

**ANSISS ACT - 1964**

**THE BIHAR GAZETTE (EXT) October 8, 1964**

**(BIHAR ACT XII OF 1964)**

**THE ANUGRAHA NARAYAN SINHA INSTITUTE OF  
SOCIAL STUDIES ACT 1964 as amended till 1989**

**THE BIHAR GAZETTE (EXT) October 8, 1964**

**(BIHAR ACT XII OF 1964)**

**THE ANUGRAHA NARAYAN SINHA INSTITUTE OF SOCIAL  
STUDIES ACT 1964**

**As amended till 1989**

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**AN ACT**

**TO PROVIDE FOR THE INCORPORATION OF THE INSTITUTION KNOWN AS THE ANUGRAHA NARAYAN SINHA INSTITUTE OF SOCIAL STUDIES, PATNA, AND MATTERS CONNECTED THEREWITH.**

**BE** it enacted by the Legislature of the state of Bihar in the fifteenth year of the republic of India as follows:

1. **Short title** – This Act may be called the Anugraha Narayan Sinha Institute of Social Studies Act, 1964.
2. **Definitions** – In this Act, unless there is anything repugnant in the subject or context –
  - (a) **“Board”** means the Board of Control constituted under section 5;
  - (b) **“Chairman”** means the Chairman of the Board;
  - (c) **“Director”** means the Director of the Institute;
  - (d) **“Institute”** means the Anugraha Narayan Sinha Institute of Social Studies, Patna, incorporated under section 3;
  - (e) **“Member”** means member of the Board.

3. **Incorporation :**

(1) The first Chairman and the first members of the Board and all persons who may hereafter become Chairman or members of the Board, so long as they continue to hold such office or membership, are hereby constituted a body corporate by the name of the Anugraha Narayan Sinha Institute of Social Studies.

(2) The Institute shall have perpetual succession and a common seal, and shall by the said name sue and be sued.

4. **Purposes and powers of the Institute :**

The purposes and powers of the Institute shall be the following, namely:

(a) to undertake teaching and research in social sciences

(b) to undertake study of specific problems, as and when required by the State Government or the Central Government or any other agency;

(c) to provide for training and research facilities in social, economic and administrative problems;

(d) to publish journals, books, pamphlets, brochures and such other materials as may be deemed necessary;

(e) to organise lectures, seminars and conferences; and

(f) to undertake other allied activities.

5. **Constitution of the Board of Control :**

(1) There shall be a Board of Control consisting of the following members, namely:

(a) The Chairman, to be nominated by the State Government,

(b) Vice-Chancellor of the Patna University established under the Patna University Act, 1961 (Bihar Act III of 1962) - ex-officio;

(c) One Vice-Chancellor from among the Universities other than Patna of the State of Bihar, to be nominated by the State Government in rotation in alphabetical order as per names of universities;

(d) Two representatives of the Indian Council of Social Sciences Research, New Delhi to be nominated by the Chairman of the Council;

(e) One representative of the University Grants Commission to be nominated by the Chairman of the Commission;

(f) Director of the Institute – ex-officio – Member-Secretary;

(g) Two persons of eminence nominated by the State Government in consultation with the Chairman;

- (h) One Faculty representative not below the rank of Professor to be nominated by the State Government in rotation from amongst the Professor in alphabetical order of their names;
- (i) Secretary to the State Government in the Department of Education – ex-officio.
- (j) Secretary to the State Government in the Department of Finance – ex-officio.

(2) The term of office of members nominated under clause (a), (c), (d), (e), (g), and (h) of sub-section (1) shall be for a period of two years from the date of notification and shall be eligible for re-nomination for another term of two years only.

(3) The term of office of an ex-officio member shall continue so long as he holds the office in virtue of which he is a member

(4) The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he has been nominated.

(5) The Board shall meet at least once in three months. The Vice-Chancellor may nominate his representative, not below the rank of a Professor, to attend such meeting.

(6) The Board may associate with itself any person whose assistance or advice it may desire in carrying out its functions under this Act.

(7) A person associated with it by the Board under sub-section (6) shall have a right to take part in the discussions but shall not have a right to vote.

## **6. Functions of the Board:**

- (1) The Board shall be the supreme governing body of the Institute and shall exercise all the powers of the Institute.
- (2) Subject to the provisions of this Act the Board shall, in particular-
  - (a) hold, control and administer the property and the funds of the Institute.
  - (b) determine the form, provide for the custody and regulate the use of the common seal of the Institute;

- (c) determine and regulate all matters concerning the Institute;
- (d) Administer any funds placed at the disposal of the Board for specific purposes;
- (e) create posts and appoint officers and other employees of the Institute and define their duties and provide for the filling of temporary vacancies;

Provided that no post the total employment of which exceeds Rs.1000/- per month shall be created without the previous sanction of the State Government;

- (f) have power to accept transfers on behalf of the Institute of any movable or immovable property to and for the purposes of the Institute.

## **7. The Director**

(1) There shall be a Director who shall be a whole- time officer and his appointment shall be made by the Board of Control on the recommendation of a Selection Committee:

(i) The Selection Committee shall consist of the following members:

- (1) One member to be nominated by the State Government;
- (2) One member to be nominated by the Indian Council of Social Science Research, New Delhi;
- (3) One representative of the Board of Control.

The Selection Committee shall prepare a panel of three names in order of preference and the Board of Control shall make appointment of Director out of that panel.

- (ii) The Director shall hold office for a term of three years from the date on which he assumes charge of his office and on the expiry of the said term, he may be reappointed for another term and not exceeding three years. No Director can hold office for more than six years in all.

- (2) The Director shall act as the Secretary to the Board and shall be the principal executive officer of the Institute and all members of the staff shall be responsible to him.
- (3) The Director shall have power, subject to the provision of clause (e) of sub-section (2) of section 6, to appoint officers and employees to post sanctioned by the Board in scales of pay the maximum of which does not exceed Rs.200/- per month.
- (4) The Director shall be responsible for implementing the resolutions of the Board and he shall exercise such other powers and perform such other duties as may be conferred or composed on him by this Act, or the rules made by the Board there under.
- (5) No person shall be deemed to be qualified to hold the office of the Director, unless he is a person who has attained a place of eminence in the field of social sciences.
- (6) The pay of the Director shall be equivalent to that of the Vice-Chancellor of a University established under the Act of the Legislature of the State of Bihar, and other terms and conditions of his appointment shall be determined by the Board of Control.
- (7) Where the person appointed as Director is in the receipt of pension from the Central or State Government, the amount of the pension payable to him shall be treated as part of the salary specified in clause (6).
- (7A) Arrangement of work during the vacancy of the post of Director:

If a vacancy is caused in the office of the Director by reason of his death, resignation or otherwise, the state Government shall make such arrangement as may be deemed fit to look after the work of the Director till the appointment of the Director.

(7B) There shall be a Registrar who shall be a whole time officer of the Institute for assisting the Director in achieving the academic purposes of the Institute and shall be appointed by the Board on the recommendation of the Selection Committee constituted under sub-section (i) of section 7 of the Act, on such terms and conditions as may be agreed upon between him and the Board. Provided that no person shall be eligible to hold the post of Registrar who is not eligible to be appointed as a Professor in any university established by an Act of the Legislature of the State of Bihar.

7C. There shall be an Administrator who shall be a whole-time officer of the Institute for assisting the Director in discharging administrative and accounting responsibilities of the Institute and shall be appointed by the Board on such terms and conditions as may be agreed upon between him and the Board.

Provided that no person shall be eligible to hold the Post of Administrator unless he has at least ten years' experience in supervisory capacity of general, financial or personnel administration.

#### **8. Payment to Institute:**

- (1) The State Government shall contribute to the Institute a sum of two lakhs of rupees in each financial year for the maintenance of the Institute.
- (2) The State Government may contribute from time to time such additional sums to the Institute as it may deem fit for special items of research or educational work, publication, buildings and for the proper maintenance and development of the Institute.

**9. The Institute Fund:** (1) There shall be established a Fund to be called the Anugraha Narayan Sinha Institute Fund which shall be vested in the Institute to which shall be credited –

- (a) the balance, if any, standing to the credit of the Anugraha Narayan Sinha Institute of Social Studies, Patna, on the date of commencement of this Act;
  - (b) all moneys contributed to the Institute by the State Government;
  - (c) all moneys received by or on behalf of the Institute from the Central Government;
  - (d) all moneys received by or on behalf of the Institute by way of grants, gifts, donations, benefactions, bequests or transfers;
  - (e) all interests and profits arising from any transaction in connection with any money belonging to the Institute;
  - (f) proceeds from the sale of the journals, pamphlets and books; and
  - (g) all moneys received by the Institute in any other manner or from any other source;
- (2) All moneys credited to the Fund shall be deposited or invested in such manner as the Institute may, with the approval of the State Government, decide.
- (3) The fund shall be applied towards meeting the expenses of the Institute including expenses incurred in the exercise of its powers and discharge of its functions under this Act.

**10. Budget:**

- (1) The Director shall, on or before the tenth day of August each year, cause to be prepared and laid by the Board, in such manner as may be prescribed by the Board, the budget estimate of the income and expenditure of the Institute for the next financial year.
- (2) The Board shall, as soon as may be after the tenth day of August but not later than the first day of the following September, examine and approve the estimate with or without modification as it may deem fit and shall forthwith submit a copy thereof to the State Government.



- (3) The Board may from time to time during the financial year reduce the amount of any item of budget or transfer such amount or a portion thereof to any other item of budget grant.

Provided that the Board shall have no power to transfer any non-recurring grant for recurring expenditure.

Provided further that the Board shall have no power to transfer from one item to another item an amount exceeding 20 percent of the original grant under any item.

## **11. Annual Report**

The Board shall prepare once every year an annual report giving a true and full amount of the activities of the Institute during the year next preceding and forward copies thereof to the State Government and the State Government shall cause the same to be laid before the Legislature of the State.

## **12. Accounts and Audit:**

- (1) Subject to any rules made by the State Government in this behalf, the accounts of receipts and expenditure of the Institute shall be kept in such manner and in such form as the Board may from time to time prescribe.
- (2) The Board shall, as soon as may be after closing its annual accounts, prepare all annual statement of accounts in such form as the State Government may from time to time prescribe and forward the same to the Accountant-General, Bihar, by such date as the State Government may, in consultation with the Accountant-General, Bihar, determine.
- (3) The accounts of the Institute shall be audited by the Accountant-General, Bihar, or some other officer appointed by him in this behalf and the Board shall take suitable action on the matters arising out of the audit report.

(3A) The State Government may call upon the Institute to adopt concurrent audit by the Chief Controller of Accounts and Audit of the State Government.

(4) The Board shall forward the annual accounts of the Institute together with the audit report thereon to the State Government and the State Government shall cause the same to be laid before the Legislature of the State.

**13. Transfer of staff, buildings, out-houses and grounds to the Institute:**

(1) With effect from the date of the commencement of this Act, the buildings, out-houses and grounds attached to the Anugraha Narayan Sinha Institute of Social Studies, Patna, together with the articles of furniture, library, books and other equipments shall, at the commencement of this Act, be deemed to have been and are hereby transferred to the maintenance and control of the Institute:

Provided that until arrangements are made by the Institute, the State Government shall be and continue to be responsible for keeping the buildings including fixtures, fittings and connections in a proper state of repairs, as may from time to time be suggested by the Institute.

(2) Nothing in this section shall be deemed to authorize the Institute to sell, lease, exchange or otherwise dispose of any land or buildings transferred to the Institute.

(3) The Institute may employ all or any of the officers and servants appointed by the State Government who were in the employ of the Anugraha Narayan Sinha Institute, Patna, immediately before the commencement of this Act, on such terms and conditions as may be determined by the State Government.

14. Returns and information: The Board shall furnish to the State Government such returns or other information with respect to its property or activities as the State Government may from time to time require.

15. Consultants: There shall be a panel of consultants consisting of experts who shall be nominated by the Board.

16. Power to make rules: (1) The Board may, by notification in the official Gazette, after previous publication, make rules not inconsistent with the provisions of this Act, to carry out the purposes of this Act.

(2) In particular and without prejudice to the generality of the foregoing powers such rules may provide for –

(a) the granting of annuities and gratuities out of the fund of the Institute;

(b) the creation and management of a provident fund for compelling contribution there to on the part of their officers and employees, and for supplementing such contribution out of the Fund of the Institute;

(c) for the management of the finances and accounts of the Institute; and

(d) for the exercise of such powers and the performance such duties as may be entrusted by the Board to the Director and other officers and employees of the Board.

(3) Every rule made under this section shall be laid, as soon as may be after it is made, before each House of the State Legislature while it is in session for a total period of fourteen days which may be comprised in one session or in two successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

**17. Power to make regulations:**

The Board may make regulations consistent with this Act and the rules made there under for –

(a) regulating the meetings of the Board and the procedure for conducting business there at;

(b) determining the qualifications of officers and employees of the Board and prescribing methods of their recruitment;

(c) specifying the terms and conditions of service of the employees appointed by the Board; and

(d) regulating the manner in which the advice of the consultants be obtained by the Board.

बिहार गजट  
असाधारण अंक  
बिहार सरकार द्वारा प्रकाशित

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4 माघ 1903 (ग)

(संख्या पटना 123), पटना, रविवार, 24 जनवरी 1982

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विधि विभाग  
अधिसूचना  
24 जनवरी 1982

सं एल0 जी0 2034180 राज: 136— बिहार विधान मंडल का निम्नलिखित अधिनियम, जिस पर राज्यपाल 24 जनवरी 1982 को अनुमति दे चुके हैं इसके द्वारा सर्वसाधारण की सूचना के लिए प्रकाशित किया जाता है:—

बिहार गजट (असाधारण) 24 जनवरी 1982

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(बिहार अधिनियम संख्या 34, 1972)  
अनुग्रह नारायण सिन्हा इन्स्टीच्युट आफ सोशल स्टडीज  
(संशोधन) अधिनियम 1981

**अनुग्रह नारायण सिन्हा इन्स्टीच्युट ऑफ सोशल स्टडीज अधिनियम 1964  
का संशोधन करने के लिए अधिनियम ।**

भारत गणराज्य के बत्तीसवे बर्ष मे बिहार राज्य बिधान मंडल द्वारा यह निम्नलिखित रूप मे अधिनियमित हो:-

**1. संक्षिप्त नाम और प्रारम्भ:**

1. यह अधिनियम अनुग्रह नारायण सिन्हा इन्स्टीच्युट ऑफ सोशल स्टडीज (संशोधन) अधिनियम, 1981 कहा जा सकेगा ।
2. यह तुरन्त प्रवृत्त होगा ।

**2. बिहार अधिनियम 12, 1964 की धारा 7 का संशोधन:**

अनुग्रह नारायण सिन्हा इन्स्टीच्युट ऑफ सोशल स्टडीज (संशोधन) अधिनियम, 1964 (बिहार अधिनियम 12, 1964) जिसे इसमें आगे उक्त अधिनियम कहा गया है (कि धारा 7 की उप धारा (1) के स्थान में निम्नलिखित उप धारा प्रतिस्थापित की जाएगी:-

- (1.) संस्थान का एक निदेशक होगा जो इसका पूर्णकालिक पदाधिकारी होगा और उनकी नियमित नियुक्ति चयन समिति की अनुशंसा पर बोर्ड ऑफ कन्ट्रोल द्वारा की जाएगी ।

(i) चयन समिति में निम्नलिखित सदस्य होंगे :-

- (1) राज्य सरकार द्वारा नाम-निर्देशित एक सदस्य ।
- (2) इंडियन काउन्सिल ऑफ सोशल साइन्सेज रिसर्च द्वारा नाम निर्देशित एक सदस्य ।
- (3) बोर्ड ऑफ कन्ट्रोल का एक प्रतिनिधि ।  
चयन समिति अधिमानता क्रम में तीन नामों का पैनेल तैयार करेगा जिसमें से बोर्ड ऑफ कन्ट्रोल एक निदेशक की नियुक्ति करेगी ।

(पप) निदेशक पद धारण की तिथि से तीन वर्षों की कालावधि के लिए पद धारण करेगा । उक्त अवधि की समाप्ति पर वह तीन वर्षों से अधिक कालावधि के लिए पुर्ननियुक्त किया जा सकेगा । कोई निदेशक कुल मिलाकर छः (6)वर्षों से अधिक अवधि के लिए पद धारण नहीं करेगा ।

(2) उप-धारा (4) के बाद, निम्नलिखित उप-धाराएँ जोड़ी जायगी :-

(5) निदेशक का पद धारण करने के लिए कोई व्यक्ति, तबतक योग्य नहीं समझा जायेगा, जबतक कि वह -

(प) भारत के किसी भी विश्वविद्यालय में कम-से-कम छः(6) वर्षों का प्रशासनिक अनुभव रखने वाला शिक्षाविद् न हो, अथवा

- (पप) किसी विश्वविद्यालय विभाग अथवा महाविद्यालय का विभागाध्यक्ष न हो अथवा प्रधानाचार्य न रहा हो और जिसका किसी विश्वविद्यालय अथवा महाविद्यालय में 10 वर्षों से कम का शिक्षण अनुभव न हो अथवा न रहा हो ।
- (6) निदेशक को प्रति मास 3,000 (तीन हजार) रूपया वेतन दिया जायेगा और उसकी नियुक्ति की अन्य शर्तें एवं बंधज बोर्ड ऑफ कन्ट्रोल द्वारा अवधारित किए जायेंगे ।
- (7) जहाँ निदेशक के रूप में नियुक्त व्यक्ति केन्द्रीय अथवा राज्य सरकार से पेंशन पाता हो, वहाँ देय पेंशन की राशि को उप-धारा (6) में विनिर्दिष्ट वेतन का अंश माना जायेगा ।
3. बिहार अधिनियम 12, 1964 में धारा 7-क का अन्तः स्थापना :-  
उक्त अधिनियम की धारा 7 के बाद, निम्नलिखित धारा अन्तः स्थापित की जायगी :-  
7-क :- निदेशक की पद-रिक्ति के दौरान कार्य की व्यवस्था :- निदेशक की मृत्यु, पदत्याग अथवा अन्य कारण से पद रिक्त होने की दशा में राज्य सरकार निदेशक की नियुक्ति होने तक, निदेशक के पद का कार्य संपादित करने के लिए ऐसी व्यवस्था कर सकेगी जो वह उचित समझे ।
4. निरसन और च्यावृत्ति - (1) अनुग्रह नारायण सिन्हा इन्स्टीच्यूट ऑफ सोशल स्टडीज (चतुर्थ संशोधन) अध्यादेश, 1981 (बिहार अध्यादेश संख्या 155,1981) इसके द्वारा निरसित किया जाता है ।

(2) ऐसे निरसन के होते हुए भी, उक्त अध्यादेश द्वारा या के अधीन प्रदत्त किसी शक्ति के प्रयोग में किया गया कोई कार्य या की गई कोई कार्रवाई इस अधिनियम के द्वारा या के अधीन प्रदत्त शक्तियों के प्रयोग में किया गया या की गई समझी जायगी, मानो यह अधिनियम उस दिन प्रवृत्त था जिस दिन ऐसा कार्य किया गया था या ऐसी कार्रवाई की गई थी ।

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बिहार-राज्यपाल के आदेश से,  
वि० ना० मेहरोत्रा,  
सरकार के उप-सचिव ।

.....  
अधीक्षक, राजकीय लेखन सामग्री भंडार एवं प्रकाशन, पटना द्वारा प्रकाशित तथा  
अधीक्षक, सचिवालय मुद्रणालय, बिहार, पटना द्वारा मुद्रित ।  
बिहार गजट (असाधरण) 123- मोनो-906-236-

## अनुग्रह नारायण सिन्हा समाज अध्ययन संस्थान (संशोधन) विधेयक, 1989

अनुग्रह नारायण सिन्हा समाज अध्ययन संस्थान अधिनियम, 1964 को संशोधित करने के लिए  
विधेयक

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भारत गणराज्य के चालीसवे वर्ष में बिहार विधान मंडल द्वारा निम्न लिखित रूप में यह अधिनियम हो—

### 1. संक्षिप्त नाम और प्रारम्भ:—

- 1- यह अधिनियम अनुग्रह नारायण सिन्हा समाज अध्ययन संस्थान (संशोधन) अधिनियम, 1989 कहा जा सकेगा ।
- 2- यह तुरन्त प्रभावी होगा ।

### 2. बिहार अधिनियम 12, 1964 की धारा 5 का संशोधन:

1. अनुग्रह नारायण सिन्हा समाज अध्ययन संस्थान (संशोधन) अधिनियम, 1964 (बिहार अधिनियम 12, 1964) इसमें आगे उक्त अधिनियम के रूप में निर्दिष्ट की धारा 5 की उप धारा (1) के स्थान पर निम्नलिखित प्रतिस्थापित किया जाएगा, यथा—

नियंत्रण बोर्ड में निम्नलिखित सदस्य होंगे:—

- |   |            |
|---|------------|
| क. राज्य सरकार द्वारा मनोनित —  | अध्यक्ष    |
| ख. पटना विश्वविद्यालय अधिनियम, 1961 (बिहार अधिनियम 3, 1962) के अधीन स्थापित पटना विश्वविद्यालय का कुलपति:   | सदस्य      |
| ग. विश्वविद्यालयों के नामों के वर्णित क्रम में चक्रानुसार राज्य सरकार द्वारा नाम निर्देशित, पटना को छोड़कर बिहार राज्य के विश्व विद्यालयों में से एक कुलपति | पदेन सदस्य |
| घ. परिषद् के अध्यक्ष द्वारा नाम निर्देशित भारतीय समाज विज्ञान परिषद्, नई दिल्ली के दो प्रतिनिधि   | सदस्य      |
| ड0. विश्वविद्यालय अनुदान आयोग के अध्यक्ष द्वारा नाम निर्देशित विश्वविद्यालय अनुदान आयोग का एक प्रतिनिधि   | सदस्य      |
| च. संस्थान के निदेशक  | पदेन सदस्य |
| छ. अध्यक्ष के परामर्श से दो ख्यातिप्राप्त व्यक्ति राज्य सरकार द्वारा मनोनीत   | सदस्य      |
| ज. अपने नामों के वार्षिक क्रम में आचार्य में से चक्रानुसार से राज्य सरकार द्वारा नाम निर्देशित  |            |

आचार्य की पंक्ति से अन्यून एक संकाय प्रतिनिधि  
झ. राज्य सरकार के मानव संसाधन विकास विभाग के सचिव  
ज्ञ. राज्य सरकार के वित्त विभाग के सचिव

सदस्य  
पदेन सदस्य  
पदेन सदस्य

**2. उप धारा 2 के स्थान पर निम्नलिखित प्रतिस्थापित किया जाएगा:**

1. उप-धारा (1) के खंड (क), (ग), (घ) (ड) (छ) एवं (ज) के अधीन नाम निर्देशित सदस्यों की पदावधि अधिसूचना की तारीख से दो वर्षों की अवधि के लिये होगी और अपनी दो वर्षों की दूसरी अवधि के लिये नामनिर्देशन का पात्र होगा ।
  2. उप-धारा (5) में शब्दों तीन मास के बाद शब्दों कुलपति ऐसी बैठक में भाग लेने के लिये अपना एक प्रतिनिधि नाम निर्देशित करेगा जो आचार्य की पंक्ति से नीचे का नहीं होगा जोड़े जायेंगे ।
3. बिहार अधिनियम 12, 1964 की धारा 7 का संशोधन :- (1) उक्त अधिनियम की धारा 7 की उप-धारा (5) के स्थान पर निम्नलिखित प्रतिस्थापित किया जायेगा, यथा -

(5) कोई भी व्यक्ति निदेशक के पद धारण करने का पात्र नहीं होगा यदि उसने समाज विज्ञान के क्षेत्र में अपना एक उत्कृष्ट स्थान न बनाया हो ।

(2) उप-धारा (6) के स्थान पर निम्नलिखित प्रतिस्थापित किया जायेगा, यथा

(6) निदेशक का वेतन बिहार राज्य विधान-मंडल के अधिनियम के अधीन स्थापित विश्वविद्यालय के कुलपति के समकक्ष होगा, और उनकी नियुक्ति के अन्य बंधेज और शर्तें नियंत्रण बोर्ड अवधारित करेगीं ।

**4. बिहार अधिनियम 12, 1964 की धारा 7-क के बाद नई धारा का जोड़ा जाना: -** उक्त अधिनियम की धारा 7-क के बाद निम्नलिखित नई धाराएँ जोड़ी जायेंगी, यथा : -

7-ख: संस्थान का एक रजिस्ट्रार पूर्णकालिक पदाधिकारी होगा और निदेशक को शैक्षणिक प्रयोजन प्राप्त करने में सहायता करेगा और अधिनियम की धारा 7 की उप-धारा (1) के अधीन गठित चयन समिति की सिफारिश पर बोर्ड उसे शर्तों और बंधेजों पर नियुक्त करेगा जैसा कि उसके और बोर्ड के बीच करार हो : परन्तु यह कि कोई भी व्यक्ति रजिस्ट्रार का पद धारण करने का पात्र नहीं होगा जो बिहार राज्य विधान-मंडल के अधिनियम द्वारा स्थापित किसी विश्वविद्यालयों में आचार्य के रूप में नियुक्ति का पात्र न हो ।

7-ग: संस्थान का एक प्रशासक होगा जो पूर्णकालिक पदाधिकारी होगा और वह निदेशक को संस्थान के प्रशासनिक एवं लेखा संबंधी दायित्वों के निर्वहन में सहायता करेगा और बोर्ड द्वारा उसकी नियुक्ति ऐसी शर्तों एवं बंधेजों पर होगी, जो उसके और



बोर्ड के बीच करार हो: परन्तु यह कि कोई भी व्यक्ति प्रशासक का पद धारण करने का पात्र नहीं होगा यदि उसे सामान्य, वित्तीय या कार्मिक प्रशासन का पर्यवेक्षीय क्षमता में कम-से-कम दस वर्षों का अनुभव न हो ।

5. बिहार अधिनियम 12, 1964 की धारा 10 का संशोधन: — उक्त अधिनियम की धारा 10 भ की उप-धारा (3) में द्वितीय परन्तु जोड़ा जायेगा, यथा —

परन्तु यह भी कि बोर्ड को किसी भी मद के अधीन मूल अनुदान के बीस प्रतिशत से अधिक रकम एक मद से दूसरे मद में अन्तरित करने की शक्ति नहीं होगा ।

6. बिहार अधिनियम 12, 1964 की धारा 12 में एक नई उप-धारा का अंतःस्थापन: — धारा 12 की उप-धारा (3) के बाद निम्नलिखित नई उप-धारा अंतःस्थापित की जायेगी, यथा —

भ(3-ए) राज्य सरकार संस्थान से यह अपेक्षा कर सकेगी कि वह राज्य सरकार के मुख्य लेखा एवं नियंत्रक से भी साथ-साथ लेखा परीक्षा कराएँ ।

7. निरसन और च्यावृत्ति: — (1) अनुग्रह नारायण सिन्हा समाज अध्ययन संस्थान (संशोधन) द्वितीय अध्यादेश, 1989 (बिहार अध्यादेश संख्या 23, 1989) इसके द्वारा निरसित किया जाता है ।

(2) ऐसे निरसन के होते हुए भी उक्त अध्यादेश द्वारा या के अधीन प्रदत्त किसी शक्ति के प्रयोग में किया गया कोई कार्य या की गई कोई कार्रवाई इस अधिनियम द्वारा या के अधीन प्रदत्त शक्तियों के प्रयोग में किया गया या की गई समझी जायेगी मानो यह अधिनियम उस दिन प्रवृत्त था जिस दिन ऐसा कार्य किया गया था या ऐसी कार्रवाई की गई थी ।

वि स0 मु0 / 50-मेमो 854-11-7-1989

**A. N. SINHA INSTITUTE OF SOCIAL STUDIES  
PATNA 800 001**

**REGULATION - 1966**

**SHORT TITLE** These regulation may be called **The Anugraha Naraya Sinha Institute of Social Studies, Patna Regulation, 1966.**

The definition and meaning of various terms and conditions shall be the same as given in the rules of the Institute.

**PROCESSING  
OF THE BOARD  
OF CONTROL**

1. Every meeting of the Board of Control shall be presided over by the Chairman and in his absence by a member chosen from amongst the members of the Board present at the meeting to preside for the occasion.
2. Five members of the Board of Control present in person shall constitute as quorum at any meeting of the Board.
3. No less than 10 clear day's notice of every meeting of the Board shall be given to each member of the Board. Provided that an emergent meeting of the Board can be held after giving a shorter notice.
4. Every notice calling a meeting of the Board shall set the date, time and place at which such meetings will be held and shall be usually except as otherwise provided in these Regulations, be under the signature of the Director.
5. The Board shall hold its meeting at least once in 3 months.
6. Each member of the Board including the Chairman shall have one vote and if there shall be equality of votes on any question to be decided by the Board the Chairman shall, if addition, have a casting vote.
7. Any business which may be necessary for the Board to perform, may be carried out by Circulation amongst all its members and any Resolution so circulated and approved by a majority of the members signing, shall be as effectual and binding as if such Resolution has been passed at a meeting of the Board provided that at least half the members of the Board have recorded their views on the Resolution.
8. (i) Subject to as herein mentioned in case of difference of opinion amongst the members of the Board, the opinion of the majority shall prevail.  
(ii) The Chairman may refer any question which in his opinion, is of sufficient importance to justify such a reference for the decision of the Government of Bihar and such decision shall be binding on the Board.

## **CREATION OF POST**

9. Subject to section 6(2) of the act the Board may create such posts as may be necessary for the Institute and may fix scale of pay and allowances for the posts.

## **RECRUITMENT TO POSTS**

- 10 Recruitments to various posts of the Institute shall be made through such methods and on such terms and conditions as may be decided by the Board.

## **DEARNESS ALLOWANCE**

- 11 The Board will sanction Dearness Allowance to its employees from time to time.

## **HOUSE RENT ALLOWANCE**

- 12 The employees of the Institute shall be paid House Rent allowance as sanctioned by the Board from time to time.

## **SERVICE CONDITIONS**

- 13 The employees of the Institute shall be bound by such conditions of service as may be laid down by the Board from time to time.

## **LEAVE REGULATIONS**

- 14 The employee of the Institute shall enjoy leave of such kinds and of such durations as may be decided by the appropriate authority.

## **DELEGITION OF POWER**

- 15 The Board may delegate to any of its members or any other officer of the Institute any of the powers and duties provided under these regulations.
- 16 The Director may with the concurrence of the Board delegate any of its power and functions to any other officer or authority of the Institute.
- 17 The Board may by majority resolution amend any of these regulations.

# **RULES OF THE ANUGRAHA NARAYAN SINHA INSTITUTE OF SOCIAL STUDIES, PATNA 800 001**

## **(1) SHORT TITLE**

These rules may be called ‘**Rules of the Anugra Narayan Sinha Institute of Social Studies, Rules 1966.**’

## **(2) DEFINITION**

In these rules, unless there is any thing repugnant in the subject or context:

- (i)** “Act” means Anugra Narayan Sinha Institute of Social Studies, Act 1964.
- (ii)** “Institute” means Anugraha Narayan Sinha Institute of Social Studies, Patna
- (iii)** “Regulation” means Regulations of the Anugraha Narayan Sinha Institute of Social Studies, Patna
- (iv)** “Board” means Board of Control of the Anugraha Narayan Sinha Institute of Social Studies, Patna
- (v)** “Member” means member of the Board.
- (vi)** “Chairman” means Chairman of the Board of Control.
- (vii)** “Director” means Director of the Anugraha Narayan Sinha Institute of Social Studies, Patna
- (viii)** “Registrar” means Registrar of the Anugraha Narayan Sinha Institute of Social Studies, Patna
- (ix)** “Competent Authority” means the Board of Control in the case of Officers whose maximum scale of pay is more than Rs.200/- and in all other cases, the Director. It means in regard to any matter of power to be dealt with or exercised by the Board of Control under these regulations which have been delegated to any other authority, the authority to whom the disposal of the matter or the exercise of the power, has been delegated.
- (x)** “Fund” means the Anugraha Narayan Sinha Institute of Social Studies, Patna, fund as defined in the Act.
- (xi)** “Year” means a financial year.
- (xii)** “Pay” means (a) the amount drawn monthly by an employee of Institute as:
  - (i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reasons of his special nature of appointment.
  - (ii) Any other recurring emoluments which maybe specially classed as pay by the Board of Control.
  - (iii) “Probationer” means an Institute employee employed on probation in or against a substantive vacancy in this order of a department.

### **FUNCTIONS OF THE BOARD OF CONTROL**

- (3) The Board of Control as the supreme governing Body of the Institute as provided under Section 6 of the Act, may delegate to any of its members or any other officer of the Institute such administrative and financial powers and impose such duties as it deems proper and also prescribe limitations within which these powers and duties are to be exercised or discharged.

### **POWERS OF THE CHAIRMAN**

- (4) The Board of Control may, by resolution, delegate to the Chairman, such of its powers and functions, as it may deem fit subject to the conditions that action taken by the Chairman under the powers delegated under this Rules shall be reported to the Board of Control at its subsequent meeting.

### **FUNCTIONS AND POWERS OF THE DIRECTOR**

- (5) The Director shall be the principal executive officer of the Institute and shall exercise such powers and functions as provided in the Act provided that he may with the concurrence of the Board of Control, delegate any of his powers and functions to any other officer or authority appointed or established under these Rules.
- (6) In an emergency, when in the opinion of the Director it is felt that some immediate action should be taken on some matter, the Director shall take such action as he deems necessary and he shall report this action to the Chairman in due course.
- (7) It shall be the duty of the Director to co-ordinate and exercise general supervision over all activities of the Institute.

### **POWERS AND FUNCTIONS OF THE REGISTRAR**

- (8) The Registrar shall carry out his duties under the general supervision of the Director in whose absence he shall take action in all matters of urgency not admitting of delay, such action to be reported to the Director in due course. He shall advise the Director regarding any matters affecting the work of the Institute; maintain necessary contacts with the universities, Government department and other bodies and Institutions; prepare reports including annual statements of Accounts and budget of the institute, exercise control over non-academic staff, be responsible for the maintenance of the premises of the Institute and shall exercise such other functions as the Board may determine from time to time.

## **INSTITUTE PROVIDENT FUND RULES**

9. The Institute shall maintain a fund to be called the Institute Provident Fund in Saving Bank Account in the State Bank of India or in scheduled bank approved by the Board in favour of Individual officer and employee of he Institute but pledged with and to be operated upon by the Director in which shall be credited.

**(i) The Subscriber's Subscription @ 10 paisa per rupees per month of his pay**

**(ii) Contribution made by the Institute**

(iii) The Institute shall contribute to the Fund every month an amount equal to the contribution of each employee subject to a maximum of 10% of salary of the employee. An interest allowed by the Bank on the subscriber's subscriptions and on the Institute's contribution.

(iv) And interest on advance taken by the subscriber.

### **10. Depositors to the Fund**

- (i) Every employees of the Institute working on whole time basis shall be subscriber of the Fund.
- (ii) Provided that the Institute's contribution to the fund shall be paid to only such employees as have put in not less than three years of continuous service.
- (iii) Provided further that officers and employees who are on deputation from the State Government and who subscribe to the Government General Provident Fund shall not be entitled to the Provident Fund Contribution of the Institute.

### **Condition of subscription**

11. Every subscriber shall contribute to the Fund from the date of his appointment.

### **12. Manner of deposit to the Provident Fund**

- (i) Provident Fund deposits of the officers and employees of the Institute shall be made by deduction from their monthly salary bills and shall be immediately paid to the Fund.
- (ii) Provident Fund deposits of the officers and employees who are on deputation in the Institute shall be similarly made by deduction from heir monthly salary bills and shall be deposited by cheque or chalan into the Government General Provident Fund.

### **13. Nomination by Depositor**

- (i) a subscriber shall as soon as maybe after joining the fund, send to the Director a nomination conferring the right to receive the amount that may stand to his credit in the Fund in the event of his death before quitting the service.

- (ii) A nomination may be cancelled by a depositor and replaced by any Nomination which is permitted to be made under the Rule.
- (iii) On the death of a nominee a subscriber shall nominate a fresh nominee.

#### **14. Withdrawal from the Fund:**

- (i) No final withdrawal from the fund shall be allowed until the depositor quits the service or dies, whichever is earlier. But temporary advances may be granted by the Director to a depositor from the amount standing at his credit in the event of absolute necessity.
- (ii) Such advances may be granted to pay expenses in connection with marriage, funeral ceremonies which by the religion of the depositor, it is incumbent upon him to perform and in connection with which it is obligatory that the expenditure should be incurred, or to pay expenses in connection with the illness of the depositor or a member of his family wholly dependent on him or in connection with the construction of a house for occupation by the depositor himself or purchase of a conveyance to be used by him.

#### **15. Extent of advance**

- (i) The temporary advance from the P.F. Account shall be limited to the amount equivalent to three months' pay of the depositor or half the amount at his credit whichever is less.

Provided that the Board of Control in special circumstances may sanction the advance of an amount exceeding three months' pay or half the amount standing at the credit of the subscriber subject to the condition that such advance shall not exceed 12 months or half of the total amount at the credit of subscriber whichever is less.

- (ii) No advance shall be made until the expiry of six months from the repayment of the first advance and interest if any.

#### **16) Recovery of Advance:**

- a. An advance made out of Provident Fund shall be recovered in such number of monthly installments as may be decided by the appropriate authority.
- b. Each advance made out of Provident Fund shall carry an interest of 4¼% per annum, recoverable in lump sum following the recovery of the last installment.
- c. Installment and Interest shall be paid by compulsory deduction from salary bills of the depositor and shall be in addition to the usual subscriptions and shall be paid at the fund of the credit of the depositor.

**(17) Maintenance and Audit of Accounts**

Subject to the provisions contained in sub-section 3 of Section 12 of the Act, the accounts of the Institute shall be maintained and audited in such manner as may be decided by the Board from time to time

**(18) Application of Rules**

The Rules apply retrospectively with affect from the date on which the Institute became autonomous.

**(19) Amendment to Rules**

The rules of the Institute may be altered at any time by a two third majority of members at any meeting of the Board.



**A N SINHA INSTITUTE OF SOCIAL STUDIES, PATNA**  
**RULES OF SERVICE CONDITIONS**

(Framed under Clause 16 of Anugraha Narayan Sinha  
Institute of Social Studies, Regulation 1966)

**SECTION I**  
**I n t r o d u c t o r y**

<b>Short Title</b>	<p>These rules may be called Anugraha Narayan Sinha Institute of Social Studies Staff Service Conditions Rules.</p> <p>Unless otherwise stated the definitions and meaning of various terms and connotations shall be the same as given in the rules and regulations of the Institute.</p>
<b>Application and</b>	<p>Every person holding a post at the Institute at the commencement of these rules shall on such commencement be deemed to have been appointed under the provision of these rules.</p> <p>These rules will be applicable with immediate effect, but without prejudice to decisions taken already in the past.</p>
<b>Interpretation</b>	<p>Where a doubt arises as to the interpretation or application of any of the provisions of these rules the matter will be referred to the Board of Control whose decision or clarification shall be final.</p>
<b>Power to Relax</b>	<p>Notwithstanding anything contained in these rules, Board of Control, in case of any employee may relax any of the provisions of these rules to relieve him of any undue hardship arising from the operation of such provision, or in the interest of the Institute.</p>
<b>Amendment</b>	<p>The Board of Control may amend the provisions of the rules at any meeting by a resolution passed by a majority of members present and voting.</p>
<b>Residuary Provision</b>	<p>Any matter relating to the condition of a service of an employee, for which no provision is, made in these rules, shall be governed by the State Government Rules.</p>

## DEFINITION

In the Rules unless there is any thing repugnant in the subject or context:

- (i) “Act” means Anugraha Narayan Sinha Institute of Social Studies Act, 1964.
- (ii) “Institute” means the Anugraha Narayan Sinha Institute of Social Studies, Patna
- (iii) Regulation means the Anugraha Narayan Sinha Institute of Social Studies Regulation, 1966
- (iv) “Board” means the Board of Control of the Anugraha Narayan Sinha Institute of Social Studies, Patna.
- (v) “Member” means members of the Board of Control.
- (vi) “Chairman” means Chairman of the Board of Control.
- (vii) “Director” means Director of the Anugraha Narayan Sinha Institute of Social Studies, Patna
- (viii) “Registrar” means the Registrar of Anugraha Narayan Sinha Institute of Social Studies, Patna
- (ix) “Appointing Authority” means competent authority as defined in Sub-rule X below.
- (x) “Competent Authority” means Director in case of Establishment and Class IV staff as mentioned in Annexure I, and the Board of Control in case of others.
- (xi) “Fund” means the Anugraha Narayan Sinha Institute of Social Studies, Patna, Fund as defined in the Act.
- (xii) “Year” means a financial year
- (xiii) “Pay” means the amount drawn monthly by an employee of the Institute as:
  - (i) The pay other than special pay or pay granted in view of his personal qualifications which has been sanctioned for the post hold by him substantively or in officiating capacity or to which he is entitled by reasons of his position in a cadre.
  - (ii) Special pay,
  - (iii) Personal Pay
  - (iv) any other recurring emoluments which may be specially classed as pay by the Board of Control.
- (xiv) “Probation” means Institute employee employed on probation in or against a substantive vacancy in the cadre of the Institute.
- (xv) “Cadre” means the strength of the service or a part of a service sanctioned as a separate unit.
- (xvi) “Lien” means the title of an Institute employee to hold substantively either immediately or on the termination of a period, or period of absence, a permanent post including a tenure post of which he has been appointed substantively.
- (xvii) Permanent post means a post carrying a definite rate of pay and sanctioned without limit of time.

## SECTION - II

### GENERAL SERVICE CONDITIONS

#### **POST AND RECRUITMENT**

- (1) Subject to Section 6(2) of the Act, the Board may create such posts as may be necessary.

**Note: The various posts currently in existence are listed and categorized in Annexure I.**

- (2) To staff employed for a specific research project shall be purely temporary, and his maximum tenure of appointment shall be limited to the period indicated in the time schedule of each project and shall be governed by the terms and conditions of the project concerned.

**Notes: The posts of the projects at the Institute shall be such as given in Annexure II. Provided, however, in special cases some other posts with appropriate terms and conditions may be created by mutual agreement between the Institute and the financing agency of project.**

- (3) The qualifications for appointment to various post in the Institute shall be such as given in Annexure III. However, the Board of Control shall have powers to modify the above qualifications to suit the requirement of the Institute.

- (4) (i) Recruitment to the posts other than Readers and Professors may be made.
- (a) by direct appointment through advertisement;
  - (b) by promotion
- (ii) Reader and Professors will be appointed through advertisement on all India basis.
- (iii) Every appointment, whether by promotion or direct appointment, shall be made on the basis of recommendations of a properly constituted Selection Committee duly constituted by the competent authority whose composition will be as given in Annexure IV.

- (5) (i) Every person appointed or promoted to a post in substantive capacity in this Institute, shall be on probation for a period of one year, unless the Board of Control decides otherwise.
- (ii) No person shall be confirmed in a post unless the appointing authority is satisfied with his performance and general behaviour.

- (6) Where a person appointed to a post in the Institute on Probation is, during his period of Probation found unsuitable for holding that post or has not completed his period of probation satisfactorily the appointing authority may:

- (i) In case of a person appointed on probation revert him to the post hold by him immediately before such appointment.
- (ii) In case of person appointed by direct recruitment terminate his appointment
- (iii) Extend his period of probation for a further period not exceeding one year

**(7) Confirmation**

Every person appointed to a substantive post at the Institute shall, on satisfactorily completing his period of probation, be eligible for confirmation in that post.

**(8) No employee shall be confirmed in any post unless:**

- (a) Such post is permanent
- (b) No one else holds a lien on the post.

**(9) Termination**

The services of an employee confirmed in his post may be terminated by the competent Authority on account of infirmity either mental or physical of a permanent nature.

Provided that employee whose services have been so terminated shall be given proportionate gratuity to which he may be entitled.

**(10) Seniority**

(i) The Seniority of an employee shall be determined on the basis of the date with effect from which the employee is confirmed in his post.

Provided that in the event of a tie between two or more employees, in respect of the date of confirmation, the order of recommendation by the Selection Committee within the concerned discipline, shall determine the respective seniority. In the event of the tie between two or more employees in respect of interdepartmental seniority, the age of the employee concerned shall be taken into account for the purpose.

**11 Temporary Services**

- (1) An employee of the Institute who is not on probation or is not holding a substantive appointment shall be a temporary employee.
- (2) An employee appointed for a research project and paid from the funds of the project shall be deemed to be a temporary employee, unless he holds a substantive appointment on any other post of the Institute.
- (3) The services of a temporary employee may be terminated by the appointing authority on a notice of one month from either side.

## **12 Superannuation**

The age of superannuation shall be the completion of the age of 60. Provided that the employee shall superannuate on the last day of the month in which he was born.

## **13. Reemployment**

Reemployment in service beyond the age of superannuation may be allowed by the Board of Control for a period not exceeding two years on such terms and conditions as it may deem proper in the interest of the Institute.

## **14. Professor Emeritus**

In suitable cases a Professor who has superannuated from the service of the Institute may be offered the position of a Professor Emeritus on such terms and Condition as may be determined by the Board of Control.

## **15. Resignation**

Subject to the acceptance of the resignation by the competent authority, a permanent employee may resign his post after giving notice of 3 months. However, the competent authority may relax the period of notice.

## **16 Lien**

- (i) A confirmed employee of the Institute may be given lien at his request on his substantive post for a maximum period of two year at a time if he desires to join a post in another organisation, provided the post in question in the organization carries a higher scale than the one enjoyed by him at the Institute. Any employee who reverts to his substantive post at the Institute on or before the expiry of his lien will not be considered for the grant of another lien again before the expiry of a period of one year from the date of his reversion.
- (ii) An employee of the Institute appointed to another post in the Institute will hold lien on his previous post until he is confirmed in the higher post in the Institute.

**SECTION III**  
**CONDUCT AND PENALTIES**

**17. Integrity and Devotion to Duty**

Every employee of the Institute shall maintain absolute integrity and devotion to duty, and abide by the Rules and Regulation and shall observe and comply with all orders and directions which may be given to him in the course of his official duties by any person under whose control he may be placed.

**18. Absences**

An employee shall not absent himself from his duties without the permission of the competent authority.

**19.** No employee shall absent himself from his headquarters overnight without informing the competent authority.

**20. Penalties**

The following penalties may, for good and sufficient reasons, be imposed on an employee by the competent authority of the Institute.

- (i) Censure
- (ii) Withholding of increment
- (iii) Reduction in Rank
- (iv) Suspension
- (v) Removal from services
- (vi) Dismissal
- (vii) Recovery from pay or provident fund, or both the whole or part of pecuniary loss caused to the Institute on account of negligence of duty or disobedience.

**Explanation**

The following shall not amount to a penalty within the meaning of this rule namely:

- (i) Stoppage of increment of an employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar.
- (ii) Reversion of an employee, appointed on probation, to any other grade or post, or to his permanent grade or post. During or at the end of the period of probation in accordance with the terms of his appointment, or the rules and order governing such probation.

- (iii) Reversion of an employee officiating in a higher grade or post to a lower grade or post, on the ground that the employee is considered to be not suitable for such higher grade or post or on any administrative ground unconnected with his conduct.
- (iv) Warning.

**21.** No order imposed any of the penalties specified in Rule 20 shall be made on an employee unless he has been informed in writing the grounds on which it is proposed to take such action, and given adequate opportunity to explain his conduct.

- Note:(i) At any enquiry made under this rule the deposition of any witness shall be reduced to writing by the enquiring officer and shall be signed by the witness in token of its correctness.
- (ii) Subject to the permission of the competent authority a pleader or agent may be permitted to appear on behalf of the employee of the Institute charged at any such enquiry.

## **22. Suspension**

- (a) An employee of the Institute should not be placed under suspension for inadequate reasons kept in suspension for a longer period than absolutely necessary.
- (b) The following principles should be observed in ordering suspension of an employee of the Institute:
  - (i) If an employee is being prosecuted on a criminal charge, he should be placed under suspension if he has been refused bail by the Court and has been committed to prison.
  - (ii) Where an employee is being proceeded against departmentally on charges gross misconduct of bribery or corruption, the question of suspension should be considered with reference to the prima facie evidence available against him. If there are good reasons to believe on the basis of the material available at the time of the initiation of the proceedings that the employee has been guilty of gross misconduct or of bribery or corruption, which if proved, would lead to his dismissal or removal, he should be placed under suspension. In case in which such prima facie evidence is lacking at the start, the question of suspension of the employee may be kept pending till the findings of the enquiring officer are available. In such cases he should be required to proceed on such leave as may be due to him and if there is no leave to his credit, on extra ordinary leave. On the conclusion of the enquiry, if it is found that the employee is guilty of gross misconduct, or of bribery, or of corruption which would entail his dismissal or removal from service, he should be immediately placed under suspension.

- (iii) In all cases where there are reasons to believe that the employee, if allowed to continue in active services, might attempt to tamper with the evidence, he should be required to proceed on such leave as may be due to him, or if there be no leave to his credit, or extraordinary leave. If he refuses to proceed on leave, he may be suspended.

### **23. Pay during Suspension**

- (i) An employee under suspension shall, during the period of suspension, draw subsistence allowance equivalent to half the rate of pay which is admissible to him immediately before the commencement of the suspension and allowances has done such half pay.  
Provided that, where the period of suspension of an employee exceeds twelve months, the Board of Control may vary the amount of subsistence allowance to the extent it may consider appropriate.
- (ii) When an employee is fully exonerated and reinstated in his post he shall be given full pay to which he would have been entitled had he not been dismissed, removed, or suspended, as the case may be together with the allowances admissible with pay.
- (iii) In case an employee is not fully exonerated of the charge he shall be given such proportion of the pay and allowances as the competent authority may decide.

### **24. Appeal**

An employee belonging to the establishment and class IV staff shall have the right to appeal to the Board of Control within 60 days against an order passed by the Director imposing any of the penalties specified in Rule 20. In case of others the Board of Control may review its orders imposing penalties specified in the said Rule.

**25.** No employee shall, except with the approval of the Director, be an editor, a correspondent, a reporter of any newspaper or periodical published either in India or abroad.



**SECTION IV**  
**PAY AND ALLOWANCES**

**(26)**  
**Scale of Pay**

The scale of pay or the salary for various posts in the Institute shall be such as may be determined by the Board of Control from time to time.

**(27)**  
**Initial Pay**

- (i) An employee shall on his first appointment to a post of the Institute in a time scale of pay draw pay at the minimum of the time scale.
- (ii) The competent authority in suitable cases may grant advance increments.

**(28)** An employee of the Institute promoted or appointed to a higher post in the Institute, whether on a permanent or temporary basis, shall draw as entail pay the state on the time scale of higher post arrived at by adding 12 per cent of his basic pay in the lower post, subject to a maximum of Rs.150/-.

**(29)**  
**Fixation of Pay on General revision of Pay scale.**

**(30)** Fixation of pay of an employee in case of revision of scales from time to time shall be such that in no case an employee will get less than what he was getting in the unrevised scale in his substantive post.

**Increments**

- (i) Subject to the provision under rule 20 the annual increment shall ordinarily be drawn by an employee as a matter of course.

Provided that where an efficiency bar is prescribed in the time scale, the increment next above the bar shall be given to an employee with specific sanction of the competent authority.

- (ii) The following provision prescribe the condition in which service shall count for increment in the time scale of pay:
  - (a) All duties in a post in a time scale.
  - (b) duty on a temporary post and on probation.
  - (c) The period for which lien held on a substantive post of the Institute.
  - (d) Leave other than extra-ordinary leaves provided that the sanctioning authority may direct that extraordinary leave shall also count for increments, if it is satisfied that such leave was taken on account of higher studies.

**Note:** Service shall be deemed non-continuous only if it is interrupted by actual loss of employment.

**(31)**

**Remuneration for  
Additional charge.**

In case where an Institute employee takes full charge of more than one post, (other than inferior or subordinate post) he may be allowed additional pay not exceeding 20 percent of his substantive pay by the competent authority, period than the additional play, special pay, if any, will not exceed Rs.250/- p.m.

Note: The additional pay or allowance for holding additional charge will not be admissible if the period of additional charge is less than 30 days.

**(32)**

**Honorarium**

- (i) Unless in any case, be it otherwise specifically provided in these rules, an Institute employee shall not, without the previous sanction of the competent authority, be grant an honorarium or permitted do accept an honorarium or fee.
- (ii) An employee of the Institute may be granted or permitted by the competent authority to accept, an honorarium as remuneration for work performed, which is occasional in character, and either so laborious, or of such special nature as to justify special reward.

**(33)**

**Allowances**

The Board of Control may grant such allowances to its employees as it may deem proper from time to time.

**(34)**

**Gratuity**

Such employees of the Institute working on substantive posts as have put in a minimum of ten years of continuous service shall be entitled to gratuity at the rate of 15 days' substantive pay calculated on the basis of last sustentative pay for each year of service excluding the period of leave without pay, but subject to a maximum of 15 times of the last substantive pay, or a sum of Rs.30,000/- whichever is less.

Provided, provision under this clause shall be deemed to be operative only after the Board of Control passed special orders for its enforcement with such modifications, if any, as it may deem proper.

**35.**

**Festival Advance**

An advance, limited to a maximum of one month's salary repayable in 5 monthly installments, may be sanctioned to an employee drawing a basic salary of Rs.800/- or less to enable him to observe social commitments in relation to any two important festivals in a year according to the religion of the employee concerned, provided that no festival advance is due to be recovered from him which he has taken in the past.

## SECTION V

### LEAVE

**(36)**

#### **Right of Leave**

Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.

**37**

#### **Earning of Leave**

Except as otherwise provided leave shall be earned by period spent on duty only.

**38**

#### **Commencement and Termination of Leave**

Leave ordinarily begins from the date on which leaves such as actually availed of and on the day proceeding the duty is resumed.

**39**

#### **Authority to Grant Leave**

The authority to grant leave shall vest in Director in respect of Academic, supporting, and Administrative Staff, and in Registrar in respect of the Establishment and Class IV Staff. In case of Director the leave shall be granted by the Chairman of the Board of Control.

**40**

#### **Return to Duty on Expiry of Leave**

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

**41**

#### **Grant of Leave Beyond the date of Retirement**

No leave shall be granted beyond the date on which an employee is permitted to retire:

Provided that an employee who has applied for leave well in advance and who has been denied leave by the Board of Control in whole or in part on account of exigencies of service of the Institute,. The leave which was due to him previous to retirement may be granted beyond the date of retirement.

- i. An employee who has been granted leave on medical certificate will be required to produce a medical certificate of fitness before resuming his duties in such manner, and from such person(s), as may be prescribed.
- (43) Leave should always be applied for and sanctioned before it is enjoyed, except in cases of emergency, to the satisfaction of the leave granting authority.
- (44) Total continuous absence from the Institute on leave of various kinds, or otherwise, shall not exceed period of five years.
- (45) A leave account shall be maintained for each employee of the Institute.
- (46) A temporary employees having put in continuous service for three years will start earning leave of various kinds from the fourth year of his service like a permanent employee. An employee appointed on probation will be entitled to leave admissible to a permanent employee.

**(47)**

**Admissibility of leave**

The various kinds of leave admissible to employees will be as follows:

**(A) Earned Leave**

- (i) Permanent employee other than Class IV employees 1/11 of the period spent on duty subject to maximum, accumulation of 180 days.
- (ii) Permanent Class IV employees:  
1/16 of the period spent on duty subject to maximum, accumulation of 90 days.
- (iii) Temporary employees other than Class IV employees:  
1/24 of the period spent on duty subject to maximum accumulation of 45 days.
- (iv) Temporary Class IV employees:  
1/30 of the period spent on duty subject to maximum accumulation of 30 days.

**Note: Regardless of the accumulation of the Earned Leave, no employee shall be granted this leave for more than 32 days at a time.**

**(b) Half Pay Leave**

- (i) Permanent employees other than class IV employees: 20 days for each completed year of service.
- (ii) Permanent class IV employees: 15 days for each completed year of service.
- (iii) Temporary employees other than Class IV employees:  
15days for each completed year of service.
- (iv) Temporary Class IV employees 10 days for each completed year of service.

**Note: No half pay leave will be granted unless the authority sanctioning the leave has reason to believe that that the employee concerned will return to duty after its expiry.**

**(c) Commuted Leave:**

At his option, an employee of the Institute can have the half pay leave due converted into half the amount of full pay leave. Such converted leave will be termed "Commutated Leave". It will be granted only on medical certificate, subject to a limit of 180 days, whether such leave is availed of in India, or out of India, in case of employees other than class IV employees and 120 days in case of Class IV employees. The maximum limit of 180 days in case of employees, other than Class IV employee, and 120 days in case of Class IV employees, will apply also to the combination of earned leave, vacation and commuted leave.

**(d) Leave not due**

Save in the case of leave preparatory to retirement leave not due may be granted on medical certificate, such leave being limited during the entire service to 180 days in case of employees other than Class IV employees, and 120 days in case of class IV employees. This will be debited to the half pay leave, which the employees earned subsequently. Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is a reasonable prospect of the employee returning to on the expiry of the leave and earning on equal amount of half pay leave thereafter.

**(e) Casual Leave**

- (i) A whole time employee of the Institute shall be eligible for 16 days casual leave each year for domestic and private affairs. Half day's casual leave may also be sanctioned.
- (iii) Casual leave cannot be combined with any other kind of leave, but can be combined with holidays.
- (iv) The total absence from headquarters during casual leave must not exceed 12 days at a time.
- (v) Special casual leave can be granted by the Director for absence beyond the control of an employee of the Institute in exceptional circumstances, subject to a maximum of 4 days in a year.

**(f) Maternity Leave**

(i) Maternity leave may be granted to women employees on full pay for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier.

(ii) Such leave shall not be debited to the leave account.

- (iii) Maternity lave may be combined with leave of any other kind except casual leave, but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate. Provided the total period of absence in maternity leave combined with earned or half pay leave shall not exceed 180 days.

Note: Maternity leave may also be granted in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.

### **(g) Leave in Exchange**

(i) In case an employee is detained to attend to the work of the Institute under the orders of the Director during the whole or part of the holidays, he will be eligible to have, leave in exchange on full pay subject to a maximum of 20 days in a year, provided, no leave in exchange will be admissible if the period of such detention is for a period up to 3 consecutive days.

(iii) The leave in exchange admissible under this rule will lapse if not availed of within six months of its accrual.

### **Academic Leave**

- (i) Academic leave may be granted to a number of staff to enable him, to participate in any academic meeting or to; attend to any professional assignment.
- (ii) A whole-time academic staff of the Institute shall be eligible for a period not exceeding 15 days' academic leave in each year.

### **Quarantine Leave**

Quarantine leave is leave of absence from, duty necessitated by orders not to attend office in consequence of the presence of infectious disease in the house in which an employee is actually residing. Such leave maybe granted by the sanctioning authority on the certificate of medical or public Health Officer for a period not exceeding 21 days or in exceptional circumstances 30 days. Quarantine leave may also be granted when necessary in continuation of other leave subject to the above maximum. An employee on Quarantine leave will not be treated as absent from, duty and his pay will not be intermitted.

### **Study Leave**

- (i) Study leave may be granted to an employee for higher studies, other than doctoral research, on such terms and conditions as may be decided by the Board of Control.
- (ii) Study leave for doing Doctoral research may be granted to an employees by the Director, subject to a maximum of 2 months during the period he will be engaged in this research.

### **Extra-ordinary leave/leave without pay**

- (i) Extraordinary leave shall always be without pay and may be granted when no other kind of leave is admissible.
- (ii) The period of extraordinary leave shall not count for increment save in circumstances given in Rule 30(ii)d.

- (iii) The duration of extraordinary leave shall not exceed six months on any one occasion. However, the Board of Control may in special circumstances grant extraordinary leave of such duration as it may deem proper.
- (iv) The extraordinary leave shall not be granted to an employee in continuation of lien granted to him.

**(48)**

**Leave Salary**

- (i) An employee on earned leave or half pay leave is entitled to leave salary equal to his pay or the half pay, as the case may be, on the days before the leave commences.
- (ii) An employee on commuted leave is entitled to leave salary equal to his pay on the pay before the leave commences.
- (iii) An employee on extraordinary leave is not entitled to any leave salary.
- (iv) An employee proceeding on earned leave may be granted one month leave salary in advance, if the leave in question is for a period exceeding 30 days.

**ANNEXURE – I**

**CATEGORISATION OF POSTS**

**1. ACADEMIC STAFF**

**Director  
Professor  
Reader  
Research Fellow**

**2. SUPPORTING STAFF**

**Librarian  
Dy. Librarian  
Asstt. Librarian  
Professional Asstt.  
Statistical Asstt.**

**3. ADMINISTRATIVE STAFF**

**Director  
Registrar**

**4. ESTABLISHMENT STAFF**

**H.C. cum-Accountnt  
Cashier  
Stenographer  
L.D. Assistant  
Typist  
Library Assistant**

**5. CLASS IV STAFF**

**Driver  
Library Attendant  
Paper Clipper  
Daftari  
Peon  
Malee  
Darwan  
Sweeper**



**ANNEXURE – II**  
**CATEGOFISATION OF PROJECT STAFF**

Senior Research Officer

Research Officer

Research Assistant

### ANNEXURE- III

#### QUALIFICATION FOR APPOINTMENT OF VARIOUS POSTS OF THE INSTITUTE

##### **Director/Professor**

3. High Second Class M.A. or equivalent degree from a Foreign University.
4. Doctorate Degree or publications of a high order.
5. Seven years experience of Research
6. Experience of guiding Research

##### **Associate Professor**

- 1 High Second Class M.A. or equivalent degree from a Foreign University.
- 2 Doctorate Degree or publications of a high order.
- 3 Seven years experience of Research

##### **Registrar**

1. At least Second Class M.A. in Social Science subject and seven years administrative experience in a government or educational or research Institution.

##### **Statistical Assistant**

1. M.A/M.Sc. 2<sup>nd</sup> Class in Statistics or M. Stat. from ISI Calcutta

##### **Librarian**

1. Second Class M.A. in Social Sciences subject. One year Diploma or Degree in Librarianship. Seven years experience of managing a large Library

##### **Dy. Librarian**

1. Second Class M.A. in Social Science Subject. One year Diploma or degree in Librarianship. Five years experience of working in a large Library

##### **Asstt. Librarian**

1. Second Class M.A., one year diploma or degree in Librarianship, 2 years experience of working in a library.

##### **Professional Assistant**

1. B.A. with one year Diploma or Degree in Librarianship.

##### **Others**

As specified by the Board of Control.

**ANNEXURE - IV**  
**COMPOSITION OF SELECTION COMMITTEE**

**A. PROFESSOR**

1. Chairman, Board of Control ... Chairman
2. Director
3. One representative of the Education Department, Govt. of Bihar
4. One representative of the Board of Control
5. Three experts unconnected with the Institute to be chosen from a panel approved by the Board of Control.

**B. ASSOCIATE PROFESSOR**

1. Chairman, Board of Control ..... Chairman
2. Director
3. Professor of the Institute of the relevant subject
4. The representative of the Education Dept., Govt. of Bihar
5. One representative of the Board of Control
6. Two experts unconnected with the Institute to be chosen from a panel approved by the Board of Control.

**C. REGISTRAR**

1. Chairman, Board of Control ... Chairman
2. Director
3. One representative of the Education Department, Govt. of Bihar
4. One representative of the Board of Control
5. Two experts unconnected with the Institute to be chosen from a panel approved by the Board of Control.

**D. LIBRARIAN**

- 1 Chairman, Board of Control ... Chairman
2. Director
- 3 .One representative of the Education Department, Govt. of Bihar
4. One representative of the Board of Control
5. Three experts unconnected with the Institute to be chosen from a panel approved by the Board of Control.

#### **E. ASSISTANT PROFESSOR**

1. Director ..... Chairman
2. Professor (or Reader in case there is no Professor) of the Institute in the relevant subject.
- 3 & 4. Two experts, unconnected with the Institute, to be chosen from a panel approved by the Board of Control.

#### **F. DEPUTY LIBRARIAN/ASSISTANT LIBRARIAN**

1. Director ..... Chairman
2. Librarian
3. One representative of the Education Department, Govt. of Bihar.
4. One representative of the Board of Control
- 5 & 6. Two experts, unconnected with the Institute to be chosen from a panel approved by the Board of Control.

#### **G. LOWER ACADEMIC POSTS/OTHER SUPPORTING STAFF**

1. Director..... Chairman
2. One Professor or Reader nominated by the Director
- 3 & 4. Two experts, unconnected with the Institute to be chosen from a panel approved by the Board of Control.

#### **H. ESTABLISHMENT AND CLASS IV STAFF**

1. Registrar ..... Chairman
- 2 & 3. Two other members nominated by the Director.

### **AMENDMENT TO PROVIDENT FUND RULES**

#### **Rule 18**

Notwithstanding the limitations contained in these rules the Director shall allow non-refundable withdrawal by a subscriber who has put in 20 years of service, or is within ten years of retirement which ever being earlier to the extent of 75 per cent of the amount standing at his (subscriber) credit for purposes of house construction or marriage of children, or higher education of dependents of the subscriber concerned.

#### **Rule 19**

The Director may allow to the extent of 90 percent of the total money lying at the credit of subscriber of the Provident Fund to be invested in interest earning securities, or term deposit with a bank or in payment of Insurance Premium on the life of the subscriber.

#### **Rule 20**

A PF Committee should be constituted with all its bona fide contributors headed by the Chairman of BOC as Chairman of the PF Committee and Funds from saving accounts should be transferred immediately to PF Accounts and operated with joint signature of the Director and Registrar.