



RIS
Research and Information System
for Developing Countries

विकासशील देशों की अनुसंधान एवं सूचना प्रणाली

RESEARCH AND INFORMATION SYSTEM FOR DEVELOPING COUNTRIES (RIS)

Bye-Laws

In exercise of the powers conferred by the Rules of the Research and Information System for Developing Countries, hereafter referred as RIS, the Governing Council hereby makes the following Bye-Laws

1. SHORT TITLE

- i) These Bye-Laws shall be called the Revised Bye-laws of RIS 2024.
- ii) They shall come into force on September 2024.

SECTION-I: GENERAL

2. DEFINITION - In these Bye-Laws,

- a) "Appointing Authority" in relation to any post under RIS means the authority competent to make appointments to that post;
- b) "Controlling Authority" means:-
 - i) In relation to a post in Level (10-14), the Chairperson of the Governing Council;
 - ii) In relation to all other posts, the Director-General of RIS; and
- c) "Contractual Employees" means any person serving RIS for a specified period on any post specified in Schedule IIA. Terms and conditions of their service would be governed, *inter alia*, by RIS Guidelines.

- d) "Chairperson" means Chairperson of the Governing Council of RIS.
- e) "Deputationist" means an employee of any other organisation whose services are obtained by RIS for a particular period;
- f) "Director-General" means the Director-General of RIS;
- g) "Director (Finance and Administration)" means the Director (Finance and Administration) of RIS;
- h) "Employee" means any person serving the RIS in any post specified in the Schedule II, as amended from time to time;
- i) "General Body" means the General Body of the members of the RIS;
- j) "Government" means the Government of India;
- k) "Governing Council" as defined in Rule 17 of RIS Memorandum of Association and Rules.
- l) "Pay" means the pay admissible on the relevant date and includes special pay, personal pay, deputation duty allowance, dearness pay or part of other dearness allowance deemed as pay, but shall not include any other allowances, fee or honorarium;
- m) "President of General Body" as defined in Rule 17 of RIS Memorandum of Association and Rules.
- n) "RIS" means "Research and Information System for Developing Countries", hereinafter referred as RIS;
- o) "Rules" mean the Rules in the Memorandum of Association framed under the Societies Registration Act, 1860;
- p) "Schedule" means a Schedule to these Bye-Laws;
- q) "Secretary" means the Member-Secretary of the Governing Council and the General Body of RIS
- r) "Standing" and "ad-hoc" Committees respectively mean Committees and sub-committees which may be constituted by the Governing Council from time to time;
- s) "Sanctioning Authority" means:-
- In relation to the posts in Level (10-14), the Chairperson of the Governing Council.

- In relation to all the posts in Level (1-9), the Director-General of the RIS.

3. General

- i) These Bye-laws define the Administrative and Financial Powers of the Governing Council, Chairperson, Director General and other officers of RIS.
- ii) Wherever these Bye-Laws of RIS are silent with regard to any administrative, financial or service matters, RIS would be guided by the Rules/Conditions as applicable to the Central Government employees.
- iii) General Financial Rules 2017 as amended from time to time.

4. Powers and Functions of the President of the General Body

The Chairperson of the Governing Council is the Head of the Institute and shall exercise such powers and discharge such functions as are laid down in the Rules and these Bye-Laws (Schedule I).

5. Powers and functions of the Chairperson, Governing Council

As delegated by the Governing Council from time to time as per Rule Number 17, 28 and 29.

6. Powers and Functions of the Governing Council

The Governing Council shall exercise such Executive powers and discharge such functions as are laid down in Rules and these Bye-Laws.

7. Sitting fee to the Chairperson, members of the Governing Council, Standing Committee and Ad-hoc Committee

The Chairperson and the members of the Governing Council, of the Standing Committees and of the ad-hoc Committees shall not receive any pay, fee, remuneration or other Allowances except sitting allowance as approved by the Governing Council from time to time.

8. Powers and Duties of the Director-General

The Director-General as Principal Executive Officer of RIS shall exercise the powers and discharge following duties:

- i) All matters including, administrative and financial matters of RIS subject to provisions contained in relevant Schedules.
- ii) He shall allocate duties to officers and employees of RIS and shall exercise such supervision and execute control as may be necessary subject to these Bye- Laws.
- iii) He shall exercise the powers specified in the Schedule I.
- iv) The Director-General is empowered to further delegate his powers with the approval of the Governing Council.
- v) The Director-General is authorized to make full or part-time contractual appointments for a period not exceeding one year on an honorarium/remuneration as per Government of India Rules within the approved budget allocations in accordance with Schedule II-A. However, Director General with the approval of the Chairman may make such appointments for a period not exceeding three years.

9. Standing Committees

- i) The Governing Council may constitute such Standing Committees and Sub-Committees as it deems necessary. The Director-General shall be the ex-officio Member Secretary of each such Committee.
- ii) The composition, terms of reference and tenure shall be approved by the Governing Council.
- iii) A casual vacancy in a Standing Committee may be filled by the Chairman by nomination.
- iv) The Standing Committee shall meet at least twice a year.
- v) The Standing Committee shall submit its recommendations for approval at the next meeting of the Governing Council.

10. Ad-hoc Committees

- i) Ad-hoc Committees may be constituted by the Governing Council for such purposes as it may deem necessary.
- ii) The terms of office of members of an ad-hoc Committee shall terminate as soon as the specific function for which the Committee was constituted is completed.
- iii) Any casual vacancy in an Ad-hoc Committee shall be filled by nomination by the Chairman of the Governing Council.


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SECTION II : SERVICE BYE-LAWS

These By-Laws shall be applicable to whole time employees of RIS.

Service Rules

11. Employees to be whole time Servants

Unless in any case it be otherwise distinctly provided the whole time employee of RIS shall be at the disposal of the RIS and he/she may be employed in any manner required by the competent authority of RIS without claim for additional remuneration.

12. Creation and Classification of Posts

- i) The Governing Council may direct the creation of any post or abolition there of with the prior approval of the Government.
- ii) The pay scales, allowances etc. would be at par with the Central Government employees.


13. Medical Fitness on initial appointment


13A. Except as provided by this rule, no person shall be appointed to a post in the service of RIS without a medical certificate of fitness.

13B. A medical fitness certificate for service in RIS shall be required from Civil Surgeon or District Medical Officer or Medical Officer of equivalent status of Government hospital.

14. Medical Facilities for Employees

- i) Medical facilities shall be available to all employees of the RIS and their families. The term "family" will have the same meaning as defined in Central Government Medical Attendance Rules.
- ii) Employees shall be eligible for a medical reimbursement under the Central Services (Medical Attendance) Rules.


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- iii) RIS employee and their family members i.e. self, spouse and two children as defined by under the Central Government Medical Attendance Rules would be entitled to get a Group medical health Insurance as approved by the Governing Council.
- iv) Retired RIS Employee alongwith spouse would get a group Medical Health Insurance policy on voluntary basis by paying annual subscription as decided by Governing Council.

15. Period of Probation

Unless otherwise decided by the Appointing Authority in a given case, all direct recruits shall be on probation for at least two years. The Appointing Authority may, at his/her discretion, extend the period of probation for one more year. Unless otherwise decided by the Appointing Authority in a given case, all direct recruits

16. Leave

- i) Permanent Employees of RIS 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, incumbents on deputation to posts in RIS on foreign service, shall be governed by leave rules as may be stipulated in the conditions of their deputation.
- ii) Female employees of RIS shall be entitled to maternity leave as per Maternity Benefit(Amendment) Act, 2017.

17. Procedure for Grant of Leave

- i) An employee shall, before proceeding on leave make an application in writing and also state his address during leave and keep RIS informed of any subsequent change in address.
- ii) No employee shall proceed on leave unless it has been sanctioned.

- iii) An application for leave, other than the Study Leave shall be with the approval of the Controlling Authority.
- iv) An application for study leave shall be approved by the Chairperson/Governing Council on the recommendations of the Director-General.
- v) The RIS shall maintain a leave account in respect of every employee.
- vi) Every employee, on return from leave shall submit a joining report

18. Superannuation

- i) An employee shall retire from the service of the RIS
 - a. On his/her attaining the age of superannuation which shall be 60 (sixty) years.
 - b. On the imposition of the penalty of compulsory retirement;
 - c. On his being declared medically unfit for service by a Medical Board to be designated by the Director-General in this behalf;
- ii) Notwithstanding anything contained in Clause (i) above, the Appointing Authority shall, if it is of the opinion that it is in the interest of RIS so to do, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice, after he/she has attained the age of 55 years.
- iii) Any employee may, by giving notice of not less than three months in writing to the Appointing Authority retire from service after he/she has attained the age of 55 years. Voluntary retirement as amended from time to time will be applicable to the employees of RIS. Provided that it shall be open to the Appointing Authority to withhold permission to an employee under suspension or where disciplinary proceedings are in progress, who seeks to retire under this clause

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19. Retirement and other Benefits.

- i) The RIS employees will get the benefits of RIS Employee's Group Gratuity Scheme as provided under the Group Gratuity-cum-Life Insurance Scheme administered by LIC.
- ii) Employees will be subjected to the New Pension Scheme and CPF benefits as the case may be. He/she shall also have the option to get the benefits of the Death-cum-Retirement Gratuity as admissible to the employees of the Central Government from time to time

20. General Conditions of Service

- i) All employees of the RIS shall be remain governed by the Government Rules in regard to all their service Conditions including the Civil Service (Conduct) Rules, 1964 and Central Civil Service (Classification Control & Appeal) Rules 1965, as amended from time to time.
- ii) Training and Fellowship
The study leave as admissible to the employees of Central Government would be extended to the employees of RIS.

21. Other Conditions of Service

In respect of matters not provided for in these Bye-Laws, the rules as applicable to Central Government employees regarding the general conditions of service, pay, allowances including travelling and daily allowances, leave salary, joining time, foreign service terms, leave travel concessions, etc. would be applicable.

The Director-General is authorized to sanction actual expenditure on conveyance where he/she is satisfied that not doing so will cause hardship to a member of the staff of RIS.

The Director-General is authorized to sanction in deserving cases non-recurring payment in the form of honorarium to any members of staff in consideration of the special and arduous nature of work performed and

extra hours of duty put in by him subject to ceilings in Schedule I of these Bye-laws.

22. Miscellaneous

i) Holidays

The RIS shall observe such holidays as may be determined by the Government of India in each year.

ii) Service Books

- a) The RIS shall maintain a Service Book of each employee in such form and setting out such particulars as may be prescribed by the Director General.
- b) The entries in the Service Book of an employee shall be made by the Controlling Authority.

iii) Residuary Conditions of Service

Any matter relating to the condition of service of an employee for which no provision is made in these regulations, shall be dealt with in accordance with relevant rules and regulations of the Government, including DoP&T guidelines.

iv) Powers to Relax

The Governing Council may in the case of any employee, relax any of the provisions of these rules on a case to case basis

v) Removal of Doubts

Where a doubt arises as to whether any authority of RIS is superior to any other authority or as to the interpretation or application of any of the provisions of these regulations, the matter shall be referred to the Governing Council and its decision shall be final.

23. Resignation

An employee may resign from the service of RIS by giving the Appointing Authority a notice in writing. The period of notice shall be three months in the case of permanent employee and one month in the case of others, provided that in special circumstances, the Appointing Authority may reduce or waive the period of such notice. The resignation shall be deemed to be operative only after it has been accepted by the Appointing Authority

Recruitment Rules

24. Appointing Authorities

Appointing authority shall be as under:

- i) The Governing Council in case of Director-General and Professor; and
- ii) The Director General for all other posts, with the prior approval of Chairperson/Governing Council.
- ii) The Director (Finance and Administration) for all posts at Level 1 to 9 listed in Schedule II with the prior approval of Director General.

25. Methods of Recruitment

Recruitment to a post in RIS may be made:

- i) by direct recruitment;
- ii) by promotion;
- iii) on deputation and;
- iv) on contract

26. Recruitment by Promotion

Appointment to a post in any grade by promotion in the next higher grade shall be made from amongst employees serving in the feeder grade by selection on the basis of merit and performance and fitness as assessed in the Annual Confidential Reports of the qualifying period subject to a maximum of five years with due regard to seniority, and on

the recommendations of Departmental Promotion Committee as per Schedule II.

27. Direct Recruitment

Appointment by direct recruitment to any post shall be made on the recommendation of a Selection Committee/Search Committee constituted for the purpose. The Panel prepared by the Selection/Search committee shall be valid for one year:

- i) From amongst candidates applying in response to an open advertisement;
- ii) From amongst candidates employed in other Government, Autonomous or Statutory organizations, who apply in response to any circular;
- iii) From amongst candidates who have been recommended by other institutions or such other persons or authorities from whom recommendation would have been called for;
- iii) From the panel of eligible candidates prepared for various posts drawn from appropriate academic research institutions

28. Appointment on Deputation.

Appointment on deputation shall be made to a post with the approval of Selection Committee on such terms and conditions as may be approved by the Governing Council from time to time.

29. Recruitment Rules

Recruitment Rules for all the posts in are in Schedule II

30. Scales of Pay

The scales of pay shall be as specified in Schedule-II, subject to revision with the prior approval of Government of India.

31. Initial Pay

An employee on his appointment to a post on a pay level, shall draw pay at the lowest stage of the pay band unless the Selection Committee recommends any higher stage by way of recommending advanced increments

Provided that when such appointment is made by promotion, the initial pay in the pay level of the higher post shall be fixed in accordance with Government of India rules and regulations, including DoP&T guidelines.

32. Increment

The increment shall ordinarily be drawn as a matter of course unless withheld by the Competent Authority, by a written order, stating detailed reasons for doing so.

33. Service for Increments

Following service will count for increments in the time scale of the post:

- i) Duty in that post or in any other post of the same or higher grade, whether continuous or not;
- ii) Duty in an equivalent or higher post in foreign service; and
- iii) Leave other than extra ordinary leave.

Provided that the Appointing Authority may direct that extra-ordinary leave shall count for increments if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee or as study leave without pay for attainment of additional experience or qualification that would benefit the institution.

34. Drawal of Pay

- i) An employee shall be entitled to the pay of the post to which he/she is appointed from the date on which he/she assumes charge of the post.


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- ii) Pay in respect of any month shall become payable on the last working day of the month. The Director-General may allow the drawl of pay on any day prior to the last working day, in special circumstances.

35. Kinds of Allowances

The allowances of RIS employees shall be governed in accordance with the rates, scales and conditions as applicable to Central Government employees.

36. New Pension Scheme

All appointees joining on or after 01 January, 2004 shall be covered under the New Pension Scheme as per provisions laid down in the NPS, as revised from time to time.

37. Contributory Provident Fund

Employees who have opted for Contributory Provident Fund (CPF) shall continue to be covered by the rules and regulations governing the same.

38. Group Insurance Scheme

Employees shall be eligible for Group Insurance Scheme of Life Insurance Corporation of India.

39. Death-cum-Retirement Gratuity

- i) On retirement (superannuation) or termination of service a permanent employee who has completed five years of qualifying service shall be granted Gratuity equal to Death-cum-Retirement Gratuity as provided under the Central Civil Service (Pension) Rule, 1972.
- ii) If an employee dies while in service after completing five years or qualifying service his family shall be paid Death Gratuity equal to



the entitlement of Death- cum-Retirement Gratuity under Central Civil Services (Pension) Rule 1972.

- iii) For the purpose of these Rules, qualifying service of an employee shall commence from the date he/she takes charge of the post to which he/she is first appointed either substantively or in an officiating capacity or in an officiating or temporary capacity: Provided that officiating or temporary service is followed without interruption substantive appointment in the same or another post.

Provided further that:

Service on contract, part-time service as well as ad-hoc service on consolidated salary shall not be counted as qualifying service.


- iv) These rules will not apply to any such employee who is on deputation from Central/State Government or any other organization.

v). a) The Director-General shall be the sanctioning authority for the purpose of this Bye-law. In case of Director-General the sanctioning authority will be Chairperson, Governing Council.


b) In respect of matters not specified for in this Bye-law, e.g. scale of Gratuity, various terms and conditions and procedure etc., the orders issued by the Central Government in regard to Death-cum-Retirement Gratuity benefit to Central Government employees under Central Civil Service (Pension) Rule, 1972, as amended from time to time shall apply mutatis-mutandis to the employees of the Institute.

40. Ex-gratia payment to Families of Deceased Retirees CPF beneficiaries

Widows and dependent children of the deceased CPF beneficiaries who had retired from service of RIS prior to 1.1.1986 shall be granted ex-gratia payment, as per provisions of Ministry of Personnel, Public Grievances and Pensions (Department of Pension and Pensioner's Welfare) O.M.No.4/1/87-P&PW- (P'IC) dated 13 June, 1988 as amended from time to time.


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15


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41. **Prevention of Sexual Harassment**

RIS shall be governed by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 as amended from time to time.

42. **RTI Act**

The DG shall formulate guidelines for implementing the provisions of the RTI Act 2005.

43. **Discipline, Penalties, Appeal and Review**

- i) Central Civil Services (Classification, Control and Appeal) Rules, 1965 mutatis mutandis as amended from time to time shall be extended to RIS.

RIS may formulate procedural guidelines for conduct of disciplinary proceedings. DG shall designate an officer to discharge the duties of Vigilance Officer* in addition to his duties.

- ii) The powers and functions for discharge of disciplinary function are annexed in Schedule- I where the appellate authority is the Chairperson, orders of the appellate authority on appeals preferred before it may be communicated on behalf of the appellate authority under the signature of an officer of RIS other than the disciplinary authority, who has been duly authorized in this regard by the appellate authority.


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SECTION III: FINANCIAL BYE-LAWS

49. General

General Financial Rules of the Government of India shall apply mutatis mutandis.

50. Preparation of Budget Estimates

Not later than 1st September each year, the Director-General shall have prepared detailed budget estimates of receipts and expenditure for the ensuing financial year, which shall be considered by the Governing Council and General Body. Budget Estimates as finally accepted by the Governing Council will be forwarded to the Government of India for sanction of funds.

51. Form of the Budget Estimates

The Estimates shall depict the annual income and expenditure of RIS under various heads of accounts and shall include:

- i) actual receipt and expenditure of the preceding year;
- ii) the initial budget estimates for the current year;
- iii) revised budget estimates for the current year rounded to the nearest hundred rupees; and
- iv) budget estimates proposed for the ensuing year
- iv) in case of any variation between the budget and the revised estimates.

52. Appropriation, Re-appropriation and Sanction of Expenditure

The Director-General will ensure that expenditure does not exceed the budget Allocations. The competent authorities for Appropriation, Re-appropriation and sanction of expenditure have been specified in Schedule-I.

53. Investment of Funds

- i) Subject to such general or special directions as the Governing Council may give, the funds of RIS may be invested in the following manner:
- securities of the Government of India or any State Government;
 - stocks / shares of such companies whose interest / payment of dividends have been guaranteed by the Government of India.
 - in the form of fixed/call deposits with the Bank of India or any Nationalized Bank in India;
 - any other manner as the Governing Council may approve / decide Investments of all funds of RIS shall be the responsibility of and be executed by the Director-General and a record of such investments shall be maintained in a register to be called the Register of Securities, by an officer of RIS authorized by the Director-General. The investment Committee shall personally verify this register once every quarter.

54. Receipts and Payments

- All moneys shall be received in the name of RIS and shall without delay be credited in full, to the account of the Institute with the Bank of India or any other Nationalized Bank.
- Payment by, and on behalf of, RIS shall be made by electronic means or cheques or by cash, and shall be entered in a cash book/approved accounting software system and shall be verified by Director-General, or an officer authorized by him for the purpose.
- Counterfoils of the used cheque books shall be kept in the safe custody of an officer authorized for the purpose.

- iv) All payment by RIS shall be made on bills or other documents duly prepared and passed for payment by the Director General or by such other officers as may be authorized by the Director General for the purpose. The paid vouchers shall be stamped "Paid and Cancelled" so that they cannot be used second time. They should then be serially numbered and kept in safe custody for production at the time to audit.
- v) A statement or reconciliation of receipts and payments as entered in the approved accounting software system, and as shown in the fortnightly or monthly statement received from the bank, shall be prepared every month.
- vi) Receipts shall be issued for money received by RIS. The Officer authorized to issue these receipts shall satisfy himself at the time of signing the receipt and initiating its counterfoil that the amount has been properly entered in the cash book/approved accounting software system.
- vi) The blank receipt books shall be kept under lock and key under the personal custody of the Deputy Director (Finance & Accounts). A register of blank receipt books shall be maintained by the Administrative / Accounts Officer and Counterfoils of the used Receipt books shall also be kept by him.

55. Accounts and Audit

The accounts of the RIS shall be maintained on accrual basis. The records of the receipts and expenditure will be maintained under broad Head of Accounts indicated in the Schedule-III.

- i) RIS shall maintain appropriate registers like the following:
 - a) Cash Book/approved accounting software
 - b) Petty Cash Book/approved accounting software

- c) Ledger
 - d) Provident Fund Contribution Register
 - e) General Provident Fund/Contributory Provident Fund Accounts of Employees
 - f) New Pension Scheme Contribution Register
 - g) Securities and other capital investments.
 - h) Cheque Books -Receipt Books
 - i) Stock Register of Furniture and other office equipments
 - j) Stock Register of Stationary
 - k) Stock Register of consumable articles
 - l) Stock Register of Publications
 - m) Buildings and other immovable property register
 - n) Library Accession Register
 - o) Miscellaneous Stocks Register.
 - p) Pension Accounts of Employees and Pension Fund
 - q) Other registers prescribed from time to time.
- ii) At the close of every financial year, as far as possible by May but not later than June Director- General shall arrange to compile the annual accounts of the closed financial year. The accounts will thereafter be audited by the Auditors appointed by RIS and the expenditure incurred on audit of accounts will be met from out of the funds of RIS.
- iii) The Auditors will prepare an Annual Audit Report on the accounts of RIS which will contain such comments, general or special as they may consider necessary on the financial position of RIS and on the results of their audit, they shall submit this audit report to the Director General for acceptance of facts.



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20



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- iii) On receipt of the Audit Report together with the audited accounts and the balance sheet, the Director-General will place the same before the Governing Council, which in its turn will submit it to the General Body. The Audit Report and balance sheet, together with the observations of the Governing Body will be communicated to the Ministry of External Affairs, Government of India.

56. Security Deposits

- i) A private person or firm contracting with RIS to supply stores, render services or to execute a work may, at the discretion of the Director-General and provided that the non-compliance of the contract may cause embarrassment of financial loss to RIS, be required to furnish security for the due fulfilment of the contract. A suitable provision shall be incorporated in the agreement. The security shall be in the form of:
- Cash
 - Post Office Cash Certificates
 - National Savings Certificates
--National Plan Savings Certificates
--Promissory notes/stock certificates of Government
 - Post Office Savings Bank Pass Books
 - Deposit receipts of Schedule Banks
 - Fidelity bond from Insurance Companies in form prescribed by Government (in case of Government Servants only).
- ii) The security deposits shall be deposited with the tender documents and pledged in favour of the Director-General. The custody of securities and other bonds shall be with the Director General or any other officer authorized by him in this behalf.

- iii) Security deposits taken from an employee of RIS shall be retained for six months from the date he/she vacates his post but a security bond shall be retained permanently or until it is certain that there is not further necessity for keeping it.
- iv) The Cashier and the Store- Keeper shall furnish such security deposit either in the form of "Fixed Deposit Receipt" drawn on any Scheduled Bank of India, or National Savings Certificates or National Plan Bonds pledged in favour of the Director-General or fidelity bond from Insurance Company for such sum as may be decided by the Director General. The security deposits shall remain with RIS and be released on the expiry of six months from the day of the Cashier/Storekeeper ceases to be so employed unless it is withheld by the order of the Director General.

57. Loans and Advances

- i) Subject to the availability of funds and budget provision, loans for the purchase of motor cars, motorcycles, scooters and bicycles may be sanctioned by the Director General or any other authority to whom powers have been delegated to a permanent employee who has completed five years service in RIS. under the same, terms and conditions as those applicable to the Central Government Servants. The authority delegated with powers for sanction of advances will also accept the mortgage Bond etc.
- ii) "Subject to availability of budget provision, advances for House Building may be sanctioned by the Director-General to the permanent employees of RIS

In the case of Director General, the competent authority to sanction the advance will be Chairperson.




Section IV : Purchase and Acquisition of Stores


58. Purchase

- i) Purchase shall be made in the most economical manner in accordance with the definite requirements of RIS. As far as possible periodical indents shall be prepared and as many articles as possible obtained by means of such indents. At the same time care shall be taken not to purchase stores much in advance of actual requirements if such purchase is likely to prove unprofitable. Also, purchase order shall not be split up to avoid the necessity for obtaining the sanction of the higher authority required with reference to total amount of orders.
- ii) All materials received shall be examined, counted, measured or weighed, as the case may be, when delivery is taken, and they shall be taken in charge of responsible officer who shall see that the quantity is correct, their quality is good and that they are according to the approved specifications where prescribed. A certificate that the materials received have been entered in the appropriate stock register should also be recorded.

59. Issue of stores:

- i) When materials are issued from stock for departmental use, the officer in-charge of the store shall see that the indent in the prescribed form has been made by a duly authorized indenting officer, examine it carefully with reference to the orders or instructions for the issue of stores, if any, and order the issue of stores.


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- ii) In case the transfers, the officer- in-charge of stores shall see the stores in his custody are made over correctly to the successor and an appropriate receipt taken from him.

60. Safety of Stores

The officer entrusted with stores of any kind shall take special care for arranging for their safe custody, for providing suitable accommodation, more particularly for valuable and combustible stores for keeping them in good and efficient condition and for protecting them from loss, damage or deterioration. He/she shall also maintain suitable accounts and inventories in respect of the stores in his charge with a view to preventing loss through theft, accident, fraud or otherwise and to make it possible at any time to check the actual balances with the book balances and the payment to suppliers etc., separate account shall be kept of :

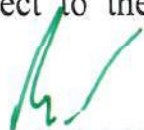
- i) "Dead Stock" such as plant machinery, furniture etc.
- ii) Other stores"

61. Inventory

An inventory of the dead stock shall be maintained showing the number received, the number disposed of and the balance in hand for each kind of article. Articles of dead stock shall be verified at least once every year and the result of verification recorded on the inventory. All discrepancies noticed shall be properly investigated and brought to account immediately so that the inventory may represent the true account.

62. Physical Verification

- (i) A physical verification of stores shall be made at least once a year subject to the condition that the verification is not entrusted to a



person who is the custodian, the ledger keeper or the accountant of stores to be verified or who is not conversant with the classification, nomenclature and technique of the particular stores to be verified.

- (ii) The verification shall not be left to low grade subordinates and in the case of large and important stores, it shall be as far as possible entrusted to a responsible officer who is independent of the subordinate authority in-charge of the stores.
- (iii) In making physical verification, the following instructions shall invariably be observed:
 - a) Verification will be always made in the presence of the subordinate authority responsible for the custody of the stores;
 - b) All discrepancies noticed shall be brought to account immediately so that the stores account may represent true state of the stores; and
 - c) Shortages and damages as well as unserviceable stores shall be reported immediately to the authority competent to write off the loss.

63. Sanction to write off

The prior sanction of the competent Authority shall be obtained to the writing off all losses, deficiencies or depreciation in the value of stores and for their disposal/sale thereof.



