



## WORLD INTELLECTUAL FORUM (WIF)

Established by

**DR. D. SWAMINADHAN RESEARCH FOUNDATION (DSRF)**

(Registered under the Indian Trusts Act, 1882 - Registration No.4794  
and Societies Registration Act, 1860 - Registration No. S/28158)  
Street No.17, Gagan Mahal Road, Domalguda, Hyderabad-500029, India

## CONSTITUTION

(SCHEME, RULES AND REGULATIONS AND BYE-LAWS)

**Effective from 23.11.2016.**

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**ORIGIN AND RESOLUTIONS**

**I. ORIGIN**

Dr. D. Swaminadhan Research Foundation (DSRF), which is a secular, non-profit, scientific, educational and research Forum has been established and registered at Delhi as a public Charitable Trust and as a Society. It has all India jurisdiction. The main objective of the Forum is to contribute towards the advancement of human development based on eco-friendly and pro-poor approaches and the gender equity requirement through involving scientists, technologists, social scientists, social workers etc., and undertaking relevant education, research, training and innovations and to link them for Social Action for the improvement of the quality of life of the weaker sections like rural and urban poor including scheduled caste and scheduled tribes and undertake tribal studies, research and development programmes for their upliftment. The Foundation has established Jawaharlal Nehru Institute of Advanced Studies (JNIAS). The Foundation has accorded approval to Jawaharlal Nehru Institute of Advanced Studies (JNIAS) to create the World Intellectual Forum (WIF) at Hyderabad jointly with Sri Ramanuja Mission Trust (SRMT), Chennai, to blossom into an autonomous and non-profit body and to function, mostly in a virtual mode. WIF strives to be impartial and is not tied to any government, political, partisan, regional or national interests.

**II. BOARD OF TRUSTEES RESOLUTION**

Under the provisions of clause (3) (iv) of the aims and objectives of the Trust, the following resolutions were made:

A. The Board of Trustees meeting held on 10.9.2016 resolved as under:

"8 (b) After detailed discussion the Board of Trustees resolved that Dr. D. Swaminadhan Research Foundation (DSRF) may accord approval to Jawaharlal Nehru Institute of Advanced Studies (JNIAS) to create the World Intellectual Forum (WIF) at Hyderabad jointly with Sri Ramanuja Mission Trust (SRMT), Chennai" with effect from 1.7.2016.

B. The Board of Trustees meeting held on 10.11.2016 resolved as under:

- “3 (ii) (a) Approved the ‘Scheme’ of establishing the World Intellectual Forum (WIF).  
(b) Approved the ‘Rules & Regulations’ of the World Intellectual Forum (WIF).  
(c) Approved the ‘Bye-laws’ of the World Intellectual Forum (WIF)”.

### **III. GOVERNING BODY RESOLUTION**

A. The Adjourned Special Meeting of the of Governing Body of Dr.D.Swaminadhan Research Foundation (DSRF) Society convened on 19-09-2016 at 10.00 A.M resolved as under:

“3(b) The Governing Body of Dr.D.Swaminadhan Research Foundation (DSRF) appreciated the good initiative and accorded approval to its Jawaharlal Nehru Institute of Advanced Studies (JNIAS) for the establishment of “World Intellectual Forum (WIF)” jointly with Sri Ramanuja Mission Trust (SRMT), Chennai at Hyderabad with effect from 1-7-2016.

B. At the meeting held on 23.11.2016 the Governing Body resolved under:

“3 (ii) Approved the ‘Scheme, Rules & Regulations and Bye-laws of the World Intellectual Forum (WIF)”.

## SCHEME

### SCHEME FOR THE ADMINISTRATION AND MANAGEMENT OF THE WORLD INTELLECTUAL FORUM (WIF), HYDERABAD.

Date of Commencement 1. Date of commencement of the Scheme.  
The Scheme for the administration and management of the World Intellectual Forum (WIF), Hyderabad, shall come into force on the 23<sup>rd</sup> November, 2016.

Headquarters of the Forum 2. The Head Office of the Forum shall be presently situated at Hyderabad and it could be shifted to any other place with the approval of the Foundation/ Society.

#### **I. DEFINITIONS**

Definitions 3 (a) "The Foundation" means "Dr. D. Swaminadhan Research Foundation", a Trust registered under the Indian Trusts Act, 1882.

(b) "The Society" means "Dr. D. Swaminadhan Research Foundation", a Society registered under the Societies Registration Act, 1860.

(c) "The Forum" means the "World Intellectual Forum (WIF)".

(d) "General Council" means the General Council of the Forum.

(e) "Executive Board" means the Executive Board of the Forum constituted under Clause 8 of the Scheme.

(f) "Chairman" means Chairman of the Board of Trustees of the Foundation.

(g) "The Chair" means the Chairman of the General Council and the Executive Board of the World Intellectual Forum (WIF).

(h) "The Co-Chair" means the Co-Chairman of the General Council and the Executive Board of the World Intellectual Forum (WIF).

(i) "The Secretary-General" means the person appointed as the Secretary-General of the World Intellectual Forum (WIF).

- (j) "Year" means, unless otherwise specified by the General Council, the financial year from April to March.

**Aims and  
Objects**

**II. AIMS AND OBJECTS**

4 The main objective is to brainstorm on national, international and supranational (global) issues of political, socio-economic, civil, ideological, ethical, philosophical and cultural relevance and importance and:

- (a) to deliberate upon issues, problems and challenges relating to development, environment, human & civil rights and duties, human security, communal harmony, peaceful co-existence and world peace and security in the contemporary situation and suggest solutions;
- (b) following UN-UNESCO-WPF appeals, to foster Global citizenship through civic education and civil activity in order to raise the level of common human intellect worldwide;
- (c) to focus on issues relating to technology management and application of advancements in science, engineering and technology for development and to improve the quality of life of people, but not for use in construction of new armament;
- (d) to work towards Peace, Disarmament, Development and Social Prosperity;
- (e) bring out approach papers and provide policy inputs for development, including intellectual development, especially for Developing Countries;
- (f) to serve as an Independent GLOBAL WATCH to voice United Concern against wars and crimes against humanity and nature, and to contribute towards establishing a peaceful World Order and Social Progress;
- (g) to collaborate with like-minded organisations in considering, proposing and initiating global programs or structures that are consistent with these objects;

- (h) to do all such other lawful acts, deeds, or things, either alone or in conjunction with other organisations as are incidental or conducive to the attainment of the above objects;

### **III. AUTHORITIES OF THE FORUM**

**Authorities** 5. The following shall be the authorities of the Forum:

- (i) The Chair of the General Council and the Executive Board
- (ii) The Co-Chair of the General Council and the Executive Board
- (iii) Secretary-General
- (iv) Directors (Heads) of Global Regional Centres and at Head Quarters.
- (v) Such other authorities as may be declared by the Regulations to be the authorities of the Forum.

### **IV. POWERS OF THE FORUM**

**Powers of the Forum** 6. The Forum shall have the following powers:

- (a) To enter into agreements for cooperation and coordination with other Forums, Institutions and organisations founded for cognate objects;
- (b) To confer honorary membership of WIF and other distinctions on persons subject to any provisions made in this behalf in the Bye-laws.
- (c) To enter into arrangements/agreements with the Government of India and with foreign and international agencies and organisations, the Governments and other public or private bodies, or organisations or individuals for securing and/ or accepting grants-in-aid, donations or gifts to the Forum on mutually agreed terms and conditions provided that such terms and conditions shall not be contrary to or inconsistent with the objects of the Forum and the Forum.
- (d) To take over or acquire from Government of India and foreign and international agencies and organisations, the State Government and

other public or private bodies or organisations or individuals, institutions, libraries, laboratories, museums, immovable properties, endowments or other funds together with any attendant obligations so that neither the transaction nor the terms and conditions whereunder it is concluded, is inconsistent with the objects of the Forum and the Forum.

- (e) invest and deal with funds and monies of the Forum;
- (f) borrow and raise monies on mortgages, promissory notes or other securities funded or based upon all or any of the properties and assets of the Forum or without any securities;
- (g) draw, accept, make, endorse, discount and deposit Government and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- (h) create reserve fund, sinking fund, insurance fund or any other special fund whether for depreciation, repairs, improvement, extension or maintenance of any of the properties or rights of the Forum and/or for recouping wasting assets and for any other purposes for which the Forum deems expedient or proper to create or maintain any such fund or funds.
- (i) The Forum may purchase, hire, lease, exchange or otherwise acquire property, movable or immovable, tangible or intangible (including copy rights, patents and intellectual properties) which may be necessary or convenient for purpose of the Forum and construct, alter and/or maintain such buildings and works as may be necessary for carrying out the objects of the Forum.
- (j) The Forum may sell, hire, lease, exchange or otherwise transfer or dispose of all or/any property, movable or immovable, of the Forum with the approval of the General Council.
- (k) To alienate, with the prior approval of the General Council, the properties and assets of the Forum by way of sale, exchange, lease, gift

or otherwise;

- (1) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Forum.

#### **V. GENERAL COUNCIL**

##### **General Council**

- 7 (i) There shall be a General Council comprising of all the Members of WIF.
- (ii) The Chair: Prof. Dr. D. Swaminadhan, President, Jawaharlal Nehru Institute of Advanced Studies (JNIAS), Hyderabad, India will be the Chair.
- (iii) The Co-Chair: Prof. SAR PV Chaturvedi, Founder Chairman and Managing Trustee, Sri Ramanuja Mission Trust (SRMT), Chennai, India will be the Co-Chair.
- (iv) Term of Office: Both the above Chair and Co-Chair hold their positions for life.
- (v) The General Council will meet once in a year to provide general policy guidelines and approve annual reports and annual accounts.

#### **VI. EXECUTIVE BOARD**

##### **Executive Board**

- 8(a) (i) An Executive Board will be constituted by the General Council to formulate and steer the Programmes / Activities of WIF and to oversee their implementation and monitoring.
- (ii) The Term of the Executive Board will be for a period of 5 years.
- (iii) The total number of Executive Board Members may not exceed twenty five at any given point of time, excluding the Chair and Co-Chair. The number may be increased if found necessary by the Forum.
- (iv) The Chair and the Co-Chair of General Council will also be the Chair and the Co-Chair of the Executive Board.



(v) The Registrar of Jawaharlal Nehru Institute of Advanced Studies (JNIAS) will be the Secretary-General of the World Intellectual Forum (WIF).

**First  
Executive  
Board**

(b) (i) Initially a 'Nucleus' of WIF will be formed with the Invited Members.

(ii) The Nucleus of WIF will form the first Executive Board.

**Term of the  
Executive  
Board**

(c) The first Executive Board of the Forum shall continue in office for 5 years from the date of establishing the Forum.

(d) Thereafter the Executive Board shall be reconstituted by the General Council of the Forum for every five years.

(e) Any vacancy arising shall be filled up by the Executive Board.

**Functions  
and  
Powers**

9 (a) The Executive Board shall exercise all executive and financial powers of the Forum

(b) It shall be responsible for the proper conduct of the Forum in accordance with the Constitution and in keeping with the aims and objects as set forth therein.

(c) In particular and without prejudice to the generality of the foregoing provisions, the Executive Board shall have the power, subject to the provisions of these rules and bye-laws framed there under to:

(i) prepare and execute detailed plans and programmes for the furtherance of the objects of the Forum;

(ii) consider the annual and supplementary budgets placed before it and pass them with such modifications as may be deemed necessary;

(iii) prepare annual reports and accounts of the Forum for the consideration of the General Council;

(iv) create posts and appoint such staff as may be required for the efficient management of the

- affairs of the Forum and regulate the recruitment and conditions of their service;
- (v) receive and to have custody of funds of the Forum and manage the properties of the Forum;
  - (vi) incur expenditure, subject to provisions of the approved budget;
  - (vii) enter for, and on behalf of the Forum into agreement including those containing arbitration clauses;
  - (viii) lay down terms and conditions governing scholarships, fellowships, consultancy, grants-in-aid, research schemes and projects;
  - (ix) establish, maintain, amalgamate and/or close schools, centres, laboratories, offices, etc.;
  - (x) appoint boards, Committees, sub-committees and panels, consisting of persons who may or may not be members of the Executive Board or employees of the Forum to deal with any demarcated area of operation including approval of projects, the composition of which and the upper financial limit of which shall be determined by the General Council.
  - (xi) In case of emergency, the Chair shall have the power to appoint such boards, committees, sub-committees and panels subject to the approval by the Executive Board at its next meeting.
  - (xii) to impose and recover fees and charges for the services rendered and the courses offered by the Forum, if any.
  - (xiii) to establish Global Regional Centres in each of the Six Continental Areas of the Globe.
- (d) The Executive Board may, by resolution, delegate such administrative, financial and other powers to its Chair, Committees, Secretary-General or any other officer of the Forum as it may consider necessary and proper, subject, if deemed necessary, to the condition that action taken by them under the powers so delegated, shall be subject to confirmation at the next meeting of the Executive Board.

- (e) The First Executive Board with the Founder Members is Attached (Annexure).

**VII. CHAIR OF THE EXECUTIVE BOARD**

**Chair**

- 10. The Chair of the General Council of the Forum shall be the Chair of the Executive Board for life.

**Functions and Powers of Chair**

- 11(a) He shall preside over the meetings of the Executive Board.
  - (b) In case the votes for and against a particular issue are equal the Chair shall exercise his casting vote.
  - (c) The Chair shall be the sole and absolute authority to judge the validity of the vote cast by Members at all the meetings of the Executive Board.
  - (d) The Chair may in writing delegate such of the powers as he may consider necessary to the Secretary-General.
  - (e) The Chair shall be entitled to invite any other person to attend the meeting of the Executive Board but such persons shall have no powers of voting.
  - (f) The Chair may direct the Secretary-General to call a special meeting of the Executive Board at a short notice, in case of emergency.
  - (g) On all such matters as the Chair thinks are of sufficient importance and urgency and cannot wait being placed before the next meeting of the Executive Board, and which he anticipates would get the approval of the Executive Board, the Chair shall take decisions and place the same before the Executive Board at its next meeting.

**VIII. CO-CHAIR OF THE EXECUTIVE BOARD**

**Co-Chair**

- 12 (a) The Co-Chair of the General Council shall be the Co-Chair of the Executive Board for life.

- (b) The Co-Chair shall exercise all powers and discharge such duties and responsibilities as may be delegated to him by the Executive Board.

**IX. FINANCE COMMITTEE**

**Finance Committee**

13. There shall be a Finance Committee and it shall be constituted by the Executive Board.

**Powers and Functions**

14. The powers and functions of the Finance Committee shall be as follows:

- (i) to scrutinize the accounts and the budget estimates of the Forum and to make recommendations to the Executive Board;
- (ii) to consider proposals for new expenditure on account of the major works and purchases and to make recommendation to the Executive Board;
- (iii) to scrutinize re-appropriation statement and audited accounts and make recommendations thereon to the Executive Board;
- (iv) to review the finances of the Forum from time to time;
- (v) to recommend the policy with regard to such financial matters as may be referred to it by the Executive Board;
- (vi) to offer advice and make recommendations to the Executive Board on any financial matter affecting the affairs of the Forum.

**X. RESEARCH COUNCIL**

**Research Council**

15. A Research Council shall be constituted by the Executive Board.

**Powers and Functions**

16. The Research Council shall be the Academic and Research Body of the Forum, and subject to the provisions of the Scheme, Regulations and Bye-Laws of the Forum, shall:

- (a) constitute Research Advisory committees;
- (b) brainstorm on identified areas of global concern;

- (c) prepare 'Approach Papers' on the identified areas and Circulate the Approach Papers to the Concerned Organisations / Governments after approval by the Executive Board;
- (d) Organise Annual Conferences inviting Presidents/Prime Ministers of Countries, Heads of World Bodies, National State Chief Ministers and Ministers, Nobel and other Laureates, Planners, Policy makers, Heads of Research and Social Organisations and eminent Scientists and Scholars to discuss on various global issues relating to Peace, Security, Disarmament and Development, Sustainable Development Goals, Climate Change, Human Rights and Violations, Poverty Alleviation, Prevention of Wars, War Crimes, Genocide, Terrorism and Rehabilitation of associated Victims and problems of the Developing Countries.
- (e) Identify Institutions / Organisations / Groups for interaction and cooperation with World Intellectual Forum (WIF).

**XI. SECRETARY-GENERAL**

**Secretary-General**

17. The Secretary-General shall be appointed by the General Council on the recommendations of the Executive Board for a period of five years.

**Powers and Functions**

- 18 (a) The Secretary-General shall be the executive head of the Forum.
- (b) The Secretary-General shall be responsible for the efficient functioning of the Forum in accordance with the Aims and Objects, Rules and Regulations and Bye-laws of the Forum.
- (c) The Secretary-General shall cause the accounts of the Forum audited by the auditors.
- (d) The Secretary-General shall prepare the Annual Report/Annual accounts/budget statements of the Forum.

**XII. FINANCIAL CONTROLLER**

**Financial Controller**

19(a) The Executive Board shall appoint a Financial Controller.

**Powers and Functions**

- (b) The Financial Controller shall be in complete control of Finances and Accounts of the Forum and shall act as per the directions of the Secretary-General in the interest of smooth functioning of the Forum. He will be responsible for the preparation of agenda papers and recording the minutes of the meetings of the Finance Committee and such other duties as may be prescribed by the Secretary-General.
- (c) The Financial Controller shall be the custodian of all securities and related documents and shall be responsible for all financial matters and maintenance of the accounts as prescribed by the Regulations and Bye-Laws.

**XIII. FUNDS OF THE FORUM**

**Funds of the Forum**

- 20. The Funds of the Forum shall consist of the following:
  - (a) Grants made by the Central Government , State Governments or Union Territories of India;
  - (b) Donations and contributions from other sources including Agencies or Forums within the country or from abroad and international agencies like the constituents of the United Nations;
  - (c) fees and charges imposed by the Forum for services rendered, the courses offered and projects undertaken by it;
  - (d) income from investments;
  - (e) income and receipts from other sources.

**Property of The Forum**

- 21. All properties of the Forum movable or immovable - shall rest in the Forum and shall be administered by the Executive Board within the parameters set by the General Council.

**Income of the Forum**

- 22. The income and property of the Forum, however derived, shall be applied towards the promotion of the objects of the Forum subject nevertheless, in respect of expenditure of grants made by the Government from time to time.

#### **XIV. BANKERS**

- Bankers** 23 (a) The bankers of the Forum shall be any Scheduled / Nationalised Bank in India or Foreign Bank as may be decided by the Executive Board.
- (b) All funds shall be paid into the Forum's accounts with the bankers and shall be operated in such a manner as shall be decided by the Executive Board from time to time.

#### **XV. LEGAL PROCEEDINGS**

- Litigation** 24 (a) The Secretary-General may sue and be sued in the name of the Forum. The Secretary-General shall sign pleadings and other documents and accept processes on behalf of the Forum in such legal proceedings.
- (b) Similarly, the Financial Controller shall represent the Forum in legal proceedings relating exclusively to financial transactions, shall sign pleadings and other documents and accept processes on behalf of the Forum in such legal proceedings.
- (c) WIF cannot be held responsible in any way for the actions, of the Members, Organizations and institutions associated with WIF, in their individual capacity and for resultant consequences.
- (d) Similarly no Executive Board Member of WIF shall be personally liable for any loss or damage arising from the administration or application of the funds and properties of the World Intellectual Forum (WIF) unless such loss or damage is caused through the willful default or breach of trust or culpable negligence by the Executive Board or its Members

#### **XVI. CONTRACTS**

- Contracts** 25. All contracts for and on behalf of the Forum shall, when authorised by a resolution of the Executive Board in that behalf, be made in the name of the Forum and signed by the Secretary-General except that a contract of service between the Forum and the Secretary-General

shall be signed by the Chair of the Executive Board on behalf of the Forum;

**XVII. TRANSFER OF FORUM PROPERTY**

**Transfer of Property** 26. Transfers of Forum property referred to in Clause 21 above shall be affected on behalf of the General Council by the Secretary-General after its approval.

**XVIII. REGULATIONS**

**Regulations** 27. Subject to the provisions of the Scheme, the Regulations may provide for any or all of the following matters:

- (a) Tenure of office of members of the various authorities of the Forum, including the filling up of vacancies thereof and other matters relating thereto;
- (b) Framing of rules of business of the authorities of the Forum;
- (c) Constitution of selection committees for appointment of the staff of the Forum;
- (d) Terms and conditions of service of the members of the staff of the Forum;
- (e) Extension of service of members of the staff of the Forum;
- (f) Constitution of pension / gratuity / provident fund for the benefit of the members of the staff of the Forum;
- (g) Award of Honorary Fellowship of the Forum;
- (h) Audit of the accounts of the Forum; and
- (i) Any other matters relating to the administration of the Forum.

**Bye-Laws**

**XIX. BYE-LAWS**

28. Subject to the provisions of the Scheme and Regulations, the Bye-Laws may be framed on any or all of the following matters;



- (a) Nomination or election of the members of the various authorities of the Forum;
- (b) Rules for the conduct of business, including quorum and notices;
- (c) Rules for the conduct of business of the selection and other committees;
- (d) Appointments, promotions, leave and vacation, deputation and training abroad, residential accommodation, traveling allowance, penalties and appeals;
- (e) Scientific and industrial consultancy services;
- (f) Finances and accounts of the Forum;
- (g) Institution and award of research and other conferment of the Forum;
- (h) Courses of study and research within the Forum, in consultation with the Research Council;
- (i) Such other matters as may be prescribed by the Regulations.

**XX. ACTS AND PROCEEDINGS NOT TO BE INVALIDATED BY VACANCIES ETC.**

**Acts And Proceedings Not To Be Invalidated By Vacancies Etc.**

29. No act of any of the authorities or any bodies, or any committees appointed by such authorities or constituted under the provisions of the Scheme, Regulations or Bye-Laws shall be invalid merely by reason of:
- (a) any vacancy therein or defect in the constitution thereof, or
  - (b) any defect in the nomination or appointment of a person acting as a member thereof, or
  - (c) any irregularity in its procedure not affecting the merits of the case.

## **XXI. AUDIT OF ACCOUNTS**

- Audit Of Accounts Procedure** 30 (i) The Forum shall cause regular accounts to be kept of its money and properties. The accounts shall be maintained in such a form as may be prescribed by the Executive Board.
- (ii) The accounts of the Forum shall be audited annually by the Chartered Accountant appointed by the Executive Board.

## **XXII. ANNUAL REPORT**

- Annual Report Procedure** 31 (a) The Annual Report of the working of the Forum and all work undertaken during the year shall be prepared by the Secretary-General for information of the General Council and the Executive Board.
- (b) A draft of the Annual Report along with the audited accounts of the Forum and the auditor's report thereon shall be placed before the General Council at its Annual General Meeting.

## **XXIII. AMENDMENTS TO THE PURPOSE, SCHEME, NAME RULES REGULATIONS AND BYE-LAWS**

- Alteration or Extension of the purpose of the Forum** 32. With the approval of the General Council the Forum may also, extend or modify the purpose for which it is established.
- Alteration or amendment of Rules** 33. The provisions of this Scheme may be modified at any time by the General Council with its sanction by a resolution passed by a majority of the members present and voting at a meeting convened for the purpose.
- Change of name of the Forum** 34. The Forum may change its name by a resolution passed by majority of the members of the General Council present and voting at a meeting of the General Council convened for the purpose.
- Modification** 35. The Rules, Regulations and Bye-Laws of the Forum may be modified at any time by the General Council with its sanction by a

resolution passed by a majority of the members present and voting at a meeting convened for the purpose.

**Winding up  
or  
dissolution  
or the  
Forum**

36. If on winding up or dissolution of the Forum there shall remain after the satisfaction of its debts and liabilities, any funds or property whatsoever, the same shall not be paid or distributed among the members of the Executive Board or any of them but shall consistently to the objects of the Forum be handed over to the Dr. D. Swaminadhan Research Foundation.







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**WORLD INTELLECTUAL FORUM (WIF)**  
**FIRST EXECUTIVE BOARD**

	<p><b>CHAIRMAN</b> <b>Prof. Dr. D. Swaminadhan</b> Ph.D. (England), D.Sc. Ph.D (h/c), FIE, FNAE, FTAS, FAPAS, MISTE, MISCA. MIIPA USE-WPF Professor on Civic Knowledge, Conferred by World Philosophical Forum University, Athens, Greece</p> <p><b><u>President</u></b> Mahatma Gandhi National Institute of Research and Social Action (MGNIRSA), Hyderabad, India Jawaharlal Nehru Institute of Advanced Medical Research (JNIAMER), Secunderabad, India</p> <p><b><u>Chairman &amp; Director</u></b> <b><u>General</u></b> Jawaharlal Nehru Institute of Advanced Studies (JNIAS), Secunderabad, India Jawaharlal Nehru Institute of Advanced Research (JNIAR), Secunderabad, India</p> <p><b><u>Chairman</u></b> Dr. D. Swaminadhan Research Foundation (DSRF), Hyderabad, India PLANET Research Foundation (PRF), Hyderabad, India India Watch Group (INWAG), Secunderabad, India</p> <p><b><u>Formerly:</u></b> Vice-Chancellor, Jawaharlal Nehru Technological University, (JNTU) Hyderabad Member, Planning Commission Government of India, New Delhi. Addl. Secretary, University Grants Commission (UGC), New Delhi Vice -Chairman A.P. State Planning Board, Govt. of Andhra Pradesh, Hyderabad National Advisory Council,</p>		<p><b>CO-CHAIRMAN</b> <b>Prof. SAR PV Chaturvedi</b> M.A (Philosophy), M.A (Sanskrit), LLB Founder Managing Trustee, Sri Ramanuja Mission Trust (SRMT), Chennai, India The International GUSI Peace Prize Laureate USE-WPF Professor on Civic Knowledge, Conferred by World Philosophical Forum University, Athens, Greece Chief Patron India Watch Group (INWAG), Hyderabad, India Chief Mentor and Vice Chairman, Jawaharlal Nehru Institute for Advanced Research (JNIAR), Hyderabad Chairman, Association for Inter-Faith Dialogue &amp; Action (AIDA), Hyderabad; Advisor, International Peace Research Institute, URI Asia; Distinguished Professor- International School for Contemporary Studies on Religion, Peace &amp; International Understanding, Jawaharlal Nehru Institute for Advanced Studies (JNIAS), Hyderabad; Distinguished Professor, School of Law, JNIAS; Distinguished Professor, Pedagogy &amp; Educational Reforms, C-STAR, Chennai; Distinguished Professor- Department of Pharmacogenomics, Jawaharlal Nehru Institute of Advanced Medical Research (JNIAMER), Hyderabad; Professor of Eminence-India International Multiversity, Pune; Honorary Chairman, Advisory Board - PROBE (a resource center for Journalists), Delhi &amp; Hyderabad; Honorary Advisor- Pentagram Research Institute, Hyderabad; Hon. Director, Center for Environment &amp; Climate Change, Hyderabad; Chief Patron-India's Century Mission, Indian Heritage Academy, Bangalore; Patron, International Interfaith Dialogue India, Cochin; Patron, International Research Institute of Relative</p>
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**MEMBERS**

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11		<b>Dr. C.N.R. Rao, FRS</b> National Research Professor Linus Pauling Research Professor & Honorary President Jawaharlal Nehru Centre for Advanced Scientific Research, Bangalore, India CSIR Centre for	12		<b>Dr. Thomas Clough Daffern, BA</b> (Hons), PhD, D.Sc. (Hon), PGCE Director, International Institute of Peace Studies and Global Philosophy, UK and France (www.educationaid.net) Secretary General, Philosophers and Historians for Peace (www.educationaid.net)

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13		<p><b>Dr. Sam Pitroda</b>          Former Adviser to the Prime Minister of India on Public Information Infrastructure &amp; Innovations, New Delhi          He is an internationally respected telecom inventor, entrepreneur, development thinker, and policy maker.          Email: Sam@sampitroda.com</p>	14		<p><b>Prof Harry Friedmann PhD.</b>          Chemistry Department. Bar-Ilan University, Israel,          Expert on the micro-physics of consciousness and the chemistry of light.          Jewish mystic, Kabbalist and a highly learned scientist.          Email: friedhar@biu.013.net.il</p>
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## REGULATIONS FRAMED PURSUANT TO CLAUSE 33 OF THE SCHEME

### 1. Definitions

- 1.1 In these Regulations, unless the context otherwise requires:
- (a) "Forum" means the World Intellectual Forum.
  - (b) "Scheme" means the Scheme for the administration and management of the Forum.
  - (c) "Bye-laws" means the Bye-laws framed by the General Council pursuant to Clause 34 of the Scheme.
  - (d) "Year" means the calendar year.
  - (e) "Academic Year" means the period of one year commencing with the opening of the session and ending on the last day of the vacation following.
  - (f) "Foundation" means Dr. D. Swaminadhan Research Foundation, the Trust and the Society.
  - (g) "Authorities" mean the authorities of the Forum as defined in Clause 5 of the Scheme.
  - (h) "Executive Board" means the Executive Board of the Forum constituted under Clause 8 of the Scheme.
  - (i) "Research Council" means, the Research Council of the Forum constituted under Clause 17 of the Scheme.
  - (j) "Finance Committee" means the Finance Committee of the Forum constituted under Clause 15 of the Scheme.
  - (k) "General Council" means the General Council of the Forum.
  - (l) "Chairman" means the Chairman of the Foundation.
  - (m) "Chair" means the Chair of the General Council and Executive Board of the Forum.
  - (n) "Co-Chair" means the Co-Chair of the General Council and Executive Board of the Forum.
  - (o) "Secretary-General" means the Secretary-General of the Forum.

- (p) "Deputy Secretary-General" means the Deputy Secretary-General of the Forum.
- (q) "Financial Controller" means the Financial Controller of the Forum.
- (r) The expression "Director" includes "Head of Department".
- (s) "Superannuation" means attainment of the age of sixty five years in cases of teaching staff and sixty years in cases of non-teaching staff.
- (t) "Term" means one of the two periods into which a session as defined in the Bye-laws is divided and the duration of the terms being as laid down in the Bye-laws.
- (u) The expression "Department" includes Schools, Centres, Sections, Laboratories, Units involved in academic activities.

## **2. Executive Board**

- 2.1 The term of office of the members of the Executive Board shall be five years from the commencement of the year in which the Executive Board is constituted.

## **3. Research Council**

- 3.1 The term of office of the Members of the Research Council shall be three years from the date of its Constitution.
- 3.2 The Research Council shall meet as and when required.

## **4. Finance Committee**

- 4.1 The term of office of the Finance Committee shall be three years from the commencement of the year in which the Committee is constituted.
- 4.2 The Committee shall ordinarily meet four times during a year.

## **5. Rules of Business**

- 5.1 The authorities of the Forum shall have the power to frame rules for the conduct of their business, subject

to the approval of the Executive Board.

**6. Vacancies in membership of authorities**

6.1 When a vacancy occurs in the office of a member of any of the authorities of the Forum through death, resignation or for any other reason before the expiry of the term of his office, the Executive Board may appoint another person to hold office for the unexpired period of the term.

**7. Eligibility for Re-nomination**

7.1 Every member of any of the authorities of the Forum shall be eligible for re-nomination on the expiry of the period of his nomination.

**8. Constitution of Selection Committees for Appointments**

8.1 The appointment of the Secretary-General shall be made by invitation by the Executive Board. For this purpose, the Executive Board shall constitute a Selection Committee consisting of:

- |  |                          |
|--|--------------------------|
| Chair of the Executive Board<br>(ex-officio)                           | - Chairman               |
| Two persons nominated by the<br>Executive Board                        | - Members                |
| Two persons nominated by the Trust<br>Financial Controller(ex-officio) | - Members<br>- Secretary |

The Selection Committee will submit to the Executive Board the names of persons considered suitable for the purpose.

8.2 The appointment of a Deputy Secretary-General shall be made by the Executive Board, either by invitation or on the recommendation of a Selection Committee constituted by it for the purpose.

8.3 Appointments to posts in the following cadres shall be made by the Executive Board on the recommendations of the Selection Committees constituted as under:

- (a) Directors, Heads of the Regional Centres, Professors, and other posts in this category, in comparable scales of pay:

- |                              |            |
|------------------------------|------------|
| Chair of the Executive Board | - Chairman |
|------------------------------|------------|

- |  |             |
|--|-------------|
| A nominee of the General Council   | - Member    |
| Two persons, at least one of whom shall be an expert, nominated by the Executive Board | - Members   |
| One expert nominated by the Research Council   | - Member    |
| Secretary-General (ex-officio)   | - Secretary |
- (b) Associate Professor, Assistant Professor, Senior Research Officer, Research Officer, and other posts in this category, in comparable scales of pay:
- |  |             |
|--|-------------|
| Chair of the Executive Board   | - Chairman  |
| Two persons, at least one of whom shall be an expert, nominated by the Executive Board | - Members   |
| One expert nominated by the Research Council   | - Member    |
| Director, Head of the School/Centre  | - Member    |
| Secretary-General (ex-officio)   | - Secretary |
- (c) Financial Controller
- |  |             |
|--|-------------|
| Chair of the Executive Board                 | - Chairman  |
| Two persons nominated by the Executive Board | - Members   |
| Two persons nominated by the Trust           | - Members   |
| Secretary General (ex-officio)               | - Secretary |
- (cc) Other posts in the same category as Secretary-General & Financial Controller as may be decided by the Secretary-General
- |                                  |             |
|----------------------------------|-------------|
| Chair of the Executive Board     | - Chairman  |
| A nominee of the General Council | - Member    |
| A nominee of the Executive Board | - Member    |
| Secretary-General (ex-officio)   | - Secretary |
- (d) Librarian, Deputy Librarian and Assistant Librarian
- |  |             |
|--|-------------|
| Chair of the Executive Board   | - Chairman  |
| Secretary-General (ex-officio) or his nominee  | - Member    |
| Two experts, one each to be nominated by the General Council and the Executive Board, who shall not be members of the staff of the Forum | - Members   |
| Two Directors/ Heads of Regional Centres or Head Quarters nominated by the Executive Board   | - Members   |
| Secretary-General (ex-officio)   | - Secretary |

In the case of recruitment to the posts of the Deputy Librarian and Assistant Librarian, the Librarian will also be a member of the Committee.

- (e) Deputy Secretary-General, Assistant Secretary-General, Deputy Financial Controller, Accounts Officer, Engineer (Works & Maintenance), Engineer (Elect.), Senior Purchase Officer, Purchase Officer and Stores Officer and posts in comparable scales of pay as may be decided by the Secretary-General.

Secretary-General	- Chairman
Two nominees of the Executive Board	- Members
Financial Controller (ex-officio)	- Secretary

- (f) Any posts other than those mentioned above and other than those for which powers of appointment have been given to the Secretary-General:

Ad Hoc Committee to be appointed by the Executive Board in each case.

- 8.4 All posts at the Forum shall be filled either by the invitation or by the promotion, or by open advertisements as may be decided by the Executive Board on the recommendation of the Secretary-General.
- 8.5 Appointments to posts for which powers have been given to the Secretary-General shall be made by him in accordance with the Bye-laws.
- 8.6 The procedure for the work of the selection committees and ad-hoc committees shall be as laid down in the Bye-laws.
- 8.7 The selection or ad hoc committees appointed under the foregoing Regulations shall continue to function until the appointment to the respective posts are made or until they are superseded by fresh selection or ad hoc committees appointed by the Executive Board.

**Temporary Appointments:**

- 8.8 Notwithstanding anything contained in these Regulations, the Executive Board may make temporary appointments for periods not exceeding five years. The Executive Board shall lay down the procedure for making temporary appointments for a period not exceeding one year. When the duration of such appointments exceeds one year, they shall be made by the Executive Board on

the recommendation of the selection committees appointed by it for the purpose.

**Appointments to posts in addition to the sanctioned cadre:**

8.9 Notwithstanding anything contained in these Regulations, the Executive Board may make appointments to posts in addition to the sanctioned cadre on such terms and conditions as it may decide in each case.

8.10 Notwithstanding anything contained in these Regulations, specialists and scholars may be invited by the Secretary-General to participate in the work of the Forum for specified periods on such honoraria as may be fixed by the Executive Board.

**9. Terms and Conditions of Service**

Certificate of physical fitness

9.1 Every employee shall, prior to his taking up his appointment at the Forum, be medically examined and certified as fit for service by the Consulting Medical Officer of the Forum or a medical officer of such status as may be prescribed by the Executive Board from time to time.

Date from which appointment takes effect:

9.2 All appointments shall take effect from the date on which the appointee reports himself for duty at the Forum.

Tenure of Appointments:

9.3 It shall be open to the appointing authorities to offer appointments under one of the following alternatives:

- (a) On contract for a period up to five years in the first instance, which shall include a period of probation of one year in cases of both teaching and non-teaching staff; or
- (b) In the case of a teaching staff, a continuing appointment with a probationary period of two years till the close of the academic year in which the appointee attains the age of sixty five years; and

In the case of a non-teaching staff, a continuing appointment with a probationary period of two years till the end of the month in which the appointee attains the age of sixty years.

It shall be open to the appointing authority to extend the period of probation of a member of the staff from time to time or permit waiver, if it considers it necessary.

9.4 Appointments on contract under Clause 9.7 of Regulation may, at the option of the appointee and satisfaction of the performance of the appointee by the Executive Board, be renewed any number of times, each such renewal, however, being for a period not exceeding five years; provided that at the end of any such appointment on contract the appointee may exercise option for continuing appointment upon which the appointee shall be offered continuing appointment till the age of superannuation as may be, applicable to teaching and non-teaching staff

9.5 All appointments shall be terminable on a notice in writing on either side without assigning any reasons. The duration of the period of notice shall be:

- a) During the period of probation - One month
- b) After the period of probation:
  - For teaching staff - Not less than three months terminating on the last day of a term
  - For those other than teaching Staff - Three months

Retirement on medical ground:

9.6 Notwithstanding anything contained in the foregoing Regulations, the Executive Board may retire a member of the staff on 3 months notice from the service of the Forum for permanent physical or mental disability incapacitating him for further service, if so certified by the Consulting Medical Officer of the Forum or a medical officer of such status as prescribed by the Executive Board from time to time. The decision of the Executive Board in this regard shall be final and binding on the member of staff concerned. The Executive Board may pay such member of staff 3 months' pay and allowances in lieu of notice.

### Voluntary Retirement

- 9.6 A At any time after a staff member has completed 20 years of qualifying service, he may, by giving notice of not less than three months in writing to the Forum, retire from service.

### Contract of Service:

- 9.7 Every member of staff of the Forum appointed by the Executive Board or appointed to any post, as may be approved by the Executive Board from time to time, shall sign a contract of service in the prescribed form accepting in writing the terms and conditions of appointment, before joining duty or before the expiry of 30 days of his joining duty. He shall also sign similar contracts of service before taking up each subsequent appointment.

### Whole Time Service:

- 9.8 An employee shall devote his whole time and attention to the servile of the Forum and shall not take active part in politics, or without the previous permission of the Executive Board in the case of the Secretary-General or of the Secretary-General in the case of others, engage, directly or indirectly, in any trade, business or occupation or enter on any remunerative commitment or absent himself from duty except in the case of accident or sickness certified by a competent medical authority.
- 9.9 Members of the staff shall not stand for election or accept nomination to any local body or university authority without the previous permission of the Executive Board in the case of the Secretary-General and of the Secretary-General in the case of others.

### Performance of Duties

- 9.10 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 Executive Board, of the Secretary-General or of any other authority, body or person to whose authority he may be subjected, according to the rules laid down at the Forum. He shall conform to such rules governing conduct and the performance of his duties as may be framed by the Executive Board from time to time.



**10. Extension of Service**

- 10.1 Extension of service for the Secretary-General, including extension beyond the date of retirement on superannuation, may be granted by the Executive Board for a specified period.
- 10.2 Extension of service for all other members of the staff may be granted:
- (a) By the appointing authority if the extension does not extend beyond the date of retirement on superannuation.  
or
  - (b) By the Executive Board if the extension extends beyond the date of retirement on superannuation.
- 10.3 In exceptional cases, extension of service beyond the date of retirement on superannuation may be granted only if it is in the interest of the Forum and shall be for one year to three years at a time and shall always be subject to the member of the staff being certified as physically fit by the Chief Medical Officer of the Forum or a medical practitioner of the status of a Civil Surgeon or District Medical Officer, provided that no such extension shall be granted beyond the age of seventy years.

**11. Provident Fund, Pension and Gratuity Benefits**

- 11.1 The Executive Board shall frame rules providing benefits like provident fund, gratuity, pension, etc., to employees of the Forum. The said rules may be amended from time to time in order to fulfill the objectives in the Scheme. The rules shall, among other things, lay down (a) the employees or class of employees to whom the schemes are applicable, (b) the rate of subscription payable by the employee and the rate of contributions, if any, payable by the Forum to the provident fund, and (c) the scale of gratuity and/or pension payable by the Forum. Every employee eligible to the above benefits shall have an option to be governed by one of the alternative schemes, the option once exercised will become final.

**12. Honorary Fellowship**

- 12.1 The Honorary Fellowship of the Forum may be conferred by the Executive Board on:

- (a) Eminent scholars in recognition of their distinguished contribution to knowledge in the subjects in which the Forum is interested; or
- (b) Persons who have rendered eminent service to the Forum; or
- (c) Persons who have made a noteworthy and lasting contribution to the cause of science, engineering, technology, medicine, agriculture, social sciences, environment and poverty alleviation in India.

12.2 The Honorary Fellows shall enjoy such privileges as may be decided by the Executive Board from time to time.

### **13. Audit**

13.1 The accounts of the Forum shall be audited periodically in such a manner as the Executive Board may direct. The results of audit shall be communicated by the Auditor to the Executive Board of the Forum who shall submit a copy of the report along with its observations to the General Council.

## BYE-LAWS FRAMED PURSUANT TO CLAUSE 34 OF THE SCHEME

### 1. Definitions

1.1 In these Bye-laws, unless the context otherwise requires:

- (a) "Academic Year" means the period of one year commencing with the opening of the session and ending on the last day of the vacation following.
- (b) "Session" means the period from the first of August in any year to the thirtieth of April in the year following.
- (c) "Vacation" means the period from the first of May to the thirty first of June.
- (d) "Year" means the financial year of the Forum beginning on the first of April and ending on the thirty first of March following.
- (e) "Regulations" means the Regulations framed pursuant to Clause 33 of the Scheme.
- (f) "Authorities" mean the authorities of the Forum defined in Clause 5 of the Scheme.
- (g) "The General Council" means the General Council of the Forum.
- (h) "Executive Board" means the Body constituted under Clause 8 of the Scheme.
- (i) "Finance Committee" means the Finance Committee of the Forum constituted under Clause 13 of the Scheme.
- (j) "Research Council" means the Research Council of the Forum constituted under Clause 17 of the Scheme.
- (k) "Secretary-General" means the Secretary-General of the Forum.
- (l) "Deputy Secretary-General" means the Deputy Secretary-General appointed by the Executive Board.
- (m) "Financial Controller" means the Financial Controller of the Forum.

- (n) The expression "Director" includes "Professor" and Head of Global Regional Centres.
- (o) The expression "Department" includes Centres, Sections, Laboratories, Units involved in academic and Research activities.

## **2. Executive Board**

- 2.1 The Executive Board shall meet at least once in six months.
- 2.2 (a) All meetings of the Executive Board shall be called by notice in writing by and under the hand of Secretary-General.
- (b) Every notice calling a meeting of the Executive Board shall state the date, time and place of the meeting and shall be sent to every member of the Executive Board normally seven clear days before the day appointed for meeting.
- (c) The Chair may, in special circumstances, call a meeting at a notice shorter than seven days.
- (d) Any inadvertent omission to give notice or the non-receipt or late receipt of notice by any member shall not invalidate the proceedings of the meeting.
- 2.3 The Chair shall preside over all the meetings of the Executive Board. In his absence, the Co-Chair shall preside. In the absence of both of them the members shall choose one from amongst themselves as the Chairman of the meeting.
- 2.4 Ten members of the Executive Board present, in person, shall constitute the quorum. No quorum shall be required for an adjourned meeting.
- 2.5 Each member of the Executive Board shall have one vote. All disputed questions at the meetings of the Executive Board shall be determined by vote of the members - present and voting, provided that in case of equality of votes, the Chair shall have a casting vote.
- 2.6 Any business which it may be necessary for the Executive Board to perform, except such as may be required to be placed before the Annual General Meeting of the General Council, may be performed by a

resolution in writing circulated among all members, and any such resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if the resolution had been passed at a meeting of Executive Board.

2.7 The proceedings of all meetings of the Executive Board and resolutions passed by circulation shall be submitted to the Chair of the Executive Board for his approval.

### **3. Order of Business**

3.1 The order of business shall ordinarily be as follows:

- (a) Election of the Chairman of the meeting, if necessary;
- (b) Confirmation of the minutes of the previous meeting;
- (c) Confirmation of decisions arrived at by circulars;
- (d) Matters arising out of the minutes of the previous meeting;
- (e) Any motion for a change in the order of business;
- (f) Resolutions and reports from the Finance Committee;
- (g) Reports from other Committees;
- (h) Reports from the Secretary-General;
- (i) Research Council business; and
- (j) Other business.

3.2 The agenda items shall be grouped and classified under the following head, namely;

- (i) Items for Discussion
- (ii) Items for Approval
- (iii) Items for Report

3.3 All questions shall be decided by a majority of votes of the members present, the Chairman in the case of an equality of votes, having a casting vote.

3.4 The minutes of each meeting of the Executive Board shall be prepared by the Secretary-General and submitted to the Chair of the Executive Board or if he is absent from the meeting, the Deputy Secretary-General shall prepare the Minutes and submit to the Chairman of the meeting, for his approval. The approved minutes shall be delivered or posted to every member within twenty eight days from the date of the meeting.

3.5 The proposals relating to matters requiring immediate action may be circulated to members of the Executive Board on the recommendation of the Secretary-General and with the approval of the Chair of the Executive Board.

Should a member of the Executive Board be not in favour of such a proposal or should he desire that the matter under circulation be discussed at a meeting, it shall be placed before the next meeting of the Executive Board and no action thereon shall be taken in the meantime.

3.6 All matters circulated to the Executive Board between meetings and the decisions arrived at shall be reported at the next meeting of the Executive Board for confirmation.

#### **4. Finance Committee**

4.1 The meetings of the Finance Committee shall ordinarily be held every quarter before the meetings of the Executive Board. The Chairman may, however, additional meetings of the Committee to consider any urgent financial matter.

4.2 In the absence of the Chairman of the Finance Committee at any meeting of the Finance Committee, a Chairman for the meeting shall be elected by the members of the Finance Committee present.

4.3 Three members of the Finance Committee shall form a quorum.

4.4 All questions shall be decided by a majority of votes of the members present, the Chairman in the case of an equality of votes, having a casting vote.

4.5 The Rules regarding notice of meeting, inclusion of items in the agenda and circulation of matters between

meetings applicable to meetings of the Executive Board shall, in so far as may be, be followed in connection with the meetings of the Finance Committee also.

**5. Research Council**

5.1 A meeting of the Research Council shall necessarily be held in each term. Additional meetings may be convened at any time by the Chairman on his own initiative or on receipt of a requisition signed by not less than one fourth of the number of members constituting the Research Council for the time being. In the absence of the Chairman at any meeting of the Research Council, Chairman's nominee shall preside over the meeting.

5.2 In the Research Council one third of the number of members shall form the quorum. If the requisite quorum cannot be formed for half-an-hour after the time fixed for the meeting, the meeting shall be adjourned to a further date, on which day, the members present at the adjourned meeting shall transact the business set down for discussion at the meeting convened for the previous date without regard to the requirement of any quorum. The date and time of the adjourned meeting shall be fixed by the Chairman of the Research Council within ten days of the adjournment.

5.3 Proposal relating to matters requiring immediate action may be circulated to members of the Research Council with the approval of the Chairman.

Should a member of the Research Council be not in favour of such a proposal or should he desire that the matter under circulation be discussed at a meeting it shall be placed before the next meeting of the Research Council and no action thereon shall be taken in the meantime.

5.3.1 All matters circulated to the Research Council between meetings and the decisions arrived at shall be reported at the next meeting of the Research Council for confirmation.

5.4 The minutes of the Research Council shall be submitted to the Executive Board drawing specific attention to important matters and to be recommendations made for consideration of the Executive Board.

5.5 The Research Council shall formulate rules and lay down procedures from time to time to implement the provision of Bye-laws relating to its functions.

## **6. Secretary-General**

6.1 In pursuance of the provisions of the Scheme, Regulations and Bye-laws, the Secretary-General shall have the following powers:

- (a) To appoint a suitable person to any post on the maximum pay scale of which does not exceed Rs. 10000/- per month and to such other posts as the Executive Board may delegate its powers to the Secretary-General under Clause 9 (d) of the Scheme.
- (b) To impose penalties on the delinquent staff appointed by him.
- (c) To sanction expenditure within the approved Budget and to make re-appropriations as laid down in the Bye-laws.
- (d) To delegate, with the prior approval of the Executive Board, any of his powers to any officers of the Forum.
- (e) The Secretary-General may exercise such other powers as maybe delegated to him by the Executive Board. The Secretary-General may attend any meeting of any of the Committees and may address the members.

6.2 The Secretary-General shall take such action as he deems necessary, in the circumstances of expediency and shall thereafter report the action taken to such authority or body as would have in the ordinary course dealt with the matter.

## **7. Appointments**

7.1 The Selection Committee for a post shall meet at Hyderabad or at such other place as its Chairman may decide. It shall get the credentials of all the candidates who have applied to be examined and shall also consider other suitable names suggested, if any, by the members of the committee or brought otherwise to the notice of the committee.

7.2 The following shall be the quorum for Selection Committees for various categories of posts:



<b>CATEGORY OF POST</b>	<b>QUORUM</b>
(a) Secretary-General	3 members
(b) Director/Heads of Regional Centres and Head Quarters, Director/Heads, Professors, Research Officers and other posts in this category in comparable scales.	3 members (including at least one external expert)
(c) Assistant Professor/Lecturer/ Principal Scientific Officer/ Senior Scientific Officer/ Scientific Officer and other posts in this category in comparable scales of pay	3 members (including at least one external expert)
(d) Secretary-General/Financial Controller and other posts in this category in comparable scales of pay in administration as may be decided by the Secretary-General	3 members
(e) Librarian/Deputy Librarian/ Assistant Librarian	3 members (including at least one external expert)
(f) Deputy Secretary-General/Assistant Secretary-General/Deputy Financial Controller/Accounts Officer/ Engineer (W & M)/Senior Purchase Officer/Purchase Officer/Stores Officer and Posts in comparable scales of pay as may be decided by the Secretary-General	3 members
(g) Other Posts	3 members

7.3 Where the Executive Board has decided that a post/posts be filled by promotion from among the members of the staff, it shall direct whether the post/posts shall be filled (i) on merit alone or (ii) on the basis of seniority-cum-fitness.

7.4 The Selection Committee shall scrutinize the list of candidates selected to be called for interview and interview/consider in absentia any or all the

candidates as it thinks fit and shall make its recommendation to the appointing authority, the names of the selected candidates being arranged in the order of merit.

- 7.5 It shall be open to the Selection Committee for a higher post to recommend a person for a lower post if suitable candidate for the higher post is not available.
- 7.6 The Executive Board shall approve panels of experts for appointment on the Selection Committees.
- 7.7 Candidates called for interview shall be paid towards their traveling expenses a contribution equivalent to the following:
- (i) In cases where the minimum of the pay scale attached to the post is not less than Rs. 15,000/p.m. - single first class or AC 3-Tier or A.C. 2-Tier rail fare each way by the shortest route.
  - (ii) In cases where the minimum of the pay scale attached to the post is not less than Rs. 10,000/p.m.- single second class rail fare each way by the shortest route; and where necessary actual bus fare or fare by ferry boat, etc. for travel between places not connected by rail for both the categories.
- 7.7.1 The Executive Board may approve from time to time, such other posts for which contribution towards traveling expenses for attending interview may be granted.
- 7.8 Candidates appointed to posts, the minimum of the pay scales attached to which is not less than Rs. 15,000/- p.m. and to such other posts as may be approved by the Executive Board from time to time shall be paid a single fare of the class to which they are entitled, for joining duty at the Forum, if they are single, or two such fares if married; provided that in the latter case the wife of the candidate accompanies him or follows him within a period of six months of his joining duty at the Forum. Where an appointee entitled to first class fare travels by a class lower than the first, he shall be paid the fare of the class by which he actually travels.
- 7.8.1 When a candidate accepts appointment while abroad, he shall be paid rail fare at the above rate only from the

port of disembarkation in India to the Forum, if he goes over the Forum direct for joining duty, or else from his place of permanent residence in India by the Forum.

7.8.2 The Executive Board may, however, in exceptional cases, sanction to those selected from within the country or from abroad contributions towards their expenses of travel to join duty at such rate and under such conditions as it may in its discretion decided in each case.

7.9 When a vacancy occurs in any post owing to death, resignation or for any other reason within six months of the incumbent of the post joining duty, the appointing authority may offer the appointment to the next candidate, if any recommended by the selection committee or the ad hoc committee for the post concerned, on such terms as may have been approved.

7.10 It shall be open to the Secretary-General to decide whether a particular post for appointment to which powers have been vested with the Secretary-General shall be filled by open advertisement or without recourse to advertisement. The Secretary-General shall lay down procedures for making such appointments.

## **8. Charge of Additional Duties**

8.1 If a member of the staff of the Forum is appointed to hold full charge of one or more posts in addition to his own as a temporary measure, the additional pay which may be granted to him shall not exceed 1/5 of his substantive pay in respect of each additional post in addition to his pay.

8.2 If a member of the staff of the Forum is appointed to discharge only the current duties of one or more posts in addition to his own as a temporary measure, the additional pay which may be granted to him shall not exceed 1/10 of his substantive pay in respect of each additional post in addition to his pay.

## **9. Industrial Research and Patent Rights**

9.1 When any investigation is undertaken at the Forum on behalf of the external bodies or persons, a charge shall be levied which will cover not only the remuneration paid to the staff engaged on such

investigations but also the cost of additional equipments used, and compensation for laboratory and workshop facilities, etc., provided for such investigation.

9.1.1 A patent for inventions arising out of such investigations may be taken exclusively in the name of the Forum or jointly in the name of Forum and such external bodies or persons sponsoring the investigation.

9.2 All rights in respect of investigations carried out at the Forum and patent obtained thereof, except those referred to in the preceding Bye-law, shall vest in and be the absolute property of the Forum. The Executive Board may transfer by way of sale, exchange, or otherwise deal with the rights of the Forum in any such investigations and patents as it deems fit.

9.2.1 All applications for patents in respect of such investigations shall be filed by the Secretary-General in the name of the Forum.

9.3 The worker or workers concerned shall execute an agreement with the Forum assigning all rights in respect of such investigations and patents thereof to the Forum and agreeing to the filing of applications for such patent in the names of the Forum.

9.4 One-third of the net profit accruing to the Forum out of any patent shall be ear-marked for distribution among the workers concerned.

9.5 Nothing in this section of the Bye-laws shall, however, apply to investigations carried out in the laboratories of the Forum from the funds made available by the Central/State Governments and other Government agencies or statutory bodies.

## **10. Traveling and Halting Allowances**

10.1 Members of the staff of the Forum shall ordinarily be entitled to traveling and halting allowances according to scales fixed from time to time by the Government of India for its employees.

10.2 Such allowances as aforesaid in excess of what are admissible under the Bye-law may be granted by a special Resolution of the Executive Board for good and valid reason.

**11. Leave and Vacation**

- 11.1 Members of the staff of the Forum shall be governed by the leave rules as framed by the Executive Board.
- 11.2 The Executive Board shall decide as to the class of employees of the Forum who shall be entitled to vacation. Employees so entitled shall be eligible for pay and allowances at full rates during the period of vacation.
- 11.3 Ordinarily, an employee entitled to vacation shall remain on duty for one month during the vacation. If, however, exigencies of service so require, the Secretary-General may decrease or increase up to a maximum of one and half months the period during which such an employee is to remain on duty during the vacation. In exceptional cases the Secretary-General may retain an employee on duty for the entire duration of the vacation.
- 11.4 When an employee of the Forum entitled to vacation is prevented from availing himself of the whole or a portion of the vacation, he shall be eligible for credit of leave in compensation as may be prescribed in the leave rules framed by the Executive Board.
- 11.5 Leave at credit shall not be granted to an employee who resigns his appointment at the Forum either prior to or subsequent to such resignation.

**12. Deputation and Permission to Visit / Work and Study Outside the Forum**

- 12.1 The Secretary-General may depute members of staff to any place outside the Forum for the work of the Forum or for any other specified purpose. The Secretary-General may also permit members of staff to work outside the Forum for undergoing special training study or for any other specified purpose. The Executive Board shall lay down the terms and conditions in this regard.
- 12.2 The Executive Board may include in such terms and conditions, sanction of special study leave, extraordinary study leave etc., and may permit combination of any kind of leave with vacation.
- 12.3 The Executive Board may, in addition, require in such class of cases as it may consider necessary that the

members of the staff concerned shall give an undertaking in writing to serve the Forum on return for such period as it may prescribe.

### **13. Residential Accommodation**

13.1 The Secretary-General of the Forum shall be provided with a free furnished house in the premises of the Forum, in which he will be required to reside.

The Chair and the Co-Chair of the Executive Board shall be provided with a free furnished house in the premises of the Forum and suitable transport shall also be provided.

The other employees of the Forum may be provided with unfurnished houses in the premises of the Forum, in which they are required to reside if so desired by the Secretary-General. Such employees shall be charged rent at rates prescribed by the Executive Board from time to time as per rules framed for the purpose.

The occupants of the houses, except the Chair and Co-Chair, shall pay extra for water, electricity and other service made available to them.

13.2 The Executive Board may allot furnished or unfurnished rent free accommodation or levy such fee at concessional rates to any category of staff if it considers necessary to do so in the interest of the Forum.

13.3 An employee on deputation shall have to vacate the house allotted to him by the Forum, should the Secretary-General require it for any purpose. If the family of an employee on deputation is permitted to occupy the house, he shall pay such rent as the Executive Board may fix, provided that such rent shall not be less than the amount which the employee was paying on the date of his proceeding on deputation.

### **14. Conduct Rules**

14.1 The Executive Board shall frame conduct rules for its employees and make such amendments thereto as may be required from time to time.

## 15. Penalties and Appeals

- 15.1 The Secretary-General in the case of members of the staff appointed by him, and the Executive Board in the case of any member of the staff, may place a member of the staff under suspension:
- (a) Where a disciplinary proceeding against him is contemplated or is pending; or
  - (b) Where a case against him in respect of criminal offence is under investigation or trial.
- 15.1.1 The payment of subsistence allowance during suspension of a staff member will be regulated as per the Government of India rules from time to time.
- 15.2 If as a result of the enquiry the charge framed against a member of the staff is proved, the Secretary-General in the case of those appointed by him, and the Executive Board in the case of any member of the staff, may, at their discretion, inflict any of the following penalties:
- (a) Censure.
  - (b) Recovery from pay of the whole or part of any pecuniary loss caused to the Forum by negligence or breach of orders.
  - (c) Withholding of increments or promotion.
  - (d) Reduction in rank, i.e., reduction to a lower post or a time scale or to a lower stage in a time scale.
  - (e) Compulsory retirement.
  - (f) Removal from service.
  - (g) Dismissal from service.
- 15.2.1 Provided, however, no such member of the staff as aforesaid shall be reduced in rank, removed or dismissed from the service of the Forum until he has been given a reasonable opportunity of showing cause against action proposed to be taken in regard to him.
- 15.2.2 Provided further that no such enquiry as aforesaid shall be necessary if reduction in rank, removal or dismissal is proposed on the ground of conviction by a court.
- 15.3 A member of the staff aggrieved by any other imposing penalty passed by the Secretary-General against him shall be entitled to prefer an appeal to the Executive

Board against the order and there shall be no further appeal from the decision of the Executive Board.

15.3.1 No appeal under this Bye-law shall be entertained unless it is submitted within a period of three months from the date on which the appellant received a copy of the order appealed against provided that the Executive Board may entertain the appeal after the expiry of the said period if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

15.4 In the case of an appeal against an order of removal or dismissal from service, the Executive Board shall consider:

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

(b) Whether the findings are justified.

(c) Whether the penalty imposed is excessive, adequate or inadequate and passes orders:

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

(ii) remitting the case to the Secretary-General or to any other authority with such direction as it may deem fit in the circumstances of the case.

15.4.1 Provided that the Executive Board 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.

15.5 When a member of the staff of the Forum has been dismissed, removed or suspended from service on certain charges and if the charges are not proved against him in appeal, the Executive Board may grant to him for the period of this absence from duty:

(a) If he is honourably acquitted - the full pay and allowances to which he would have been entitled had he not been dismissed, removed or suspended from service; or

(b) If otherwise - such proportion of such pay and allowances as the Executive Board may prescribe.



In case falling under clause (a), the period of absence from duty shall be treated as a period spent on duty. In a case falling under clause (b) it shall not be treated as a period spent on duty unless the Executive Board so directs.

15.6 When an order imposing penalty not amounting to an order of removal of service under Bye-law 15.2 is passed by the Executive Board it shall be final and there shall be no further appeal.

15.7 Notwithstanding anything contained in these Bye-laws, the Executive Board may, on its own motion or otherwise, after calling for the records of the case, review any order which is made or as 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 Secretary-General 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 orders as it deems fit.

15.7.1 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.

**16. Budget and Accounts \***  
**Budget:**

16.1 The Heads of the Departments shall forward their proposals concerning the budget estimates for the following year to the Financial Controller who shall prepare the budget under the guidance of the Secretary-General for submission of the same to the Finance Committee, ordinarily at its meeting in September every, year, with the observations of the Research Council. The Secretary-General shall circulate the estimates along with the recommendations of the Finance Committee to the members of the Executive Board. The Executive Board shall **as far as possible** sanction the budget estimates before the end of March.

16.2 Statements of financial proposals for the ensuing year shall include (a) the actuals of the preceding year, (b) the original budget estimate for the current year, (c) the revised budget estimate for the current year and (d) the proposed budget estimate for the ensuing year.

16.3 There shall be separate budgets for the recurring and non-recurring accounts.

**16.4 Depreciation Fund**

The Executive Board shall make annual allotments to a depreciation fund to be maintained for the purpose of meeting expenditure for extraordinary repairs and renewals of the buildings and laboratories of the Forum and the replacement of obsolete or unserviceable equipment, apparatus etc.

\* The procedure and rules indicated under this heading comes into force only when the Forum reaches its final stage of development; until then the Executive Board is free to evolve suitable procedures and rules.

**Re-appropriations**

16.5 The Secretary-General shall have the power to make re-appropriations subject to the following conditions:

(a) Re-appropriations to augment the provision under the heads 'Salaries, Establishment, Provident Fund Contributions and Allowance' shall require the prior consent of the Executive Board.

(b) No re-appropriations shall be made from a head of non-recurring expenditure to a head of recurring expenditure.

(c) Re-appropriations within the heads of non-recurring expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Executive Board.

**Accounts**

16.6.1 The Financial Controller shall be responsible for the proper maintenance of accounts of the Forum.

- 16.6.2 An officer nominated by the Secretary-General shall be responsible for the separate account maintained for administering the Research Schemes sponsored by various agencies.
- 16.7 Separate accounts of receipts and expenditure shall be maintained for recurring and non-recurring expenses in such form as may be prescribed by the Executive Board from time to time.
- 16.8.1 All funds received for administering of the sponsored schemes/projects from outside agencies and incidental thereto shall be paid into the accounts separately opened in the name of the Forum and entitled 'Sponsored schemes/projects'.
- 16.8.2 All other funds received for and on behalf of the Forum shall be paid into the main account opened in the name of the Forum.
- 16.9 All payment to staff and students exceeding Rs. 20000/- and all payments to outside parties shall be made by cheques.
- 16.10 The Internal Auditor shall be responsible for the continuous and concurrent audit of all the accounts of the Forum.

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