



Ministry of Culture
Government of India



MEMORANDUM OF ASSOCIATION RULES & REGULATION BYE-LAWS

(Amended in 2021)

NATIONAL COUNCIL OF SCIENCE MUSEUMS, KOLKATA

An Autonomous Body under the Ministry of Culture, Govt. of India

**MEMORANDUM OF ASSOCIATION
RULES & REGULATIONS
BYE-LAWS**



NATIONAL COUNCIL OF SCIENCE MUSEUMS
Block - GN, Sector - V, Bidhan Nagar, Kolkata - 700091
Re - Printed in 2022

INTRODUCTION

The National Council of Science Museums (NCSM) was registered under the W.B. Registration of Societies Act XXVI of 1961 on the 4th of April, 1978 with the Union Minister of Education as its President. The NCSM, an autonomous society, appears under the Department of Culture, Union Ministry of Education and Culture in the Govt. of India (Allocation of Business) Rules 1961 as amended by a gazette notification No.CD-607/79 dated 17.9.79.

The following three museums that were earlier functioning under the Council of Scientific & Industrial Research (CSIR) and delinked from the CSIR by decisions made by the Society of the CSIR at its meeting held on 23.11.77 presided over by the President, CSIR (Prime Minister of India) under the gazette notification No.CD- 261/78 dated 6.4.78 were taken over by NCSM on its formation:

- (1) Birla Industrial & Technological Museum, Calcutta
- (2) Visvesvaraya Industrial & Technological Museum, Bangalore
- (3) Nehru Science Centre, Bombay

Based on the recommendation of the Society and the Governing Body of CSIR, the Govt. of India decided that the delinking of above museums from CSIR shall be final and they will continue with the Ministry of Education & Culture vide CSIR O.M. No. I-CSIR/TL-78-III/CDN dated 15.10.82.

Since its formation, NCSM has set up a series of new science museums and science centres throughout the country. The science museums and science centres that are established by NCSM and functioning under its administrative control are Shri Krishna Science Centre, Patna; District Science Centre, Purulia; District Science Centre, Gulbarga; District Science Centre, Dharampur; District Science Centre, Tirunelveli; Regional Science Centre, Lucknow; Regional Science Centre, Bhubaneswar; National Science Centre, Delhi; Raman Science Centre & Planetarium, Nagpur; Central Research & Training Laboratory, Kolkata; Regional Science Centre, Tirupati; District Science Centre, Bardhaman; Regional Science Centre, Guwahati; Regional Science Centre, Bhopal; District Science Centre, Dhenkanal; Regional Science Centre & Planetarium, Calicut; Science City, Kolkata; North Bengal Science Centre, Siliguri; Digha Science Centre, Digha; Kurukshetra Panorama And Science Centre, Kurukshetra; Goa Science Centre, Panjim; and Palampur Science Centre, Palampur.

NCSM has also established museums/science centres in several foreign countries, which include Rajiv Gandhi Science Center, Port Louis, Mauritius & India gallery at International Buddhist Museum, Kandy, Sri Lanka and also represented India in Festivals of India organized in various countries. It has also supplied exhibits/exhibitions and expertise for various projects of national and international importance.

NCSM is currently under the Ministry of Culture, Government of India. The Bye-laws of NCSM formulated at the time of its inception have undergone amendments & revisions in 1979, 1984, 1987 and the last amendment was done in 2021.

The following pages will bear the Memorandum of Association, Rules and Regulations, Bye-Laws.

West Bengal Form No. 264.



Certificate of Registration of Societies

West Bengal ACT XXVI of 1961

No. S/21927 of 1978 -1979

I hereby certify that National Council of Science Museums

has this day been registered under the West Bengal Societies Registration Act, 1961.

Given under my hand at Calcutta

this Fourth day of April

One nine hundred and seventy eight



(B K Som)
Registrar of Firms, Societies
Non-Trading Corporations,
West Bengal.

**MEMORANDUM OF ASSOCIATION
OF THE
NATIONAL COUNCIL OF SCIENCE MUSEUMS***

1. The name of the Society shall be “National Council of Science Museums”.
2. The Registered office of the Society is situated at Block-GN, Sector-V, Bidhan Nagar, Kolkata - 700091.
3. The objects for which the Society is established are :-
 - (i) To take over the administration and management of the following three museums/centres with all their assets of whatever nature and all their liabilities from the Council of Scientific & Industrial Research, a society registered under the Societies Registration Act XXI of 1860.
 - (a) Birla Industrial & Technological Museum, Kolkata.
 - (b) Visvesvaraya Industrial & Technological Museum, Bengaluru.
 - (c) Nehru Science Centre, Mumbai.
 - (ii) To administer and run the above three museums/centres and their Regional Science Centres.
 - (iii) To establish, take over and administer new museums or centres of science, technology and industry and like institutions at all levels – national, state, district and block.
 - (iv) To portray the growth of science and technology and their application in industry and human welfare, with a view to develop scientific attitude and temper and to create, inculcate and sustain a general awareness amongst the people.
 - (v) To collect, restore and preserve important historical objects which represent landmarks in the development of science, technology and industry.
 - (vi) To preserve the relics of industrial archaeology as site museums.
 - (vii) To design, develop and fabricate science museums exhibits, demonstration equipments and scientific teaching aids for science education and popularisation of science.
 - (viii) To popularise science and technology in cities, urban and rural areas for the benefit of students and for the common man by organising exhibitions, seminars, popular lectures, science camps and various other programmes;

*Formulated on April 4, 1978 and amended on February 27, 1984,

- (ix) To supplement science education given in schools and colleges and to organise various out-of-school educational activities to foster a spirit of scientific enquiry and creativity among the students;
- (x) To organise training programmes for science teachers/students/young entrepreneurs/technicians/handicapped/house-wives and others on specific subjects of science, technology and industry;
- (xi) To render assistance to universities, technical institutions, museums, schools and colleges or other bodies in planning and organising science museums and also in training of personnel for museum profession;
- (xii) To establish Centres for development of science exhibits and demonstration aids;
- (xiii) To conduct research in science and technology in the areas pertaining to the activities of the Council and to evaluate traditional science and technology in the light of modern scientific and technical concepts.
- (xiv) To establish and award research fellowships and financing of specific researches in relevant fields;
- (xv) To collect, restore and preserve records and documents relating to the development of science, technology and industry with special reference to India and set up an archive for the above purpose;
- (xvi) To collect and disseminate information in regard to science, technology and industrial museums and centres;
- (xvii) To establish and maintain research and reference libraries in pursuance of the objects of the Society with reading and study rooms and to furnish the same with books, reviews, magazines, newspapers and other publications;
- (xviii) To publish scientific papers, books and journals devoted to the field of museology, history of science and technology and popularisation of science;
- (xix) To enter into agreements with foreign scientific agencies and science and technology museums/centres and like institutions for exchange of museum professionals, study tours, training in specialised areas in the field of museology and museography and history of science and technology, conducting joint projects, providing technical assistance in the establishment of science and

(2)

technology museums/centres and like institutions and for other matters consistent with the aims and objectives of the Society.

- (xx) For the purpose of the Society to draw and accept, make and endorse, discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- (xxi) To invest the funds of, or money received by or entrusted to, the Society upon such securities or in such manner as may from time to time be determined by the Governing Body and from time to time sell or transpose such investment;
- (xxii) To borrow money from Central or State Government, banks or other financial institutions for the purpose of the Society;
- (xxiii) To accept grants or money from the Central Government, State Governments, CSIR and other public bodies, corporations, companies or persons for the purpose of the Society;
- (xxiv) To purchase, take on lease, accept as a gift or otherwise acquire any land or building wherever situated in India which may be necessary or convenient for the Society;
- (xxv) To construct or alter any building which may be necessary for the Society;
- (xxvi) To sell, lease, exchange, gift, mortgage, license or otherwise transfer all or any portion of the movable or immovable properties of the Society;
- (xxvii) To employ and pay the necessary staff for the purposes of the Society and maintain provident fund, gratuity and superannuation schemes for the benefit of such staff;
- (xxviii) To do all other such things as the Society or the Governing Body may consider necessary, incidental or conducive to the attainment of the above objectives.

4. The income and property of the Society, however derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure or disposal of the properties to such limitations or conditions as the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends,

(3)

bonus or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other persons in return for any service rendered to the Society.

5. The Government may issue such directions to the Society as it may consider necessary for the furtherance of the objects of the Society and for ensuring their proper and effective functioning and the Society will carry out such directions.
6. If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be dealt with in such manner as the Government of India may determine.
7. The Governing Body of the Society to whom the management of its affairs are entrusted shall be the Body constituted to be Governing Body under the rules and regulations of the Society and the first members of the said Governing Body shall be:

Sl.No	Name	Address	Status
1.	Shri A S Gill	Addl. Secretary, Dept. of Culture, New Delhi	Member
2.	Dr A Ramachandran	Secretary, Dept. of Science & Technology, and Director General, Scientific & Industrial Research, New Delhi	Member
3.	Shri J A Kalyanakrishnan	Financial Adviser, Ministry of Education and Social Welfare, New Delhi	Member
4.	Dr Atma Ram	Chairman, National Committee of Science & Technology, New Delhi	Member
5.	Dr A N Bose	Vice-Chancellor, Jadavpur University, Calcutta	Member
6.	Shri A Bose	Director of Museums, 19A Gurusaday Road, Calcutta	Member
7.	Smt J Anjani Dayanand	Jt. Secretary (Schools), Ministry of Education & Social Welfare, New Delhi	Member

(4)

The first Governing Body will hold office for a period of one year or until a new Governing Body is formed in accordance with the Rules & Regulations of the Society, whichever is earlier.

8. A copy of the Rules of the Society certified to be corrected copy by three members of the Governing Body is filed along with the Memorandum of Association.
9. We, the several persons whose names and addresses are given below, having associated ourselves for purposes described in this Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society, under West Bengal Societies Registration Act XXVI of 1961, this Fourth day of April, one thousand nine hundred and seventy eight.

Name	Signature	Address	Attestation
Shri A S Gill	Sd/- S S Gill	Addl. Secretary, Dept. of Culture, New Delhi	Sd/- (J.M.Gugnani), Asst. Educational Adviser, Ministry of Education (D/o Culture)
Dr A Ramachandran	Sd/- A Ramachandran	Secretary, Dept. of Science and Technology and Director General, Council of Scientific & Industrial Research, New Delhi	Sd/- (S K Ghose), Sr Curator, B.I.T.M.
Shri J A Kalyanakrishnan	Sd/- J A Kalyanakrishnan	Financial Adviser, Ministry of Education and Social Welfare, New Delhi	Sd/- (S.N.Dutt), Dy. Secy, M/Edu.&S.W.
Dr Atma Ram	Sd/- Atma Ram	Chairman, National Committee on Science & Technology, New Delhi	Sd/- Atma Ram Sd/- (S.K.Ghose), Sr. Curator, B.I.T.M.
Dr A N Bose	Sd/- A N Bose	Vice-Chancellor, Jadavpur University, Calcutta	Sd/- (D.P.Ganguly), S.O., B.I.T.M.
Shri A Bose	Sd/- A Bose	Director of Museums, 19A, Gurusaday Road, Calcutta	Sd/- (S.K.Ghose), Sr Curator, B.I.T.M.
Smt J Anjani Dayanand	Sd/- A Dayanand	Jt. Secretary (Schools), Ministry of Education & Social Welfare, New Delhi	Sd/- (Miss) (Veena Kohli), Dy. Secretary, Ministry of Education & Social Welfare.

(5)

**RULES & REGULATIONS
OF THE
NATIONAL COUNCIL OF SCIENCE MUSEUMS**

FORMULATED ON APRIL 4, 1978.
AMENDED ON FEBRUARY 27, 1984.
FURTHER AMENDED ON JANUARY 24, 1987.

RULES & REGULATIONS OF THE NATIONAL COUNCIL OF SCIENCE MUSEUMS

Short Title

1. These rules may be called “The Rules of the National Council of Science Museums”

Interpretation

2. In these Rules the following words and abbreviations shall have the meanings given therein unless there is anything contrary in the subject or context:
 - (1) “Act” shall mean the West Bengal Societies Registration Act XXVI of 1961, and shall include the rules/regulations if any framed thereunder, as amended or modified from time to time.
 - (2) “The Society” and “NCSM”, as the case may be, shall mean National Council of Science Museums.
 - (3) “The Government” shall mean the administrative Ministry or Department of the Government of India concerned with the National Council of Science Museums, from time to time.
 - (4) “The Governing Body” shall mean the Governing Body of the Society constituted under Rule 36.
 - (5) The “President” shall mean the President of the Society.
 - (6) The “Chairman” shall mean the Chairman of the Governing Body of the Society.
 - (7) The “Director General” shall mean the Director General of the Society appointed under Rule 60.
 - (8) The “Executive Committee” shall mean any of the bodies which are constituted as such under Rule 54.
 - (9) “The Secretary” shall mean the Secretary of the Society or such other person who may be authorised to act as such.
 - (10) The “Advisory Committee/Panel of Experts” shall mean any body which is constituted under Rules 41 and 59.
 - (11) The “Principal Executive Officer” shall mean the Director General of the Society.

(8)

- (12) The “Director” shall mean the Head of a Museum/Centre at national level under NCSM as may be appointed as per Bye-Laws of NCSM.
- (13) Words importing the singular number shall include the plural number and vice-versa. Words importing the masculine gender shall include the feminine gender.

3. Members of the Society

- (a) The Society shall consist of the following members:

- (i) President of the Society, who shall be the Minister-in-Charge of the Ministry or the Department dealing with the Society,
- (ii) Eminent persons, not exceeding 19 in number, representing science & technology, education, commerce & industry, art & culture and museology to be nominated by the Government,
- (iii) One representative of the Ministry or the Department for the time being dealing with NCSM – ex-officio,
- (iv) Financial Adviser to the Ministry or the Department for the time being dealing with NCSM – ex-officio,
- (v) A representative from the Department of Science & Technology – ex-officio,
- (vi) Director General, Scientific & Industrial Research – ex-officio,
- (vii) A representative from the Department of Technical Education – ex-officio,
- (viii) Director General, NCSM – ex-officio.

4. Should any member who is appointed as such, under Rule 3 (iii) to (viii), Rule 36 (iii) to (vi) and Rule 55 (iii) to (viii) be prevented or unable otherwise from attending any meeting of the Society or any of its bodies or committees, he shall be at liberty to appoint and authorise a representative to take his place at that meeting of the Society and such representative shall have all the rights and privileges of a member of the Society including the right to speak and vote at that meeting.

Role of Members

5. The Society shall keep a roll of members giving their addresses and occupation and every member shall sign the same on becoming a

(9)

member. No person shall be deemed to be a member or be entitled to exercise any of the rights and privileges of a member unless he has signed the roll as aforesaid.

6. If a member of the Society changes his address and/or occupation, he shall within 30 days from such changes notify his new address and/or occupation to the Secretary of the Society and the entry in the roll will be changed accordingly. In case he fails to do so, his address and/or occupation given in the roll of members shall be deemed to be correct for the purpose of the Society. All notices and communications sent to a member in his address as shown in the roll shall be deemed to have been duly served and sent by the Society or on its behalf.
7. Every member shall be entitled to inspect the register of members by giving at least 15 days notice in writing to the Secretary.
8. **RESTRICTION ON HOLDING OFFICE:** No person who is an undischarged insolvent or who has been convicted of any offence in connection with the formation, promotion, management or conduct of the affairs of a society, or of a body corporate, or of any offence involving moral turpitude, shall be entitled to be a member of the Society or the Governing Body or any other committee within the Society.

Duration of Membership

9. Unless his membership of the Society is terminated as provided in Rule 11, and subject to the provisions of Rule 10, each member of the Society, other than an ex-officio member, shall relinquish his membership on the expiry of four years from the date on which he becomes a member of the Society, but he shall be eligible for re-appointment. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the outgoing member.
10. When a person becomes or is appointed or nominated as a member of the Society by virtue of an office held by him, his membership of the Society shall terminate when he ceases to hold that office, and the vacancy so caused shall be filled by his successor to that office.
11. A member of the Society, other than an ex-officio member, shall cease to be a member on the happening of any of the following events:

- (a) If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve on the Society, or he goes abroad for a period exceeding 6 months.
- (b) If he does not attend three consecutive meetings of the Society without obtaining leave of absence from the President.
- (c) If he accepts a full time appointment in the Society.

12. Whenever a member desires to resign from the membership of the Society he shall forward a letter containing his resignation addressed to the Secretary.
13. The Society shall function notwithstanding any vacancy in its body and no act or proceeding of the Society shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.
14. The Government may terminate the membership of any member or at one and the same time the membership of all members other than ex-officio members of the Society. Upon such termination, the vacancy shall be filled in, in accordance with the relevant provisions of the Rules, save that the Government may renominate any member regardless of such termination.
15. Any vacancy in the membership of the Society caused by any of the reasons mentioned in Rule No.11 shall be filled in by nomination appropriately, provided that the vacancy shall not be filled in until moved to do so by the President, in consultation with the Government, provided further nothing in this Rule shall apply to any of the ex-officio members.
16. **AUTHORITIES AND OFFICERS OF THE SOCIETY:**

The following shall be the authorities and officers of the Society:

- (i) The President,
- (ii) The Governing Body,
- (iii) The Director General who is the Principal Executive Officer of the Society,
- (iv) The Executive Committees,
- (v) Directors of constituent museums/centres,
- (vi) The Secretary of the Society.

17. The society shall establish and maintain its own office, museum/centres,stockyards,workshops and subsidiary units.
18. Appointment to various posts in the Society shall be made in accordance with the recruitment rules framed for the purpose by the Governing Body with the prior approval of the Government.
19. (Deleted)

Proceedings of the Society

20. An Annual General Meeting of the Society shall be held at such time, date and place, as may be determined by the President. At such Annual General Meeting, the Governing Body shall submit the Annual Report and the Audited Accounts of the Society together with the Auditor's Report thereon.
21. The President may convene a Special General Meeting of the Society, whenever he thinks fit.
22. The President shall convene a Special General Meeting of the Society on the written requisition of not less than five members of the Society.
23. The requisition so made by the members of the Society shall express the object of the meeting proposed to be called and shall be left at the address of the Secretary or posted to his address.
24. At all Special General Meetings no subject other than that stated in the notice or requisition, as the case may be, shall be discussed except when specially authorised by the President.
25. Excepting as otherwise provided in these Rules, all meetings of the Society shall be called by Notice under the signature of the Secretary.
26. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.
27. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
The notice may be served upon any member of the Society either
28. personally or by sending it through the post in an envelope

addressed to such members at the addresses mentioned in the roll of members.

29. Any notice so served by post shall be deemed to have been served on the day following that on which the letter, envelope or cover containing the same is posted and in providing such service it shall be sufficient to prove that the cover containing such notice was appropriately addressed and put into the post office.
30. The President shall preside at all meetings of the Society. In case the President is unable to attend a particular meeting the members present shall chose one of the members present to be the President of the particular meeting.
31. No business shall be discussed at any meeting of the Society except the election of a President whilst the Chair is vacant.
32. One third of the members of the Society including the substitutes appointed in the Rule 4, present in person shall form the quorum at every meeting of the Society.
33. All disputed questions at the meetings of the Society shall be determined by the majority of the votes of members present and voting.
34. Each member of the Society shall have one vote. In the case of an equality of votes, the Chairman shall have a casting vote.
35. Such officer as may be authorised by the Director General will function as Secretary of the Society and its Governing Body for the purposes of West Bengal Act.

The Governing Body

36. The affairs of the Society shall be managed, administered, directed and controlled subject to the rules, bye-laws and orders of the Society by the Governing Body. The Governing Body of the Society for purposes of the Act shall consist of the following:
 - (i) The Chairman, who shall be nominated from members of the Society by the President of the Society from amongst eminent scientists, technologists, educationists and museologists.
 - (ii) Six members representing science, technology, education, commerce & industry, art & culture and museology to be nominated by the Government from amongst the members

of the Society – members.

- (iii) A representative of the Ministry dealing with the Society – Ex-officio Member.
- (iv) Financial Adviser to the Ministry dealing with the Society – Ex-officio Member.
- (v) Director General, Scientific & Industrial Research or his nominee – Ex-officio Member.
- (vi) Director General, NCSM – Ex-officio Member.

Directors under NCSM may be invited to attend the meeting of the Governing Body as co-opted members from time to time. The Secretary of the Society will function as the Secretary of the Governing Body.

- 37. The membership of the Governing Body shall be regulated in accordance with the provisions of Rules 4 to 15 mutatis mutandis.
- 38. The members of the Society or of the Governing Body or of any Committee appointed by it shall not be entitled to any remuneration from the Society. The non-official members of the Governing Body or any Committee appointed by it shall be paid by the Society such travelling and daily allowances as may be provided for in the Bye-laws to be made in this behalf in respect of the journey undertaken by them for attending the meetings of the Governing Body or of Committees set up by the Governing Body in connection with any business of the Society.

Functions and Powers of the Governing Body

- 39. The Governing Body shall generally carry out and pursue the objects of the Society, as set forth in the Memorandum of Association. The Management of all the affairs and funds of the Society, shall, for this purpose, vest in the Governing Body.
- 40. The Governing Body shall exercise all the powers of the Society subject nevertheless to such limitations as the Government may, from time to time, impose in respect of the expenditures from the funds of the Society and of grants made by the Government and disposal of any of the properties of the Society, provided always that the Governing Body shall have no greater powers in the matter of expenditure from the funds of the Society than the Government possesses in respect of expenditure from public funds.

- 41. In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the power, subject to the provisions of these rules and the Bye-laws to:

- (i) Consider the annual and supplementary budgets placed before it by the Secretary from time to time, and pass them with such modifications as the Governing Body may think fit subject to the prior concurrence of the Government and also to the approval of the Society in its Annual General Meeting.
- (ii) Develop science and/or technological museums and centres in the country at national, state, district and block levels and evolve a suitable structure for their governance.
- (iii) Plan the requirements and allocations of financial resources to the museums/centres with the Governing Body acting as the interface between the Museums/Centres and the concerned ministries of the Government.
- (iv) Provide guidance to the museums/centres about the thrusts to be provided in their programmes which has relevance to national priorities.
- (v) With the sanction of the Government of India, frame, amend, or repeal Bye-laws, for the administration and management of the affairs of the Society and in particular to provide for the following matters:
 - (a) preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contract, investment of the funds of the Society, sale or alteration of such investments and maintenance of accounts and their audit;
 - (b) procedure for recruitment of officers and establishment in the service of the Society;
 - (c) terms and tenures of appointments, emoluments, allowances, rules and discipline and other conditions of service of the officers and establishments of the Society;
 - (d) terms and conditions governing the grant of scholarships, fellowships and grants-in-aid for research schemes and projects not inconsistent with the objects of the Society; and
 - (e) such other matters as may be necessary for the administration of the affairs and funds of the Society;

- (vi) Constitute Executive Committees or local Committees for any particular area or institution consisting of persons who need not be the members of the Society and delegate to them such powers as the Governing Body may think proper and lay down rules for the procedure of such Committees.
- (vii) Constitute Committees or Sub-Committees for such purposes and with such powers as the Governing Body may think proper;
- (viii) Constitute Advisory Boards or Committees consisting of persons who need not be members of the Society with such advisory functions as the Governing Body may think proper,
- (ix) Constitute panel of experts in consultation with the Director General including those outside the NCSM for periodic external evaluation of the museums/centre. The Director of the museum/centre shall be associated with this Expert Panel.
- (x) Create and abolish posts.
- (xi) Appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties, lay down their service conditions from time to time.
- (xii) Enter into arrangements with the Government of India and through them with Foreign and International Agencies and Organisations the State Governments and other public or private organisations or individuals for securing and accepting grants-in-aid, endowments, donations or gifts to the Society on mutually agreed terms and conditions; provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objects of the Society.
- (xiii) Take over, acquire by purchase, gift, exchange, lease or hire or otherwise from Government of India and through them from foreign and international agencies and organisations, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Society.

(16)

- (xiv) Evaluate the performance of NCSM and its constituent units in relation to their objectives.
- (xv) Constitute a Financial Advisory Committee for advising Governing Body on major financial matters and formulation of budget. The Committee may be chaired by the Chairman of Governing Body and shall be composed of the Financial Adviser to the Ministry of Department to which the Society shall belong, a representative of the Ministry or Department to which the Society shall belong, Director General, NCSM, Finance Officer and Secretary, NCSM and Directors of Museums/Centres at national level.
- (xvi) Consider the proposal or/and decision of Director General in the matter(s), which is/are not specifically covered under the Bye-laws of NCSM and also to approve/ratify in the Governing Body.

Proceedings of the Governing Body

- 42. Every meeting of the Governing Body shall be presided over by its Chairman and in his absence a member chosen from amongst themselves by members present, to preside for the occasion.
- 43. One third members of the Governing Body, including the substitutes appointed under Rule 4, present in person, shall constitute a quorum at any meeting of the Governing Body.
- 44. Not less than fifteen days clear notice of every meeting of the Governing Body shall be given to each member of the Governing Body. But in special cases a meeting may be convened at a shorter notice with the approval of the Chairman. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings of the meeting.
- 45. The Governing Body shall meet as often as may be considered necessary, but not less than twice a year.
- 46. For the purposes of Rule 45 each year shall be deemed to commence on the 1st day of April and terminate on the 31st day of March of the following calendar year.
- 47. The Chairman may himself call or by a requisition in writing signed by him may require the Secretary to call a meeting of the Governing Body at any time and on the receipt of such a requisition, the Secretary shall forthwith call such a meeting.

(17)

48. Four members of the Governing Body, may by requisition in writing signed by them, require the Secretary to call a meeting of the Governing Body at any time and on receipt of such a requisition, the Secretary shall call such a meeting with the approval of the Chairman.
49. Each members of the Governing Body shall have one vote and, if there shall be an equality of votes on any question to be decided by the Governing Body, the Chairman shall have a casting vote.
50. Any business which it may be necessary for the Governing Body to perform, except such as may be placed before its annual meeting, may be transacted and performed by a resolution in writing circulated among all the members and any such resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least four members of the Governing Body have recorded their approval to the resolution, but subject always to the succeeding Rule 51.
51. In case of a difference of opinion amongst the members of the Governing Body, the opinion of the majority shall prevail. The Chairman, may, however, refer any question which in his opinion is of sufficient importance for the decision of the Government. The decision of the Government shall be binding on the Society and its Governing Body and shall be final.

Functions and Powers of the President

52. The President shall exercise such powers of supervision and superintendence over the conduct of the affairs of the Society, as may be delegated to him by the Society including formulation of policy to be followed in respect of such affairs.
53. The President may, in exercise of his powers give such directions, as he might think necessary, to the Chairman, Director General and any other officer of the Society, who shall implement the same.

Executive Committees of Museums/Centres

54. For each Museum/Centre at national level, at the time considered appropriate by the Governing Body, it shall appoint an Executive Committee for the control and general direction of the Museum/Centre along with State level and District level Centres

functioning under the same Museum/Centre within the framework of rules and regulations, bye-laws and directives issued from time to time by the Governing Body and Society.

55. The Executive Committee of the museums/centres shall consist of the following:
 - (i) Chairman of the Executive Committee – An eminent Scientist/Technologist/Museologist from amongst the members of the Governing Body.
 - (ii) Five members from industry/museums/education/culture/science.
 - (iii) Secretary, Education of the concerned State Government or his nominee.
 - (iv) Director of the museum/centre.
 - (v) Two Senior Scientists/Technologists of the museum/centre.
 - (vi) Financial Adviser to the concerned Ministry or Department for the time being dealing with NCSM or his nominee.
 - (vii) One representative from the concerned Ministry or Department for the time being dealing with NCSM.
 - (viii) The Director General, NCSM or his nominee.
56. Subject to Rule 54 above, the Executive Committee of a Museum/Centre shall have such functions as may be assigned to it by the Governing Body and/or under the Bye-Laws, provided that the Governing Body may withdraw any or at one and the same time all or any of the functions of the Executive Committee assigned by it. Constituent Museum/Centre, under the NCSM shall be guided by the national policies decided upon by the NCSM and incorporate these policies in the context of their regional location. Executive Committees shall ensure that broad strategy and specific policies framed by the Governing Body and communicated by the Director General, NCSM are effectively implemented at the level of the constituent Museums/Centres.
57. Each member of the Executive Committee including the Chairman of the Executive Committee shall have one vote. All matters at the Executive Committee meeting shall be decided by the majority vote.

If there will be an equality of votes on any question to be decided by the Executive Committee, the Chairman of the Executive Committee shall in addition have a casting vote. The proceedings of the Executive Committee shall be approved by its Chairman.

58. Notwithstanding anything contained in Rule 57 –

- (a) Notwithstanding anything contained in Rule 57 –the Chairman of the Executive Committee with the concurrence of the Director General as the Principal Executive Officer of the Society may review/amend any of the decisions of the Executive Committee and pass such orders as considered necessary in the interest of the museum/centre.
- (b) The Governing Body may reverse and revoke any of the decisions of the Executive Committee on a reference made to it by the Chairman of the Executive Committee within 15 days from the date of its meeting.

Sub-Committees

59. The Executive Committee of a Museum/Centre may form Sub-Committees e.g. Planning and Programming Committee, Building Committee, Exhibit Purchase Committee, Local Advisory Committee etc. to assist and advise the Executive Committee.

- (a) The Planning and Programming Committee shall be responsible for generating new ideas and concepts, scrutinising the Annual Plan and Five Year Plan and formulation of scientific, technical, educational and developmental programmes of the museum/centre and making proper recommendations to the Executive Committee. The Committee shall be chaired by a member of the Executive Committee and shall consist of 7 outside members in the field of science/technology/education/museology and four department members including Director of Museum/Centre, a nominee of the Director General, NCSM and two project Co-ordinators of the respective Museum/Centre.
- (b) The Building Committee shall be responsible for scrutinising major construction proposals, tenders, deviation and extra items etc, and making proper recommendations to the Executive Committee. This shall be set up when a major

construction programme is undertaken. The Committee shall be chaired by a construction expert and shall consist of 3 outside members, Director of Museum/Centre, Administrative Officer, Finance & Accounts Officer and Assistant Executive Engineer of the Museum/Centre.

- (c) The Exhibit Purchase Committee shall be responsible for scrutinising proposals for purchase of antique/historic exhibits in the area of interest and activities of the Museum/Centre and for assessing reasonable price of such exhibits which are offered for sale to the Museum/Centre. The core of the Committee shall have a renowned museologist as Chairman and 2 outside experts, Director of Museum/Centre and a Project Co-ordinator of the Museum/Centre. In addition the Committee shall co-opt one or more subject expert(s) for each purchase proposal.
- (d) A Local Advisory Committee shall be constituted for each State Level and district level science centre to advise the Curator placed in charge of such Science Centre in planning and programming. The Committee shall consist of 10 outside members in the fields of science, technology, education, museology, industry, management and civil service, and two departmental members including the concerned Curator and Director of Museum/Centre. Recommendations of the Committee shall be placed before Executive Committee of the concerned Museum/Centre under which the State level or district level centre functions. In case of centrally co-ordinated projects, such Committees shall be constituted by Director General, NCSM and recommendations of the Committee shall be placed before Director General.
- (e) The Director of Museum/Centre shall constitute a Project Co-ordinator's Committee with himself as Chairman and Curators, Technical Officers, Exhibition Officers, who are declared as Project Co-ordinators as Members. Ideas, concepts, plans and programmes within the guidelines and policies framed by Governing Body and communicated by Director General, NCSM, shall originate at the level of this Committee and processed through the Planning & Programming Committee of the

Museum/Centre. For proper co-ordination of work the Director of Museum/Centre may constitute some other departmental Committees at different levels.

Functions and Powers of the Director General and Directors

60. The Director General shall be a distinguished scientist/technologist, museologist and shall be appointed by the President on recommendation of a high power selection committee to be appointed by the President with the approval of the Government.
61. Subject to any order that may be passed by the Government or by the President in exercise of his powers and the decisions of the Governing Body the Director General shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body and he shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-laws.
62. The Director General subject to the provisions of these Rules and Bye-laws and decisions of the Governing Body and the Chairman, exercise authority, and disciplinary control over the officers and staff of the Society, and prescribe their duties and functions. The Director General shall be the Principal Executive Officer of the Society who shall look after, coordinate and administer the activities of the Society and shall ensure that policies devised by the Governing Body are communicated to and effectively implemented by the constituent Museums. He may delegate specific powers to the officer(s) of the Society with the approval of the Chairman.
63. Subject to the provisions of these rules and Bye-laws and decisions of the Governing Body and Director General, NCSM and subject to overall guidance and supervision of the Executive Committee the Director of Museum/Centre shall be responsible for the proper administration of the affairs and funds of the Museum/Centre and exercise authority and disciplinary control over the officers and staff of the museum/centre as laid down in the Bye-laws and prescribe their duties and functions. The Director of Museum/Centre shall be the Chief Executive Officer of the Museum/Centre who shall ensure that the policies devised by the Governing Body and coordinated by the Director General, NCSM are effectively implemented. He may delegate specific powers to subordinate officers in the Museum/Centre as per provisions of the Bye-laws.

64. For the purpose of Section 19 of the Act, the Secretary shall be considered the Principal Secretary of the Society. He shall have the power to file and defend suits or other legal proceedings on behalf of the Society and shall have the power to compromise and settle by reference to arbitration under the Indian Arbitration Act or otherwise any dispute relating to the Society, subject to decision, confirmation and ratification of the Governing Body. This power can be delegated to Administrative officers of NCSM headquarters and constituent Museums/Centres by a suitable provision of the Bye-laws.

Funds of the Society

65. Funds of the Society shall consist of the following:
 - (i) Lump sum and recurring grant made by the Government of India.
 - (ii) Fees and other charges received by the Society.
 - (iii) All moneys received by the Society by way of grants, gifts, endowments, donations and other contributions approved by the Society.
66. All funds of the Society shall be paid into the Society's account with branches of the State Bank of India and its subsidiaries and/or in a nationalised bank and shall be operated upon by such officers as may be duly empowered in this behalf by the Governing Body.
67. All properties, movable or immovable, shall be held by and in the name of the Society provided that the Government shall have the right to direct the Society to use and utilise or deal with any fund or property, including disposal thereof in such manner as it may consider necessary for the purpose of the Society and such directions and directives shall be binding upon the Society.

Accounts and Audit

68. The accounts of the Society shall be audited by such person or persons as may be nominated by the Society. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the preservation of the accounts for audit shall be prescribed by Bye-laws to be framed by the Governing Body and approved by the Government.

Annual Report

69. The annual report of the proceedings of the Society and of the work undertaken during the year shall be prepared by the Governing Body for the information of the Government and the Society. The report and the audited accounts of the Society along with the auditor's report thereon shall be placed before the Society at the Annual General Meeting. The annual report and the auditor's report of the Society will be made available to the Government to enable them to place it before the Parliament within nine months of the close of the accounting year.
70. The Society may from time to time appoint committees to review the work and progress of any particular museum/centre and to hold enquiries into the affairs thereof and to report thereon in the manner the Society may stipulate. Upon receipt of such reports and the comments of the museum/centre concerned the Society may take such action and issue such directions as it may consider necessary in respect of all the matters dealt within the report and the concerned museum/centre shall be bound to comply with such directions.

Financial Advice

71. Matters having financial implications which fall beyond the power of the Director General shall be referred to the F.A. to the Ministry for advice.
72. There shall be at Headquarters of the Society a Financial and Accounts Officer, who will be a full-time employee of the Society and will be responsible for its control of Finances/Budget, maintenance of accounts and internal audit. The Financial and Accounts Officer shall advise the Director General on all financial matters. The Director General shall have the power to overrule his advice by recording reasons therefor. A report of all such cases shall be sent to the Governing Body for information. Members shall be entitled to inspect the accounts and of the proceedings of the meetings by giving at least 15 days notice in writing to the Secretary.

Alteration or Extension of the Purposes of the Society

73. Subject to the approval of the Government previously obtained, the Society may alter or extend the purposes for which it is established or be amalgamated either wholly or partially with any other Society by following the undermentioned procedure:

- (a) The Governing Body shall convene a special General Meeting of the members of the Society, according to these Rules for the consideration of the said proposition;
 - (b) The Governing Body shall submit the proposition for such alteration, extension or amalgamation as aforesaid to the members of the Society in a written or printed report;
 - (c) Such report be delivered or sent by post to every member of the Society fifteen clear days previous to the said special General Meeting;
 - (d) Such proposition be agreed to by the votes of three-fifths of the members of the Society delivered in person or by proxy at the said Special General Meeting;
 - (e) Such proposition be confirmed by the votes of the three-fifths of members of the Society present at the Second Special General Meeting convened by the Governing Body at an interval of one month after the former meeting.
74. The Rules of the Society may, with the prior sanction of the Government be altered at any time by a Resolution passed by a majority of the members of the Society present at any meeting of the Society which shall have been duly convened for the purpose.
75. The Society shall:
- (a) prominently display its name outside its office or the place where its business is carried on;
 - (b) have a seal with its name engraved thereon which shall remain in the custody of the Secretary, and
 - (c) have its name mentioned in all documents executed in its favour or on its behalf.
76. These Rules shall come into force after being approved by the Government and from such date as may be specified by the Government.
77. All provisions of the West Bengal Societies Registration Act (XXVI of 1961) as extended to the state of the West Bengal will apply to this Society.

78. Once in every year, on or before the fourteenth day succeeding the day on which according to the Rules of the Society, the annual general meeting of the Society is held or in the month of January, a list shall be filled with the Registrar of Societies of the names, addresses, occupation and designations of the Governing Body members then entrusted with the management of the affairs of the Society.

CERTIFICATE

We, the following members of the Governing Body certify that the above is the correct copy of the Rules of the Society.

<i>SL No</i>	<i>Name</i>	<i>Designation</i>	<i>Signature</i>
1.	Shri A. S. Gill	Additional Secretary, Ministry of Education & S.W. (Dept. of Culture)	Sd/- (A. S. Gill)
2.	Shri J. A. Kalyanakrishnan	Financial Adviser, Ministry of Education & S.W.	Sd/- (J. A. Kalyanakrishnan)
3.	Shri A. Bose	Director of Museums, Gurusaday Road, Calcutta	Sd/- (A. Bose)

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:

*Bye-Laws amended on December 7, 2021,

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 safe 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 in 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; deputation 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 in 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;

(36)

- (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)

(37)

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 Section 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.
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 Director General	All Minor **	President, NCSM Chairman, GB	President, NCSM	**Minor penalties under Rule 11 of CCS(CCA) Rules, 1965, as adopted by NCSM.
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	--