

# **BYE-LAWS OF National Institute of Training of Highways Engineers (NITHE)**

## **Chapter**

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## CHAPTER : 1 PRELIMINARY

### 1. Short Title and Commencement

- (1) These bye-laws may be called the Bye-laws of National Institute of Training of Highway Engineers (Services)
- (2) They shall be deemed to have come into force on September, 1991

### 2. Application

- (1) These bye-laws shall apply to every employee of the Institute.
- (2) Notwithstanding anything contained in clause (1), the Executive Council may, by agreement with any employee make such special provisions regarding his conditions of service as it considers necessary and thereupon these bye-laws shall not apply to such employee to the extent to which the special provisions are inconsistent therewith.

### 3. Interpretation

- (1) In these bye-laws, unless the context otherwise requires:
  - (a) "Administrative Officer/Asstt. Director" means the Administrative Officer or Asstt Director in charge of Establishment of the Institute;
  - (b) "Appointing Authority", in relation to any post under the Institute, means the authority competent to make appointments to that post under these bye-laws;
  - (c) "Borrowed Employee" means an employees of any other authority whose services are obtained by the Institute on loan (i.e. on deputation);
  - (d) "Controlling Authority" means;
    - (i) In relation to posts in Grade IV, the Administrative officer
    - (ii) In relation to posts in other grades, the Director.
  - (e) "Employee" means a person serving the Institute in any post specified in the First Schedule;
  - (f) "Foreign Service" means service for which an employee receives, with the approval of the Controlling Authority, his pay from any source other than the funds of the Institute;

(g) "Pay means the pay admissible on the relevant date and includes special pay and personal pay, but shall not include any allowances, fee or honorarium; and

(h) "Schedule" means a schedule to these bye-laws.

(2) All words and expressions used but not defined in these bys-laws and defined in the Rules of the Institute shall have the meaning respectively assigned to them in the said Rules.

## **CHAPTER : 2 CREATION AND GRADATION OF POSTS**

### **4. Grades and Categories of Posts.**

(1) The posts under the Institute shall be of the grades and categories specified in the First Schedule.

(2) The Governing Body may direct:

(i) the creation of any new grade of category of posts;

(ii) the abolition of any grade or category of posts; or

(iii) the transfer of any category of posts from one grade to another;

and thereupon the First Schedule shall stand amended in accordance with such direction.

### **5. Number and Duties of Posts**

The appointing authority in relation to any category of posts shall have, subject to the superintendence of any higher authority, the power:

(i) to determine the number of posts in that category;

(ii) to create or abolish any post in that category;

(iii) to determine whether any post created of these category shall be temporary or permanent;

(iv) to specify the period for which a temporary post is create; and

(v) to determine the duties attached to any post in that category.

## **CHAPTER : 3 RECRUITMENT**

### **6. Appointing Authorities**

Appointment to a post under the Institute shall be made:

- (i) in the case of a post in Grades II to IV by the Director; and
- (ii) in the case of a post in Grade I by the Governing Body.

## **7. Methods of Recruitment**

(1) Recruitment to a post under the Institute may be made:

- (a) by direct recruitment;
- (b) by appointment of a borrowed employee, or
- (c) by promotions.

(2) The appointing authority shall in each case determine the method by which a vacancy shall be filled.

(3) Notwithstanding that a vacancy is proposed to be filled by direct recruitment, the vacancy may be filled by promotion, if any employee eligible for promotion in accordance with qualification and experience is available for promotion.

## **8. Direct Recruitment**

Appointment to any post by direct recruitment for all the grades may be made on the recommendations of a Selection Committee:

- (i) in grades II to IV from amongst candidates recommended by the Employment Exchange on requisition; or
- (ii) from amongst candidates applying in response to any advertisement, or those on the live register of the Institute.

## **9. Appointment of a Borrowed Employee**

A borrowed employee may be appointed to any post with the approval of the Standing Committees in the case of Grade 1 and by the Appointing Authority in the case of other grades on such terms and conditions as that authority may deem proper.

## **10. Recruitment by promotion**

(1) Appointment to a post in any grade by promotion shall be made, whether in a substantive or officiating capacity:

- (i) from amongst employees serving in posts in the next lower grade; or
- (ii) from amongst employees of outstanding ability and merit serving in the next lower grade but one.

(2) Every appointment by promotion shall be by selection on the basis of merit, with due regard to seniority and on the recommendations of a Selection Committee.

## **11. Qualifications**

The qualifications for appointment to any post shall be such as may be determined by the Appointing Authority

## **12. Fitness**

No person shall be appointed to any posts by direct recruitment unless;

- (i) he produces at his own cost a certificate of health in the prescribed form from a Civil Surgeon or a Registered Medical Practitioner in case of Grade I to III and from Assistant Surgeon or a Registered Medical Practitioner in the case of grade IV, and
- (ii) the Appointing Authority is satisfied that he possess good character and antecedents.

## **CHAPTER : 4 TENURE**

### **13 Probation**

- (1) Every person appointed to a post under the Institute after the commencement of these bye-laws whether by direct recruitment or by promotion shall be on probation in such post for a period of two years:

Provided that the Appointing Authority may, in any individual case, extend the period of probation. Provided further that the person so appointed will not be allowed to apply for another post outside the Institute during the period of his probation.

- (2) Where a person appointed to a post under the Institute on probation, if 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 the case of a person appointed by direct recruitment, terminate his services under the Institute without notice; and
- (ii) in the case of a person appointed by promotion revert him to the post held by him immediately before such appointment.

- (3) Every person appointed to a permanent post under the Institute by direct recruitment or by promotion shall, on satisfactorily completing his period of probation, be eligible for substantive appointment to that post.

#### **14. Temporary and Permanent Service**

- (i) An employee shall be a temporary employee of the Institute until he is appointed substantively to a permanent post under the Institute.
- (ii) An employee appointed substantively to any permanent post under the Institute shall be a permanent employee of the Institute.

#### **15. Substantive Appointments**

No employee shall be appointed substantively to any post unless:

- (i) such post is permanent and nobody else has been substantively appointed to it, and
- (ii) the service of the employee under the Institute is approved by the Appointing Authority.

#### **16. Termination of service**

- (1) The Service of a temporary employee may be terminated by the appointing authority without assigning any reasons:

- (i) during the period of probation following the first appointment, at any time without notice; and/or
  - (ii) after such period of probation, at any time by a notice of one month in writing given by the Appointing Authority to the employee or at any time without notice on payment of one month's pay.
- (2) Without prejudice to the provisions of clause (1), the services of a temporary employee shall be terminated:
- (i) if his appointment is made for a specified period on the expiry of such period ; or
  - (ii) if his appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created.
- (3) The service of a permanent employee may be terminated by a notice of three months or on payment of pay for such period as the notice falls short of three months or without notice on payment of three months pay if the post to which he is substantively appointed is abolished.
- (4) An employee who is given notice of termination of service under clause (3) may be granted during the period of notice such earned leave as may be admissible to him and where the leave so admissible and granted is more than three months, his services shall terminate on the expiry of such leave.

## **17. Retirement**

- (1) An employee shall retire from the service of the Institute:
- (i) in the case of a member of the Class IV staff on attaining the age of 60 years.
  - (ii) in the case of other staff, on attaining the age of 58 years.

- (iii) On his being declared medically unfit for service by a medical Board to be designated by the Appointing Authority in this behalf; or
- (iv) On the imposition of the penalty of compulsory retirement.

## **18. Resignation**

- (1) An employee may by notice of one month in writing addressed to the Appointing Authority resign from the service of the Institute.
- (2) The Appointing Authority may, if it deems proper in any special circumstances permit an employee to resign from the service of the Institute by notice of less than a month.
- (3) The Appointing Authority, however, reserves the right to terminate the services of an employee forthwith or before the expiry of the stipulated period of notice.

## **CHAPTER: 5 PAY**

## **19. Scale of pay**

The scales of pay for the posts in the Institute shall be as recommended by the Governing Body and approved by the Government from time to time.

## **20. Initial Pay**

- (i) An employee shall on his appointment to a post in a time scale of pay draw pay at the minimum of the time scale unless higher pay is admissible under bye-Law or the Appointing Authority decides that he shall draw at any higher stage.
- (ii) For fixation of initial pay on appointment or promotion or revision of scales of pay, prevalent Govt. Rules shall apply mutatis mutandis to employees of the Institute save as specifically provided therein.

## **21. Increments**

- (i) An increments shall not be drawn unless it is sanctioned in writing by the Controlling Authority;
- (ii) An increment shall not be sanctioned unless the conduct of the employee has been good and his work has been satisfactory;

(iii) The Governing Body may in recognition of the exceptional merit of an employee sanction such additional increments to the employee as it may deem fit.

## **22. Service for Increments**

The following service shall count for increments in the time scale of a post:

- (i) duty in that post or in any other post of the same or higher grade, whether continuous or not;
- (ii) duty in an equivalent or higher post in foreign service; and
- (iii) leave other than extraordinary leave .Provided that Appointing Authority may direct that extraordinary leave shall also count for increments if it satisfied that such leave was taken on illness or for any other cause beyond the control of the employee.

## **23. Pay during leave**

Pay during leave will be paid as per Government Rules.

## **24. Pay during Suspension**

An employee under suspension shall during the first 12 months of suspension draw subsistence allowance equal to leave salary which he would have drawn if he has been on leave on half pay.

## **25 Special pay, Personal pay, Honorarium and Fee**

The Governing Body/Director may sanction to an employee, in any special circumstances, such special pay, personal pay honorarium or fee and on such conditions as it may deem fit.

## **26. Drawal of pay**

An employee shall be entitled to pay of the post to which he is appointed from the date on which he assumes charge of the post.

# **CHAPTER :6 ALLOWANCES**

## **27. Kinds of Allowances**

The following allowances shall be admissible to an employee in accordance with the provisions of this chapter:

- (i) Dearness Allowance
- (ii) City Compensatory Allowance
- (iii) House Rent Allowance
- (iv) Travelling and Daily Allowances
- (v) Leave Journey Allowances, and
- (vi) Children Education Allowance
- (vii) Any other allowance as applicable to central Govt.

Employees at the rates prescribed by the Government from time to time.

**28. Dearness Allowance**

Dearness Allowance shall be admissible to an employee at the rate prescribed by the Central Government from time to time.

**29. City Compensatory Allowance**

City Compensatory Allowance shall be admissible to an employee serving at Delhi or New Delhi at the rates prescribed by the central Government from time to time.

**30. House Rent Allowance**

House rent allowance shall be admissible to an employee of the Institute at rates recommended by the Governing Body and approved by the Government from time to time.

**31. Washing Allowance**

Shall be paid as per Central Government Rules

**32. Overtime Allowance**

Overtime Allowance will be admissible to the employees as sanctioned by the Government of India from time to time for its employees.

**33. Allowances during Suspension:-**

An employee under suspension shall, during the period of suspension, draw House Rent Allowance Admissible to him under bye-law 30 and Dearness Allowance at half the rate admissible under bye-law 28 and City Compensatory allowance at the rate admissible to him under bye-law 29 immediately before suspension;

Provided that the House Rent Allowance and the City Compensatory Allowance shall not be admissible unless the employee resided at the headquarters of the Institute for a substantial part of the month for which it is claimed.

**34. Allowances during Leave**

(1) House Rent Allowance and City Compensatory Allowance shall be admissible to an employee on leave other than extraordinary leave study leave or leave granted preparatory to retirement as follows:

(i) during casual leave, Compensatory leave or quarantine leave the same as on duty.

(iii) during leave with a Allowance for the first four months, the same as he was drawing immediately preceding the commencement of leave.

Provided that the City Compensatory Allowance shall not be admissible unless the employees sided at the headquarters of the Institute for not less than half of the month for which it is claimed, and in the case of House Rent Allowance he continues to actually incur the expenditure.

(2) Dearness Allowance may be drawn during any period of leave, other than extraordinary leave, in or outside India, except that, in the case of leave preparatory to retirement or terminal leave, it will be admissible only during the first four months of the leave spent in India. The Allowances will not be admissible during any portion of leave preparatory to retirement spent outside India. The Allowance during leave will be based on the leave salary actually drawn.

(3) During study leave Dearness Allowance, House Rent Allowance and City Compensatory Allowance, whether in India or abroad, will be regulated by the Governing Body by special orders.

**35. Leave Travel Concession (LTC)**

Leave Journey Allowance shall be admissible to an employee in accordance with the provisions of the Central Government leave travel concession rules as amended from time to time.

**36. Travelling Allowance**

- (1) Travelling Allowance and Daily Allowance for journeys performed by an employee on duty within India shall be admissible in accordance with the provisions of the Government of India rules as amended from time to time.
- (2) Travelling Allowance and Daily Allowance for journeys performed by an employee on duty outside India shall be such as may be determined in each case by the Governing body with the prior approval of the Government of India.

### **37. Daily Allowance**

- (1) Daily Allowance for each day of absence of an employee from the headquarters of the Institute on duty within India shall be admissible at the same rates as for Central Government servants.
- (2) Daily Allowance for each day of absence of an employee from the headquarters of the Institute on duty outside India shall be admissible at such rate as may be determined in each case by the Governing Body with prior approval of the Government of India.

### **38. Drawal of Allowances**

- (1) Dearness Allowance, City Compensatory Allowance and House Rent Allowance Admissible to an employee for any month shall be payable on the first working day of the following month along with his pay;
- (2) Travelling Allowance and Daily Allowance shall ordinarily be payable on the return of the employee to his headquarters.

Provided that the Director may sanction payment in advance of such sum as he deems fit towards such allowances;

- (4) An employee resigning from the service of the Institute without the notice prescribed in Bye-Law 18 shall not, unless the Controlling Authority directs otherwise, be allowed to draw the allowances due but not drawn.

Provided that the allowances not so allowed to be drawn shall not exceed the allowances for one month.

## CHAPTER : 7 FACILITIES

### 39. Medical Facilities

All employees of the Institute shall be entitled to such medical facilities as may from time to time be determined by the Governing Body, provided that in case of borrowed or ex-Central Government employee, he shall have the option to elect or medical facilities provided under the Central Government Health Scheme (CGHS) or those provided by the Institute communication from time to time. Employee's contribution will be determined in accordance with the rates prescribed by the Central Government in respect of their employees. The difference between the employee's contribution and the charges of the CGHS will be borne by the Institute.

### 39 (A) Advances

Unless otherwise provided in the Bye-Laws the employees of the Institute shall be entitled to all interest-free and Interest bearing advances as are admissible to Central Government employees.

## CHAPTER : 8 LEAVE

By-Laws 40 to 52 Will be admissible to an employee to accordance with the Provisions of Central Government Rules as amended from the to me for its employees.

## CHAPTER : 9 RETIREMENT AND OTHER SEMEFITS

### 53 Contributory Provident Fund

An employee other than a borrowed employee shall be entitled to the benefits of the Contributory Provident Fund of the Institute subject to and in accordance with the provisions in the Second Schedule.

### 54 Gratuity

- (1) A permanent employee who has completed five year qualifying service and whose service under the Institute is terminated under clause (3) of Bye-Law 16 or who retires under sub-clause (i) and (ii) of Bye-Law 17 pay be paid a gratuity equal to one half of the emoluments of the employee for each completed year of his qualifying service.
- (2) If a permanent employee who has completed five years qualifying service dies while in the service of the Institute, such member of

members of his family as may have been nominated by him in this behalf in the manner prescribed by the Director, may be granted gratuity equal to one half of the emoluments of the employee for each completed year of his qualifying service, subject to a minimum of twelve times the emoluments at the time of his death.

(3) The amount of Gratuity Admissible under clause (1) and shall in no case exceed 15 times the emoluments of the employee or Rs. 24,000/- whichever is less.

(4) For the purpose of this Bye-Law:

(a) " emoluments" mean the monthly pay to which the employee may be entitled at the time of termination of his service or his retirement or his death, as the case may be and half the amount of the Dearness Allowance admissible on such pay.

(b) "qualifying service" means continuous service under the Institute as a permanent employee and half the service as a temporary employee.

(c) "family" shall not include relations other than the wife, husband, children or parents of the employee.

#### **55. Special Benefits for Employees foregoing their Personal and other benefits**

The Governing Body with a view to relieve a permanent employee of the Institute who having been in the permanent service elsewhere, has opted for permanent employment under the Institute of any loss caused by such option, after taking into account any monetary benefits granted to the employee, may direct that:

(i) the Contributory Provident Fund account of such employee shall be credited with a special contribution of a specified amount; and

(ii) any period of service in full or in part of such employee under the previous employer shall be regarded as service under the Institute for the purposes of these Bye-Law.

### **CHAPTER: 10 GENERAL CONDITIONS OF SERVICE**

#### **56. Wholetime Employment**

(1) The wholetime of an employee shall be at the disposal of the Institute and he may be employed by the Institute for the performance

of such duties as may be assigned to him. Provided that if the employee is called upon to perform such duty or duties which do not fall within the normal duties of post, he may be compensated for the extra work.

Provided further than the Appointment Authority is completely satisfied that such reward was due and justifiable

(2) Without prejudice to the generality of Clause (1) :

(i) an employee may be required to undergo a course of study of instruction within or outside India;

(ii) an employee may be required to serve the Institute at any place and in any post not lower than the post to which he is substantively appointed ; and

(iii) an employee may be transferred to foreign service or sent on deputation, whether within or outside India.

## CHAPTER : 11 CONDUCT AND DISCIPLINE

### 57. General

- (1) Every employee shall at all time maintain absolute integrity and devotion to duty.
- (2) Every employee shall abide by and comply with the rules and bye-laws of the Institute and all orders and directions of his superior authorities.

### 58. Suspension

- (1) The Appointing Authority or any other authority superior there to may place an employee under suspension:
  - (a) where a disciplinary proceeding against him is contemplated or is pending; or
  - (b) where a case against him in respect of any criminal offence is under investigation or trial.
- (2) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of his detention, by an order of the Appointing Authority and shall remain under suspension until further orders.

- (3) An order of suspension made or deemed to have been made under this Bye-Law may at any time be revoked by the authority which makes or is deemed to have made it, or by any superior authority.

#### **59. Penalties**

The following penalties may, for good and sufficient reasons and hereinafter provided, be imposed on an employee:

- (i) censure;
- (ii) withholding of increments or promotion;
- (iii) recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of rules or byelaws of the Institute or orders or directions of superior authorities;
- (iv) reduction to a lower grade or post or to a lower stage in time-scale;
- (v) compulsory retirement ; and
- (vi) dismissal from service.

#### **60. Authority Competent to Impose a Penalty**

The Appointing Authority or any other authority referred to in Bye-Law 6 which may be superior to the Appointing Authority may impose on an employee any of the penalties specified in Bye-Law 59.

#### **61. Procedure for Imposing Penalties**

Order imposing any penalty on an employee shall be passed except after :

- (a) the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he may wish to make; and
- (b) such representation, if any, is taken into consideration by the Authority, imposing the penalty.

#### **62. Special Provision regarding Borrowed Employees**

- (1) Where an order of suspension is made or a disciplinary proceeding is commenced against a borrowed employee, the lending authority shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceeding, as the case may be.

- (2) In the light of the findings in the disciplinary proceeding take against such employee;
- (i) if the authority imposing the penalty is of the opinion that any of the penalties specified in clause (iv) to (vi) of Bye-Law 59 should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary; and
  - (ii) if the authority imposing the penalty is of the opinion that any other penalty should be imposed on him it may, after consultation with the lending authority, pass such orders on the case as it deems necessary.

Provided that in the event of difference of opinion between the lending Authority imposing the penalty , the services of the employee shall be replaced at the disposal of the lending authority.

#### Explanation

In this Bye-Law, the expression "lending authority" means the authority which has placed the services of the borrowed employee at the disposal of the Institute.

## CHAPTER : 12 APPEALS AND REVIEW

### 63. Appellate Authorities

An appeal shall lie from any original order made:

- (i) by the Administrative Officer, to the Director;
- (ii) by the Director, to the Governing Body; and
- (iii) by the Governing Body to the President of the Society

### 64. Period of Limitation for appeals

No Appeal shall be entertained unless it is submitted within a period of three months from the date on which the order appealed against is communicated to the person concerned.

Provided that the Appellate Authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

#### **65. Form, Contents and Submission of Appeals**

- (a) Every person submitting an appeal shall do so separately and in his own name.
- (b) The appeal shall be addressed to the Appellate Authority, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- (c) Every appeal shall be submitted to the Director who shall, unless he is himself the appellate authority, transmit it to the Appellate Authority.

#### **66. Consideration of Appeals**

The Appellate Authority shall consider every appeal in such manner as it deems fit and pass such orders as it deems proper in the circumstances of the case;

Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

#### **67. Review**

The Governing Body may, on its own motion or otherwise, review any order made by any authority and pass such orders as it deems fit in the circumstances of the case;

Provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

#### **68. Orders on Reinstatement**

Where an employee who has been dismissed or suspended, is reinstated, the authority reinstating him shall make an order specifying:

- (i) whether the employee may draw for the period of his absence from duty any pay and allowance in addition to the pay and allowances admissible under Bye-Laws 24 and 30;
- (ii) whether such period may be treated as duty for all or any purposes.

## **CHAPTER: 13 MISCELLANEOUS**

### **69. Special Provision for Existing Employees**

Every person holding a post under the Institute at the commencement of these Bye-Laws shall, on such commencement, be deemed to have been appointed under the provisions of these Bye-Laws to the corresponding post in the First Schedule to be specified wherever necessary by the Director, and shall draw the pay drawn by him immediately before such commencement.

### **70. Authentication**

All Orders and Decisions of the Governing Body and of the Society shall be authenticated by the signature of the Director or by such other authority as may be specified by the Executive Council in this behalf.

### **71. Holidays**

The Institute shall observe such holidays as are observed by the Secretariat of the Government of India located in Delhi/New Delhi.

### **72. Service books and Character Rolls**

- (1) The Institute shall maintain a Service Book and a Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Director.
- (2) The entries in the Service Book of an employee shall be made by the Controlling Authority.
- (3) The entries in the Character Roll of an employee shall be made by the authority to whom such employee is immediately subordinate and shall be countersigned by the Controlling Authority with his remarks.

### **73. Residuary Conditions of Service**

Any matter relating to the conditions of service of an employee for which no provision is made in these Bye-Laws, shall be determined by the Governing Body subject to approval of the Government.

### **74. Power to Relax**

Notwithstanding anything contained in these Bye-Laws, the Governing Body/Council may, in the case of any employee, relax any of provisions of these Bye-Law to relieve him of any undue hardship arising from the operation of such provisions or in the interest of the Institute.

### **75. Removal of Doubts**

Where a doubt arises as to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of the provisions of these Bye-Laws, the decision of the Governing Body thereon shall be final.

## **CHAPTER : 14 ACCOUNTS AND AUDIT**

76. (i) The Society shall cause regular accounts to be kept of all its money and properties in respect of the affairs of the Society.
- (ii) The accounts of the Society shall be audited annually and certified by a Chartered Accountant.
- (iii) The audit of Receipt and Expenditure would deem to be done by the statutory audit under section 14(1) of the CAG (Duties, Powers and Condition of Services) Act, 1971.
- (iv) The Chartered Accountant appointed for the audit of the society shall have the same Rights, Privileges and Authority as the Comptroller and Audit of general of India has in connection with the audit of Government Accounts.
77. (i) The Register of Members and other records of the Society shall be open to inspection by any member of the Society upon requisition by members during the working hours free of charge.

- (ii) A member of the Society on a written request to the Secretary of the Society is entitled to get a copy of the Bye-Laws and the Annual Reports and Audited Statement of Accounts of the Society without payment of any charge.

#### CHAPTER : 15 ANNUAL REPORT

#### 78. ANNUAL REPORT

- (i) A copy of the Annual Report along with the audited statement of accounts shall be placed by the Governing Body before the Society at the Annual General Body meeting for consideration and approval. Copies of the Annual Report and the yearly accounts of the Society as finally approved shall be supplied to the members of the Society.
- (ii) The proceedings of the Society together with the Annual Report and Audited Statement of accounts shall be sent to the Government of India for perusal and to be placed before two houses of The Parliament within three months from the close of Accounting Year of the Society.