Notwithstanding anything contained in bye-laws 3.2.11 to 3.2.14, the Council may on its own motion or otherwise, after calling for the records of the case, review any order which is made or is appealable under these bye-laws, and

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

3.2.16 Review of orders in Disciplinary Cases

The authority to which an appeal can be made against an order imposing any of the penalties specified in bye-law 3.2.10 may, of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case, and pass such orders as it deems fit, as if the employee had preferred an appeal against such an order, provided that no action under this bye-law shall be initiated more than six months after the date of the order to be reviewed.

3.2.17 Pay and Allowance on Acquittal

If a member of the staff of the Centre has been discharged or dismissed and the charges are not proved against him, the appellate authority may grant to him for the period of absence from duty if,

- a) He is fully exonerated, the full pay to which he would have been entitled had he not been discharged or dismissed, and by and order to be separately recorded, any allowances of which he was in receipt prior to his discharge or dismissal, or
- b) Not fully exonerated, such proportion of pay and allowances as the appellate authority may prescribe.

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

3.3 TENURE OF APPOINTMENT

3.3.1 Period of Service

All members of the technical staff / administrative staff / supporting and miscellaneous staff shall be first appointed on contract basis for a period normally not exceeding five years and will include a probationary period (normally 1 year). The contract will be renewed based on satisfactory performance review for further periods of five years at a time, till attaining the age of superannuation, as amended from time to time by the governing council (present superannuation age being 60 years) or the dissolution of the society. Renewed contracts can include a probationary period of 1 year if so decided by the reviewing authority.

3.3.2 Extension

Extension beyond superannuation may be granted by the Council, in special circumstances up to the age of 65 years to a member of the Technical staff, such extension being, however, be given for not more than 2 years at a time and up to the age of 62 years to a member of administrative, supporting, and Miscellaneous staff, if the Council is satisfied that the member is competent and fit in all respects to render further service.

In respect of Executive Director and Directors the same would be with the approval of Appointments Committee of Cabinet on the recommendation of Chairman of Council.

3.3.3 Termination of Contract

3.3.3.1 Technical Staff

Subject to any contract under bye-law 3.3.1, the agreement of service of any member of the technical staff shall be terminated by either party giving to the other not less than three months' notice in writing except during the period of probation when the period of notice shall be as specified in the letter of appointment.

3.3.3.2 Administrative, Supporting and Miscellaneous Staff

The service of any member of the administrative, supporting and miscellaneous staff shall be terminated by either party giving to the other a period of notice of not less than that specified in the letter of appointment.

Such period of notice shall be relaxable by Executive Director or a member of the staff to whom the power has been delegated.

3.3.3.3 Curtailment of Period of Notice

Notwithstanding anything contained in 3.3.3.1 and 3.3.3.2.

a) the service of any member of the staff may be terminated by giving a

shorter notice than that specified in paragraphs 3.3.3.1 or 3.3.3.2 on payment to him of a sum equivalent to the amount of pay plus allowances for the period by which such notice falls short of the period specified.

- b) the appointment authority, or the authority to whom the power has been delegated, may accept a shorter period of notice from a member of the staff in special circumstances.

3.3.3.4 Leave on Termination of Contract

Earned leave on full pay may be counted towards the period of notice required under bye-laws 3.3.3.1 and 3.3.3.2 and for any part not so utilised, pay and allowances may be paid at the discretion of the Executive Director or a member of the staff to whom the power has been delegated by the Executive Director.

3.4 EMOLUMENTS AND ALLOWANCES

The Council shall fix the scales of pay, allowances and perks of the staff of the Centre from time to time.

IV. POWERS, DUTIES AND FUNCTIONS OF THE COMMITTEE, THE BOARD AND THE OFFICERS OF THE CENTRE

4.1 Powers, Functions and Duties of the Committee

Subject to overall control of the Council, the Committee shall have the following powers and duties and shall perform the following functions:-

- a) To monitor and review periodically the activities of the Centre and to take remedial measures, as deemed fit, to meet the aims and objects of the Centre.
- b) To consider the detailed Annual Budget Estimate and also Revised Estimate submitted by the Board and forward the same with its recommendations to the Council.
- c) To authorize reappropriation to augment provision under the head "Salaries, Allowances and Provident Fund contributions" on recommendation of the Board.
- d) To consider and submit for approval of the Council the proposals made by the Board for alteration, addition and modification to the Bye-law made under the rules of the Centre.
- e) To propose from time to time alteration, addition and modifications to the Rules and Regulations of the Centre to meet the aims and objects of the Centre for approval of Council.
- f) To create posts in the Payband PB4-Rs.37,400-67,000, Grade Pay: Rs.10,000 (creation of posts carrying pay beyond this level, can be done by the Council with the approval of the Govt. of India).

4.2 Power, Functions and Duties of the Board

Subject to the overall control of the Council, and the Committee, the Board shall perform the following functions:

- a) Exercise full powers to approve and sanction expenditure under every head and item provided in the Annual and Supplementary Budget Grants approved by the Council.
- b) Reappropriate the sanctioned funds subject to the following conditions:-
 - i) Reappropriation under the head "Salaries, Allowances and Provident Fund contributions" shall require prior consent of the Committee.
 - ii) Reappropriations within the heads of Capital Expenditure to cover expenditure on an item not included in the budget shall require prior consent of the Council.
 - iii) No reappropriations shall be made from the head of the Capital Expenditure to the head of Revenue Expenditure.
- c)
 - i) Create posts and appoint from time to time Technical, Administrative, Supporting and Miscellaneous staff of all scales below Payband PB4-Rs.37,400-67,000, Grade Pay: Rs.10,000
 - ii) Appoint by nomination, of staff in exceptional circumstances of all grades up to Payband PB4- Rs.37,400-67,000, Grade Pay: Rs.8,900 with prior consent of the Council.
- d) Approve foreign travels of all staff except Directors of the Board
- e) Delegate some of its powers, functions and duties to any member of the Centre, as provided in rule 15 of the Centre.
- f) Propose additions, alterations and modifications to the bye-laws for any matter for consideration of the Committee and approval of the Council.
- g) Appoint, from time to time, sub-committees from amongst its members and/or staff of the Centre and assign and/or delegate them to some of its powers, duties and functions as it may deem fit.
- h) Authorise import of equipment, components and other payments as provided in the sanctioned budget proposals.
- i) Appoint consultant(s) for carrying out items of work included in the sanctioned budget proposals.
- j) Make suitable grant of moneys or other assistance to other R&D Centres. Universities or industry for carrying out research, development, investigation subject to the provision in the budget grant.
- k) Grant fellowships, scholarships, awards or other monetary assistance, on

such terms and conditions as it may prescribe, to such persons as it may select for carrying out any research, investigation and study on a subject in which the Centre is interested.

- l) Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of the Centre.
- m) Write-off irrecoverable losses of stores and moneys in excess of Rs.5,000 in each case provided that :-
 - i) the loss is not due to theft, fraud or neglect and
 - ii) it does not disclose a serious negligence on the part of any employee of the Centre.
- n) Submit a detailed Annual Budget Estimate under various heads for consideration of the Committee and approval of the Council.
- o) Submit the Annual Report of the Centre for the consideration of Committee and approval of the Council.
- p) To formulate schemes of employee benefit within the guidelines approved by Governing Council and budget allocation under major heads approved by the Council.
- q) Authorize purchase of property on behalf of the Centre.
- r) Reappropriate funds under recurring expenditure heads.

4.3 DUTIES OF THE EXECUTIVE DIRECTOR

4.3.1 Business of the Centre

It shall be the duty of the Executive Director to carry on the work of the Centre under the control of the Council and the Committee in accordance with the Rules and Bye-laws for the administration and management of the Centre. In the case of an emergency, he may take such action as may be necessary and report it to the Board, the Committee and the Council.

4.3.2 Direction and Control of the Staff

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

4.3.3 Sanction of Expenditure

All expenditure within the budget grant shall be approved and sanctioned by the Executive Director, or a member of the staff to whom power has been delegated by the Executive Director subject to the following conditions:-

- a) Expenditure on certain heads and items, above a certain amount, to be specified by the Council, shall require prior consent of the Board.
- b) Expenditure on foreign travel of any employee of the Centre shall be with the prior approval of the Board.
- c) No reappropriations shall be made between provisions under various heads of the budget grant.

4.3.4 Supervision of Work

The Executive Director shall exercise general supervision over the programme of the Centre.

4.3.5 Annual Report

The Executive Director shall submit the Annual Report of the Centre, as approved by the Board, to the Committee for onward transmission to the Council by the end of the June each year.

4.4 DUTIES OF DIRECTORS

A Director shall discharge such duties and functions of the Executive Director as may be assigned to him by the Executive Director.

4.5 DUTIES OF THE REGISTRAR

4.5.1 Secretarial Work

The Registrar shall act as Secretary to the Council/Committee/Board.

4.5.2 Administrative and Personnel Work under the general control of the Executive Director

In all matters concerning the Centre, he shall act under the general control and order of the Executive Director.

4.5.3 Correspondence

The Registrar shall be in-charge of the correspondence relating to the Centre subject to the instruction of the Executive Director.

4.5.4 Office Management

The Registrar will be in-charge of the Administrative and Miscellaneous staff of the Centre.

4.5.5 Maintenance of Premises

The Registrar will look after the maintenance and upkeep of the premises and the property of the Centre.

4.6 DUTIES OF THE CHIEF FINANCE OFFICER

- 4.6.1** The Chief Finance Officer shall deal with all matters relating to Finance and Accounts of the Centre. He shall be responsible for maintenance and upkeep of Accounts.
- 4.6.2** The Chief Finance Officer shall be responsible for managing the funds of the Centre. He shall see that all moneys received by the Centre through grants, donations, gifts etc. are deposited in the Bank Accounts of the Centre and arrange payments on behalf of the Centre therefrom.
- 4.6.3** The Chief Finance officer shall prepare the Annual Budget, Supplementary Budget Estimates for the Executive Director for submission to the Board.
- 4.6.4** The Chief Finance Officer shall be responsible for the banking operations of the Centre and for the maintenance of Annual Accounts etc. as per the directive of Comptroller and Auditor-General of India.
- 4.6.5** The Chief Finance Officer shall work under the superintendence of the Executive Director.

V. EXECUTION OF CONTRACTS ON BEHALF OF THE CENTRE

5.1 CONTRACTS WITH EXECUTIVE DIRECTOR AND DIRECTORS

All contracts between the Centre and the Executive Director and Directors shall be signed by the Chairman of the Council or any other person authorized by the Council for the purpose.

5.2 CONTRACTS WITH OTHERS

All other contracts by or on behalf of the Centre shall be signed by the Executive Director or by an officer of the Centre empowered by him.

VI. OTHER MISCELLANEOUS MATTERS

6.1 TRAVEL ALLOWANCES

Allowances for members of the Council, the Committee and the Board and for the staff of the Centre shall be paid in accordance with the rules of the ITI Limited.

Provided that foreign travel:

- a) By Directors of the C-DOT (Full time members of the Project Board) including Executive Director have to be approved by the Hon'ble MOC&IT, on the advice of the Member (Finance) of the Governing Council, namely the Member (Finance) Telecom Commission.
- b) By other employees of C-DOT will be approved by the Project Board of the C-DOT.

6.2 Attendance at scientific conferences

6.2.1 Members of the Board and the staff of the Centre may be allowed to attend scientific conference and congresses and may be deputed for specialized training or for the work of the Centre at the discretion of (i) the Board in the case of the Executive Director and Directors and of (ii) the Executive Director, or a member of the staff to whom the power has been delegated by the Executive Director in the case of others subject to provision of TA rules.

6.2.2 Members of the Board and the staff of the Centre when deputed by the Centre under bye-law 6.2.1 shall be eligible for Daily and Travelling allowances as laid down by the Council from time to time. In addition, the members as deputed shall be entitled to draw salary and dearness allowances, and be eligible for house rent and city compensatory allowances.

6.3 Contribution to technical periodicals

Contributions to technical journals resulting from work carried on in the Centre by members of the staff of the Centre shall contain the Centre's name and shall have prior approval of the Executive Director.

Schedule to Bye-Law 3.2.12

Description of Posts	Appointing Authority	Authority competent to impose penalties	Appellate/Review authority
Executive Director & Directors	Chairman Governing Council	Chairman Governing Council	Council
Technical Staff	Project Board or by delegation any officer of the Centre	Project Board or by delegation any officer of the Centre	Chairman Steering Committee or by delegation any officer of the Centre
Registrar	Project Board or by delegation any officer of the Centre	Project Board or by delegation any officer of the Centre	Chairman Steering Committee
Administrative Support and Miscellaneous Staff	Project Board or by delegation any officer of the Centre	Project Board or by delegation any officer of the Centre	Chairman Steering Committee or by delegation any officer of the Centre

RECRUITMENT RULES

(Under Bye-Law 3.1)

1. SOURCE OF RECRUITMENT

Recruitment to the various posts shall normally be made by:-

- (a) Direct recruitment from the open market through advertisement.
- (b) Deputation of suitable staff from the Central/State Government, Public Sector Undertaking, Govt. Industrial Undertakings, Semi-Govt. and Autonomous bodies, local or other authority.
- (c) Appointment of staff of the Centre possessing specified requirements.
- (d) Permanent absorption of staff who are on deputation with the Centre.
- (e) Promotion from immediately lower grade post.
- (f) Campus recruitment at recognized engineering, management and other institutions.
- (g) Direct recruitment of specialists.
- (h) Selection from persons sponsored by the employment exchange.
- (i) Re-appointment of retired Government personnel.
- (j) Selection from any other source approved by the Council.

2. APPOINTMENT OF EXPATRIATE INDIANS

Expatriate Indians may be appointed on contract basis if their services are required. These persons may be paid lump sum cash emoluments. To make the terms attractive, they might be allowed fringe benefits such as housing, conveyance, leave travel concession etc.

3. APPOINTMENT OF NON-INDIANS

The appointment of non-Indians should be made only in very exceptional circumstances and then also only on contract for the minimum period necessary. Whenever it is proposed to appoint a non-Indian, suitable steps should be taken simultaneously to train Indians to fill such posts. The orders on the subject issued by the Central Government from time to time setting out the general policy in this regard will have to be followed. It is also necessary to examine from the security point of view whether the non-Indian is suitable for such appointment.

4. VERIFICATION OF CHARACTER AND ANTECEDENTS

Provisional appointment may be approved by Executive Director or Officer delegated the authority, subject to character and antecedents verification.

5. MEDICAL EXAMINATION ON FIRST APPOINTMENT

To ensure that only persons who are physically as well as mentally sound in health are admitted to service, every new entrant including a part-time employee on appointment to C-DOT is required to produce a medical certificate of fitness issued by the competent authority.

6. PAY FIXATION

6.1 DIRECT RECRUITS

An employee appointed by way of direct recruitment to a particular grade of the Centre will be given the minimum pay of the scale for that grade. However, an employee may be offered suitable number of increments over and above the minimum pay of the grade, depending upon the qualifications and experience based on the recommendations of the selection committee constituted for direct recruitment.

6.2 ON PROMOTION

Minimum promotion benefit may be decided by the Project Board for promotion at various levels and pay fixed in the higher grade at the next stage after allowing this benefit.

6.3 ON APPOINTMENT BY DEPUTATION

6.3.1 An Officer of the Central Government who is appointed on deputation in C-DOT will be governed by the rules and instructions of the Government of India on the subject issued from time to time.

6.3.2 An Officer other than an officer from the Central Government, who is appointed on deputation in C-DOT will have an option.

- a) To draw pay in the scale of pay attached to the post or to draw pay in the scale of pay in his parent grade and to get a deputation duty allowance.
- b) In case an officer opts to draw pay to the scale of pay attached to the deputation grade his pay will be fixed at a stage in that grade so that the pay plus Dearness Allowance plus Adhoc Dearness Allowance (if any) plus Interim relief in C-DOT will not be less than the pay he was drawing in his parent organization in a post held on regular basis plus one increment in that grade plus appropriate Dearness Allowance / Adhoc Dearness Allowance and interim relief in his parent organization. During the period of deputation the employee will draw increments in C-DOT along with appropriate allowances. The employee will be entitled to perquisites as are available to the officers of the relevant grade of C-DOT.

In case an employee who is on deputation opts to draw his grade, pay drawn in his parent organization plus deputation duty allowance, he will continue

to draw the pay drawn in his parent organization plus Dearness Allowance/ Adhoc Dearness Allowance and Interim relief as per the rates prevailing in the parent organization from time to time.

In addition he will draw 5% of the basic pay as deputation duty allowance subject to a ceiling of Rs. 250 per month if he comes on deputation from the same station. If he joins the society, on deputation from a different station, he will draw deputation duty allowance at the rate of 10% subject to a ceiling of Rs.500/-. In such cases, the employees are entitled to retain all the perquisites to which they were entitled in their parent organization.

7. BY TRANSFER ON PERMANENT ABSORPTION IN C-DOT

With a view to attract experienced and talented persons to man the services in C-DOT, the society may offer appointment in different grades to some government servants at the time of their initial selection or at a later date while they are on deputation with society whenever they exercise their option for permanent absorption in the society. There shall be no restriction or limitation regarding their age and fixation of pay on absorption in the society in such cases. Such persons will be allowed pro-rata retirement benefits from Government for the service rendered in Government prior to their absorption in C-DOT from such date as is allowed for permanent absorption in Autonomous Bodies. The pay of such employees in C-DOT will be fixed without taking into account their Pension and Pension Equivalent to Gratuity (PEG).

8. Persons appointed on deputation who elect to draw deputation duty allowance will draw H.R.A. and conveyance allowance as per the rates prescribed for the employees of C-DOT from time to time.

9. C-DOT will pay the leave salary and pension contributions payable to the Government of India in respect of persons appointed to the services of the society on foreign deputation terms and conditions. The rates of such contributions will be in accordance with the rates prescribed by Ministry of Finance, Government of India from time to time.

10. PROMOTION POLICY

As regards promotion, the general policy of C-DOT will be that the officers appointed to one grade will be eligible for promotion to the higher grades. The promotions will be strictly based on merit.

11. PERFORMANCE REWARDS

The performance of the employees of the Centre will be reviewed periodically. Those who show good performance will be rewarded by giving more than one increment and those who do not perform will not be granted annual increment.

12. ALL OTHER TERMS AND CONDITIONS OF SERVICES WILL BE ON THE PATTERN OF GOVERNMENT OF INDIA.

SCALES OF PAY, ALLOWANCES AND PERKS

(under Bye-Law 3.4)

1. **PAY**

(A) **TECHNICAL STAFF (ENGINEERS & SCIENTISTS)**

S.No.	Grade	New Pay Band	Grade Pay
1.	EI	PB3 - 15600- 39100	5400
2.	EII	PB3 - 15600- 39100	6600
3.	EIII	PB3 - 15600- 39100	7600
4.	EIV	PB4 - 37400- 67000	8700
5.	EV	PB4 - 37400- 67000	8900
6.	EVI	PB4 - 37400- 67000	10000
7.	EVII	HAG- 67000- 79000	Nil
8.	EVIII	Apex scale - 80000 fixed	Nil

(B) **ADMINISTRATIVE STAFF**

S.No.	Grade	New Pay Band	Grade Pay
1.	AI	PB1 - 5200-20200	2400
2.	AII	PB1 - 5200-20200	2800
3.	AIII	PB2 - 9300-34800	4200
4.	AIV	PB2 - 9300-34800	4600
5.	AV	PB2 - 9300-34800	4800
6.	AVI	PB3 - 15600-39100	5400
7.	AVII	PB3 - 15600-39100	6600
8.	AVIII	PB3 - 15600-39100	7600
9.	AIX	PB4 - 37400-67000	8700
10.	AX	PB4 - 37400-67000	8900
11.	AXI	PB4 - 37400-67000	10000

(C) **SUPPORT STAFF**

S.No.	Grade	New Pay Band	Grade Pay
1.	SI	PB1 - 5200- 20200	2400
2.	SII	PB1 - 5200- 20200	2800
3.	SIII	PB2 - 9300- 34800	4200
4.	SIV	PB2 - 9300- 34800	4600
5.	SV	PB2 - 9300- 34800	4800
6.	SVI	PB2 - 9300- 34800	5400

(D) **MISCELLANEOUS STAFF**

S.No.	Grade	New Pay Band	Grade Pay
1.	MI	IS - 4440- 7440	1650
2.	MII	PB1 - 5200- 20200	1900
3.	MIII	PB1 - 5200- 20200	2400
4.	MIV	PB1 - 5200- 20200	2800

II. MULTIFUNCTIONAL ALLOWANCE

Depending upon multifunctional duties to be performed, Executive Director may sanction appropriate multi functional allowance to various categories of Administrative / Support / Miscellaneous staff of the Centre.

III. DEARNESS ALLOWANCES

The DA will be paid at the rates applicable to the Central Govt. employees of the corresponding pay slabs.

IV. CITY COMPENSATORY ALLOWANCE

The compensatory (city) allowances will be paid at the rates it is admissible to the Central Government employees.

V. HOUSE RENT-ALLOWANCE

The officers of C-DOT will be paid House Rent Allowance.

The pay ceiling for drawl of HRA without production of rent receipt will be the same as in the Central Government.

Leasing of accommodation for allotment to the employees on recovery of rent at prescribed slab rates will be permitted only of the MIG and Self-financing DDA flats and the floor area norms of Government quarters would be observed for the corresponding grades in C-DOT.

VII CHILDREN'S EDUCATION ALLOWANCE

The reimbursement of the tuition fee and the grant of Hostel Subsidy will be as per the Central Government pattern.

VIII REIMBURSEMENT OF MEDICAL EXPENSES

C-DOT will reimburse the medical expenses incurred for the illness of the officer or any depend member of his family. Normally the reimbursement will be limited to two monthly basic pay (as on 1st January of the year) for each calendar year. In exceptional circumstances expenditure incurred in excess of the limit could also be suitably reimbursed to the officer.

The reimbursement will be subject to production of the prescription of the doctor, the receipts for the purchase of the medicines etc.

IX LEAVE TRAVEL CONCESSION

This will be as per the Central Government Rules.

X ADVANCES FOR PURCHASE OF CONVEYANCE

If the possession of a conveyance is considered essential for the efficient performance of the assigned duties, an officer might be granted an advance by C-DOT for the purchase of such a vehicle. The loan eligibilities will be as follows:-

Categories of officers	Type of conveyance	Maximum amount	No. of pay back instalments
EIII and upwards as well as AVI and upwards	(a) Motor Car	20 months basic pay or Actual cost of Maruti 800 (ordinary or anticipated price, whichever is less)	100 months
	Or		
	(b) Motor Cycle / Scooter	10 months basic pay or Rs.11000 or anticipated price, whichever is less	60 months
EI & EII as well as AIV & AV	Motor Cycle / Scooter	10 months basic pay or Rs.11000 or anticipated price, whichever is less.	60 months

Simple interest at the rates prescribed by the Government of India for similar advances will be charged on the reduced balance every month.

Interest Subsidy

Considering C-DOT nature of activities and contract appointments Payment of interest Subsidy in lieu of Advance for Purchase of Conveyance be promoted / encouraged.

C-DOT liability would be to the tune of difference of actual interest payable and interest chargeable by C-DOT in case advance had been paid by C-DOT.

XI. DEPOSIT-LINKED INSURANCE SCHEME

- a) This scheme is made by the Central Government, under Section 6C of the Employees Provident Fund and Miscellaneous Provisions Act, 1952 (PF Act).
- b) This scheme is being administered by the Central Board of Trustees, under the Employees Provident Fund Organization (EPFO).
- c) The contribution under this scheme is being made by the employer on a monthly pay of each employee, not exceeding Rs. 6500/-.
- d) Under the amended EDLI scheme:-
 - i. The Centre is permitted to have a Group Insurance Policy for the benefit of all the subscriber employees.

On the death of an employee subscriber, who is also a member of the C-DOT Employees Provident Fund Trust, which is exempted under Section 17 of the PF Act, an amount of Rs.1,50,000/- becomes payable, under the Group Insurance Policy taken

by the Centre for the purpose, to the persons entitled to receive the Provident Fund accumulations of the deceased.

XII PROVIDENT FUND SCHEME

1. A minimum of 12% of pay as also of Dearness Pay and interim relief will be deducted every month from the salary of each employee as contribution to his Provident Fund.
2. A matching contribution equal to the sum mentioned in item 1 above will be made by C-DOT in respect of each employee.
3. Employees may contribute any additional amount voluntarily to the provident fund. However, the C-DOT's contribution will be limited to the amount mentioned in item above.
4. Interest will be allowed on the total amount at the rates applicable from time to time.
5. Each employee shall start contributing to C-DOT P.F. scheme from the date of joining C-DOT.
6. C-DOT shall have a CPF Trust, CPF Trust rules shall be approved by Project Board.

XIII LEAVE RULES

1. Right to leave

Leave cannot be claimed as a matter of right. When the exigencies of the Centre so require, discretion to refuse or revoke leave of any kind is reserved to authority competent to grant leave.

2. Authority competent to grant leave

Applications for leave shall be addressed to the Council by the Executive Director and to the Executive Director by other members of the staff. Leave may be sanctioned by the Executive Director or by a member of the staff to whom the power has been delegated by the Executive Director. The Executive Director can avail himself the casual leave on his own authority.

3. Kinds of leave due and admissible

- a) Casual Leave

Casual leave admissible to members of the staff shall be as per Central Government Rules. Weekends and Holidays preceding or succeeding or intervening the period of casual leave shall not be debited to any leave account. Unutilized casual leave will lapse at the end of the year. Combination of casual leave with any other kind of leave is not admissible.

- b) Members of staff shall be entitled to avail any of the two Restricted Holidays announced by C-DOT.
- c) Earned Leave
 - i) The leave account of every employee of the Centre shall be credited with earned leave, in advance, in two instalments of 15 days each on the first day of January and July of every calendar year.
 - ii) The leave at the credit of every employee of the Centre at the close of the previous calendar year shall be carried forward to the next calendar year, subject to the condition that the leave so carried forward plus the credit for the current year does not exceed the maximum limit of 300 days.
 - iii) In case of a newly appointed employee, earned leave shall be credited to employee's leave account at the rate of two and half days for each completed calendar month(s) of service which the employee is likely to render in the year in which the employee is appointed. In case of an employee who is due to retire or who resigns from the service of the Centre, the credit of earned leave at the rate of two and half days per completed calendar month upto the date of retirement or resignation would be given to the employee. In case of dismissal, removal or death of an employee, credit of earned leave would be given at two and half days per completed calendar month in which the employee is dismissed, removed or expired. If any employee avails extra-ordinary leave without pay, same period of the employee's absence is treated as unauthorized, the credit to be afforded to the employee's leave account at the commencement of the next calendar year shall be reduced by 1/10th of the period of such leave and/or unauthorized absence while affording credit of leave, fraction of a day shall be rounded off to the nearest day.
 - iv) Weekends and holidays preceding or following the period of earned leave shall be excluded from leave sanctioned but those intervening in the leave period will be treated as part of leave.
 - v) Employees of the Centre will be permitted to encash earned leave after completion of every 2 years period of service, subject to the condition that the maximum encashment on each occasion does not exceed one month and actually the employee avails of equal amount of leave.
 - vi) No leave shall be granted to any employee beyond the date of the employee's retirement or the date of the employee's final cessation of duties or the date on which the employee retires by

giving notice to the Centre or the employee is retired by the Centre by giving the employee notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of the employee's service or the date of the employee's service or the date of the employee's resignation from service of the Centre. On cessation of service, the authority competent to grant leave shall issue an order granting cash equivalent of leave salary for leave, if any, at the credit of the employee of the Centre calculated up to last working day of the employee's service, subject to a maximum of 300 days.

The cash equivalent shall be calculated as follows and shall be payable in one lump sum as a one time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable.

$$\text{Cash equivalent} = \text{Pay admissible on the date of cessation of service plus DA if any admissible on that date, divided by thirty.} \times \text{Number of days of unutilized earned leave at credit on the date of the retirement or cessation of service subject to a maximum of 300 days.}$$

(d) Half Pay Leave

- i) An employee of the Centre shall be entitled to half pay leave of 20 days in respect of each completed year of service without any limit for its accumulation. From 1.1.86, HPL is credited in advance at the rate of 10 days on 1st of January and 1st of July every year. The credit for HPL in which an employee is appointed will be at the rate of 5/3 days for each completed month of service he is likely to render in half year in which he is appointed.
- ii) The leave due under clause (i) may be granted on medical certificate or on private affairs.
- iii) All other conditions of credit/sanction of HPL as per the Central Government Rules.
- iv) At the time of retirement of an employee, both Earned Leave and Half Pay Leave shall be considered for encashment of leave subject to overall limit of 300 days. The cash equivalent payable for Earned Leave shall remain unchanged. However, cash equivalent payable for Half Pay Leave shall be equal to leave salary as admissible for Half Pay Leave plus Dearness Allowance admissible on the leave salary without any reduction being made on account of pension and pension equivalent of other retirement

benefits payable. To make up the shortfall in Earned Leave, no commutation of Half Pay Leave shall be permissible. The Cash equivalent for Half Pay Leave component shall, henceforth, be calculated in the manner indicated below:-

Cash payment in lieu of Half Pay Leave component	=	(Half Pay Leave salary admissible on the date of retirement plus Dearness Allowance admissible on that date / 30)	x	(Number of days of Half Pay Leave at credit, subject to the total of Earned Leave and HPL at credit not exceeding 300 days)
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e) Commuted Leave

Commutated leave not exceeding half the amount of half pay leave due may be granted on medical certificate to the employees of the Centre subject to the following conditions:-

- a) the authority competent to grant leave is satisfied that there of the employee of the Centre returning to duty on its expiry;
- b) when the commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due.
- c) an employee of the Centre when granted leave on medical certificate shall produce fitness certificate from the Medical Officer of the Centre before returning to duty on expiry of such leave.

(f) Leave not due

Leave not due may be granted by the Executive Director or by a member of the staff to whom the power has been delegated by the Executive Director, to a member of the staff for a period of not exceeding 360 days during his/her entire service, out of which not more than 90 days at a time and 180 days in all without medical certificate. Such leave shall be debited against the half pay leave of the member of staff, he is likely to earn thereafter.

Note1:- Leave not due should be granted only if the authority competent to sanction leave is satisfied that there is a reasonable prospect of the employee returning to work on the expiry of the leave and it should be limited to the half pay leave he is likely to earn thereafter.

Note2:- Whether a member of the staff who has been granted leave not due under this Rule applies for permission to resign, permission may be granted if

- i) leave not due remaining to his credit is cancelled and
- ii) salary for the period of the not due, which has been granted other than medical certificate, already enjoyed, shall become refundable to the Centre and may be deducted by the Centre while arriving at the final settlement of the employee's account.

(g) Maternity & Adoption Leave

- i) A female employee of the Centre may be granted maternity leave by an authority competent to grant leave for a period of 180 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- ii) Maternity leave may also be granted in case of miscarriage, including abortion or pregnancy is terminated on medical grounds, subject to the conditions that
 - (a) the leave does not exceed six weeks and
 - (b) the application for the leave is supported by a medical certificate
- iii) Maternity leave may be combined with leave of any other kind.
- iv) Maternity leave shall not be debited against the leave account.
- v) Female staff members with less than two surviving children, on valid adoption of a child of less than one year will be entitled to "Child Adoption Leave" for a period of 180 days from the date of valid adoption. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- vi) Male staff member with less than two surviving children, on birth of a child, may be sanctioned Paternity Leave during the period of confinement of his wife i.e. up to 15 days before or up to six months from the date of delivery of his child and if such leave is not availed of within this period, it shall be treated as lapsed.
- vii) Male staff member with less than two surviving children, on valid adoption of a child below the age of one year, may be sanctioned Paternity Leave for a period of 15 days within a period of six months from the date of valid adoption.

(h) Leave without pay (Extraordinary Leave)

Leave without pay may be granted to an officer of the Centre who does not have any leave to his credit. This discretion may be exercised by the

management only on grounds of prolonged illness or any other exceptional circumstances.

i) Study Leave

Study leave may be granted to an officer without pay who wants to pursue further studies which might not have a direct bearing on the work in which he is engaged, but might be in the overall interest of the Centre.

If however the studies will have a direct bearing on his work, study leave may be granted the officer paid his entitled salary. In such cases the officer has to execute a suitable bond to the Centre.

The period of study leave will not ordinarily be for more than one year at a time and two years in the entire service. The study leave will be granted to an officer only if he has already rendered 5 years service in the Centre and also he is in position to render 5 years more service in the Centre on completion of his study leave.

The study leave shall not be debited against the leave account of the officer. Study leave may be combined with any kind of leave, but in no case shall the grant of this leave in combination with leave, other than extraordinary leave, involve a total absence of more than 28 months from the duties of the officer at the Centre.

(j) Special casual leave

Special casual leave may be granted to staff of the Centre by the Executive Director, or by a member of the staff to whom the power has been delegated by him, for the following reasons:-

- i) Inability to come to work due to Civil disturbance.
- ii) Undergoing sterilization operations (Vasectomy or tubectomy) under the "Family planning scheme". Admissible for a period not exceeding six working days.
- iii) Participation in cases before a Court of Law as witness on behalf of the Centre/sports/military/home guard service or accidents arising out of and in the course of work of the Centre.
- iv) Special casual leave granted on any occasion can be combined with any kind of leave including casual leave.
- v) Special casual leave may also be granted by the Executive Director on any occasion other than mentioned at items (i) to (iii) above at his discretion for reasons to be recorded in writing, but these powers shall not be delegated.
- vi) The grant of special casual leave will be in addition to other

normal leave entitlements of the employees of the Centre and it shall not be debited to leave account.

4. Drawl of leave Salary

The leave salary payable under these rules shall be drawn in rupees in India.

5. Advance of leave salary

An employee of the Centre proceeding on leave for a period not less than thirty days may be allowed an advance in lieu of leave salary upto a month's pay and allowances admissible on that leave salary subject to deductions on account of Income-tax, Provident Fund, House Rent, Recovery of advances etc.

XIV GRATUITY

C-DOT would have Gratuity Fund Trust on the same lines as ITI.

XV HOUSE BUILDING ADVANCE

C-DOT may follow Central Govt. rules. Considering C-DOT nature of activities Project Board may finalize detailed rules for eligibility and modalities.

C-DOT may generally resort to House Building Advance interest subsidy scheme as against grant of House Building Advance from C-DOT.

Financial liability on HBA interest subsidy shall be borne by C-DOT from its earnings i.e., technology transfer fee, royalties, Consultancy, etc.