

MACS-AGHARKAR RESEARCH INSTITUTE

G.G. AGARKAR ROAD, PUNE

DETAILS OF INFORMATION TO BE DISPLAYED ON INSTITUTE WEBSITE UNDER SECTION 4(1)(b) OF CHAPTER II OF THE RTI ACT, 2005

(i). The particulars of the Organization, functions and duties:

Maharashtra Association for the Cultivation of Science (MACS) was established in 1946 as a Society registered under the Societies Registration Act, 1860 and also subsequently registered under the Bombay Public Trusts Act, 1950. The MACS Research Institute, an autonomous grant-in-aid Institute is fully funded by the Department of Science and Technology, Government of India. The MACS Research Institute was renamed as Agharkar Research Institute in 1992 under the umbrella of MACS (Parent Body) in honour and memory of its founder Director late Prof. Shankar Purushottam Agharkar. The Institute conducts basic and applied research in life sciences and harness the genetic diversity of microbes, plants and animals towards a cleaner environment, sustainable agriculture and better health of the masses with a goal to excel as an internationally recognized centre of multi-disciplinary life sciences research that focuses on industrial development, human health and environment.

Functions and duties are:-

1. To promote, guide and conduct research in the field of plant, animal and microbial sciences in all its aspects.
2. To establish, maintain and manage laboratories, workshops and/ or other units to assist scientific research in biometry and nutrition, chemistry, zoology, geology, botany, genetics, microbiology, nanobioscience, mycology and plant pathology.
3. To conduct field experiments connected with the research activities of the Institute.
4. To organize training facilities for advanced study and research in life sciences and nanobiosciences, and arrange lectures, seminars and symposia in pursuance of the academic work of the Institute and for the diffusion of scientific knowledge.
5. To invite scientists from India and abroad who are actively engaged in research in life sciences to deliver lectures and participate in the research activities of the Institute.
6. To institute and award fellowships, scholarships, prizes and medals.
7. To co-operate and collaborate with other national and international organizations in the field of life sciences.
8. To publish the results of research conducted in the Institute.
9. To disseminate information on matters concerning the activities of the Institute.

(ii). Powers and duties of its Officers and Employees:

A- DIRECTOR:-

- (a) The Director shall be the Principal academic and executive officer of the Institute.

- (b) He shall be responsible for the proper administration, academic programs and maintenance of discipline in the Institute.
- (c) He shall prescribe the duties of all the employees of the Institute and shall exercise such supervision and control over the work and conduct of the employees of the Institute as may be necessary subject to these Rules and Regulations.
- (d) He shall coordinate and exercise general supervision over all research, training and other activities of the Institute.
- (e) He shall prepare, in July-August each year, the budget estimates for the ensuing year and revised estimates for the current year for consideration and approval of the Finance and Budget Committee and the Institute Council.
- (f) The Director shall be empowered to make purchases of capital equipment and other non-recurring items in accordance with the budget provisions up to the limits stipulated by the Institute Council from time to time.
- (g) The Director shall be competent to write off irrecoverable losses of stores or moneys and unserviceable items of equipment and furniture, as may be laid down by the Institute Council from time to time.
- (h) The Director may, in writing, delegate such of his powers and duties, assigned to him in these Rules and in Regulations, as well as the powers and duties that may be delegated to him by the Institute Council, as he may consider necessary to any of his subordinates.
- (i) The Director shall exercise such powers and discharge such other functions as are necessary for the efficient governance and functioning of the Institute.

B- HEADS OF DIVISIONS:-

There shall be a Head of Division for every Division of the Institute. He shall –

- (a) function under the overall supervision of the Director,
- (b) be the principal administrative and academic officer of the Division,
- (c) be responsible to fulfil the academic and research objectives of the Division/Group(s),
- (d) do all such things as are necessary for maintaining discipline and for smooth working of his Division/Group(s) as per relevant Regulations,
- (e) perform all such functions and shall carry out all such duties as are assigned to him by the Director from time to time.

C- ADMINISTRATIVE OFFICER:-

The Administrative Officer shall –

- (a) function under the direction of the Director of the Institute,
- (b) be responsible for the administrative matters of the Institute,
- (c) be responsible for the work of the Office of the Institute,

- (d) act as recorder of the Institute and as custodian of all documents relating to the Institute,
- (e) represent the Institute in legal matters. The Institute may sue, or be sued, only in the name of the Administrative Officer of the Institute,
- (f) perform such functions and shall carry out such duties as are assigned to him by the Director from time to time.

D- FINANCE AND ACCOUNTS OFFICER :-

The Finance and Accounts Officer shall -

- (a) function under the direction of the Director of the Institute,
- (b) supervise the accounts of the Institute and shall assist in preparation of budget and in exercising budgetary control.
- (c) be responsible for the finalization of accounts and for internal auditing,
- (d) perform such functions and shall carry out such duties as are assigned to him by the Director from time to time.

E. Stores & Purchase Officer:-

- (a) The Stores & Purchase Officer shall be responsible for procurement of all stores and equipments of the Institute as per indents from the end users after approval by the Director and shall maintain appropriate records for the purpose. All purchases shall be made as per the approved rules with the approval by the Director.
- (b) Annual Verification of Stock : The Stores & Purchase Officer shall initiate action by the end of the March every year for annual physical verification of stores and a report shall be prepared for submission to the Director .

F . Library In-charge:-

- (a) The Library- in-charge shall be responsible for the custody of books, manuscripts, periodicals etc. belonging to the Library and shall maintain a complete register and index. The purchase of books and journals for the library will be recommended by the Library Committee for approval by the Director. The Rules for the management of the Library shall be framed from time to time, as may be found necessary by the Library Committee appointed by the Director to be responsible for the proper functioning of the Library.
- (b) Annual Report : The Library-in-Charge, shall prepare, by the end of the March every year, a report on the working of the Library for submission to the Director by the Library Committee.

(c) Purchase of Books : The Library –in-charge shall be responsible for purchasing of books approved by the Library Committee or the Director.

(d) Stock taking : The Library-in-charge shall take stock every three years of all the books in the Library. The Library Committee may assign personnel to check the report.

G. Duties of other Officers :

The duties of other officers will be as prescribed by the Director. They will work under the control of the Director in accordance with the standing instructions issued by him from time to time.

(iii). The procedure followed in the decision making process, including channels of supervision and accountability:-

Director is the chief executor and is responsible for the day to day management of the activities of the Institute and overall administration in accordance with the Rules and Bye-laws and other instructions issued by the Institute Council from time to time. All the decisions relating to finance and administration are taken by him.

(iv). The norms set by it for the discharge of its functions:

The Heads of each division will submit reports on the working of projects in their division to Director. All new schemes of research to be conducted at the Institute shall be submitted to the Director for placing the same before the Research Advisory Committee for approval. The Administrative Officer and Accounts Officers shall advise the Director in all matters relating to the administration and finance of the Institute, as may be required.

(v). The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

Bye-laws, Rules and Regulations

THE AGHARKAR RESEARCH INSTITUTE BYE-LAWS

1. SHORT TITLE

These Bye-laws may be called Bye-Laws of the Agharkar Research Institute. These Bye-Laws or any amendments thereto shall come into effect from the date of their approval by the Central Government and the Governing Body.

2. In these Bye-Laws :

- (i) "The Association" means the Maharashtra Association for the Cultivation of Science, Pune.
- (ii) "The Institute" means the Agharkar Research Institute.
- (iii) "Institute Council" means the Institute Council of the Agharkar Research Institute.
- (iv) "Employee" means an employee of the Agharkar Research Institute.

- (v) "Director" means the Director of the Agharkar Research Institute.
- (vi) "Administrative Officer" means the Administrative Officer of the Agharkar Research Institute.
- (vii) "Finance and Accounts Officer" means the Finance and Accounts Officer of the Agharkar Research Institute.
- (viii) "Division Head" means the Division Head at the Agharkar Research Institute.
- (ix) "Governing Body" means the Governing Body of the Maharashtra Association for the Cultivation of Science.

3. **RESEARCH ADVISORY COMMITTEE**

There shall be a Research Advisory Committee which would consist of :

- (a) Nine eminent scientists of various disciplines to be nominated by the Institute Council. (The Chairman to be nominated by the Institute Council).
- (b) Director as Member-Secretary

ROLE OF THE RESEARCH ADVISORY COMMITTEE

- (1) To advise and recommend on the research programmes undertaken by the Institute, monitor and evaluate the programmes recommended in general and in broad terms the allocation of funds to various activities and do few such other things to enable the Institute to achieve academic excellence.
- (2) Research Advisory Committee will advice and recommend regarding creation of posts and also prepare panels for the membership of the Selection Committee instituted to select candidates for appointment to the Scientists posts.

The term of nominated members of the Research Advisory Committee shall be for a period of three years. The Research Advisory Committee shall meet not less than two times in a year.

4. **FINANCE AND BUDGET COMMITTEE**

There shall be Finance and Budget Committee which will consist of :

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|--|------------------|
| a) Director | Chairman |
| b) Nominee of the Institute Council | Member |
| c) Finance and Accounts Officer | Member-Secretary |
| d) Financial Advisor of Department
of Science and Technology (DST),
Govt. of India, or his nominee | Member |

FUNCTIONS OF FINANCE & BUDGET COMMITTEE

- (i) To scrutinize and recommend to the Institute Council the budget estimates for the ensuing year and revised estimates for the current year.
 - (ii) To consider and recommend the audit report and the replies to the audit report to the Institute Council.
 - (iii) To tender advice and make recommendations to Institute Council in matters of provision of posts, fixation of pay and on any matters involving financial implications affecting the affairs of the Institute.
 - (iv) Any other matter referred to it by the Director/Institute Council.
- The tenure of the Finance and Budget Committee shall be for three years.
The Committee will meet at least twice in a year.

BUDGET ESTIMATES

The Director shall cause to prepare the Budget Estimates for the ensuing year and revised Budget Estimates for the current year in July-August each year. The estimates will show expenditure figures of the previous two years and requirements with justification for various items under Plan Recurring and Non-Recurring and Non-Plan Recurring heads. The estimates shall be placed before the Finance and Budget Committee for scrutiny and recommendation to the Institute Council. No expenditure shall be committed or contracted without ensuring funds.

5. **BUILDING & WORKS COMMITTEE**

There shall be a Building and Works Committee of the Institute which will consist of :

- (a) Director Chairman
- (b) Three engineers and an Architect nominated by the Institute Council Members
- (c) Financial Advisor of Department of Science and Technology (DST), Govt. of India, or his nominee Member
- (d) Finance & Accounts Officer Member
- (e) Secretary of the Association Member
- (f) Administrative Officer Member-Secretary

FUNCTIONS OF BUILDING & WORKS COMMITTEE

- (i) To scrutinize and recommend the plans and estimates of buildings, alterations or any other construction items submitted to it by the Director/Institute Council.
- (ii) To consider the tenders received and recommend the award of the works to the Director/Institute Council.
- (iii) To recommend a suitable mechanism to supervise the construction works periodically to ensure that the specifications are adhered to by the contractor and to keep a check on quality of works.
- (iv) To advise on proper maintenance and repairs of the Institute premises and property.
- (v) Any other matter referred to the Committee by the Director/Institute Council.

This will be an ad hoc Committee of the Institute with a specified time period of three years.

The Director shall call the meeting whenever necessary.

6. EXPENDITURE SANCTION

No expenditure from the funds of the Institute shall be incurred without the sanction of the competent authority. The Director shall have such powers as may be delegated by the Institute Council to sanction details of expenditure on any item included in the approved Budget.

7. DRAWING OF FUNDS

- (i) The Finance and Accounts Officer shall be the drawing and disbursing authority.
- (ii) The Bank Accounts of the Institute shall be opened with the approval of the Institute Council.
- (iii) The funds of the Institute shall be invested as directed by the Institute Council.
- (iv) The Accounts of the Institute shall be maintained in conformity with normal financial procedures by Finance and Accounts Officer.

The bank accounts of the Institute shall be operated by the Director and Finance and Accounts Officer jointly. In the event one of them is not available, the Administrative Officer can operate the bank account jointly with Director or any other authority designated by the Institute Council.

8. MAINTENANCE OF ACCOUNTS AND THEIR AUDIT

The Accounts of the Institute shall be maintained by Finance and Accounts Officer in such form as may be prescribed by the Institute Council in consultation with the Department of Science and Technology, Govt. of India. The Finance & Accounts Officer shall prepare an Annual Statement of Accounts including Income and

Expenditure Statement and Balance Sheet. The accounts of the Institute shall be audited yearly by an auditor appointed by the Institute Council or any other agency as directed by the D.S.T., Govt. of India.

9. **SUBMISSION OF ANNUAL REPORT AND AUDITED STATEMENT OF ACCOUNTS**

The Director shall prepare Annual Report and cause to prepare the Audited Statement of Accounts of the preceding year, each year in July-August and submit them to the Institute Council for approval and submission to Department of Science & Technology, Government of India.

10. **RECRUITMENT AND PROMOTION OF STAFF**

Recruitment and Promotion of staff, including Assessment and Merit promotion, in respect of all categories of the staff of the Institute shall be regulated in accordance with the Recruitments and Promotion Rules and Bye-laws of the Institute and guidelines formulated by the Institute Council in this behalf from time to time.

11. **PAY AND ALLOWANCES**

The designations, scales of pay and allowances of all posts shall normally be as laid down by the Institute Council from time to time. Any revision of pay scales will be made applicable after the approval of the Finance & Budget Committee and the Institute Council and the Department of Science & Technology, Government of India. All such scales of pay shall require prior approval of the Finance & Budget Committee, the Institute Council and the D.S.T., Government of India.

12. **POSTS IN APPROVED SCALE – CREATED BY I.C.**

The posts in approved scales may from time to time be created by the Institute Council on the recommendation of the Director, subject to availability of funds in the approved budget. However, prior approval of department of Science and Technology, is necessary for creation of posts above a specified level (E 1 and above).

13. **MATTERS OF DISPUTE**

Matters of disputes in pay fixation, increments, payments of arrears, shall be decided by the Institute Council in consultation with Finance and Budget Committee.

14. **APPOINTMENTS**

(i) **Director**

The appointment of the Director shall be made by the Governing Body, with the concurrence of the Central Government on the recommendations of the Institute Council, by open advertisement and/or by invitation through a Search and Selection

Committee. The Search and Selection Committee shall be constituted with the prior approval of D.S.T., Govt. of India.

The appointment of scientists B, C, E 1, E 2 and F will be made by open advertisement or by the Institute Council through the proper Selection Committee(s). The Selection Committee can also consider suitable nominations of scientist E 2 and above by the Institute Council. Assessment Promotion/Merit Promotion of Scientists shall be regulated by the corresponding Schemes approved by the Institute Council from time to time.

The Director may in exceptional cases appoint persons in approved scales subject to ratification by the Institute Council within one year. The technical staff posts as per classification of posts will be filled up through Selection/Assessment promotion as per recruitment rules framed by the Institute Council in this behalf. The ministerial posts as per classification shall be filled through Selection and on the basis of recruitment rules framed by the Institute Council in this behalf.

15. **INSTITUTE COUNCIL SHALL PRESCRIBE RECRUITMENT RULES ETC.**

The Institute Council shall prescribe educational qualifications, experience and job requirements prescribed for the different posts. The Institute shall prepare a standing "Recruitment Rules covering all the positions (scientific and others)" at the Institute. In case changes are required for some specific reasons, the approval of the Institute Council should be obtained.

16. **THE INSTITUTE COUNCIL SHALL CONSTITUTE APPROPRIATE SELECTION COMMITTEE**

The Institute Council shall constitute appropriate Selection Committee(s) for scientific posts as follows :-

SELECTION COMMITTEES (Passed by the IC on 22nd January 1997).

(i) For Director

Change (a) Secretary of Department of Science

and Technology, Govt. of India Chairman

(b) Two Scientist members of the

Institute Council Members

(c) Two eminent Scientists, nominated

as experts by the Institute Council

in consultation with the DST,

Govt. of India,

Members

Note :

No person who is a recipient of grants/funds from the Ministry concerned or who is closely related to such a recipient should be invited to join the Search-cum-Selection Committee.

(ii) For Scientist E 1, E 2 and F

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|--|------------------|
| (a) Chairman of the Research Advisory Committee | Chairman |
| (b) A scientist member of the Institute Council | Member |
| (c) Two outside experts recommended By the Research Advisory Committee | Members |
| (d) Director | Member-Secretary |

(ii) For Scientists B and C

- | | |
|--|----------------------|
| (a) Director | Chairman |
| (b) Two outside experts recommended by the Research Advisory Committee | Members |
| (c) Divisional Head concerned | Member |
| (d) Subject-expert from A.R.I. | Member |
| (e) Administrative Officer | Non-Member-Secretary |

(iii) For Administrative and Finance and Accounts Officer

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|--|----------|
| (a) Director | Chairman |
| (b) Nominee of the Chairman of the Institute Council | Member |
| (c) Three outside experts nominated by the Institute Council | Members |

- (iv) For other Posts Group I and II and Ministerial staff
- | | | |
|-----|---|----------|
| (a) | Director of the Institute
or his nominee | Chairman |
| (b) | Two technical experts | Members |
| (c) | Administrative Officer | Member |

OR

Finance and Accounts Officer Member

(as needed)

Section/Unit-in-Charge	Member
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"Note : Excepting the Chairman, absence of any member of the Committee for selection/assessment of any post at ARI, will not make the panel invalid; but there could be no additions to meet the exigencies of such absences".

17. APPOINTMENT OF DIRECTOR

The appointment of the Director shall be for a period of five years in the first instance. The Institute Council may extend the services of the Director on the basis of performance and shall stipulate the period of extension.

18. APPOINTMENT OF ALL POSTS OF SCIENTIFIST B AND ABOVE

The appointments to all posts of Scientist B and above should be made for a period not exceeding five years initially. Probationary period shall be one year extendable by six months for all posts. During this period 6-monthly reports shall be obtained by the Director on the performance, of the newly appointed staff member. The appointment may be terminated by the appointing authority on the basis of unsatisfactory performance report during probation period.

Notwithstanding anything contained in the Bye-law 17 and 18 above, the appointing authority may continue the appointment of each employee, including Director, in his existing post, scale of pay and terms and conditions of service, till the employee attains the age of superannuation as prescribed in the Bye-law (vide Bye-law 21).

19. THE I.C. MAY APPOINT A PERSON AS OFFICIATING DIRECTOR

The Institute Council may appoint a person as Officiating Director, in the absence of the Director for a period exceeding month. Such Officiating Director shall exercise

such power with which he may be empowered by the Institute Council. The appointment of Officiating Director shall not normally exceed six months.

20. **ASSESSMENT/MERIT PROMOTION**

When "promotion" is prescribed as the method of one of the methods of recruitment, the feeder grades eligible for promotion and the minimum qualifying service for eligibility shall be specified. The extent to which educational qualifications, experience and age limit shall apply to promoters shall also be specified. The percentage of various vacancies reserved for promotion quotas shall be fixed after taking into consideration the available choice in the feeder grade. The Institute should prepare standing "Recruitment Rules" prescribed for recruitment to non-academic technical staff, and get them approved by the Institute Council. No changes in these rules can be made without approval by the Institute Council. All Assessment/Merit promotions should be in accordance with the schemes prepared by the Institute Council.

21. **SUPERANNUATION/RETIREMENT AGE**

(i) The retirement age of all employees shall be as stated below :

Post	Age of Retirement
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(a) Director and scientific and Technical Posts as defined in Annexure 1	60 years
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(b) Ministerial posts as in Annexure 1	60 years
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(ii) **Voluntary Retirement**

The Government of India Rules of Voluntary Retirement shall be followed for the employees of the Institute.

22. **SERVICE TERMINATION**

The service of any employee shall be liable for termination at any time by three months notice on either side, without assigning any reason provided that the service of an employee may be terminated forthwith by payment to him a such equivalent to the amount of the pay plus allowances for the period by which the notice falls short of three months and also provided that the notice period may be waived at the discretion of the appointing authority.

23. **LIABILITY OF TRANSFER**

The employees of the Institute shall be liable for transfer wherever the Institute has established facilities.

24. **APPOINTING, DISCIPLINARY AND APPELLATE AUTHORITIES**

As in Annexure 2, the appointing, disciplinary and appellate authorities for ARI staff are the Director and the Institute Council as per the maximum of scale of pay.

25. **CONDITIONS OF SERVICES OF OFFICERS AND STAFF OF THE INSTITUTE**

Till the Institute frames its own Rules in this regard the Central Civil Services (Classification, Control and Appeal) Rules and C.C.S. (Conduct) Rules for the time being in force will apply mutatis mutandis to the Officers and establishment in the service of the Institute subject to modification that :

- (a) appointing disciplinary and appellate authorities shall be as per bye-law 24 above;
- (b) reference to the "President and Government Servant" in the Central Civil Services (Classification, Control and Appeal) Rules shall be construed as reference to the "Chairman of Institute Council" and "Officers and establishment in the Service of the Institute" respectively; and
- (c) Part II and III of CCS (CCA) Rules will not apply.

26. **DELEGATION OF FINANCIAL POWERS**

Subject to availability of funds in the approved annual budget, the Director of the Institute is competent to exercise full powers for recurring and non-recurring items. The Director is competent to write off irrecoverable losses of stores or Institute money amounting to a limit of Rs. 10,000/- in a year. The loss above Rs. 10,000 should be referred to the Institute Council.

27. **LEAVE RULES**

Following types of leaves and benefits as per Government of India Rules, as amended from time to time, will be applicable to the employees of the Institute.

- i) The types of leaves the employees can avail of are :
 - 1. Casual and Restricted leave
 - 2. Earned leave
 - 3. Commuted leave
 - 4. Half pay leave
 - 5. Extraordinary leave
 - 6. Leave preparatory to retirement
 - 7. Maternity leave

8. Special disability leave
9. Study leave / Extraordinary Study leave
10. Special casual leave
11. In addition, the Director may grant Leave not due on the basis of special circumstances and conditions as defined by Government of India.

ii) The type of leave benefits are :

- a) Leave encashment
- b) Leave salary
- c) Advance on leave salary

28. **CONTRIBUTORY PROVIDENT FUND/PENSION SCHEME**

The Contributory Provident Fund Scheme will be as per provision of the Contributory Provident Fund Act (1952) and Rules framed therein under.

Pension Scheme as per the Government of India Rules may be made applicable to the employees of the Institute on specific approval by the Government of India.

29. **GRATUITY SCHEME**

There shall be a Gratuity Scheme for the employees of the Institute as per Government of India Rules as approved by the Institute Council in consultation with the DST, Govt. of India as amended from time to time.

30. **MEDICAL BENEFITS**

Medical Benefits will be provided to the Institute Staff in accordance with the schemes approved by the Department of Science and Technology, Govt. of India from time to time.

31. **LEAVE TRAVEL CONCESSION**

The facilities of Leave Travel Concession as per Government of India Rules, amended from time to time, shall be applicable to the employees of the Institute.

32. **REIMBURSEMENT OF TUITION FEES**

Reimbursement of Tuition fees as per Government of India rules, as amended from time to time, shall be applicable to the employees of the Institute.

33. **VEHICLE ADVANCE**

Vehicle Advance, provided funds are available, will be given to the employees of the Institute, as per Government of India rules, as amended from time to time, except that the vehicle will be mortgaged to the Director of the Institute.

34. **HOUSE BUILDING ADVANCE**

House Building Advance, as per availability of funds, will be given to the employees of the Institute. Rules for House Building Advance will be drawn up by House Building Advance Committee based on Government of India rules, except that sanctioning and mortgaging authority will be the Director, ARI. HBA to the Director will be sanctioned by the Institute Council and the authority competent to accept his mortgage deed shall be the Chairman of the Council.

35. **FESTIVAL ADVANCE**

Festival advance will be given to the employees of the Institute as per the Government of India rules as amended from time to time.

36. **WASHING ALLOWANCE**

Washing allowance will be given to the employees of the Institute as per the Government of India rules as amended from time to time.

37. **CHILDREN EDUCATION ALLOWANCE**

The Children Education Allowance as per Government of India rules as amended from time to time, will be applicable to the employees of the Institute.

38. **TRAVELLING ALLOWANCE RULES**

Travelling Allowance Rules of Government of India will be applicable to the employees of this Institute as amended from time to time. The Director may sanction air travel actual in exceptional cases to a non-entitled officer for official work depending on the circumstances of the case.

39. **IN ALL MATTERS CONCERNING SERVICE CONDITIONS FRSR SHALL APPLY**

In all matters concerning service conditions of the employees of the Institute, the Fundamental and Supplementary Rules framed by Government of India and such other Rules and orders issued by the Government of India from time to time shall apply to the extent possible to the employees of the Institute.

Orders made in the name of Chairman of the Institute Council, Director and other Officers of the Institute under the Civil Services (Classification, Control and Appeal) Rules shall be authenticated by the signature of the Officer designated for this purpose by the Director/Chairman of the Council.

Notwithstanding anything contained in this Bye-law, the Institute Council shall have the power to relax the requirement of any rule to such extent and subject to such conditions as it may consider necessary

40. **THE SCALE OF PAY APPLICABLE**

The scales of pay applicable to all the employees of the Institute shall not be in excess of those prescribed by the Government of India for similar personnel, save in special cases.

41. **VISITING SCIENTISTS**

The Director may invite an eminent scientist as a Visiting Scientist for a period of one to six months to assist in an ongoing project at the Institute, or to impart training to the Institute personnel, or to deliver series of lectures relevant to the research programme of the Institute.

Visiting Scientist may be provided free and furnished Accommodation in the Institute Guest House for the period of his stay at the Institute.

Visiting Scientist may also be provided an allowance/honorarium to be fixed by the Director, which may be ratified by the Institute Council.

42. Notwithstanding the provisions of any one or all the Bye-laws above, the Director can take such decisions and form sub-committees as he may deem fit in the interest of the Institute. These decision/s will be subject to the review and ratification by the Institute Council.

43. **CONSULTANCY/TECHNOLOGY TRANSFER PRACTICES**

Consultancy/Technology Transfer practices for scientific research and other staff will be as per guidelines laid down by Institute Council.

44. **PAYMENT OF ROYALTIES/SHARING OF "WIND FALL" FOR INNOVATIVE WORK ETC.**

The staff members shall be entitled to payment of royalties, sharing of "wind fall" for any new invention/research, innovation, patent achieved as a result of their original contribution as may be decided by Institute Council in this regard from time to time.

45. **POWER OF THE CENTRAL GOVERNMENT**

The Central Government may from time to time appoint Committees to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereon on such manner as the Central Government may stipulate. Upon receipt of such reports, the Central Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report and the Institute shall be bound to comply with such direction.

(vi). A statement of the categories of documents that are held by it or under its control:

1. All Scientific data
2. General information relating to the Institute activities

(vii). The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

- Not applicable -

(viii). A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

A - The constitution of Institute Council:

The Institute Council shall consist of –

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|-----|--|---|-------------------|
| (a) | President of the Association | - | Chairman |
| (b) | Five eminent scientists (who are not employees of the Institute belonging to the Association) invited by the President to be members | - | Members |
| (c) | Secretary, Department of Science and Technology, Government of India or his nominee who shall not be below the rank of Joint Secretary or its equivalent | - | Ex-Officio Member |
| (d) | Financial Advisor, Department of Science and Technology, Government | | |

of India or his nominee who shall not

be below the rank of Deputy Secretary

or its equivalent

- Ex-officio Member

(e) Director of the Institute - Ex-officio Member-Secretary

Heads of the Division(s) be invited whenever necessary.

B - The Constitution of Research Advisory Committee:

The Research Advisory Committee will consist of :

- (c) Nine eminent scientists of various disciplines to be nominated by the Institute Council. (The Chairman to be nominated by the Institute Council).
- (d) Director as Member-Secretary

C - The Constitution of the Finance & Budget Committee:

The Finance and Budget Committee will consist of :

- a) Director Chairman
- b) Nominee of the Institute Council Member
- c) Finance and Accounts Officer Member-Secretary
- d) Financial Advisor of Department Member
of Science and Technology (DST),
Govt. of India, or his nominee

D - The Constitution of the Building & Works Committee:

The Building and Works Committee of the Institute will consist of :

- (a) Director Chairman
- (b) Three engineers and an Architect nominated by the Institute Council Members
- (c) Financial Advisor of Department Member
of Science and Technology (DST),
Govt. of India, or his nominee
- (d) Finance & Accounts Officer Member

- (e) Secretary of the Association Member
- (f) Administrative Officer Member-Secretary

E- INTERNAL MANAGEMENT COMMITTEE OF THE INSTITUTE

The Internal Management Committee of the Institute shall consist of :

- a) Director - - - Chairman
- b) Heads of Divisions – Members
- c) Finance & Accounts Officer – Member
- d) Administrative Officer - Member- Secretary

(ix). A directory of its offices and employees including designation:

The Institute has its Main Office located on G.G. Agarkar Road, Pune – 411 004(MS)

A Branch Office is located at Athphata, Hol, Taluka Baramati, District Pune for agricultural research activities. Directory of employees may be seen in the next item (x) below.

(x). The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations as on 30.06.2011:

Sl. No	Name	Designation	Division/ Group/Unit	Total remunerations
1	2	3	3	
1	Dr. D.R. RANADE	Sc.F/Ofg. Director	MSD/Dir's' Office	104080
2	Dr. K.M. PAKNIKAR	Scientist F	Naonbioscience	104080
3	Dr. S.M. GHASKADBI	Scientist F	Zoology, ASD	104080
4	Dr. D.G. NAIK	Scientist F	Chemistry, ASD	101669
5	Dr. S.C. MISRA	Scientist E	Genetics, PSD	101464
6	Dr. P.K. DHAKEPHALKAR	Scientist E	Microbiology	90999
7	Dr. S.P. TAWARE	Scientist E	Genetics, PSD	91549
8	Dr. MRS. S.A. TAMHANKAR	Scientist E	Genetics, PSD	90999
9	Dr.(MS)V.G.PATWARDHAN	Scientist E	Zoology, ASD	88485
10	Dr.MRS.S.S.NILEGAONKAR	Scientist D	Microbiology	64993
11	Dr. S.K. SINGH	Scientist D	Mycology, PSD	63194
12	Dr. B.K. HONRAO	Scientist D	Genetics, PSD	62346
13	Dr.MRS. S.S. SARNAIK	Scientist D	Microbiology	62196
14	DR. B.C. BEHERA	Scientist D	Mycology, PSD	63194
15	Dr. MRS. M.K. GOKHALE	Scientist D	Biometry, ASD	65571
16	Dr.MRS.A.RATNAPARKHI	Scientist D	Zoology, ASD	58372
17	Dr.MRS.B.N.JOSHI	Scientist D	Biometry, ASD	55448
18	DR.MRS.J.M.RAJWADE	Scientist C	Naonbioscience	56662
19	DR.P.P.KULKARNI	Scientist C	Biometry, ASD	58218

20	DR.MRS.K.G.KULKARNI	Scientist C	Geology, ASD	50917
21	DR.D.S.BODAS	Scientist C	Naonbioscience	49480
22	DR.R.R.CHITTE	Scientist C	Microbiology	49480
23	DR.VANDANA GHORMADE	Scientist C	Naonbioscience	48181
24	DR.S.P.TETALI	Scientist C	Genetics, PSD	48181
25	DR. P. VARGHESE	Scientist B	Genetics, PSD	48129
26	DR. M.D. OAK	Scientist B	Genetics, PSD	46471
27	DR.P.N. SINGH	Scientist B	Mycology, PSD	46471
28	DR.MRS.A.S.UPADHYE	Scientist B	Botany , PSD	45466
29	DR.MRS.P.SRIVASTAV	Scientist B	Chemistry, ASD	41601
30	MR. P.R.KSHIRSAGAR	Scientist B	Microbiology	42931
31	DR. MRS. B.O. SHARMA	Scientist B	Mycology, PSD	42931
32	DR.R.SHARMA	Scientist B	Mycology, PSD	42931
33	DR.G.SENTHILARASU	Scientist B	Mycology, PSD	42931
34	DR.G.MUKHERJEE	Scientist B	Mycology, PSD	40742
35	DR.RAJESH KUMAR K.C.	Scientist B	Mycology, PSD	42931
36	MR.PRAMOD KUMAR	Scientist B	Mycology, PSD	40742
37	DR.M.N.DATAR	Scientist B	Botany , PSD	40742
38	DR.P.R.PATEL	Scientist B	Botany, PSD	40742
39	DR. P.K. DAS	Scientist B	Virology	40742
40	Dr. S.N. KULKARNI	P.L.I.O.	Library	86040
41	SHRI R.K. DONGARE	Tech. Officer D	Zoology, ASD	64340
42	DR. G.K. WAGH	Tech. Officer D	Administration	64340
43	MR. A.V. CHAUDHARI	Tech. Officer C	Instrumentation	50171
44	MRS. M.S.KHARADE	Tech. Officer B	Instrumentation	40742
45	DR.MRS. C.N. DANDAGE	Tech. Officer B	Chemistry, ASD	44771
46	DR.MS. H.M.PUNTAMBEKAR	Tech. Officer B	Chemistry, ASD	42770
47	DR.MRS. D.C.KSHIRSAGAR	Tech. Officer B	Microbiology	41170
48	MR. A.M. CHAVAN	Tech. Officer A	Genetics, PSD	32027
49	MR. B.R. KAKADE	Tech. Officer A	Mycology, PSD	36877
50	MR. C.M. AWERE	Tech. Officer A	Geology, ASD	36000
51	MR. V.D. SURVE	Tech.Asst.B	Genetics, PSD	30526
52	MRS. A.S. KELKAR	Tech.Officer A	Microbiology	33316
53	MR. V.M. KHADE	Tech.Asst.B	Genetics, PSD	35050
54	MR. M.B. DAWARE	Tech.Officer A	Zoology, ASD	36428
55	DR. R.M. PATIL	Tech.Asst.B	Genetics, PSD	31059
56	MRS. S.P. KARKAMKAR	Tech.Asst.B	Genetics, PSD	32585
57	MR. P.G. GAMRE	Tech.Asst.B	Geology, ASD	29793
58	MR.J.H.BAGWAN	Tech.Asst.B	Genetics, PSD	24972
59	MR. V.B. SINDOL	Tech.Asst.A	Zoology, ASD	33252
60	MR. V.N. JOSHI	Tech.Asst.A	Botany , PSD	32773
61	MRS.ANNAPURNALILLY B.	Tech.Asst.B	Genetics, PSD	21490
62	MR.B.D.IDHOL	Tech.Asst.B	Genetics, PSD	21593
63	MRS.R.J.LONDHE	Tech.Asst.A	Zoology, ASD	24595
64	MR. S.B. GAIKWAD	Tech.Asst.A	Mycology, PSD	34338

65	MR.B.N. WAGHMARE	Tech.Asst.A	Genetics, PSD	20378
66	MR. R.J. WAGHOLE	Tech.Asst.A	Chemistry, ASD	24065
67	MR. S.V.SWAMI	Tech.Asst.A	Mycology, PSD	23039
68	MRS.V.M.WAINGANKAR	Tech.Asst.A	Mycology, PSD	23039
69	MRS.A.S.MISAR	Tech.Asst.A	Botany , PSD	23039
70	MS.RUPALI SAWANT	Tech.Asst.A	Virology	23039
71	MS.A.S.JOSHI	Tech.Asst.A	Genetics, PSD	23039
72	MS.R.B.BHARMAL	Tech.Asst.A	Chemistry, ASD	21842
73	MR. B.A. KAWATHEKAR	Technician D	Photography	42403
74	MR. A.S. WAGHOLE	Technician D	Vehicle	33504
75	MR B.N. SHINDE	Technician D	Instrumentation	33252
76	MR. S.S. DESHMUKH	Lab.Asst.D	Geology, ASD	29725
77	MR. V.K. NALAWADE	Lab.Asst.D	Microbiology	29639
78	MR. M.H. MHETRE	Lab.Asst.B	Botany , PSD	24800
79	MR. S.S. KACHI	Technician C	Instrumentation	27151
80	MRS. J.S. SARODE	Lab.Asst.B	Biometry, ASD	21607
81	MR. L.M. KALE	Lab.Asst.B	Garden	22522
82	MR.K.D. GOLE	Lab.Asst.B	Mycology, PSD	22522
83	MR.S.S. WAGHMARE	Lab.Asst.A	Naonbioscience	19242
84	MR. V.B. LANJEKAR	Lab.Asst.A	Microbiology	19242
85	MR. P.G. LAVAND	Lab.Asst.A	Genetics, PSD	18468
86	MR. D.H. SALUNKHE	Lab.Asst.A	Genetics, PSD	14270
87	MS. N.H.SHEVATE	Lab.Asst.A	Botany , PSD	16382
88	MR. D.N. BANKAR	Lab.Asst.A	Genetics, PSD	14563
89	MRS.PRITI APTE	Lab.Asst.A	Biometry, ASD	16741
90	MR. R.R. DESHPANDE	Lab.Asst.A	Library	17177
91	SQ.LDR. S. FRANCIS (Retd.)	F.A.O.	Accounts	76413
92	MR. G. BARIK	A.O.	Administration	52992
93	MR. P.V. GOSAVI	S.P.O.	Purchase & Store	52131
94	MR. P.C. BORA	Officer B	Stores	46396
95	MR. S.K. WALAMBE	S.O.(Acs)	Accounts	50417
96	MR. P.S. PUJARI	Officer A	Administration	36845
97	MR. H.N. MATE	Officer A	Purchase	35784
98	MRS. V.V. DUNAKHE	Asst.C	Administration	33663
99	MRS. P.P. PATHAK	Asst.C	Accounts	32307
100	MRS. S.A. BIBIKAR	Asst.C	Accounts	32932
101	MRS. S.A. TEMBE	Asst.C	Accounts	31743
102	MR. V.B. BHALERAO	Asst.C	Stores	31811
103	MRS. V.G. TALLU	Asst.C	Stores	30204
104	MRS. U. KULKARNII	Asst.B	Purchase	30751
105	MR. A.D. JOSHI	Asst.B	Directors' Office	31456
106	MR.S.V. KULKARNI	Asst.B	Accounts	31556
107	MR. D.S. ZADE	Asst.B	Stores	29246
108	MR. C.D. NAGPURE	Asst.A	Administration	25107
109	MR.A.D. PATIL	Asst.A	Library	22924

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111	MRS. M.B. TIWARI	Asst.A	Administration	22047
112	MRS. S.S. KALEKAR	Asst.A	Naonbioscience	17989
113	MS.T.V.KURHADE	Asst.A	Accounts	19362
114	MS.D.V.GAWADE	Asst.A	Purchase	19362
115	MS.M.M. KOPARGAONKAR	Asst.A	Administration	19362
116	MRS. A. KOCHITTY	Pvt. Secretary	Biometry, ASD	36912
117	MR. A.G. DHONGADE	Steno Gr I	Purchase	34434
118	MRS. J.V. DESHPANDE	Steno Gr II	Microbiology	31435
119	MR. B.B. GAWALI	Driver	Vehicle	28524
120	MR. A.D. SONVALKAR	Driver	Genetics, PSD	24581
121	MR. R.B. KALE	Driver	Vehicle	25549
122	MR. R.P. JANRAO	Sr.Lib.Asstt.	Library	32352
123	MR. S.S. KHOMANE	Attendant E	Genetics, PSD	21700
124	MR. A.G. BHIDE	Attendant C	Accounts	23856
125	MR. L.S. CHAVAN	Attendant C	Genetics, PSD	25720
126	MR.S.B. KARANJEKAR	Attendant C	Instrumentation	22522
127	MR. M.D. CHAVAN	Attendant C	Botany , PSD	21881
128	MR. S.N. GAJBHAR	Attendant D	Botany , PSD	21069
129	MR. R.D. SHINDE	Attendant C	Genetics, PSD	17465
130	MR. M.T. GURAV	Attendant C	Genetics, PSD	19666
131	MR.T.A. KOLTE	Attendant C	Genetics, PSD	17465
134	MR. R.M. SALUNKE	Attendant C	Administration	19136
132	MR. G.M. INGALE	Attendant C	Microbiology	19456
133	MR. R.M. DHANDHORE	Attendant C	Administration	19170
135	MR. N.S. MANE	Attendant C	Geology, ASD	19491
136	MR. A.T. SALVI	Attendant C	Purchase	19439
137	MR. S.M. MORE	Attendant C	Geology, ASD	17327
138	MR S.L. BHANDALKAR	Attendant B	Genetics, PSD	15976
139	MR. R.R. KALE	Attendant B	Library	15877
140	MR. S.R. KACHHI	Attendant B	Genetics, PSD	15348
141	MR. K.R. SATHE	Attendant B	Administration	15578
142	MR. S.V. GHADGE	Attendant B	Genetics, PSD	15210
143	MR. K.V. TIWARI	Attendant B	Animal House	15210
144	MR.V.M. GOSAVI	Attendant B	Animal House	15210
145	MR. D.L.KOLTE	Attendant B	Genetics, PSD	12212
146	MR. S.P.BALSANE	Attendant B	Directors' Office	12876

The Institute follows Government of India rules mutatis-mutandis for the purpose of compensation to its staff.

(xi)The budget allocated for the year 2010-11(Rupees in Lakhs) :

Opening Balance Grant received Total Actual Expenditure

1.DST Grant :	211.17	1316.95	1528.12	1165.40
2.Sponsored Schemes	481.41	665.68	1147.09	720.45
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Total:	692.58	1982.63	2675.21	1885.85

(xii). The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiary of such programme:

Scientists of the Institute have obtained sponsored projects from various Governmental and non-Governmental authorities/agencies viz. DST, DBT, CSIR, ICMR, ONGC etc. on various aspects of the experiments, and also provided consultancy by way of guidance in scientific aspects besides undertaking research programme in collaboration with Foreign Countries. (List of Research Projects refers).

(xiii). Particulars of concessions / permits or authorizations granted by it

Nil

(xiv). Details in respect of the information, available to or held by it, reduced in an electronic form

It has designed Institute's research and achievements in the web-site

(xv). The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

Library is made available to its staff including retired officers and research students. It is not maintained for public use.

(xvi). The names, designations and other particulars of the public information officers:

Central Public Information Officer (CPIO)

Dr. Prashant K. Dhakephalkar, Scientist E, Contact No. 25653680(Extn.346)

(xvii). Such other information which may be prescribed:

Vigilance Officer : Dr. S.P. Taware, Scientist E,

Contact No. 25653680 Extn.284

Grievance Officer : Dr. G.K. Wagh, Technical Officer D

Contact No. 25653680 Extn.233

With the approval of Government of India, Department of Science & Technology, the Institute has implemented a Contributory Medical Scheme (CMS) in respect of Retired Staff members and their dependent family.