

# Bye-Laws



**National Academy of Agricultural Sciences**  
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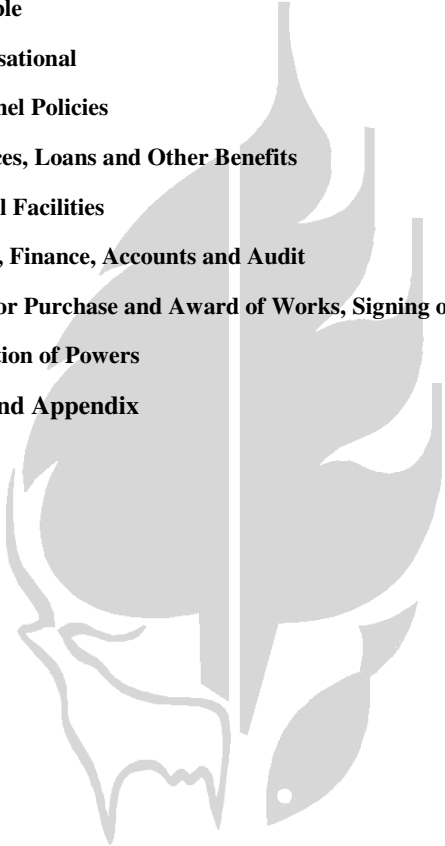
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# National Academy of Agricultural Sciences

## BYE-LAWS\*

### I. Preamble

1. By virtue of the provisions of the Rules and Regulations of the Academy, empowering the Society to frame By-laws, these By-laws are framed in respect of matters relating to Management, Administration, Finance, Personnel, Purchase etc. of the **National Academy of Agricultural Sciences**, a Registered Society, hereinafter referred to as the **Academy**. If any further guidelines or interpretations are needed while implementing these Bylaws, the corresponding Rules of the Government of India/ICAR as modified by the Executive Council from time to time to suit the requirements of the Academy, shall be applicable. Similarly if some specific areas are not covered in these Bylaws, the corresponding rules of the Government of India or ICAR in those areas shall be followed by the Academy unless the Executive Council adopts other specific guidelines/procedures in such matters.

### II. Organisational

2. The Executive Council may constitute from time to time such Committees as it may consider necessary for dealing with different aspects of work. For the present, the following Committees will deal with specific areas of work within the framework of policies/decisions laid down by the Executive Council:

#### 2.1 **Organisational Committee** consisting of:

- One Vice-president nominated by President      Chairman
- Treasurer
- One Editor nominated by the President.
- One Member of the Executive Council to be nominated by President
- Financial Adviser, ICAR
- Two Secretaries
- Executive Secretary, Convenor

This Committee will deal with subjects relating to organisational, personnel, finances, and investments. It will frame guidelines on these matters including delegation of powers to officers like Secretaries/Treasurer, Executive Secretary etc. and others for dealing with day to day and emergent requirements. The recommendations of this Committee shall be put up to the

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\* Approved at the Annual General Body Meeting 5 June, 1998

Executive Council.

2.2 **Programme Committee** consisting of:

- One Vice President nominated by President      Chairman
- Two Editors
- One Member of the Executive Council to be nominated by President
- ICAR Nominee
- Foreign Secretary
- Two Secretaries
- Executive Secretary    Convenor

This Committee will deal with matters relating to preparation and finalisation of calendar of activities of the Academy, implementation of programmes, international linkages, preparation, editing and printing of publications, financial support to other research institutions/ societies for specific programmes etc. The recommendations of this Committee shall be put up to the Executive Council.

2.3. **Sectional Committees :**

Eight\* Sectional Committees will deal with matters in the respective broad disciplines as indicated below:

- *Crop Sciences*, covering Genetics and Plant Breeding, Plant Genetic Resources, Plant Biotechnology, Plant Physiology, Plant Biochemistry and Seed Technology
- *Horticultural Sciences*, covering Fruit Science, Vegetable Science, Ornamental Horticulture & Landscape Gardening, Plantation Crops and Spices, Medicinal and Aromatic Crops (improvement, production and biotechnology)
- *Animal Sciences*, covering Animal Genetics & Breeding, Animal Nutrition, Animal Physiology, Animal Biochemistry and Biotechnology, Animal Production, Animal Health and Animal Products Technology
- *Fisheries Sciences*, covering Fish Genetics & Breeding, Fish Nutrition, Fish Pathology, Fish Biotechnology, Fish Biosystematics, and Fish Processing & Technology
- *Natural Resource Management Sciences*, covering Agricultural Meteorology, Agronomy, Environmental Science, Forestry & Agroforestry, Soil Science and Water Management
- *Plant Protection Sciences*, covering Agricultural Chemicals, Agricultural Entomology, Plant Pathology, Nematology and Microbiology

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\* As approved in Executive Council meeting dated 17.11.2000, 16.9.2007 and 04.06.2010

- *Agricultural Engineering and Technology*, covering Farm Machinery & Power, Soil and Water Engineering, Agricultural Process Engineering, Textile Chemistry, Computer Application in Agriculture and Food Technology
- *Social Sciences*, covering Agricultural Economics, Home Science, Food & Nutrition, Agricultural Statistics and Extension Education

The number of members of each Sectional Committee shall not exceed ten, with one of the Members of the Executive Council acting as the Convenor. The number of Sectional Committees and their composition will be decided by the Executive Council once in three years. These Sectional Committees shall deal with matters pertaining to the disciplines they represent or any other matter referred to it by the Executive Council or any of the office bearers. This will include evaluating and making recommendations on the nominations received for election of Fellows. The recommendations of these Sectional Committees shall be put up to the Executive Council (Detailed guidelines for scrutiny will be developed by Executive Council from time to time).

#### **2.4 Purchase Committee Consisting of:**

- Secretary to be nominated by President Chairman
- Treasurer
- Secretary (II)
- Accounts Officer
- Director Works ICAR (when civil works proposals are considered)
- Executive Secretary (Convenor)

This Committee will deal with all purchases, civil works, procurement of equipments, setting up of infrastructure facilities and take decisions regarding placing of orders.

- Whenever the President chooses to attend the meetings of these Committees, he shall preside over the meetings. These Committees can co-opt, as members, other persons with experience in specific areas as and when required.

### **III. Personnel Policies**

- Pay Scales and Allowances** - The Academy will follow the pattern of Central Government/ICAR pay scales and allowances as revised from time to time. The modalities of payment of salary, grant of increments etc. will be in accordance with the prevailing rules of Government of India/ICAR. Administrative, supporting and miscellaneous staff shall be kept to minimum by:
  - Use of large scale modern office equipment and entrusting staff with multiple functional responsibilities.

2. By hiring agencies on contract basis to perform administrative and support services in clearly identified areas where work is ease by quantifiable like house keeping job, security, transport, travel booking etc.

3.2 **Creation of Posts** - Creation of posts required for management, administration and functioning of the Academy shall be approved by the Executive Council. The President shall have powers to create temporary posts in the scale of Rs. 10000-15200 and below upto a period of six months.

3.3 **Appointing Authority** - Appointing authority for all employees of the Academy will be as follows:

Posts in the Grade of Rs. 16,400 and above Executive Council

Posts in the Grade of Rs. 12,000 and above but below Rs. 16400 President

Posts in the Grade of Rs. 12,000 and below Secretary

The appointment shall be made within the approved sanctioned strength. Appointments can be made either on a continuing or tenure or contract or consultancy basis.

3.4. **Sources of Recruitment** - Recruitment to the various posts shall normally be made by any of the following methods, singly or in combination, depending on requirements as may be decided by the Appointing Authority:

- (a) Direct recruitment from the open market through advertisement in Employment News and by obtaining nominations from distinguished scientists/Heads of research organisations, Universities and related agencies,
- (b) deputation of suitable staff from the Central/State Government, ICAR, Universities, Public Sector Undertakings, Govt. Semi-Govt. and autonomous bodies, or other authorities,
- (c) Identification through Search-cum-Selection method,
- (d) permanent absorption of staff who are on deputation with the Academy,
- (e) appointment of Academy staff possessing specified requirements,
- (f) promotion of Academy staff from immediately lower grade post,
- (g) campus recruitment at recognized management, training and other institutions,
- (h) selection from persons sponsored by the employment exchange,



- (I) re-appointment of retired personnel from Govt., Universities and Research Institutions,
- (j) selection by any other method approved by the Executive Council.

Recruitment of various categories of staff shall be done as per the recruitment rules framed by the Council from time to time, in the absence of which the rules prevailing in Govt./ICAR for similar posts may be adopted.

3.5 Selections will be made by Committees as indicated below :

- (a) For posts in the grade of Rs. 16,400 and above there shall be a Selection Committee comprising
  - (i) President
  - (ii) One Vice-President (to be designated by the Executive Council)
  - (iii) Two outside experts (to be nominated by the Executive Council)
  - (iii) Secretary (to be designated by the Executive Council)
- (b) For posts in the grade below Rs. 16,400 but above Rs. 12,000 there shall be a Selection Committee comprising
  - (i) Vice President (to be designated by the President) Chairman
  - (ii) Two outside experts (to be nominated by President) Member
  - (iii) Secretary (to be designated by the President) Member Secretary
- (c) For posts in the grade of Rs. 12,000 and below there shall be a Selection Committee comprising
  - (i) Secretary or a member nominated by him Chairman
  - (ii) Two outside experts having experience in the Members concerned area nominated by the President
  - (iii) Executive Secretary Member, Secretary

3.6 The outside experts will be persons having expertise in the respective areas. The Selection Committee, based on the performance and merit of the candidate, can grant upto maximum of five advance increments. The proceedings of the Selection Committee at (a) in bye-laws 3.5 shall be approved by the Executive Council while recommendations of the Committees at (b) and (c) shall be approved by the President. The details of appointments for all posts alongwith the terms and conditions will be reported to the Executive Council. Fixation of pay will generally be done in accordance with ICAR/Government of India rule unless otherwise decided by the Executive Council depending on the circumstances and merit of each individual case. Pay fixation and other terms of conditions in case of appointment of retired

personnel shall be decided by the Executive Council depending on the circumstances in each case.

- 3.7 **Ad hoc Appointment:** The appointing authority may appoint persons on adhoc basis or against temporary posts for a period of one year on any post for which they are the appointing authorities.
- 3.8 **Appointment of Advisers/Consultants (Coordinators):** President may appoint Consultants / Advisers / coordinators\* based on guidelines (containing terms and conditions) to be approved by the Executive Council in this regard.
- 3.9 **Acceptance of Terms of Appointment:** Every employee of the Academy will accept in writing the terms and conditions of his appointment before joining the Academy and sign the necessary forms of oath of allegiance. The same have since been approved and reproduced at *Annexure A*.
- 3.10 **Physical Fitness:** An employee shall provide a certificate of physical fitness from a hospital recognised by the Academy before appointment and may at any time be required to undergo such medical examination during his service as the Secretary may decide.
- 3.11 **Probation:** The employees of the Academy, except those appointed on temporary basis or on contract, shall be on probation for a period of one year. Before the end of this period, the probation may be extended provided that the total period of probation is not more than two years. During the period of probation the services of an employee may be terminated by the appointing authority without assigning any reason and without notice unless otherwise provided in the appointment letter.
- 3.12 **Tenure of Appointment:** On the satisfactory completion of probationary period, he may be appointed on a regular basis for a period of three years. Therefore, the tenure may be renewed every three years subject to a critical review of performance.
- 3.12.1 This review would be conducted by the following Committee
- (a) For posts in the grade of Rs. 16,400 and above
- (1) Vice President (to be nominated by the President)
  - (2) One member of the Executive Council (to be nominated by the President)
  - (3) Treasurer
  - (4) Secretary (to be nominated by the President) Convenor
- (b) For posts in the grade of Rs. 12,000 and above but below Rs. 16,400.

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\* Consultant re-designated as Coordinator w.e.f. Executive Council meeting held on June 4, 1998 onwards.

- (1) Vice President (to be nominated by the President)
  - (2) One member of the Executive Council (to be nominated by the President)
  - (3) Treasurer
  - (4) Secretary (to be nominated by the President) Convenor
  - (5) Executive Secretary
- (c) For posts in the grade of below Rs. 12,000
- (1) Secretary (to be nominated by the President) Convenor
  - (2) Treasurer
  - (3) Executive Secretary

3.12.2 The Committee will make their assessments at the end of 2½ years of the tenure on the basis of the following:

- (a) Annual Confidential Report of the Employee for the previous two years.
- (b) Special tenure assessment report for the previous 2½ years to be prepared by the Reporting/Reviewing Officers (to be submitted in the prescribed proforma)
- (c) Personal discussion with the employee.

3.12.3 The recommendations of the Committee will be submitted to the President for decision on the extension of the tenure. The decision will be communicated to the employee at least three months before the end of current tenure.

3.13 **Termination of Services:** The services of any employee of the Academy may be terminated by the either party giving the other not less than two months' notice in writing except during the period of probation when termination can be done without notice. The period of notice may be waived or reduced by the appointing authority in special circumstances. Services can also be terminated forthwith by paying a sum equivalent to the amount of pay and allowances for the unexpired portion of the notice period.

3.14 **Performance Rewards:** Promotion policy as approved in Executive Council dated December 5, 2001 has come into force in place of performance rewards which were existing prior to promotional policy. The text of the scheme as approved Executive Council re-produced at *Annexure B*.

3.15 **Carry-over Benefits:** An employee who has joined the Academy from any university, Government supported institution or similar organization will carry over accrued benefits (like provident Fund and Gratuity) which are available in the Academy, provided the parent organization transfers them.

- 3.16 **Conduct and Observance of Rules/Regulations:** Each employee of the Academy shall observe rules of conduct and perform such duties as may be decided by Executing Council, President, Secretary or of any person to whose authority he may be subjected. During the period of service, each employee of the Academy shall observe the rules of the Academy made from time to time by the Executive Council and all standing orders/instructions issued by the Secretary/Executive Secretary. The conduct rules shall generally be based on similar rules of the Govt. of India/ICAR.
- 3.17 **Leave:** All the employees of the Academy would be entitled to various type of leaves in accordance with the provisions of the Government of India/ICAR rules from time to time. Leave cannot be claimed as a matter of right. When the exigencies so demand, discretion to refuse or revoke leave of any description is reserved by the authority empowered to grant leave. Leave may be sanctioned by the Secretary or any other officer to whom this power has been delegated by the Secretary.
- 3.18 **Superannuation :** All employees, except those appointed in a temporary capacity, contract tenure or on consultancy basis, will continue in the post till the age of superannuation, namely, 60 years . Extension beyond superannuation may be granted by the President, in special circumstances on a year to year basis. Extensions beyond the age of 65 years shall be approved by the Executive Council.
- 3.19 **Retirement Benefits :** The Academy will operate two schemes to its employees namely (i) Contributory Provident Fund Scheme and (ii) Gratuity Scheme based on the provisions of the Gratuity Act of 1972. The operation of the above schemes will be governed by the rules laid down by the Executive Council on the pattern of similar rules in Government of India/ICAR.

#### **IV. Advances, Loans and Other Benefits**

- 4.1 **Long-term Advances/loans :** Considering Academy's nature of activities and sources of funding long term advances to employees (like House Building, Conveyance) may be encouraged through linkages with financial Institutions like LIC, HDFC (Housing Development Finance Corporation) etc. without any financial liability to the Academy.
- 4.2 **Short-term Loans :** Other short-term loans may be granted to the employees in accordance with the rules of the Government of India subject to availability of funds and conditions to be specified by the Executive Council.
- 4.3 **Moving Expenses :** In special cases, the Executive Council may reimburse the actual travel and moving expenses of an employee joining from another university or Government supported Institution or retired persons to an extent not exceeding the expenses covered by the Government of India rules.
- 4.4 **TA/DA :** TA / DA to employees for official purposes will be paid in

accordance with the rules of the Government of India / ICAR from time to time, unless otherwise specified by the Executive Council (The Executive Council has since framed its own guidelines which are at *Annexure C*).

- 4.5 **Local Conveyance for Travel for Official Work :** The following will be the entitlement employees for performing journey for official work within municipal limits of Delhi

	<b>Basic Pay (Rs.)</b>	<b>Mode of entitlement</b>
(i)	4,500 and above	Taxi
(ii)	1,151-4,499 and below	Auto
(iii)	1,150 and below	Auto/Bus (as may be decided depending on urgency of work)

Reimbursement will be as per actuals restricted to the scheduled scale of charges announced by the state transport authority for different modes of transport from time to time.

- 4.6 **Other Facilities:** In respect of other facilities like House Rent, City Compensatory Allowance, Conveyance Allowance, Leave Travel Concession, ad hoc bonus, Children's Educational Assistance etc., the rules and rates prescribed by Govt. of India/ICAR from time to time as modified by the Executive Council may be followed.

## **V. Medical Facilities\***

United Insurance Co. Mediclaim policy at the premium of Rs. 5,000/- per family per year was approved for implementation.

## **VI. Budget, Finance, Accounts and Audit**

- 6.1 The Treasurer of the Academy shall be responsible for the accounts of the Academy. The Executive Secretary and the Accounts Officer will submit monthly statement of income and expenditure to the Secretary and Treasurer. All important budgetary and financial matters of the Academy shall be considered by the Organising Committee before they are placed for consideration of the Executive Council.
- 6.2 **Budget Estimates:** The budget estimates for the ensuing year shall be normally finalized in October each year by the Treasurer and Secretary. The budget will show under various heads :
- (a) The actual expenditure of the preceding year.
  - (b) Actual expenditure upto September or any month prescribed by the

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\* As approved in Executive Council meeting dated 17.09.2005

Executive Council.

- (c) Revised Estimates for the current year.
- (d) Budget estimates for the ensuing year.

6.3 **Receipts:** All money received for or on behalf of the Academy shall be deposited in the name of the Academy with nationalized banks or banks promoted by any public financial institution. All the surplus funds of the Academy, not immediately required for expenditure, shall be invested with the approval of President in Govt. approved or in Public Sector institutions.

6.4 The bank account shall be operated in the following manner.

- (a) All cheques or withdrawal orders on the banks shall be signed by of any two of the following namely

Secretary  
Treasurer  
Executive Secretary  
Accounts Officer

- (b) In respect cheques above Rs.10,000/- one of the signatories should be the Secretary or Treasurer.

6.5 **Payments :** Payment by or on behalf of the Academy shall normally be made by cheque, except in case of emergency and that too only for payment of Rs. 10,000/- or below. All bills for payment shall bear an endorsement "Passed for payment" and the endorsement shall be signed by the Accounts Officer or the Executive Secretary or by any other officer to whom the power has been delegated by the Executive Council.

6.6 **Audit and Appointment of Auditors :** The accounts of the Academy will be audited annually by a firm of Chartered Accountants, i.e. statutory auditors as defined in Chartered Accountants Act 1949 (Act XXXVIII of 1949) appointed by the General Body, and any expenditure incurred in connection with such audit shall be payable by the Academy to the auditors. Each Auditor chosen will be appointed upto maximum of 5 years. A new Auditor will be appointed by the General Body after every five years. The report of the Auditor will be considered by the Executive Council and submitted to the General Body of the Academy.

## VII. Rules for Purchase and Award of Works, Signing of Contracts\*

7.1 Matters relating to purchases, award of contracts for works, purchase of equipment, furniture, infrastructural facilities, printing etc. shall be considered

\* As amended at the Annual General Body meeting on 5.6.2009

by the Purchase Committee constituted under By-law 2.4. A list of approved registered suppliers may finalised based on competitive rates/performance for various items of work, from whom quotations can be invited or purchases can be made and orders placed. The general procedure to be followed in this regard is indicated in 7.2 to 7.10.

- 7.2 **Items Costing upto Rs. 15,000/-** : Cash purchase can be allowed with the approval of Executive Secretary.
- 7.3 **Items Costing Rs. 15,001 to Rs. 1,00,000/-** :- Minimum three quotations are required. Quotations can be obtained through verbal inquiry and comparative statement can be prepared and Purchases can be made with the approval of Treasurer/Secretary.
- 7.4 **Items Costing Rs. 1,00,001/- to Rs. 3,00,000/-** :- Minimum three quotations are required. Quotations should be obtained through a letter of inquiry giving the specifications and comparative statement is to be prepared and purchase made on the recommendation of the Purchase Committee.
- 7.5 **Items Costing Rs. 3,00,001 and above** :- Open tender in newspaper or limited tenders as may be decided by the Purchase Committee, indicating the specifications and other conditions can be invited from reputed and reliable firms with the approval of the President recording the reasons for the same. The Purchase Committee will evaluate the bids and hold price negotiation, if required
- 7.6 For special equipments Secretary may form an Experts Committee to advise the Purchase Committee to process the case. The recommendations will be placed to the President for approval before placing the order.
- 7.7 If an item is of a **proprietary nature**, the proprietary certificate from the firm should be obtained and the Purchase Committee will have to decide whether to make purchase on single quotation.
- 7.8 **Repeat Orders** : Repeat orders may be placed with the approval of Purchase Committee upto six months if there has been no change in the rates.
- 7.9 **Emergent Requirements** : For emergent requirements, deviation from the above guidelines may be permitted with the prior approval of the President.
- 7.10 No approval of Purchase Committee is necessary in respect of purchases to be made from Super Bazar, Kendriya Bhandar or any Govt. approved firm.
- 7.11 A report shall be submitted at each meeting of purchases/acquisition of permanent assets (including works) giving details of the item, its value and procedure adopted.
- 7.12 All contracts on behalf of the Academy shall be signed by one of the

Secretaries or Executive Secretary.

### **VIII. Delegation of Powers**

- 8.1. The office Bearers/Officers in whom powers are vested under these Bye-laws shall be authorised to further delegate the powers down the line with such reporting arrangements as may necessary to monitor the exercise of such delegated powers. Such Delegation of Powers will be reported to the Executive Council.





**Guidelines for engaging Consultants / Advisors / Coordinators for Academy Activities**

**Approved in Executive Council dated 14.08.1998**

SNo	Items	Guidelines of Central Govt. for engagement of consultants
I	II	III
	<b>Purpose</b>	Only for specific time bound jobs of specialized nature.
	<b>Time of consultants to be engaged</b>	(i) both full time and part-time (ii) Both non officials (outside experts who were not in Government Service) and retired Government Servants.
	<b>Number to be appointed</b>	At a particular point of time the number should not exceed five and if this limit is to be exceeded, the approval of Executive Council will be needed.
	<b>Period</b>	(i) <u>For outside experts</u> : not exceeding 2 years. (ii) <u>For retired Government Servants</u> : As per Executive Council guidelines.
	<b>Age limit</b>	Not beyond the age of 65*.
	<b>Fee</b>	(i) Outside experts (a) Full time : not exceeding Rs. 26,000/- pm (b) Part Time : not exceeding Rs. 13,000 pm (c) Rs. 1000 per day for assignments not exceeding 2 weeks. (ii) Retired Government Servants* : (a) The retired employees can be engaged in the Academy Secretariat on year to year basis up to a maximum age of 65 years only, extension beyond this age limit should not be granted. (b) Rs. 10,000 per month should be the initial fee for retired Scientist appointed in the secretariat with an increment of Rs. 1000 per year in case of renewal of his/her appointment in successive years subject to a maximum of Rs. 13,000 p.m. In case of a non-scientific officer (Accounts Officer in our case), the initial pay suggested was Rs. 8000 p.m. with an increase of Rs. 500 per year on renewal of the appointment in successive years.
	<b>T.A. and D.A.</b>	Can be allowed as per rules followed by the Academy.
	<b>Transport</b>	Not entitled to office transport. However, reimbursement of conveyance charges as per rules followed by the Academy.

\* As approved in Executive Council meeting dated 15<sup>th</sup> December 2005.

## NATIONAL ACADEMY OF AGRICULTURAL SCIENCES (NAAS)

### STAFFING AND PROMOTION PATTERN IN NAAS SECRETARIAT\*

#### Constitution of the Committee

1.1 The Executive Council in its meeting held on 10<sup>th</sup> August 2001 constituted a Committee consisting of the following to examine and report on the future staffing and promotion pattern to be adopted in the Academy:

1.	Dr. K. L. Chadha ( <i>Vice - President, NAAS</i> )	Chairman
2.	Dr. Kirti Singh ( <i>Secretary, NAAS</i> )	Member
3.	Dr. K. Pradhan ( <i>Secretary, NAAS</i> )	Member
4.	Shri P. Sinha ( <i>Additional Secretary, DARE &amp; FA, ICAR</i> )	Member
5.	Dr. B. S. Parmar ( <i>Treasurer, NAAS</i> )	Member
6.	Shri M. C. Jayaraman ( <i>Adviser, NAAS</i> )	Member
7.	Dr. Narendra Gupta ( <i>Executive Secretary, NAAS</i> )	Member

The Chairman of the Committee constituted a sub-committee (consisting of Dr. Narendra Gupta, Shri M. C. Jayaraman, Shri M. Vijaya Kumar, Assistant Executive Secretary and Shri P. Pande, Accounts Officer of NAAS) to examine the matter and make recommendations. The Sub-committee submitted its report on 12.10.2001. The main Committee considered this report in its meeting held on 1<sup>st</sup> November 2001 and finalized it, as outlined in the succeeding paragraphs.

#### Background

1.2 The National Academy of Agricultural Sciences (NAAS) was registered in June 1990; however, the setting up a regular Secretariat commenced in 1994 with the approval of the Academy's EFC Memo for VIII Plan (1992-1997) on 12<sup>th</sup> March, 1993. Though 34 positions were created with regular pay scales, only a few management and executive positions (like Executive Secretary and Accounts Officer)

\* As approved in Executive Council meeting held on 5<sup>th</sup> November 2001 - read with minutes dated 17<sup>th</sup> September 2004 and 14<sup>th</sup> February 2007.

were initially filled with experienced retired persons; only one clerical staff member was appointed from the open market. With the increase in the tempo of activities, a number of positions (executive level, clerical and supporting) were filled between 1994-1997 mostly through open recruitment procedures. Even though 12 additional positions were sanctioned in the EFC Memo for IX Plan (1997-2002), the Academy has not filled any of them and tried to take care of the increasing work load with the existing staff; in fact one executive position created in the VIII Plan (Assistant Computer Programmer) has been kept in abeyance after the incumbent left NAAS on appointment in Government. Major scientific events like the Second International Crop Science Congress and the 88<sup>th</sup> Session of the Indian Science Congress were organized by the Academy mostly with the help of the existing staff; only a few additional posts were created on ad hoc basis for a short-duration and were discontinued after these events.

### **Existing staffing pattern and secretariat setup**

1.3 As on 31.9.2001, only 10 positions are filled up as per details given in Annexure I. as the Academy has been following right from the beginning the policy of keeping its staff strength lean and getting many tasks performed by increasing the efficiency of the existing staff and through the method of outsourcing. Further the engagement of services of retired persons in senior and executive positions has proved very beneficial both in terms of getting rich and varied experience and cost effectiveness. Another unique feature is that each staff member is required to perform multiple functions in addition to the main assigned function.

1.4 It has been emphasized by the Executive Council that the same approach needs to be continued in future also and additional regular staff will have to be kept to the minimum, only to meet part of the additional activities envisaged in future.

### **New activities planned in the next five years**

1.5 Apart from giving support for initiating several important scientific programmes, the financial assistance from ICAR under the VIII and IX Five Year Plans has helped the Academy to create an excellent infrastructure by way of a new building with all modern facilities at the National Agricultural Science Centre complex in IARI Campus. With the commissioning of this excellent infrastructure in the next few months, the Academy is poised to increase and diversify its range of activities which include:

- (i) Undertaking commissioned consultancy projects from the R & D organizations particularly the ICAR which is the primary beneficiary of the expertise available with the Academy.
- (ii) Organizing inter-disciplinary discussions / conferences / brainstorming sessions on topics of national and global importance.
- (iii) Promoting linkages with leading Science Academies in India and abroad.

- (iv) Enhancing inter-face with industry / policy makers / farmers for creating a better impact and use of Academy's policy papers and other programmes.
- (v) Strengthening the publication programme including publication of Policy Papers on critical issues facing agriculture.
- (vi) Setting up of an Information and Documentation Unit with editorial / information technology specialists and supporting technical staff. This will include setting up of Academy's Library with latest books and journals.
- (vii) Optimum and efficient utilization / maintenance of the new infrastructure at the National Agriculture Science Centre and encouraging other organizations to use these facilities on payment; this will also indirectly ensure certain level of resource generation.

### **Staffing and Promotion pattern**

1.6 While examining the staffing and promotion pattern of the Academy, it is necessary to keep in view the following constraints experienced in the last seven years in the area of recruitment and promotion:-

- (i) NAAS is a Non-governmental professional body with the mandate to give independent and objective policy inputs. Its objective, therefore, is to become, in the long run, self-reliant in terms of finances.
- (ii) Staff strength has, therefore, to be in line with the Academy's ability to raise its own resources. NAAS will, therefore, have a lean organization in terms of staff with the result that there would be limited scope for the employees to move either vertically or laterally. This will naturally introduce an element of uncertainty about regular staff positions both in the minds of the management and employees.
- (iii) Pay and other allowances of the NAAS employees have been kept on the Govt. of India/ ICAR pattern. On the other hand there are organizations following the renewable pattern of appointments (particularly international ones) which are able to offer better emolument package. Moreover, the employees of NAAS are not eligible for certain facilities like loan for acquisition of houses, conveyance or leave travel concessions.

1.7 These constraints will have an impact on the nature of staff the Academy is able to recruit and retain. The tendency of employees would be to seek employment in other organizations which are stronger in terms of resource base, larger personnel strength and offering more attractive pay-package and providing some amount of certainty about continuity and future advancement. It was observed that during the last seven years it was difficult to retain the staff as NAAS was used as a stepping board to gain experience and then to join other better organizations both in terms of emoluments and promotional opportunities. In the last 5 years at least three staff members of NAAS left to join international organizations which offered almost four

times the salary they were getting in NAAS. Those who choose to remain may do so because of family reasons or locational necessity or their inability to secure a better placement (particularly those above the age of 35).

1.8 However it must also be recognized that even if all incentives are provided there will always be quick turnover of staff in the case of an organization like NAAS, particularly in respect of category of staff where market demand would be high.

**Staff Strength:**

1.9 Keeping this in view, the staffing, recruitment and promotional pattern of NAAS has to be a mix of Public Sector conventional pattern (as in Govt. or ICAR) and private pattern where there is greater flexibility about categories of staff and incentives.

1.10 The Committee is, therefore, of the view that in the case of NAAS, there should be two categories of staff viz.

- (a) Minimum Core Staff with regular scales of pay to undertake basic functions and for ensuring stability and continuity. The Committee is of the view that existing and proposed core staff could be maintained at 15 till the X Plan.
- (b) Staff to be engaged on contract/consultancy for a specific period with terms and conditions (including emoluments to be settled in each case, depending on the requirements of each programme/activity).

The Committee is strongly of the view that work in respect of Information, dissemination, launching of journals/publication, Editorial services, the best done by adopting the method of contract appointment as indicated in (b) above; the financial requirements needed for such posts could be indicated separately in the budget documents. The details of the revised staff strength, recommended by the Committee, is given in the Appendix.

**Recruitment Methods:**

1.11 The Byelaws of the Academy already provide for the various methods of recruitment that could be adopted by the Academy. Broadly these could be grouped into the following three categories:

- (a) Open market (including nominations applicable from various related agencies/institutes)
- (b) Deputation of serving officer from other organizations
- (c) Search method through a Committee constituted for the purpose, to prepare a panel by contacting Universities, research institutions and Government and retired persons (with a minimum of at least two year term and with a upper age limit of 65 years).

The Committee feels that the method of recruitment for the posts could be as follows:

## **I Regular Core Staff**

- |   |   |
|---|---|
| (a) Executive Secretary                                       | The Executive Secretary is the Administrator of the Secretariat who will facilitate, implement the Academy programme and maintain its records, Finance etc. under the guidance of Executive Council and Statutory Committees. The position to be filled on regular basis as per the eligibility criteria terms and conditions and method of recruitment laid down by the Executive Council in its exclusive meetings held on 15 <sup>th</sup> December 2006 and 14 <sup>th</sup> February 2007. |
| (b) Executive positions                                       |   |
| (i) Assistant Executive Secretary                             | Open market or deputation   |
| (ii) Accounts Officer   | Employment of retired persons or by deputation (tenure appointment)   |
| (c) Staff positions (general purpose)                         | Open market/Employment exchange (Regular appointment)   |
| (i) Assistants, Technicians, Clerks and (ii) supporting staff |   |

- |   |   |
|---|---|
| <b>II Programme or activity based staff</b><br>(writing of books, Policy papers, organization of major scientific events, work relating to Information dissemination, database management, editing journals). | Search method (Serving or retired) contract appointment for a fixed tenure with fixed remuneration without any claim for long-term continuance or for career advancement. |
|---|---|

The method of recruitment in each case could be examined and decided by the Executive Council keeping in view the above guidelines.

## **Career Advancement opportunities**

1.12 Keeping in view the constraints faced by the Academy in attracting and (more importantly) retaining staff, there is need to provide for reasonable career advancement opportunities for the regular core staff. Some of the steps to be taken in this area are suggested below for each category of staff.

- |                         |   |
|-------------------------|---|
| (a) Executive Secretary | This is a stand alone post. The only method of incentive / advancement is periodical upward adjustment of |
|-------------------------|---|

emoluments and incentives (to be decided by the Executive Council)

- (b) Asst. Executive Secretary This is a very important middle level position for which suitable career advancement avenue should be provided.

The Committee recommends that the flexible complementing scheme (followed in Govt./Research Institutions) should be adopted. Under this scheme, provision to the next higher grade is given (irrespective of the availability of vacancy in the next higher grade) on the basis of strict assessment of performance. The minimum period of service required for such case could be five years.

- (c) Accounts Officer This will also be a stand alone post to be filled by retired persons or on deputation basis on specified terms, with no need for any career advancement scheme.

- (d) Staff positions In the suggested set up (given in Annexure), there will be four posts in the lower grade of Rs. 4000-6000 and two posts in the higher grade of 5500-9000. This could serve as a limited promotion avenue after 5 or 6 years of service in the lower grade. Those not getting promotion could be covered under the Govt. of India/ICAR Scheme "Assured Career Progression (ACP) Scheme" under which two financial upgradations to the next higher scale are given on completion of 12 years and 24 years of regular service. However keeping in view constraints faced by NAAS in retaining, this period could be reduced to 8 years and 16 years respectively, subject to the condition that only two such upgradations would be given to a person in his career.

- (e) Supporting They could be covered under the Assured Career Progression (ACP) Scheme mentioned at (d) above.

1.13 Regular Employees of NAAS should be eligible for all facilities admissible to employees of ICAR or Govt. of India.

1.14 The existing requirement of reviewing the work of regular employees every three years for continuance in the post may be continued to ensure that they are accountable and maintain efficiency at the highest level.

1.15 The pattern outlined above may be reviewed after three years by the Executive Council based on experience and suitable modifications introduced.

Sd/-  
**(K. L. Chadha)**  
Chairman

## Existing staff and new positions proposed

Sl. No.	Post	Existing	New posts proposed	Pay Scale in Rs.
<b>A. Core Staff : Regular Positions</b>				
1.	Executive Secretary	1	-	14300-18300 <sup>#</sup>
2.	Assistant/Deputy Executive Secretary	1	-	8000-13500
@ 3.	Accounts Officer (Relocation basis)	1	-	6500-10500
4.	Stenographer (Sr. Assistant)	-	1	5500-9000
5.	Sr. Clerk (Assistant)	1	-	4000-6000
6.	Junior Stenographer (Assistant)	2	1	4000-6000
7.	Library Assistant (Assistant)	-	1	4000-6000
8.	Equipment Technician (Jr. Technical Assistant)	-	1	3050-4590
9.	Jr. Clerk/Caretaker/stores (Jr. Assistant)	1	-	3050-4590
10.	Receptionist (Jr. Assistant)	-	1	3050-4590
11.	Driver	1	-	3200-4900
12.	Messengers (Support staff) (including safai Karmachari)	2	-	2500-3200
Total A:		10	5	

**@ B. Contract appointments/Project Staff**

Engaging Staff on Contract (coordinator\*/consultants depending on work requirements for work in the area of Information Dissemination, Editorial Services, database management and for organizing specific programmes/activities. These will not carry any regular scale of pay and will not confer right for long term continuance or career advancement

Number & terms and conditions will depend on the requirement of each job/programme. These posts will be co-terminus with the job / programme for which they have been appointed. Emoluments to be settled on case to case basis

*Note: Proposed new designations are mentioned in the brackets*

@ These could also be filled by appointing retired persons on contract basis with fixed tenures as approved by Executive Council in its meeting held on 15<sup>th</sup> December 2005.

<sup>#</sup> As approved in Executive Council meeting held on 14<sup>th</sup> December 2007.

<sup>\*</sup> Designation renamed as coordinator in Executive Council meeting held on 4<sup>th</sup> June 1998.



## TA/DA RULES OF THE ACADEMY<sup>#</sup>

### I. TA for attending AGM:

- (a) Fellows shall be entitled to travel assistance to the extent of AC 2-Tier train fare. Fellows may also explore possibility of purchasing apex fare / discounted fare / senior citizens discounted fare tickets of economy class of any Airlines restricted to AC 2-Tier train fare.
- (b) Fellows with the age of 65 and above may travel by apex / discounted Economy fare of any Airlines subject to booking of their air travel well in advance as the meeting is a part of the calendar events.

### II. TA for attending Executive Council meeting and other programmes organized by the Academy:

- (i) **Journey by Air** - Limited to cheapest discounted Economy Class fare (apex fare / discounted fare / senior citizens discounted fare tickets) of any Airlines.

- (ii) **Journey by Train** - Actual expenditure limited to AC 2-Tier

#### (iii) Journey by Road

- (a) For Local journeys within Delhi and NCR Region, the rates of road mileage fixed by the Govt. of NCT of Delhi, Transport Department from time to time may be adopted by the Academy. In case of local journeys within Delhi and NCR Region by a 'Radio Taxi', actual charges against the submission of receipt may be allowed.
- (b) Considering the convenience and time of the invited scientists, residing in a nearby places, even connected by rail, he/she may avail journey by a taxi/own car and road mileage at the rate fixed by the Govt. of NCT of Delhi, Transport Department may be allowed.

#### (iv) Daily Allowance

As per rates prescribed in Govt. of India Rules.

*Note: The Organisers/Conveners of Academy programmes may be informed that entitlement for T.A. for such programmes will be limited to the provisions mentioned above. A copy of these rules may be sent to the Organisers/Conveners at the time of approving the programme, with a request that they in-turn may send it to the invited speakers/resource persons.*

<sup>#</sup> As approved in the Executive Council meeting held on 30 Nov, 2009 and 28 Nov, 2011.

#### **IV Conveyance to Staff**

On account of late sitting / work on holiday due to meetings as per local conveyance rates given vide Rule 4.5.

