



इण्डियन एसोसिएशन फॉर द कल्टीवेशन ऑफ साइंस

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

(An Autonomous Institute of Department of Science & Technology, Government of India and
a deemed to be University under section 3 of UGC Act, 1956)

जादवपुर, कोलकाता - 700 032 / Jadavpur, Kolkata - 700 032

REPORT ON MEETING / INTERACTIVE SESSIONS HELD ON 16TH & 17TH JANUARY, 2025 WITH HEADS OF THE ADMINISTRATION IN AUTONOMOUS BODIES UNDER THE DEPARTMENT OF SCIENCE & TECHNOLOGY, GOVERNMENT OF INDIA

In pursuance of the letter no. AI/16/67/MISC/2024 dated 06.12.2024 of the Department of Science & Technology, Autonomous Institutions (AI) Division, an annual meet of the Registrar/CFAO/Sr. Administrative Officers of all the Autonomous Bodies (ABs) who have been dealing with the administrative/establishment matters of the respective institutions, was held at Agharkar Research Institute (MACS-ARI), Pune on 16th & 17th January, 2025.

On behalf of IACS, Kolkata, Ms. Sarbani Saha, Registrar and Sh. Gopal Gond, Assistant, Administration were nominated by the Competent Authority, to attend the said meeting. There was also an interactive session, which provided an opportunity/platform for the administrative in-charges of ABs to share their problems & exchange view with each other. Various issues concerning administrative and establishment matters etc. were also discussed during the meeting.

DAY 01 - (16th January, 2025):

On arrival, the representatives from IACS were given a warm welcome at ARI, Pune. The first day of the session was inaugurated by Dr. Prashant Dhakephalkar, Director, ARI, Pune; Shri Pradeep Kumar Singh, Director, AI Division, DST and Dr. Satishchandra Balkrishna Ogale, Professor Emeritus, IISER Pune and Director, Research Institute for Sustainable Energy (RISE), Kolkata. Administrative In-Charges of the sister institutions and officials from DST, AI Division were also present there.



During his inaugural speech, Dr. Prashant Dhakephalkar welcomed all delegates and informed the participants that the idea to organize the first of its kind event was mooted by Shri Pradeep Kumar Singh, Director, AI Division, DST.



After welcome address by Dr. Prashant Dhakephalkar, Dr. Satishchandra B. Ogale took over the dais and delivered a short presentation and gave us a glimpse of the changing world with emerging technologies that will change the way we live.

Thereafter, Shri Pradeep Kumar Singh, Director, AI Division, DST addressed the audience.



He also delivered a PowerPoint presentation and advised the in-charges of ABs to adhere the following:

- i) Being dependent on the Government's Grant-in-aid, all the Government of India instructions have to be strictly followed.
- ii) GC/GB is not the supreme authority and does not have unfettered powers. It has to operate within the powers conferred upon them.
- iii) Directors, being the CEO of the ABs are having all the responsibilities. However, Registrar/Head of Administration is also accountable and has specific role to play and go before the Director/GC/GB with relevant rules position, while making any proposal.
- iv) ABs were advised to send the Agenda Papers of GC meeting 15 days in advance or at least 7 days advance to give minimum time to the Members for their meaningful contribution.
- v) To be more responsive to give periodical returns, information and data as and when sought - on top priority without waiting for further reminder from the DST.
- vi) All posts created with the approval of the competent authority should have approved Recruitment Rules in accordance with the DoP&T norms and extent instructions. All in-charges of ABs to send their Revised Recruitment Rules, prepared in line with the DoP&T guidelines, to the DST for approval from the Ministry.
- vii) **Recruitment Rules:**
 - a) DoP&T's norms regarding age, minimum qualification, residency period etc. have to be followed strictly.
 - b) Department of Science & Technology is in consultation with the UPSC and it will shortly notify Recruitment Rules of Scientists Cadres and all Autonomous Bodies will have to follow and adopt the same mandatorily.
 - c) Before extending RFCS, all its provisions have to be mandatorily incorporated in the RRs. APAR and AWR to be revised, as per the annexure attached with the Scheme.
 - d) DoP&T's OM dated 13.03.2024 (Revised Flexible Complementing Scheme for Scientists) have to be followed strictly.
 - e) Relaxation in Residency period: Not more than 10% of eligible Scientist in that grade.
- viii) Recruitment process must be transparent and to be done in an objective manner. All advertisements have to be advertised and given wide publicity.
- ix) No post can be created without approval of the Central Government. Any upgradation or even down gradation of posts will be treated as creation of posts.
- x) For posts up to Pay Level 13A in 7CPC, Department of Expenditure is the competent authority, while the posts in Pay Level 14 and above, Cabinet is the Approving Authority. Department of Expenditure OM dated 04.01.2024 (Compendium of instructions for Creation, Revival, Continuation, Conversion, Transfer, Up-gradation, Down-gradation and Abolition of posts in Autonomous Bodies under Central Government) should be strictly adhere to.
- xi) Biometric attendance should be in all the ABs. Punctuality is one of the cardinal principles of discipline.
- xii) E-office should be implemented mandatorily. In the era of digital world, we cannot continue to work in physical mode. Preparedness for roll out of E-office mandatorily by the end of current financial year. Expenditure for the same shall be borne by the Department of Science & Technology.

- xiii) The ABs may consider creating a Corpus Fund for an autonomous body only with prior concurrence of Ministry of Finance if the corpus is created out of budgetary allocation. If the corpus is created out of internal accruals of the body, approval of the administrative Ministry must be obtained. DST has formulated model guidelines for creation of Corpus Fund (out of internal resources).
- xiv) All Autonomous Bodies should maintain database relating to grants, income, expenditure, investment assets and staff strength in the format prescribed by the Department of Expenditure, Ministry of Finance (Registrar's responsibility).
- xv) Financial advice for ABs as per GFR provisions: Every AB should designate an officer at appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure. The financial limits up to which such concurrence is mandatory may be drawn up by each organization. The Registrar has also crucial responsibility for overall financial management of Autonomous Body. The DFPR provisions circulated by DST will have to be adhered to.
- xvi) DST vide OM dated 23.03.2021 had issued delegation of financial powers. Two separate OMs were issued by DST, one for 21 R&D Institutes and second for five Academies. These are within the sanctioned budget and subject to fiscal codes issued from time to time.
- xvii) Settlement of outstanding audit paras and resolving the legacy issues. He also assured that DST will extend its full co-operation on settlement of the issues.
- xviii) To minimize litigations as far as possible.
- xix) Public Grievances (CPGRAM portal) should be handled carefully and disposed of within 21 days. The reply given to be uploaded on the website. There is also a mechanism to ask for additional documents from petitioner. However, confrontation with the petitioner is to be avoided. Reply should be given in a polite manner - as it also measures the standard of the Government machinery. Timely disposal reflects efficiency of the Institution.
- xx) The following does not fall under Public Grievances cases:
 - a) RTI Matters
 - b) Court related / sub-judice matters
 - c) Religious Matters
 - d) Grievances of employees concerning service matters
 - e) Suggestions
 - f) Any thing impacts upon territorial integrity of the country or friendly relations with other countries.
 - g) Matters for which separate protocol exists.
- xxi) Redressal of grievances by employees on service matters:
 - a) Comprehensive information: DoP&T communication dated 23.09.2023
 - b) When an employee wishes to seek redressal, it should be addressed to immediate superior or the Head of Office.
 - c) Direct representation to higher authorities, such as Secretary, Minister, PMO, by-passing channel of submission is to be viewed seriously.
 - d) It attracts provisions of Rule 3(1)(iii) of CCS (Conduct) Rules, 1964 and has to be treated as unbecoming conduct of such employees.
 - e) Disciplinary action may be initiated for violation of conduct rules.
- xxii) Hindi being the Official Language of the Union, it is the responsibility of ABs to carry out their official work in Hindi in terms of extant instructions issued by the Department of Official Language, Govt. of India.

After conclusion of the speech of Director, AI Division, all ABs were asked to make a brief presentation on the key administrative matters. Each Autonomous Body was allowed a time slot of 15 minutes for their presentation.

Registrar, IACS delivered a brief presentation on the Institute covering the crucial administrative and establishment matters, problems faced by IACS and also briefed the glorious history and present academic activities of IACS to its sister institutions.



DAY 02 - (17th January, 2025):

During the second day of session, Shri Rupak D. Talukdar, Former Director, Department of Expenditure, Ministry of Finance, Govt. of India was also present.



Shri Talukdar delivered a presentation-cum-interactive session on 'Public Procurement and Reservation in Service'.

During the first half of session, Shri Talukdar made a presentation titled as 'A Conversation on Public Procurement'. He also informed us that tentative public procurement during the financial year 2023-24 is about 25 to 30% to our GDP means 74 Lakh Crore. He also stated that considering a slippage of 2%, it would be increased by 1.48 Lakh Crore. Hence, utmost care should be taken care of, as public money is involved in it.

There is certain legal break-up of Public Procurement viz:

- Art. 299 & Art. 19 (1) (g) of the Constitution of India
- CVC Guidelines and Instruction
- Indian Contract Act, 1872
- Sale of Goods Act, 1930
- Competition Commission of India (Fair Competition for greater Good)
- GFR, 2017; DFPR, 1978
- Instructions issued by line Ministries (MSME, DPIIP)
- Instructions issued by PP Division, D/o Expenditure

There are 5 Rs (Rights) of Procurement viz:

- ✓ Quality (Specification)
- ✓ Quantity
- ✓ Price (Competitive)
- ✓ Time and Place
- ✓ Source (Appropriate Technical and Financial Capability)

Modes of Procurement as per GFR Provisions as follows:

S. No.	Cost ceilings	Mode of procurement
1.	Up to ₹ 50,000/- (R-154) (for Scientific Ministries and Educational Institutes offering Master/Doctoral level programs up to ₹ 1.00 Lakh)	Without quotation subject to a certificate of market survey & satisfaction
2.	Above ₹ 50,000/- but up to ₹ 5,00,000/- (R-155) (For Sc. Ministries 1.00 Lakh to 10.00 Lakh)	Local Purchase Committee subject to a certificate similar to as above
3.	Up to ₹ 50,00,000/- (R-162)	Limited Tender Enquiry
4.	Beyond ₹ 50,00,000/- (R-161)	Advertised tender enquiry E-procurement (R-160)
5.	Propriety items (R-166)	Single Tender Enquiry
Mandatory to procure from GeM (GFR-149) 1-5 only if the item/service NOT available on GeM		

GOVT. E-MARKETPLACE (GEM)
GFR 149 AS AMENDED VIDE OM NO. F.1/3/2024-PPD DATED 10.07.2024

- Up to ₹ 50,000/- through any of the available suppliers on the GeM.
- Above ₹ 50,000/- and up to ₹ 10,00,000/- through the GeM seller having the lowest price amongst the available sellers, of at least three different manufacturers, on GeM (Bids may also be called by Buyer)
- Above ₹ 10,00,000/- through the suppliers having lowest price after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

A demand should not be split into small quantities for the sole purpose of avoiding the necessity of taking approval of the Higher Authority.

During the second half of the session, Prof. Abhay Karandikar, Hon'ble Secretary of Department of Science & Technology, Govt. of India graced the session with his august presence.



Prof. Abhay Karandikar, Hon'ble Secretary of DST, held an interactive session with the administrative heads of ABs. The gist of speech delivered by him are as follows:

- He advised that response/information by ABs must be furnished at the earliest, preferably within a week from DST's communication.
- He mentioned that DST has given autonomy to its Institutes only for research purpose, not for taking decision on administrative/policy matters.
- Promotion Policy of Technical staff of ABs is under active consideration and presently pending with Department of Expenditure.
- Secretary also informed that service matters viz. promotion/recruitment falls under the jurisdiction of Department of Expenditure, not with DST.
- He also emphasized on requirement of uniform Bye-Laws and Recruitment Rules.
- He requested ABs to ensure successful implementation of Mission Karmayogi on the iGOT (Integrated Government Online Training) Karmayogi Portal and complete the available courses at the earliest as this is directly being monitored by the DoP&T and warrants strict compliance as desired by the Hon'ble Prime Minister.
- The Secretary praised IACS, Kolkata & JNCASR, Bengaluru for having good number of students in line with IITs/NITs/CUs etc.
- The Secretary advised that all ABs should make sincere efforts to make their campuses carbon neutral and plastic free. Apart from that, Energy Audit should also be conducted to find out the quantum of energy consumed by respective Autonomous Bodies and future requirement.
- The Secretary also pressed for effective waste disposal (as done by RRI, Bengaluru) and making the campuses green.
- He also requested in-charges to encourage their employees to plant a seedling by each staff and

faculty in the name of their mother at the campus under "Ek Ped Maa Ke Naam" campaign launched by the Hon'ble Prime Minister.

- Standard SOP; Informal WhatsApp Groups may also help to solve problems, exchange ideas and views amongst the sister institutions.



The Secretary also stated that this is the first of its kind meet organized by DST and this important and groundbreaking interactive platform should continue to meet in future also to foster collaborations, mutual learning and actionable strategies to address critical challenges, paving the way for stronger governance across institutions under DST.



SOME GOOD PRACTICES ADOPTED BY THE SISTER INSTITUTIONS:

Implementation of Project Information Management System (PIMS) by NECTAR, Shillong:

North-East Center for Technology Application and Reach (NECTAR), Shillong has successfully implemented 'Project Information Management System (PIMS)' for complete online process for project proposal acceptance, screening and monitoring. It is a Cycle of the Project combining all project into a single platform that encompasses all project sectors. Due to implementation of PIMS, the disparities between Project Implementers and NECTAR have overcome. It also helps in tracking and keeping an eye on the project's implementation phases and give information to help with decision-making on project planning, organization and controlling the implementation of the Project.

Other important points were also discussed as follows:

- ✓ Regarding uniform Recruitment Rules & Promotion Policy.
- ✓ Uniform Bye-Laws / MoA
- ✓ Implementation of Unified Pension Scheme (UPS) / CCS (NPS) Rules, 2021 in full fledge manner.
- ✓ Extending CGHS facility to all ABs under DST.
- ✓ Extending the General Pool Residential Accommodation facility to all ABs under DST
- ✓ Uniformity in Pay Scale among ABs.
- ✓ Redesignation of posts and pay scale as per UGC norms in ABs (deemed to be University)
- ✓ Solving the legacy issues at one time measure.
- ✓ Creation of additional posts in some ABs to overcome the shortfall of manpower.

Winners of "Swachhata Hi Seva, 2024" were announced. Mementos were handed over to Raman Research Institute (RRI), Bengaluru (1st position) followed by Institute of Advanced Study in Science and Technology (IASST), Guwahati (2nd position) and International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI), Hyderabad (3rd position) respectively by Dr. Abhay Karandikar, Hon'ble Secretary of Department of Science & Technology.

Final Session was conducted by Shri Rupak D. Talukdar, Former Director, Department of Expenditure, Ministry of Finance, Govt. of India on 'Reservation in Service'. He cited various articles of the Constitution of India pertaining of reservation of SC/ST/OBCs on appointment and promotions (SC/ST).

The two-day annual meet (16-17 January, 2025) was successfully concluded with a vote of thanks. This conclave has strengthened our network amongst the DST institutes.

