

**BYE-LAWS OF
INDIAN SIGN LANGUAGE RESEARCH AND TRAINING CENTRE,
IN ACCORDANCE WITH THE PROVISIONS OF
SOCIETIES REGISTRATION ACT, 1860**

CHAPTER 1

PRELIMINARY

1. The name of the Society shall be Indian Sign Language Research and Training Centre.
2. The address of the registered office of the Society is 4, Vishnu Digamber Marg, New Delhi – 110002
3. In these Bye-Laws, unless there is anything repugnant to the subject or context, the expression ‘the Act’ means the Societies Registration Act, 1860 and its words and expression defined in this Act and used in these Bye Laws shall have the same meaning, as assigned to them in the said Act.
 - a. ‘Institute’ or ‘Society’ mean Indian Sign Language Research and Training Centre.
 - b. ‘President’ means the President of General Council.
 - c. ‘General Council’ means the General Council of the Institute. ‘Executive Council’ means the Executive Council of the Institute.
 - d. ‘Chairperson’ means the Chairperson of the Executive Council.
 - e. ‘Director’ means the Director of the Institute.
 - f. ‘Member Secretary’ means the Director of the Institute or any other person who may be designated by the President or the Chairperson.
 - g. ‘Memorandum’ means the Registered Memorandum of Indian Sign Language Research and Training Centre, as may be amended time to time by the Society.
 - h. ‘Bye-Laws’ means bye-laws, registered along with Memorandum, as may be amended by the Society from time to time.
 - i. ‘Office Bearer’ means the President or Chairperson, Member-Secretary or any other, who may be designated by the President or the Chairperson.
 - j. ‘Government’ means the Central Government, dealing with the subject matters pertaining to or allocated to the Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities.
 - k. ‘Year’ means Financial Year of the Central Government.

CHAPTER – 2

OBJECTIVES

4.1 The objectives of the Society shall be as under:

- (i) To develop manpower for using, teaching and conducting research in Indian Sign language (ISL) including Bilingualism (i.e. Sign Language + Writing).
- (ii) To promote the use of Indian Sign Language as an Educational mode for Hearing Impaired students at Primary, Secondary and Higher Education levels. The Institute shall work out modalities with the Ministry of Human Resources Development and State Education Departments.
- (iii) To carry out research in collaboration with Universities and other Educational Institutions in India and abroad, and create Linguistic records/analysis of the ISL, including creation of Indian Sign Language corpus (vocabulary).
- (iv) To orient and train various groups, i.e. Government officials, Teachers, Professional, Community leaders and the public at large for understanding and using Indian Sign Language.
- (v) To collaborate with Organizations of the Deaf and other institutions in the field of disability to promote and propagate Indian Sign Language.
- (vi) To collect information relating to Sign Language, used in other parts of the world, so that their inputs can be utilized for upgrading the Indian Sign Language.

- 4.2** All the income, earning, moveable, immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only set forth in the memorandum of association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past member of the Society or to any person claiming through any or more of the present or past member. No member of society shall have any personal claim on any moveable or immovable properties of the society or make any profit, whatsoever by virtue of his membership.

CHAPTER – 3

AUTHORITIES

- 5. The following Councils and Bodies shall be the authorities to manage and run the Institute:**
- a. General Council;
 - b. Executive Council; &
 - c. Such other Authorities, as may be prescribed from time to time by the General Council.
- 6. General Council:**
- a. The composition of the General Council shall be:
 - i. Secretary, Department of Empowerment of Persons with Disabilities – President (Ex-officio);
 - ii. Joint Secretary, Department of Empowerment of Persons with Disabilities – Member (Ex-officio);
 - iii. Joint Secretary & FA, Ministry of Social Justice and Empowerment - Member (Ex-officio);
 - iv. Joint Secretary, Ministry of Health and Family Welfare - Member (Ex-officio);
 - v. Joint Secretary, Department of School Education and Literacy, Ministry of Human Resources Development - Member (Ex-officio);
 - vi. Joint Secretary, Department of Higher Education, Ministry of Human Resources Development - Member (Ex-officio);
 - vii. Joint Secretary, Ministry of Labour and Employment - Member (Ex-officio);
 - viii. Director, All India Institute of Speech and Hearing (AIISH), Mysore - Member (Ex-officio);
 - ix. Director, Ali Yavar Jung National Institute for Hearing Handicapped (AYJNIHH), Mumbai - Member (Ex-officio);
 - x. Three Representatives from National Level Organization of the Deaf, to be nominated by the Department.

xi. Director, ISLRTC – Member Secretary Department may associate other experts (not more than 3) in the Society, if necessary.

b. The General Council shall have the power to co-opt, from time to time, for such period as they deem fit, representative or representatives of such other organisation or institutions and individuals as they deem desirable in the interests of the Institute. The co-opted Member shall have the right to participate in the discussion, but not to vote.

7. Term of the office of General Council:

a. The tenure of office of the Member and office bearers of the General Council except that of President shall be two years or until their successors are nominated, whichever is later, and, they shall be eligible for re-nomination.

b. The tenure of the office of the Member of the General Council shall be at the pleasure of the Central Government. It can be curtailed or extended at the pleasure of the Central Government.

c. An ex-officio Member shall automatically cease to be a member of the General Council on vacating the office.

8. Meeting of General Council:

a. The Annual General meeting of the General Council shall be called by the President every year, after giving at-least 21 days' advance written notice about the date, time, place and agenda, and at such meeting, it shall transact the following business:

i. Consideration of Annual Report.

ii. Consideration of Balance Sheet and the audited account for the previous year.

iii. Receipt and consideration of budget proposals for the following year; and

iv. Such other matter or matters, as the President may direct.

b. The President may convene a special meeting of the General Council whenever he/she thinks it necessary to do so by giving not less than 7 days' advance notice and indicating the purpose of the meeting.

c. At such special meeting of the General Council, convened by the President, no business other than business, included in the notice of the meeting, shall be conducted.

9. Powers and duties of the President of the General Council shall include:

- i. To supervise and guide the overall activities of the Society.
- ii. To be responsible for working of the Society and the Executive Council.
- iii. Moving the Executive Council to take into consideration his/her views in regards to any matter which is required to be considered by it; and
- iv. Calling and presiding over all meeting of the General Council and see that the meeting is conducted properly.

10. The Executive Council:

The Executive Council shall consist of not less than seven and not more than fifteen members.

- a. The composition of Executive Council shall be:
 - i. Joint Secretary, Department of Empowerment of Persons with Disabilities – Chairperson (Ex-officio);
 - ii. Director, ISLRTC – Member Secretary
 - iii. Joint Secretary & FA, Ministry of Social Justice and Empowerment - Member (Ex-officio);
 - iv. Director, All India Institute of Speech and Hearing (AIISH), Mysore - Member (Ex-officio);
 - v. Director, Ali Yavar Jung National Institute for Hearing Handicapped (AYJNIHH), Mumbai - Member (Ex-officio);
 - vi. Three Representatives from National Level Organization of the Deaf/Universities/Academic Institutions.
 - vii. Two Representatives from National Level Organization of Sign Language Interpreters.
 - viii. One Representative from RCI Expert Committee on Hearing Impairment.
- b. The Chairperson of the Executive Council may invite any person to attend any particular meeting or meetings, as he / she thinks desirable.

11. Powers and duties of the Chairperson of the Executive Council shall include:

- i. To preside over the meetings of the Executive Council and to see that the meetings are being conducted properly;
- ii. To be responsible for working of the Institute/ Executive Council with all members;
- iii. To supervise and guide the overall activities of the Institute;
- iv. To take emergent actions whenever exigencies of the situation demand in the interest of the Institute and to have the same ratified by the Executive Council at its next meeting.

12. Powers and duties of the Director of the Institute :

- i. To call meetings of the General Council / Executive Council with the consent of the Chairperson;
- ii. To keep accounts of all financial transactions by the Institute and of all the sum of money received and spent by the Institute and maintain records of the receipts and expenses relating to such matters, and of assets, credits and liabilities. Providing that the accounts shall be kept separately of foreign donations / grants / contributions, if any.
- iii. To get the accounts audited by the Comptroller and Auditor General of India (C&AG);
- iv. To keep minutes of all the meetings of General Council / Executive Council.
- v. To keep and preserve all the records of the Institute.
- vi. To carry on correspondence on behalf of the Institute.
- vii. He/she will be overall in-charge of the administration and execution of all the programmes by the Institute including financial affairs on the behalf of the Executive council including creation of posts, fixation of salaries/remunerations/allowance etc. appointments, engagements of staff on work charge or daily basis, make purchase and do all other such things as may be necessary in the furtherance of the objects by the Institute. However, creation of plan and non-plans posts including Group A,B,C and D posts shall be done with the prior approval of Government.
- viii. He / she shall function as Head of the Department as per Delegation of Financial Power Rules (DFPR).

13. Tenure of office:

- a. Where a member of General Council / Executive Council becomes such member by reason of the office he holds, his membership shall be terminated when he ceases to hold that office.
- b. If a member of the General Council / Executive Council changes his address, he will notify to the Member Secretary of his new address; but if he fails to notify such address, his address as recorded on the rolls of the members shall be deemed to be his address.

14. Cessation or termination of Membership:

- a. A member of the General Council or Executive Council shall cease to be such a member if he
 - i. Die, or
 - ii. Resigns his membership, or
 - iii. Become of unsound mind, or
 - iv. Is convicted of a criminal offence involving moral turpitude, or
 - v. Is removed by the Central Government from the membership, or
 - vi. Except in case of Director of the Institute, accepts a full time appointment in the institute, or
 - vii. Fails to attend three consecutive meetings, without leave of the President of the General Council or Chairperson of the Executive Council as the case may be, or
 - viii. Is hindrance to the achievements of the aims and objectives of the Society, as reasonably determined by the President of the General Council, or Chairpersons of the Executive Council, as the case may be.
- b. A member of the General Council or Executive Council (other than ex-officio member or a member representing the Central Government) may resign office by a letter addressed to the President of the General Council to the Chairperson of the Executive Council, whatever the case may be, and such resignation shall take effect from the date it is accepted by the concerned President / Chairperson.

15. Casual Vacancy:

- a. Any casual vacancy in the General Council or in the Executive Council shall be filled by the appointment or nomination of a Member by the appropriate authority entitled to make such appointment or nomination and the Member appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term, if any, of the Member in whose place that Member has been appointed or nominated.
- b. The General Council or the Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceedings of the General Council or Executive Council shall be called in question merely by reasons of the existence of any vacancy therein or of any defect in appointment or nomination of any of its Member.

16. Meeting of the Executive Council:

- a. The Executive Council of the Institute shall meet at-least once in every three months.
- b. The Chairperson of the Executive Council or any other member of the Executive Council who may be authorized by him on his behalf may convene the meeting of Executive Council.
- c. The meeting of the Executive Council shall be presided over by the Chairperson of the Executive Council and in his absence a member elected by the members present, shall function as Chairman for the particular meeting.

17. Powers and Functions of the Executive Council:

- a. Subject to the general control and directives of the General Council, the Executive Council shall be responsible for the management and administration of the affairs of the Institute, in accordance with the Memorandum and Bye-Laws made there under for the furtherance of the objects and shall have all powers which may be necessary or expedient for the purposes including.
 - i. To lay down broad policy to carry out the purpose of the institute.
 - ii. To Review and approve budget estimates.
 - iii. To sanction expenditure as defined in Bye-Laws.
 - iv. To invest the funds of the institute in accordance with the Memorandum and the Bye-Laws.

- v. To create posts, recruit and appoint staff. However, creation of plan and non-plan posts including Group A,B,C and D posts shall be done with prior approval of Government.
- b. The appointment of the Director shall be made by the Executive Council with the prior approval of the Government.
- c. Creation and appointment to all such posts as carry AGP of Rs.8,700/- or above shall be done with the prior approval of the Government.
- d. Appointment of other posts in Group A shall be made by the Executive Council and the posts in Group B, C and D by the Director of the institute. However creation of the plan and non-plan posts including Group A,B,C and D posts shall be done with the prior approval of the Government.
- e. The Director of the institute shall be in-charge of the management of the Institute and shall exercise such powers in respect of the affairs of the Institute as may be delegated to him by the Executive Council from time to time.
- f. The Executive Council may, by a resolution, appoint one or more Committee or Committees or Sub-Committee for such purposes and with such powers as may be specified by it.
- g. The Executive Council of the Institute may, by resolution, delegate separately to the Chairperson or the Director or jointly to both of them such of its powers as it may be deem fit for the conduct of business.

CHAPTER – 4

ACCOUNTS AND AUDIT

18. Funds for the Institute, Accounts and Audit:

- a. The funds of the Institute shall consist of the following:
 - i. Grants made by or through the Government of India or any State Government;
 - ii. Donations and contributions from other sources; and
 - iii. Other income and receipts of the Institute.
- b. The funds of the Institute shall be deposited in a Nationalized / Scheduled Bank to be named by the Executive Council and funds received shall be paid into the Institute's account maintained in such a bank and shall not be withdrawn except on cheque signed and /or jointly operated by two persons designated by the Executive Council and authorized to function and their behalf.
- c. The institute shall maintain proper accounts including a balance sheet in such form as may be prescribed under the Bye-laws.
- d. The accounts of the Institute shall be audited annually in such manner as may be decided by the Chairperson / President and the Central Government may direct any expenditure incurred in connection with the audit of the accounts of the Institute shall be payable by the Institute.
- e. The auditors shall have the right to demand production of books, vouchers, other documents and papers and to inspect the office of the institute.
- f. Within six months after the close of every financial year, the Institute shall submit to the Central Government the audited statement of accounts of the previous year.
- g. The financial year of the Institute shall be from first April to the thirty-first of March of the following year.

19. The Institute shall invest and deal with funds and moneys of the Society and shall have the right:

- a. To issue public appeals and applications for raising money and funds in furtherance of the said objectives and to raise or collect funds by gifts, donations, subscriptions, securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors as the Society may consider proper;

- b. To acquire, purchase and otherwise own or take on lease or hire temporarily or permanently any immovable or movable property necessary or convenient for the furtherance of the objectives of the Society;
- c. To borrow and raise money with or without security or on the security on mortgage charge or on the security hypothecation or pledge of all or any of the movable or immovable properties belonging of the Society or in any other manner whatsoever, provided prior approval in writing of the Government of India is obtained in that behalf;
- d. To sell, assign mortgage, lease, exchange and otherwise transfer or dispose of any property movable or immovable of the Society for the furtherance of the objects of the Society provided prior approval of the Government of India.
- e. To enter into any agreement with any Government or authority, municipal local or otherwise to obtain from such Government or authority any rights, privileges, concession, fiduciary or otherwise that the Society may deem desirable to obtain and carry out, exercise and comply with such arrangements and rights, privileges and concessions;
- f. To draw, make, accept, endorse, discount, execute, sign , issue and otherwise deal with the cheques, hundies, certificates, receipts, Government securities, promissory notes, bills of exchange or other instruments and securities whether negotiable or transferable or not;
- g. To build, construct, maintain, alter, improve or develop or furnish any building or works necessary or convenient for the purpose of the Society;
- h. To undertake and accept management of any endowment or trust fund or donation to achieve the objectives of the Society.
- i. To appoint, employ temporarily or permanently any person or persons that may be required for purposes of the Society and to pay them or other persons in return for services rendered to the Society, salaries, wages, honoraria, fees, gratuities, provident fund and pensions.
- j. To mobilize available expertise in the field of Sign Language and to offer technical and consultancy services with or without payment of remuneration as considered necessary.
- k. To establish a provident fund and other benefits for the employees of the Society.
- l. To institute, offer or grant prizes, awards, scholarship and stipends in furtherance of the objectives of the Society; and
- m. To receive and accept grants / donations and other contributions.

CHAPTER – 5

FUNCTIONING

20. Quorum:

- a. 1/3 members of the General Council shall constitute the quorum at any meeting of the General Council.
- b. 1/3 members of the Executive Council shall constitute the quorum at any meeting of Executive Council.
- c. A written notice shall be sent to every member of the General Council or Executive Council, as the case may be, either personally or through registered / speed post at address mentioned in the latest roll of the members.
- d. Any notice so sent by the registered / speed post shall be deemed to have been duly served and in providing such services, it shall be sufficient to show that cover containing such notice was properly addressed and put into the Post Office under registered / speed post.
- e. Non-receipt of the notice of any meeting of the General Council or Executive Council by any member shall not invalidate the proceedings of the meeting.
- f. The minimum period of notice for meeting of the General / Executive Council shall be as follows:
 - i. For the Annual General meeting of General Council – 21 days.
 - ii. For the special meeting of the General Council – 7 days.
 - iii. For ordinary meeting of the Executive Council – 14 days, and
 - iv. For extra-ordinary meeting of the Executive Council – 7 days.
- g. In case of difference of opinion among the members of the General Council or the Executive Council at any meeting, the opinion of the majority shall prevail. Each member other than co-opted member of the General Council or of the Executive Council, as the case may be, including the President shall have one vote and if there be equality of votes on any questions, the Presiding Officer shall in addition have a casting or second vote.

21. Supply of copies of bye-laws etc., to members:

The Institute shall supply to any member, who on application and on payment of such fee as may be prescribed, a copy of:

- a. its bye-laws;
- b. The receipts and expenditure account; and
- c. The balance sheet.

22. Property of registered society, how vested:

All property, movable and immovable, belonging to the registered Society, whether acquired before or after its registration, if not vested in trustees, shall vest in the Society; and any such property may in any legal proceeding, be referred to as the property of the Society.

23. Members guilty of offences punishable as strangers:

Any member of the Registered Society who steals, purloins or embezzles any money or other property, or wilfully and maliciously destroys or injures and property of the registered society or forges any deed, bond, security for money, receipt or other instrument whereby the funds of the registered society may be expose to loss, shall be subject to the same prosecution, and , if convicted, shall be liable to be punished in like member as any person who is not a member would be subject and liable to in respect of the like offence.

24. Roll of Members:

The Institute shall keep a roll of members and their address, occupations and such other information as may be required by the Institute.

25. Resolution by circulation

Any business in respect of which the Chairperson is satisfied that the matter is urgent and that it is not possible to hold a meeting of the Executive Council in the near future, may be carried out by a circulation among all its members of the Executive Council and shall be effective and binding as if such resolution has been passed at a meeting of the Executive Council, provided prior approval in writing of the Government of India is obtained in that behalf.

26. General:

a. All contracts shall be executed on behalf on the institute by the Director in consultation with the Chairperson, as per rules defined in the financial bye-laws to be framed by the Society.

b. In all matters of dispute arising out the contracts, the Director of the Institute shall sue or be sued in his official capacity.

27. Income and Property:

a. The income and property of the society, howsoever derived, shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum subject to the conditions, as the Government of India may, from time to time, impose in respect of expenditure or grants made by them.

b. No portion of the income and the property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus, or otherwise, whatsoever by way of profit to the person/s who at any time are or have been members of the Society or to any persons claiming through them or to any of them provided that nothing therein contained shall prevent the payment in good faith of honoraria to any member thereof or remuneration to any officer of the Institute in return for any service rendered to the Society or for travelling allowance, halting allowance or other similar charges. If, however a member of the society is a Member of Parliament, he shall be paid only compensatory allowance provided the Parliament (Prevention of Disqualification) Act, 1959 until he ceases to be a Member of Parliament.

28. Amendment of Memorandum & Bye-laws:

Any amendment, alteration, extension or abridgment of 'purposes' aims and objects of the society or any change of name of the society shall be made in accordance of Section 12 and 12 A of the Societies Registration Act.

29. Every year a list of Office bearers, members of General Council, members of Executive Council shall be filed in the Office of Registrar of Societies, Delhi as required under section of 4 of Societies Registration Act, 1860.

30. Application of Government of India Rules with regards to Service matters:

The Financial Rules, Service Rules, General Financial Rules, Central Civil Service (Civil) Rules, Delegation of Financial Powers Rules, Central Civil Services (Conduct) Rules and the Central Civil Services (CCA) Rules, etc. of the Government of India Shall mutatis mutandis apply to all the employees of the Institute.

31. Maintenance of Accounts and Audit of Accounts, etc:

a. The Director shall be the Head of the Department for exercising the powers under the Delegation of Financial Powers Rules 1978 of the Government of India in the financial matters pertaining to the Institute.

b. An officer of the Institute shall be nominated by the Director, as the 'Drawing and Disbursing Officer' for the Institute.

c. The officer entrusted with discharging the administrative functions shall be nominated by the Director as Head of the Office.

d. The Director shall exercise financial powers as per the schedule of powers delegated by the Executive Council. The Director may further re-delegate powers to subordinate officers except the powers for

- i. Creation of posts
- ii. Write off
- iii. Appointment and termination

e. The budgetary proposals shall be submitted for consideration of the General Council. Therefore, the Institute shall prepare the budget for the following year and submit the same to the Chairperson of the Executive Council by 15th September and to the Executive Council by 30th September for its consideration, prior to its submission to the General Council.

- i. The Institute shall give plan and non-plan estimates separately.
- ii. It shall give Capital and Revenue estimated separately.
- iii. The institute shall give previous year's expenditure, current year's budget and next year's estimate in the budget proposals.
- iv. The budget shall show a breakup of various activities of the Institute and the allocation of funds proposed for each activity. In addition it shall show a General Head indicating salaries and allowance, contribution to leave salary, provident fund etc., expenditure on fixtures and furniture, office equipment etc., expenditure on post and telegraphs, telephones, rent, electricity, water charges etc., and other contingencies like vehicles maintenance.

f. The budget estimates should be accompanied by write-up giving following particulars:

- i. Requirement of Funds for current programmes.
- ii. Requirement of Funds for new programmes.
- iii. Physical targets achieved during the previous year, proposed to be achieved in current year, and in next year.
- iv. The comparison of the past performance with current Performance, reasons for short fall and achievements if any, final action taken or proposed to be taken.

g. The schemes, which have not been administratively approved by the competent authority, shall not be included in the budget estimates.

h. For any new scheme likely to be introduced for development of original scheme which has not been included in the estimated for that year, a proposal with financial implication to be made to the Executive Council for financing it by means of supplementary grant or by any other method.

i. The grants received from the Government of India and /or from any other source shall be entered into the relevant register, which will show the expenditure on specific heads and specified items.

j. The proper books of accounts shall be maintained by the Institute to show receipt and its source as well as expenditure and sanction accorded thereof.

k. At the close of the financial year, a balance sheet covering assets and liabilities with due considerations of receipts and expenditure shall be prepared.

l. The Institute shall make available the books of accounts, registers, vouchers and other documents and papers together with one copy of final sanction budget to the Auditor who shall also have the right to inspect the office of the Institute.

m. The Director of the Institute shall have the power to appropriate and / or re-appropriate, for valid reasons, the funds from one primary or secondary unit to another and to have the same ratified by the Executive Council in its next meeting.

n. The funds of the Institute may be invested in short term fixed deposit to yield better return after keeping sufficient balance at the disposal of the Institute.

o. In exercise of the powers delegated by the Executive Council, the Director shall sign and execute all agreements, contracts, transfer deeds, deed of conveyance and other documents in connection and advice of the legal adviser appointed by the Institute.

p. No contract shall be made by the subordinate authority, which has not been directed or authorized by the competent authority.

q. The Director shall sue and be used in his official capacity in all matters of dispute arising out of contracts.

r. The Director shall have powers to dispose of unserviceable and obsolete articles.

s. The Director shall keep a watch over expenditure and accord sanction to the payments not exceeding the grants sanctioned. He shall be assisted by the officers authorized in this behalf.

t. The funds shall be drawn from the bank by cheque to meet the expenditure.

u. The cheque books shall remain in the personal custody of the Director or any other officer as may be authorized by the Director in this behalf.

v. The Director shall be assisted by the Accounts Officers in respect of the receipt and expenditure, in maintaining proforma accounts, submission of all claims in respect of par and allowances, travelling allowance etc. and contingent bills in the prescribed form which will be counter-signed by the Director or by the officer authorized in this behalf, before these are passed for payments by means of demand drafts/cheques or cash as the case may be. The Accounts Officer shall apply a check of a nature of pre-audit to all payment from the funds of the Institute.

w. The Director shall have the powers to acquire hired accommodation for office, hostel premises etc. with the approval of the Executive Council, whenever necessary at rates not exceeding those prescribed by the Government for similar purpose and/or in the absence of such prescribed entry of the Annexure to schedule V of the Delegation of Financial Power Rules, 1978.

x. In the matter of construction work of Institute's own building, the Director shall be assisted by the Engineer of Institute, supervising the work on site and report progress from time to time.

y. The balance sheet and the audited accounts together with the annual report shall be submitted to the General Council for consideration.

z. The results of the audit together with the Auditor's Report shall be communicated to the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, New Delhi.

CHAPTER – 6

REGISTERS

32. Maintenance of Registers:

The following books and register shall be maintained by the Institute:

- a. Register of grants.
- b. Funds shall be kept in banks authorized by the Executive Council. All money to be drawn by the cheques as authorized by the Executive Council.
- c. Register of assets shall be maintained.
- d. Register of outstanding dues recoverable from parties other than employees of the Institute shall be maintained.
- e. Register of loans and advances given to employees with recovery position.
- f. Register of rents.
- g. Register of fees recovered.
- h. Register of Cheques books.
- i. Register of receipts books.
- j. Register of sanctioned posts with authority of sanction.
- k. Service Books.
- l. Register of Selection Committee proceedings, Academic Committee proceedings, etc.
- m. Register of library books.
- n. Register of periodical increments.
- o. Cash books and
- p. Bank reconciliation register
- q. Any other Register as decided by the Director or the Executive Council.

33. If the society needs to be dissolved, it shall be dissolved in accordance with procedure laid down under section 13 and 14 of Societies Registration Act, 1860.

34. Winding up:

a. Where the registration of the Society is cancelled, the Registrar may appoint a liquidator to wind up the Society.

b. A liquidator shall have the power to summon and enforce the attendance of witness and to compel production of documents as far may be by the same means and in same manner as is provided in case of Civil Court by the Code of Civil Procedure (Central Act, V of 1908)

c. An order under this section shall, on application be enforced by a Civil Court having jurisdiction in the same manner as the decree of the Court.

CHAPTER – 7

MISCELLANEOUS

35. If any doubt arises about the interpretation of these Bye-Laws, the matter shall be referred to Government of India whose decision shall be final.
36. Government of India may appoint one or more persons to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as the Government of India may stipulate, and upon receipt of any such report, the Government of India may take such action and issue directions, as it may consider necessary in respect of any of the matters dealt with in the report and the Institute shall be bound to comply with such directions.
37. The Government of India may give from time to time directives to the Institute as it may deem fit and these shall be binding on the Institute.
38. The Institute shall be open to persons of either sex, and of whatever race, creed, caste or class, and no test or conditions shall be imposed as to religious belief or profession in admitting trainees/students or appointing members, teachers and other technical and non-technical staff of the Institute.
39. No benefits shall be accepted by the society, which in its opinion involves condition or obligations opposed to the spirit and objectives of the society.
40. In case the Government of India is satisfied that the Institute is not functioning properly, the Government of India shall have the power to take over the administration of the Institute and to appoint an administrator for this purpose. During the period of such an order, the General Council and the Executive Council shall remain suspended and all the powers of the General Council and the Executive Council shall vest in the administrator.
41. With the previous approval of the Government of India, the Society shall have power to frame and amend bye-laws not inconsistent with the Memorandum and the bye-laws, for the administration and management of its affairs.
42. Without the prejudice to the generality of the foregoing provisions such regulation may provide for the following matters:
 - a. The preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the society and the sale or alteration of such investments and accounts and audit.
 - b. Powers, function and conduct of business of such committees or advisory panels as may be constituted from time to time.
 - c. The procedure, terms and tenure of appointments, emoluments, allowance rules of discipline and other conditions of service of the officers and staff of the society.

d. Terms and conditions governing scholarships, fellowships, deputation, grant-in-aid, research schemes and projects.

e. Such other matters as may be necessary for the furtherance of the objectives and proper administration of the affairs of the Society.

- 43.** No Member of the General Council or Executive Council shall be answerable or personally liable to any loss arising from the administration or application of the funds and properties of the society unless such loss or damage is caused through wilful default or breach of trust or culpable negligence on his part.
- 44.** If in any dispute touching the constitution of the association arises between members or past members of the association or person claiming through members or past member or past members or person so claiming and an officer, agent or employees of the association (Past or Present) or between the Association or its Executive Council, committee, sub-committee shall be referred to the Principal Court of original jurisdiction of the district, in which the registered office.
- 45.** All the provision of Societies Registration Act, XXI of 1860, as extended to the National Territory of Delhi, shall apply to this Society.

Essential Certificate:

Certified that this is the correct version of the Rules and Regulation of the Society.

(President)

(Member-Secretary)

(Officer Bearer)