

ANNEXURE

**BYE-LAWS OF THE
NATIONAL COUNCIL OF SCIENCE MUSEUMS**

**FORMULATED ON JANUARY 18, 1979
AMENDED ON FEBRUARY 27, 1984
AMENDED ON JANUARY 24, 1987
AMENDED ON DECEMBER 07, 2021**

BYE-LAWS

Preparation of Budget Estimates

1. **Not later than the 1st February of each year the Director General will prepare detailed estimates of the receipts and expenditure, and the anticipated opening and closing balance of the Society for the ensuing financial year. These estimates will be prepared in two parts :**

Part I relating to income and expenditure on revenue account.

Part II relating to Capital expenditure showing different items separately.

2. Should it be proposed, during the course of a financial year, to finance any approved scheme which has not been included in the estimates for that year the sanction of the Governing Body shall be obtained to the method proposed for financing it, whether that be by means of a supplementary grant from the balance, or by re-appropriations within the sanctioned estimates.

Sanction of Budget Estimates

3. Director General in consultation with the Financial Adviser to the Ministry or Dept. dealing with NCSM shall formulate and present the Budget Estimates of the Society and its Museums/Centres to the Governing Body for approval. The approved Estimates shall thereafter be submitted to the Government of India.
4. One copy of the finally sanctioned estimates shall be kept by the Senior Controller of Finance & Accounts of the Society and another shall be supplied to the Accountant-General, Central Revenues. All variations in the estimates sanctioned by the competent authority during the year shall be similarly communicated.
5. The approval of Governing Body shall be obtained in regard to all schemes/projects proposed to finance from the funds of the Society and which are beyond the powers delegated by Governing Body to any committee/authority/officers. In case of schemes/projects sanctioned under the delegated powers of any committee/authority/officers, a report shall be made to the Governing Body for information.
6. The Director General may sanction an additional grant for any scheme approved by competent authority in terms of Bye-laws upto the following financial limit:

Upto 10% of the cost of the scheme.

Provided that such grant is not inconsistent with the nature and object of the scheme itself.

Appropriation

7. The funds of the Society shall not be appropriated for expenditure on any item which has not been approved by the competent authority under these Bye-laws.
8. The primary units of appropriation will ordinarily be “Central Administration”, individual Science Museum/Centres etc; secondary units being opened, subordinate thereto, as may be required.
9. The funds provided in the sanctioned estimates shall be deemed to be at the disposal of the Director General who will have full powers to appropriate sums therefrom to meet expenditure on each item which has been approved by the competent authority.

Re-Appropriation

10. The Director General shall have power to re-appropriate funds from one unit of appropriation to another provided that:
 - (i) the total sanctioned cost of each approved scheme be not thereby exceeded except to the extent permitted by Bye-law 6; and
 - (ii) such re-appropriation shall not have the effect of involving the Society into further outlay in the following years on the same scheme.

Expenditure Sanction and Administrative Powers

11. No expenditure from the Society shall be incurred without the sanction of the competent authority.
12. (a) The Director General shall have full powers of the Head of a Department of the Government of India, under the delegation of Financial Power Rules, 1978 as amended from time to time and as defined under the Fundamental and Supplementary Rules. Such powers of HoD shall be delegated through separate departmental Executive Orders with concurrence of Governing Body, NCSM. The Director General shall also have powers as defined in the ‘Schedule of appointing, disciplinary & appellate authority under the CCS(CCA) Rules, 1965 in Appendix ‘I’.
- (b) The Director General shall have powers to declare such officer as Director of Museum/Centre, who will hold charge of an individual museum/centre having a separate Executive Committee and who will be in a grade not below Curator ‘E’, acting as such for some time.
- (c) The Director General shall have the power to re-designate the senior most Curator ‘G’ as Deputy Director General subject to his/her posting at NCSM (Hqrs.).
13. (a) The officers who will be declared as Deputy Director General/ Directors by the DG, NCSM shall exercise all the powers of a Head of Department as prescribed by the Govt. of India and such powers shall be delegated by DG, NCSM through separate departmental executive orders with concurrence of Governing Body, NCSM from time to time. Such officers shall also have powers as defined in the schedule of Appointing, Disciplinary & Appellate Authorities under the CCS(CCA) Rules, 1965 at Appendix-‘I’.

- (b) Other subordinate officers may be empowered by the Director General/ Deputy Director General/Director of Museum/Centre to exercise financial/ administrative powers through separate departmental executive orders.
14. A sanction to expenditure will not become final until there has been an appropriation of funds under these Bye-laws to cover it.
15. Expenditure in excess of the net appropriation and valid re-appropriation for the year under each unit shall require the sanction of the Governing Body.

Contracts

16. Save as otherwise provided in Rule 64 of the NCSM, all contracts shall be executed on behalf of the Society by an officer or officers of the Society as authorized by the Director General and countersigned by such officer or officers as may be appointed by the Director General for the purpose provided that in case of the staff recruited by the Society from outside India all contracts in relation thereto shall be executed on behalf of the Society by such persons as may from time to time be nominated for the purpose by the Director General.
In processing and execution of contracts, the principles laid down in the General Financial Rules of the Government of India shall be observed.
17. The Director General may finally approve the form and substance of all contracts.
18. The Sr. Controller/ Controller/ Dy. Controller of Administration of the respective museum/ centre shall sign and the Sr. Controller/ Controller/ Dy. Controller of Finance & Accounts of the museum/centre shall countersign all contracts and agreements relating to the museum/centre. In absence of any of these officers the Head of Museum/Centre shall nominate the officer dealing with the subject or any other officer to sign or countersign the contract/agreement. The Sr. Controller/ Controller/Dy. Controller of Administration shall have the power to defend or file suits or other legal proceedings on behalf of the respective museum/centre subject to reporting such matters to the Director General, NCSM at the earliest.

Investments

19. The funds of the Society may be invested only in such manner as may be prescribed by the Government of India.
20. All investments of the funds of the Society shall be made in the name of the Society, all purchases, sales or alterations of such investments shall be effected on the authority of the Director General and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Society funds shall be executed by an Officer authorised by the Director General.
The sale custody of the scrips/securities will remain in the personal charge of an officer of the Society authorised by the Director General for the purpose and will be verified once in six months with the Register of Securities maintained under Bye- law 23 and a certificate of verification will be recorded by the officer of the Society in the Register.

Drawing of Funds

21. Funds will not be drawn from the Bank except on a cheque signed by such officer as may be duly empowered in this behalf by the Director General and countersigned by an officer authorised by the Director General in this behalf. Cheque books will remain the personal custody of an officer of the Society authorised by the Director General in this behalf.

Accounts

22. The Accounts of the Society shall be maintained in such form as may be prescribed by the Government of India in consultation with the Comptroller & Auditor General of India.
23. The Sr. Controller/ Controller /Dy. Controller of Finance & Accounts shall apply a check of the nature of pre-audit, to all payments from the funds of the Society; and will maintain registers in the following form:

Form 1	Establishment Audit Register
Form 2	Audit Register of Gazetted Government servants pay and allowances
Form 3	Travelling Allowance Audit Register
Form 4	Contingent Audit Register
Form 5	Audit Register of Special Charges
Form 6	Objection Book relating to irregular payments
Form 7	Objection Book relating to Technical objections
Form 8	Adjustment Register (of 7)
Form 9	Abstract Register (of 7 & 8)
Form 10	Audit Register of Financial Orders, Delegations, etc.
Form 11	Register of Securities

24. In the objection Book in Form 6 the Sr. Controller/ Controller/ Dy. Controller of Finance & Accounts at the NCSM Headquarters and the Controller/Dy. Controller of Finance & Accounts at the individual Science Museum/ Centre will enter all objections which they may raise against proposed expenditure. The book will be submitted to the Director General/ Deputy Director General or the Director of museum/centre as the case may be before any payment to which an objection has been recorded therein is made, and the Director General/ Deputy Director General or the Director of museum/centre as the case may be, will record in writing his orders on the objection before payment is made for which objection has been taken.
25. On the written requisition of the person appointed by the Comptroller & Auditor-General of India for the purpose, the Sr. Controller / Controller / Dy. Controller of Finance & Accounts shall be bound to produce for his inspection or for the inspection of any officer deputed by the person concerned in this behalf any paper, writing, document or thing pertaining to the Society.

Annual Accounts and Results of Audit

26. As soon as is practicable after the accounts for a financial year are closed, the Director General will cause to be compiled the Annual Accounts of the preceding financial year of the funds of the Society referred to in Rule 68 in the form prescribed by the Government of India in consultation with the Comptroller & Auditor-General of India, and will send an intimation to the person appointed by the Comptroller & Auditor-General of India for the purpose of auditing the accounts as soon as the work is completed. The person concerned will thereupon arrange for the audit of the accounts of the Society. He will record his certificate of audit at the foot of the Annual Accounts.

Executive Committee

27. The Executive Committee of a Museum/Centre shall be constituted as laid down in Rules 54 and 55.
28. Any casual vacancy in the Executive Committee shall be filled by the Director General.
29. The Sr. Controller/ Controller/ Dy. Controller of Administration of the Museum/Centre shall be the Non-member Secretary of the Committee.
30. All members of the Executive Committee excepting the ex-officio members shall retire on the expiry of 2 years from the date on which they became members of the Executive Committee. In case of casual vacancy during the two years' period, the person appointed in the vacancy shall hold the office for the unexpired portion of that two-year period. A member who does not attend three consecutive meetings of the Executive Committee without proper leave of the Chairman shall cease to be member. The person whose membership is terminated in accordance with the Bye-law shall be eligible for re-nomination.
31. The functions of the Executive Committee referred to under Rule 56 shall be:
- (i) to formulate and approve developmental Plans in consonance with national goals and priorities and guidelines indicated by the NCSM; to allocate resources and to evaluate performance;
 - (ii) to frame the annual budget and estimates of Museum/Centre and to regulate the expenditure;
 - (iii) to determine the strength of staff and take decisions for creation of posts in approved scales and designations upto grade E, suspension and abolition of posts; to consider/recommend completion of probationary period/confirmation/ renewal of contract/permanent absorption of officers above the grade 'B' and upto 'E';
 - (iv) within the framework of rules and regulations laid down by the NCSM from time to time to approve schemes/projects of sponsored research work; filing of application(s) for patents; processes for commercial utilisation, development work in cooperation and collaboration with industrial firms, museums, educational institutions and other organisations; institutional consultancy; appointment of outside consultants; preparation of techno-economic feasibility reports; deputing of personnel for assignments in outside organizations; sanction of funds for task projects for outside agencies including universities, museums and other institutions; loan of equipment; transfer of objects from one museum/ centre to the other under NCSM; deputation of staff; institutional awards and prizes; distribution of premia and royalties and sanction of experimental projects below ₹25.00 lakhs.

32. The Executive Committee shall have the right of re-appropriation upto a limit of 10% from one unit of appropriation to another provided that:
- (a) the re-appropriation is not made to meet any item of expenditure which has not been sanctioned by an authority empowered to sanction it;
 - (b) no re-appropriation shall be made to meet any expenditure which is likely to involve further outlay in any future financial year. Provided further that no re-appropriation shall be permissible to augment the salaries budget without the approval of the Director General.
33. The Director of Museum/Centre can set apart a part of the budget not exceeding 6% for ad-hoc development work, which shall, however, be reviewed and approved by the Executive Committee.
34. The Chairman of the Executive Committee shall preside at all its meetings. In the absence of the Chairman the members present shall elect a member of the Executive Committee to preside at the meeting.
35. Five members of the Executive Committee shall constitute a quorum.
36. Meetings of the Executive Committee shall ordinarily be held thrice a year but in any case not less than twice in a calendar year in the Museum/Centre or such other place as the Chairman may decide.
37. A special meeting shall be convened if not less than half the number of members of the Executive Committee make a request to that effect.
38. Fifteen clear days' notice for every meeting of the Executive Committee shall be given to each member.
39. Each member of the Executive Committee including the Chairman shall have one vote. All matters at the Executive Committee meeting shall be decided by the majority view. If there will be equal number of votes on any question to be decided by the Executive Committee, the Chairman shall have a casting vote.
- The dissenting members shall have the right to record the minutes of dissent.
40. Any business, except such as the Executive Committee may be general or special order direct to be placed before a meeting, may be transacted by circulating papers to all the members and by obtaining the writing the views of at least half of them.

Powers of the Executive Committee

41. The Executive Committee shall have the following powers and such other powers as may be delegated to it by the Governing Body from time to time:

- (i) to sanction expenditure whether of a recurring or non-recurring nature, on any item of equipment, stores, services, schemes, pilot plants or projects and civil work upto the Budget provision;
 - (ii) To write off irrecoverable losses of stores and moneys in excess of ₹50,000/- and upto ₹1.50 lakh in each case.
 - (a) The loss is not due to theft, fraud or neglect.
 - (b) It does not disclose a defect of system or serious negligence on the part of any servant of the NCSM which might call for disciplinary action requiring the orders of the higher authority.
 - (iii) To sanction expenditure on Symposia/ Seminars/ Conference up to ₹3.00 lakhs.
 - (iv) May appoint Sub-Committees as provided under Rule 59.
42. Internal evaluation shall be undertaken by the Director of Museum/Centre and his colleagues during the course of the project work and presented to the Executive Committee; to watch the rate of progress and performance, to devise methods to control costs and to arrive at the decision to continue or to give additional support or to phase out a project, etc. All evaluation reports shall be scrutinized by the Executive Committee.

Appointments

43. The officers and staff of the Society shall be grouped in following categories:
- (i) Scientific
 - (ii) Technical
 - (iii) Administrative;

The officer belonging to the first category stated above shall be placed in the following grades:

Revised Scales

Grade B IV(1) Level-10(₹56100-177500)
Grade C IV(2) Level-11(₹67700-208700)
Grade D IV(3) Level-12(₹78800-209200)
Grade E IV(4) Level-13(₹123100-215900)
Grade F IV(5) Level-13A(₹131100-216600)
Grade G IV(6) Level-14 (₹144200-218200)
Grade H Level-15 (₹182200-224100)
(only for Director General)

In case of revision of pay scales in future, the grades shall be revised accordingly. The Governing Body shall determine unified grades upto Grade-F for all other posts in Technical & Administrative categories keeping in view the Govt. of India guidelines.

44. Posts included under categories (I), (ii) and (iii) of Bye-laws 43 for which no procedure is laid down by the Governing Body shall be filled up by open advertisements and Selection Committees constituted by Director of Museum/Centre or Director General as the case may be.
45. The President shall have the power to make appointments to the post of Director General and the Chairman, G.B. to posts in grade G on the recommendations of Selection Committees as per rules approved by Govt. of India.

The posts shall be widely advertised unless filled up by assessment as per rules.

Notwithstanding anything contained above the President, NCSM may appoint a person to act temporarily as Director General in temporary vacancy of the office of the Director General. An acting or temporary Director General shall exercise all or only such powers vested in the Director General by or under the rules as shall be sanctioned by the President. The President may impose conditions and restrictions as to the exercise of any such power by the acting or temporary Director General.

46. The Director General, NCSM shall have the power to make appointments to the posts in grade E and F on the recommendation of a Selection Committee as per Recruitment Rules approved by Govt. of India.
47. The Chairman referred to in Bye-laws 45 and 46 shall constitute a Screening Committee from amongst the members of the Selection Committee. The Screening Committee shall examine the credentials of all candidates who have applied and draw up a panel of candidates to be interviewed by the Selection Committee. The Selection Committee may interview any or all the candidates and may make its recommendations to the President/ Chairman, Governing Body/ Director General, as the case may be.
48. If the Selection Committee referred to in Bye-law 46 finds itself unable to recommend any suitable name, the Director General may make temporary arrangements acting on his own initiative or on the recommendation of the Director of Museum/Centre concerned.
49. The President/Director General as the case may be, shall in due course direct whether the posts should be notified again and a fresh Committee be appointed or whether the matter should be reconsidered by the original Selection Committee and action shall be taken accordingly.
50. Notwithstanding anything contained in the Bye-laws, the President may, in special circumstances invite an eminent scientist/ technologist/ museologist with essential qualifications of scientific category officers and relevant experience to the post of Director General on contract for a period not exceeding one year with a provision for renewal for a further period provided however that no renewal of the contract shall be made without the previous approval of the Governing Body. The terms and conditions of appointments made under this Bye-law shall be subject to the approval of the Governing Body.

51. Appointments to the posts in grade 'C', 'B' & 'A' and other posts of corresponding rank shall be made by the Director of the Museum/Centre. For corresponding posts in the NCSM Headquarters, appointments shall be made by such officers as may be designated by the Director General from time to time
52. For appointments to each of the posts specified in Bye-laws 51, Selection Committees shall be constituted by the Executive Committee/ Director General as per Recruitment Rules of NCSM approved by Govt. of India.
53. The Executive Committee/Director General as the case may be referred to in Bye-law 52 shall constitute a Screening Committee from amongst the members of the Selection Committee. The Screening Committee shall examine the credentials of all candidates who have applied and draw up a panel of candidates to be interviewed by the Selection Committee. The Selection Committee may interview any or all of the candidates and may also consider other suitable names, if any as it thinks fit and shall make its recommendations to the Director or the officer designated as such by the Director General as the case may be.
54. (a) Notwithstanding anything contained in the Bye-laws, Director General may in exceptional cases invite a qualified Indian Scientists/ Technologist/Museologist, possessing essential qualifications with relevant experience of scientific category officers, abroad or in India for appointment on contract to a Scientific or Technical post in grade E/F for a period not exceeding 5 years & for a period not exceeding 03 years for grade G. For posts in grade-G this power will be exercised by the Chairman, Governing Body.

(b) Notwithstanding anything contained in the bye-laws the Chairman, Governing Body/ Director General/Deputy Director General/Director may appoint on contract a candidate of proven merit to a post not below the Pay Matrix Level-7 for a maximum period of one year subject to the condition that no further renewal of the contract will be done & the post shall be advertised within 6 months of such appointments and selection made in accordance with the provisions in Recruitment Rules of NCSM. Prior approval of the Ministry of Culture to be obtained if renewal of contract beyond 1 year is needed.
55. Appointments to posts of Technical/Exhibition/Education Assistants and other posts of similar status shall be made by Director. For corresponding posts in the NCSM Headquarters, appointments will be made by such officer(s) as may be designated by Director General from time to time.
56. Deleted (vide MoC letter F. No. 9-15/2019-M-II dated 22.10.2021).
57. Notwithstanding anything contained in these Bye-laws, the Governing Body may formulate a scheme or schemes of promotional systems in the NCSM for all categories of staff.
58. Notwithstanding anything contained in these Bye-laws, the Governing Body may formulate a scheme or schemes for merit promotions and grant of advance increments to all categories of staff.
59. The Director General, NCSM shall have power to transfer any employee to any other appropriate post of equivalent status under the NCSM provided no expenditure other than transfer T.A. is normally involved

60. The procedure for appointment of candidates to posts other than mentioned in these bye-laws shall be as per provisions of the Recruitment, Assessment and Promotion Rules as formulated and amended from time to time by the Governing Body.
61. The Committee mentioned herein above shall meet at such place and at such time as the Chairman of the Committee shall appoint.

Conditions of Service of Officers and Staff of the Society.

62. (a) The Central Civil Services (Classification, Control and Appeal) Rules, and the Central Civil Services (Conduct) Rules, for the time being in force, shall apply, so far as may be, to the officers and establishments in the service of the Society, subject to the modification that:
 - (i) references to the “President” and “Government Servant” in the Central Civil Services (Classification, Control and Appeal) Rules, shall be construed as references to the “President of the Society” and “officers and establishments in the service of the Society” respectively; and
 - (ii) references to “Government” and “Government Servant” in the Central Civil Services (Conduct) Rules shall be construed as references to the “Society” and “officers and establishment in the service of the Society” respectively.(b) The appointing/ disciplinary and appellate powers are delegated to such authorities and officers of NCSM as given in the Schedule of appointing/ disciplinary and appellate authorities for different categories of posts under the Central Civil Services (Classification, Control and Appeal) Rules’, in Appendix ‘I’.
63. Orders made in the name of the President and Director General of the Society under the Central Civil Services (Classification, Control and Appeal) Rules shall be authenticated by the signature of the officer designated for the purpose by the Director General.
64. (a) The scales of pay applicable to the officers and establishments in the service of the Society shall not be in excess of those prescribed by the Government of India for similar personnel, save in the case of specialists.
 - (b) in regard to all matters concerning service conditions of employees of the Society, the Fundamental and Supplementary Rules framed by the Government of India and such other rules and orders issued by the Government of India from time to time shall apply to the extent applicable to the employees of the Society.

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

65. The Society may establish and maintain Superannuation Schemes for the benefit of its officers and staff.

Deputation, Scholarships, Fellowships etc.

66. In order to carry out the objects of the Society as set forth in the Memorandum of Association, the Governing Body may institute scholarships and fellowships, sponsor and finance deputations within the country and abroad, give grants-in-aid, establish research schemes and projects and special research centres in its own establishments or in research institutions, universities, technical and technological colleges, industrial establishments, and like institutions.
67. The terms and conditions governing such activities shall be laid down by the Governing Body and it shall be within its powers to amend or repeal any or all of these terms and conditions.
68. Such scholarships, fellowships, grants-in-aid, shall be restricted to Indian citizens, normally resident in India.

General

69. The Director General may delegate, with the permission of the President/Chairman, GB, such powers as may be considered necessary in the exigencies of work, to the Dy. Director General/Directors of Museums/ Centres or other officers of the Society.

Financial Advice at the Unit Level

70. In each Museum/Centre Sr. Controller/Controller/Dy. Controller of Finance & Accounts shall be responsible for scrutiny of the budget and all proposals involving financial implications, maintenance of accounts and internal audit of the Museums/Centres.

The Sr. Controller/Controller/ Dy. Controller of Finance & Accounts shall advise the Director of Museum/Centre on all financial matters. The Director/Executive Committee shall have the power to overrule his advice after recording reasons therefor. A report of such cases shall be sent to the Director General. In cases which are beyond the powers of the Director of Museum/Centre/ Deputy Director General/ Executive Committee, the Director General will take a decision.

71. All sanctions, orders, or delegations of competent authorities under these Rules and Bye-laws, affecting the Society's account shall be reduced to writing and communicated to audit. When communicated they shall be expressed to be orders of the competent authority concerned, but may be authenticated under the hand of either the President, Director General or such other officers as may be empowered by the Director General in this behalf.
72. Any alteration in the Bye-law can only be made by the Governing Body with sanction of the Government of India.

APPENDIX-I

Schedule of Appointing, Disciplinary, Appellate, Revisionary & Reviewing Authorities under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as adopted by NCSM.

Sl. No.	Designation or grade of post	Appointing authority	Authority empowered to impose penalty	Penalties it can impose	Appellate authority	Revisionary & Reviewing Authority	Remarks
1.	Director General	President, NCSM	President, NCSM	All*	--	--	*Major and minor penalties under Rule 11 of C.C.S. (C.C.A.) Rules, 1965, as adopted by NCSM.
2.	Grade 'G'	Chairman, GB	Chairman, GB	All	President, NCSM	President, NCSM	**Minor penalties under Rule 11 of CCS(CCA) Rules, 1965, as adopted by NCSM.
			Director General	Minor **	Chairman, GB		
3.	Grade 'E', 'F'	Director General	Director General	All	Chairman, GB	President, NCSM	--
4.	Grade 'D'	Deputy Director General	Deputy Director General	All	Director General	Chairman, GB	
5.	All other posts subordinate to Grade 'D' in NCSM Headquarters	Deputy Director General	Deputy Director General	All	Director General	Chairman Governing Body, NCSM	--
6.	All posts subordinate to Grade 'D' in Museum/Centre	Director of Museum/Centre	Director of Museum/Centre	All	Deputy Director General	Director General	--