



PRL/RO/FF09/2020

01 जनवरी 2020

अधिसूचना NOTIFICATION - RO 1

विषय: पी.आर.एल. मूलभूत नियमावली (संशोधित) की अधिसूचना

Sub: Notification of PRL Fundamental Rules (Revised)

दिनांक 11/11/2019 को पी.आर.एल., अहमदाबाद में आयोजित 79वीं परिषद बैठक में, कार्यसूची मद सं. 79.2.1(78.2.1) द्वारा, पी.आर.एल. मूलभूत नियमावली (एफ.आर.) और उप-नियमों को अंतरिक्ष विभाग की सहमति से संशोधित किया गया।

PRL Council of Management in its 79th Council Meeting dated 11/11/2019 held in PRL, Ahmedabad, vide Agenda Item No. 79.2.1(78.2.1), revised PRL Fundamental Rules (FRs) and Bye-laws with the concurrence of the Department of Space.

एतद्वारा, संशोधित मूलभूत नियमावली और उपनियमों को अधिसूचित किया जाता है एवं तत्काल प्रभाव से अपनाया जाता है। The revised Fundamental Rules and Bye-laws are hereby notified and adopted with immediate effect.


(सी.वी.आर.जी. दीक्षितुलु C.V.R.G. Deekshitulu)
रजिस्ट्रार Registrar

सेवा में To,

सभी संबंधित All concerned

प्रतिलिपि सूचनार्थ Copy for kind information to-

1. अध्यक्ष, पीआरएल प्रबंध परिषद The Chairman, PRL Council of Management
2. सचिव/अंतरिक्ष विभाग बेंगलूरु Secretary/ DOS Bangalore
3. सं.स. एवं वि.स., अंतरिक्ष विभाग JS & FA, DOS
4. सं.स. (का.), अंतरिक्ष विभाग JS (Pers) DOS
5. सीसीए/अंतरिक्ष विभाग CCA/DOS
6. प्रधान निदेशक (लेखा परीक्षा) वैज्ञानिक लेखा परीक्षा, बेंगलूरु
Principal Director (Audit) Scientific Audit, Bangalore
7. निदेशक, पीआरएल Director, PRL





भौतिक अनुसंधान प्रयोगशाला *Physical Research Laboratory*

PREFACE

Physical Research Laboratory (PRL) is registered as a Trust vide registration No.E-1371/Ahmedabad under the Bombay Public Trust Act 1950, Gujarat, by a quadripartite agreement on 5th day of February, 1963 among: -

1. Atomic Energy Commission (Government of India)
2. Gujarat Government
3. Karmakshetra Education Foundation
4. Ahmedabad Education Society;

for the promotion of Fundamental Research in Physics, Astrophysics & Geosciences and other allied subjects.

Later, all matters relating to the Physical Research Laboratory, Ahmedabad were brought under the aegis of Department of Space (DOS) vide notification under Government of India Allocation of Business Rules, 1961 for DOS, vide Gazette Notification No. SO 498(E) dated 18/07/1972.

The PRL, as a Trust with a mandate to do research in basic sciences, is governed by the Council of Management, PRL with Bye Laws, Fundamental rules (FR) as formulated by its Council of Management. For all other matters, not contained in the FR, PRL follows DOS norms.

Where a doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Registrar, Physical Research Laboratory.

FUNDAMENTAL RULES FOR THE ADMINISTRATION AND MANAGEMENT OF PHYSICAL RESEARCH LABORATORY

Section – 1 RULES FOR THE ADMINISTRATION AND MANAGEMENT OF PRL

Short Title: These rules shall be called the Fundamental Rules of the Physical Research Laboratory.

Interpretation: Unless there is anything contrary in the subject or context –

- a) **Laboratory** means Physical Research Laboratory (PRL)
- b) **Council** means PRL Council of Management
- c) **DOS** means Department of Space
- d) **Chairman** means the Chairman of the PRL Council
- e) **Secretary** means, Secretary to the Government of India, Department of Space
- f) **ISRO** means Indian Space Research Organizations
- g) **Director** means Director of Physical Research Laboratory duly appointed as per the Recruitment Rules of the Laboratory.
- h) **Registrar** means Registrar of the Laboratory appointed under the provisions of Recruitment Rules for the post of Registrar
- i) **Controller** means Controller of the Laboratory appointed under the provisions of Recruitment Rules for the post of Controller
- j) **Dean** means the person appointed by the Director, amongst the faculty members, based on the functional requirements.
- k) **Year** means the period of twelve calendar months beginning from 1st day of April

RULES PERTAINING TO COUNCIL

Administration and Management: Subject to these rules, and such rules as may hereafter be made from time to time, the administration and management of the Laboratory shall vest in the Council.

1.1 Constitution of the Council: The Council shall consist of 9 members:

The Council shall consist of 9 members

- I. Chairman, PRL Council of Management (Nominee of Govt. of India)
- II. Chairman, ISRO/Secretary, DOS
- III. Additional Secretary Financial Advisor /DOS
- IV. Nominee, Ahmedabad Education Society
- V. Nominee, Karmakshetra Education Foundation
- VI. Nominee of the Govt. of Gujarat- Principal Secretary, Dept. of Higher & Tech. Education)
- VII. Director, PRL *Ex-Officio*
- VIII. Registrar, PRL *Ex-Officio*
- IX. One eminent Scientist/Academician may be inducted into Council as additional member.

Secretary, DOS will be an authority to approve appointment/ nomination of Chairman/Members of the Council.

1.2 Vacancies in Council:

Whenever a vacancy occurs in the office of a Member of Council due to death, resignation, or any other cause, the Member Secretary shall, as early as possible, notify the vacancy to the Secretary DOS to nominate a member to fill the vacancy.

1.3 Vacancy not to affect proceedings:

If a vacancy in the office of a member of the Council has occurred, the continuing members shall act as if no vacancy had occurred and the proceeding of the Council shall be regulated as per the Quorum defined vide Bye-laws, Sl.No.1.7.

1.4 Meetings:

Meetings of the Council shall be held twice a year, but statutorily at least once a year. An extraordinary meeting shall be convened on the written requisition of at least two members of the Council.

1.5 Place of Meeting:

Meeting of the Council shall be held at the Laboratory or any other place as decided by the Chairman of the Council. Council Meetings shall be held in person by presence of Members and/or by electronic mode: Video Conferencing. Reference: DS_2B-25013 (11)/1/2019-Sec.2 dated 15/04/2019.

1.6 Notice of a meeting:

Notice of meeting shall be given to members at least seven days before the day of meeting.

1.7 Quorum and Procedure:

Five members shall form the quorum and all questions shall be decided by a majority of votes of the members present. In the event of a tie, the Chairman shall have a casting vote.

1.8 Adjourned meeting:

If there is no quorum at the expiration of fifteen minutes, after the time fixed for a meeting, the meeting stands adjourned. No quorum shall be necessary for a reconvened meeting, which was adjourned earlier for want of quorum. The adjourned meeting shall not be considered as a new meeting.

1.9 Chairman of the meeting:

The Chairman of the Council shall preside over all meetings of the Council. In the absence of the Chairman, in any meeting, the members present shall elect one from among themselves, who shall function as Chairman and preside over only in that particular meeting, subject to fulfilment of quorum.

1.10 Secretary to the Council:

The Registrar, PRL shall be the ex-officio Member & Secretary to the Council.

He/ She shall be the custodian of records of the Council and shall be responsible for issue of meeting notices for convening all types of meetings, preparation of agenda papers, minutes, action items, follow-ups, closure of action items, preparation of ATR, etc.

1.11 Minutes: The Member Secretary to Council shall keep the draft minutes of meeting of the Council and send a copy of the draft minutes to all members of the Council, as early as possible to the address of every member. Actions listed in the draft minutes have to be initiated & action taken report to be presented during the next meeting of the council under ATR.

1.12 Proceedings of the Meeting

- (1) Proceeding of all meetings shall be as per the agenda presented by the Member Secretary of the Council.
- (2) Any item, not listed in the agenda, may be taken up for discussion/transaction, with the approval of the Chair.
- (3) Before commencement of business transactions of listed agenda, it is mandatory for the Council to confirm the draft minutes of the previous meeting and present/review the Action Taken Report.

1.13 Committees of the Council

The Council may appoint committee(s) from among its own members or the staff of the Laboratory or ISRO/DOS or leading National Scientific Organisations/Institutes or all, and may assign to such committee such powers and duties as are in accordance with the Rules & Bye Law. Committees here is referred to expert committees constituted from time-to-time for smooth operation of various functions of PRL.

1.14 Advisory Committees:

The Council may appoint:

a) The following three standing advisory committees:

1. Finance Committee:

- a. Director, PRL - Chairman
- b. Additional Secretary / FA, DOS
- c. Director (Budget), DOS / Director BEA, ISRO HQ
- d. Head Programme Planning and Evaluation Group (PPEG), PRL
- e. Registrar, PRL
- f. Sr. Head/ Head Accounts, PRL –Member Secretary

2. Administrative & Legal Advisory Committee

- a. Director, PRL – Chairman
- b. Joint Secretary, DOS
- c. Registrar, PRL
- d. Director (Legal), DOS
- e. Head P&GA, PRL – Member Secretary

3. Infrastructure Planning and Monitoring Advisory Committee

- a. Director, PRL – Chairman
- b. Director, Civil Engineering Planning Office (CEPO), ISRO HQ
- c. Director (Budget) DOS –
(Vide 77.6 of Minutes of meeting of PRL Council of Management held on 09/03/2018 at ISRO HQ)
- d. Registrar, PRL
- e. Head PPEG, PRL
- f. Head CMG, SAC
- g. Head CMD, PRL – Member Secretary

Terms of reference for the above committees shall be suitably framed by Director, PRL and notified to respective committees with the approval of Council.

1.15 **Orders by the Council not appealable:** In view of adoption of CCA & CCS Rules of the Department of Space, Govt. of India by PRL, provisions contained in them may be followed.

1.16 **Council's power to review:** The provision shall contain a Schedule to the Classification, Control and Appeal (CCA) Rules under the Bye-Law provisions.

1.17 **Council to be the Executive Body of the Laboratory:** The Council shall be the executive body of the Laboratory and subject to the provisions of these rules, the Council shall conduct the administration and management of the Laboratory.

1.18 Bye-Laws

The Council may approve the proposal for amendment of the rules from time-to-time, which shall be in general compliance with & constituent to rule provisions of DOS, for general administration and management of the Laboratory.

1.19 Travel allowance:

The provision may be read as:

- 1. Department of Space, Government of India rules to be complied with.
- 2. In case, the Chairman/Members of the Council so appointed are not ex-officio Government officials or retired government officials, the eligibility for travel for such individual shall be fixed as applicable to the Joint Secretary to the Government of India. Else, the individual eligibility will apply. However, for retired Government employees, the eligibility for travel as on the last date of service shall be reckoned with.

Section – 2. SCIENTIFIC RESEARCH AND STUDY

The Laboratory is essentially a Centre for Fundamental Research in Astronomy and Astrophysics, Geosciences, Atomic Molecular & Laser Physics, Planetary Sciences, Planetary Explorations, Space and Atmospheric Sciences and Theoretical and Computational Physics. Details of the work to be conducted within these broad research areas, the organisation/establishment of different departments/divisions/groups for pursuing these objectives, the course of lectures for research scholars and the lines of further development of the Laboratory and its activities shall be decided by the Director, from time-to-time, in consultation with the Faculty and with other Scientist as may be necessary.

Any new scientific activity may be initiated in the Laboratory' with the approval of Director, PRL and the same shall be reported in the next meeting of the Council. Such new scientific activity shall not fall under the 'New Service' and/or 'New Instrument of Service' as defined in DOFPRs, where such proposal on approval of the Chairman, Council of Management, PRL shall be referred to JS/FA, DOS for concurrence of the Secretary, Department of Space.

Section – 3. TERMS AND CONDITIONS OF SERVICE OF THE STAFF OF THE LABORATORY

3.1 Staff of Laboratory

The classification of staff pursuing technical and non-technical activities may be mainly categorised as:

- Director PRL
- Scientific & Technical (S&T) Staff - Pursuing Scientific, Research and Technical activities of the Laboratory. As followed by ISRO/DOS Centre/Units, Medical and Para-medical staff, Library staff and personnel deployed for the Construction & Works, General maintenance activities, Computer Centre, and Workshop are also covered under S&T category.
- Administrative Staff – supporting all the administrative activities of the PRL with respect to Personnel & General administration, Purchase, Finance & Accounts, Stores, etc., as followed by DOS/ISRO.

3.2 Appointments:

(a) Appointment of Director:

1. Recruitment Rules for the post of Director, PRL.
2. Recommendations of the Search and Selection Committee should be submitted to the Appointments Committee of the Cabinet (ACC) for approval, after seeking internal approvals of Council Chairman and Secretary, DOS.

Department of Space appoints the Director, PRL with the approval of the ACC. (Reference: B.20011/1/2014-Sec V dated 01/04/2019).

3.3 Power of Delegation of the Director:

Financial powers vested with Director, PRL may be downward delegated with the approval of PRL Council, based on the need, and in accordance with PRL Book of Financial Powers.

3.4 Appointments

(i) Appointment of officiating Director: Notwithstanding anything contained in rule 3.2 (a), the Council may appoint a person to officiate as Director in absence of the Director appointed under rule 3.2(a). The Council may also make a Officiating appointment of Director in a vacancy of the office of the Director. Every appointment under this rule shall be for a period not exceeding one year at a time. An officiating Director shall discharge only such of the duties and functions vested in the Director as may be sanctioned by the Council from time to time and the Council may impose conditions and restrictions as to any such duty or function by the officiating Director.

Officiating Director shall be appointed as under:

Under the recommendation of Chairman, Council of Management and in concurrence with Secretary, DOS with the approval of ACC.

(ii) Appointment of Scientific/Technical Faculty position (SF and above):

Faculty appointment will be made by seeking application from candidates which will be reviewed by concerned Divisional Chairman and duly constituted committee will make recommendations to the Director, PRL for approval:

Inclusion of DoPT nominee which shall be drawn either from DAE or DRDO (Reference: B.20011/1/2014-Sc V dated 01/04/2019.)

All appointments on direct recruitment and/or promotion in the Pay Matrix levels 14 & above, shall be sent to ACC for final approval by the Department with the approval of Council and Secretary, DOS.

To adopt DOS/ISRO norms for appointments at various levels, defined from time-to-time.

(iii) Appointment of Scientific/Technical Faculty position (below SF):

DOS/ISRO norms shall be followed/adopted for all appointments at various levels, defined from time-to-time.

There may be direct recruitment at the level of Scientist/Engineer SC (presently grade pay 5400/-) on DOS/ISRO Norms.

(iv) Appointment of Registrar:

Recruitment Norms or Recruitment Rules shall be notified.

Recruitment Norms or Recruitment Rules for Registrar shall be approved by DOS/GOI under the recommendation of PRL Council.

(v) Appointment to Scientific/Technical posts other than the above:

The appointment including recruitment norms or rules will be in accordance with the provisions notified by the Department of Space and modified from time to time.

(vi) Appointment to Administrative Posts:

The appointment including recruitment norms or recruitment rules will be in accordance with the provisions notified by the DOS and modified from time to time.

Certificate of Physical fitness

For all fresh inductions, the existing procedures followed in DOS may be implemented for assessing medical and other physical fitness.

Agreement

As per DOS Guidelines/norms.

Salary: The Salary/Pay & allowances, for all regular posts, shall be as per the provisions contained in the OM no. F.No.8 (4) E-Coord. /84 dated 15th October 1984 issued by the Department of Expenditure, Ministry of Finance, Government of India and amended from time to time by the Government of India.

Obedience of rules & Regulations:

Shall be made part of the document signed by the employee during the time of reporting/Joining. As per DOS guidelines for all disciplinary matters.

Provident Fund benefit and rules:

1. Vide notification No. 8/2(5)/86-II (ii) dated 01/06/1987, the Government has conveyed that the provisions of the Provident Fund Act 1925 (except for section 6A) shall apply to the Provident Fund established for the benefit of the employees of the PRL and has accordingly added the name of PRL in the schedule of the said Act.

The employees of PRL joined prior to **01/01/2004** are governed by the Contributory Provident Fund or General Fund provisions with CCS (Pension) Rules. The deductions, Investment and management of these funds are regulated as per application GOI rules, provisions and instructions from time-to-time. The provident fund is supervised by an EPF Trust Board, the composition of which will be as follows:

1. Chairman from PRL
2. Member from PRL
3. Director (Budget), DOS – Member (Ex-officio)
4. Head Accounts & IFA, SAC – Member (Ex-Officio)
5. Registrar PRL, Member Convener (Ex-Officio)

The EPF Trust Board Meeting Should be held quarterly as far as possible.

2. Regulatory mechanism for personnel joining PRL from **01/01/2004** shall be governed by NPS vide Gazette Notification F.No.5/7/2003-ECB&PR dated 22.12.2003.

3. In case of deputation or transfer from other Government organization, on permanent absorption basis and the past service is continued, option to retain one's original scheme of Provident Fund is to be given in accordance with rules of the Government of India.

Detention on Sundays & Laboratory Holidays:

In line with norms followed in ISRO/DOS.

OT and other allowances:

OT & other allowances shall be payable to only eligible staff members of PRL in compliance with DOS orders on the subject matter.

3.5 Leave Rules

- (i) Leave matter including type of leave/Sanction and all other matters - Sanction and refusal; Authority empowered to grant leave; Casual leave; Special Casual leave; Earned leave; Half pay leave; Extraordinary; Maternity and Child Care Leave; EOL, Study leave and all kind of leaves (except Sabbatical): Shall be in accordance with CCS (Leave) Rules and DOS guidelines thereto issued from time-to-time.
- (ii) Sabbatical Leave: Scheme as per *Annexure-1*, subject to condition that the proposal for deputation abroad shall be approved by Secretary, DOS.

Special Leave for prosecuting higher studies by an employee of the Laboratory, the PRL/DOS Study leave rules to be complied with.

- (iii) Leave Encashment: Shall be in compliance with CCS Rules & DOS guidelines from time-to-time.

If any question arises is not covered by these rules, shall be in compliance with CCS Rules & DOS guidelines from time-to-time.

3.6 Discipline

- (i) Discipline: DOS procedure of disciplinary actions shall be adopted
- (ii) Order of discharge or dismissal: shall be in accordance with DOS procedure of disciplinary/vigilance actions.

3.7 Tenure, Termination and Extension :

3.7	Tenure & Extension
	<p>All extensions of tenure/service extension for posts for which approval of ACC is sought shall be considered with the approval of ACC. The procedure may be in line with DoPT OM No.26012/8/2011-Estt.(A) dated 16.5.2011. (Reference: B.20011/1/2014-Sec V dated 01/04/2019).</p>

a	Period of Service	Definition of probation period, procedure for closure / extension of probation for all personnel of PRL shall be as per the rules and procedures notified by DOS.
b	Extension	<p>The provision may be read as:</p> <p>1. Service extension beyond stipulated superannuating age is applicable to Scientific, Technical and Academic Staff.</p> <p>2. Proposal for extension should be generated under the review and recommendations of the Council and approval of Secretary/DOS.</p> <p>3. All cases of service extension, which fall under purview of ACC, shall be approved by ACC.</p>
3.7 Termination of contract		
i.	Academic staff	Shall be as per the provisions contained in DOS norms on the subject matter.
ii.	Non Academic staff	Shall be as per the provisions contained in DOS norms on the subject matter.
iii.	Curtailment of period of notice: Notwithstanding anything contained in 3.5 (i) & (ii)	
a	Curtailment of period of notice	Shall be as per the provisions contained in DOS norms on the subject matter.
b	Curtailment of period of notice	
iv	Leave on termination of service	
3.8 Emoluments & allowances		
	Emoluments & allowances	Shall be as per the provisions contained in DOS norms on the subject matter.
3.9 The Travelling & Daily Allowance Rules		
i.	Travelling allowances to member s of the	<p>The provision may be read as:</p> <p>Daily allowances to Chairman and Member on tour will be regulated as under:</p> <p>1. Members, who are serving as employees of Government of India shall be regulated as per</p>

	Council Framed under Bye-Law 10.2.1	the Government of India rules as per the individual eligibility. 2. Members, who are retired employees of Government of India, shall be regulated as per the Government of India rules as per the individual eligibility as on the last date of his/her service in Government of India. 3. Members/Chairman, who are neither serving as employees of Government of India or retired from service of Government of India, the eligibility may be reckoned at the level of the Joint Secretary to the Government of India.
ii.	Travelling and daily allowances for PRL employees	In accordance with and as per provision of FRs/DOS guidelines, amended from time-to-time.

3.9	Leave Travel Concession Scheme : To be governed by Government of India LTC rules amended from time-to-time.
3.11	PRL Contributory Health Service Scheme (CHSS): The CHSS scheme, as modified as per Annexure-2, of the Department of Space shall be followed.
3.12	Gratuity Scheme: DCRG – Death cum Retirement Gratuity and Service Gratuity in accordance with CCS Pension Rules, 1972 for employees covered under General Provident Fund and Contributory Provident Fund, and Government of India Rules to be notified, adopted and followed in Department of Space, as amended from time to time, in respect of employees covered under NPS.
3.13	Deposit linked Insurance Scheme As adopted and operated by Life Insurance Corporation in line with GOI provisions in vogue.

Section – 4. DUTIES AND FUNCTIONS OF OFFICERS OF THE LABORATORY

4.1 Duties of the Director

(a) Business of the Laboratory:

It shall be the duty of the Director to carry on the work of the Laboratory under the directions of the Council with the Rules and Bylaws of the Administration and Management of the Laboratory. In case of an emergency, he/she may take such action as may be necessary. Action taken on emergencies cases shall be reported to Chairman, Council under intimation to Secretary, DOS

(b) Direction and control of the staff:

All members of the staff of the laboratory shall be under the general control of the Director, who shall issue standing orders from time-to-time.

(c) **Sanction of Expenditure:** DOS Purchase Manual -2015 & DOS Book of Expenditure to be followed *mutatis-mutandis*.

All expenditure within the budget grant shall be approved and sanctioned by the Director or a member of the staff whom the power has been delegated by the Director. The Director shall have the power to make re-appropriations subject to the following conditions:

- Re-appropriation to augment the provision under the head "Salaries, Allowances & Provident Fund contributions" shall require the prior consent of the Council.
- No re-appropriations shall be made from the head of Capital Expenditure to the head of Revenue Expenditure and vice-versa.

Re-appropriations to cover expenditure in a new project not included in the budget may only be made from one head of Capital Expenditure to another head of Capital Expenditure, with prior consent of the Council to the extent of codal formalities.

(d) **Supervision of Work:**

The Director or his/her nominee shall exercise general supervision over the programme of work and research projects of laboratory.

(e) **Co-ordination of Work:**

The Director may call for general plan of work of each Department / Division/ Group / Section of the Laboratory at the beginning of each year and at any other time he/she may consider necessary and co-ordinate the work of the various Departments / Divisions/ Groups / Sections in the Laboratory.

(f) **Annual Report:**

The Director shall submit the Annual Report of the Laboratory to the Council by the end of August/September of each year.

4.2 Duties of Faculty members

Duties of Academic Faculty members shall be defined and concurred by the Council.

4.3 **Sanction of Research Proposal:** All new schemes of research to be conducted at the Laboratory, which may involve any expenditure, shall be submitted to the Director for sanction. Review and approval cycle for new proposals to be defined and no 'New Service' and/or 'New Instrument of Service' without approval of the Council and concurrence of JS/FA, DOS and Secretary/DOS.

Section – 5

HONORARY FELLOWS, PROFESSORS EMERITUS, TEMPORARY MEMBERS

- (i) **Professor/Emeritus Scientists**
- (ii) **Honorary Fellows/Scientists:**

PRL to submit the scheme proposal to DOS for approval. Shall be as per the DOS Norms/Guidelines.

5.3 Temporary Member:

1. May be linked with the DOS Scheme for Professors/Chairs/Consultants.
2. The honorarium as per DOS/ISRO scheme.

Sitting fees for honorary fellows to be in-line with DOS guidelines

Section – 6

6. ADMISSIONS OF SCHOLARS AND POST DOCTORAL FELLOWS: -

6.1 Applications and admission

1. Induction of Junior Research Fellow /Post Doctor Fellow will be as per DOS/ISRO Norms.

Number of seat to be operated under PDF/JRF at any given point of time to be decided by the Director, PRL based on infrastructure facilities, budgetary support etc.

Section – 7

VII ATTENDENCE AT WORKSHOPS, EXAMINERSHIP ETC

7.1 Attendance at Scientific Conferences/Workshop/Seminar

The procedural guideline to facilitate the deputation of PRL faculty/ Scientific & Technical members shall be as follows: -

- There will be a proposal from the Individual faculty member for participation in conference/ seminar/ workshop of repute or collaborative project/ programme /scientific discussion etc. The intended visit should have direct connection of the faculty for the Scientific endeavour being pursued by them in PRL and the participation should have significant contributions to overall progress of PRL's Scientific Mandate
- The detailed proposal in the prescribed proforma shall be submitted to the concerned area Chairman. The proposal will be comprehensive in nature giving full details for funding required from PRL or provided from other agencies.
- The Area Chairman after scrutiny of the proposal will forward his recommendations to the Director, PRL.
- The Area Chairman will also comment/restrict/recommend in terms of the financial implications involved within overall yearly budgetary limits sanctioned to the Division.
- The Director, PRL will consider the above recommendations and accord his approval or otherwise.
- Accordingly, the deputation order will be issued regulating the deputation as per the guidelines for daily allowance and accommodation applicable for the country to be visited for cases involving foreign deputation on recommendations of Chairman, PRL Council and approval of the Secretary/DOS.

- DOS permission will be sought for visit of any Faculty to the counties where specific stipulations are issued by Ministry of External Affairs/Home Affairs/DOS.

(b) Technical and Administrative Staff: -

Same as above

7.2 Contributions to Scientific Periodicals:

Prior approval of Director, PRL shall be obtained for all such proposals.

7.3 Extra Mural lectures:

Approval of Director, PRL or member staff approved by him, prior accepting the proposal for giving invited lectures, has been relaxed in the revised rules proposed. In case of such lecture involves a travel to foreign country to be treated as in 7(1) above.

7.4 Examiners: Approval of Director, PRL or member staff approved by him, prior accepting the proposal for giving invited lectures, has been relaxed in the revised rules proposed. Prior approval of Director, PRL shall be obtained for all such proposals.

Fee/honorarium payment shall be regulated as per DOS guidelines/norms.

Section 8. – FINANCE AND ACCOUNTS

(i) **Accounts:** The Head Accounts or the Senior most person heading the Accounts department shall be responsible for the accounts of the Laboratory. He shall also perform the duties of the Internal Financial Advisor (IFA).

(ii) **Receipts:** All moneys received for or on behalf of the Laboratory shall be placed in a current or fixed deposit account with a scheduled bank in the name of the Laboratory.

(iii) **Payment:** Payments made by or on behalf of the Institute exceeding a sum to be fixed from time to time shall ordinarily be made by cheque/e-transfer. All cheques shall be signed by any two officers as nominated by the Director. DOS guidelines in compliance with PFMS, GFR 2017; Book of Financial Powers/ CVC guidelines shall be adopted.

(iv) **Budget Estimates:** The budget estimates for the ensuing financial year and the revised estimates for the current financial year shall be considered to be vetted by the Finance Committee and finalised by the Council in accordance with DOS guidelines.

9	Appeals	
i	Appeals	Shall be processed as per DOS guidelines.
ii.	Consideration of appeals	

iii.	Implementation of orders in appeal	
iv.	Orders by the Council not appealable	
v.	Councils Power to review	
vi.	Review of orders in disciplinary cases	
vii.	Pay and allowanced on acquittal	
10	Alteration of Rules	
	Alteration of rules	Secretary, DOS may be the authority to approve the alteration of rules and appointment of Chairman of PRL Council.
11	Others : Any matter, which is not included/covered in these rules shall be governed by applicable DOS rules	
	Others	Any matter, which is not included/covered in these rules shall be governed by applicable DOS rules.
	Savings	<p>The PRL Fundamental rules 1967 are hereby repealed with immediate effect.</p> <p>Save as otherwise provided in this rules, such repeal or cessations shall not in any way affect:</p> <p>(a) Any right, title, interest, obligation or liability already acquired, accrued or incurred before the said date.</p> <p>(b) Any legal proceeding or remedy in respect of such right, title, interest, obligation or liability or</p> <p>(c)Anything done or duly suffered before the said date.</p>

PRL Sabbatical Leave Rules

- CHSS Rules

Contributory Health Service Scheme as notified by Department of Space, from time to time, will be followed by PRL in totality, except for the following deviation: -

- a. Credit facility with empanelled chemists: - i.e. directly paying to the chemists instead of reimbursing the individual claim.
- b. Retired Staff member settled at non CHSS Stations to visit Government Hospitals, CGHS recognised hospitals, Municipal Civil Centres and Trust Run Hospitals and settle their claim for reimbursement as per CHSS Rates.

BYE-LAWS

Chapter-1 GENERAL SCIENTIFIC

B.L.1 THE OBJECTIVES AND SCIENTIFIC DIVISIONS

The Council may organise the PRL activities in to various functional entities depending upon the specialisations and functional needs to realise the objectives of the Laboratory and may be subject to change from time-to-time as deemed necessary.

B.L.2 Organisation of the Laboratory

The Director would be responsible for the functioning of the Laboratory. In this work, he would be assisted by personnel of PRL including Registrar, Dean of Studies and other functionaries designated persons and Advisory/ Review/ Management Committee(s) constituted by Director. A copy of organisation chart is attached with this document.

B.L.3 ADVISORY COMMITTEES

The Director may form various committees from time to time as deemed necessary for the functioning of the Laboratory and also those committees as mandated by DOS.

B.L.4 DIVISION BUDGET

A list of scientific programmes, equipments and consumables items as well as budget for travel need is to be drawn by the Division Chairman, in consultation with the Faculty (Academic & Technical) members, in the preceding financial year (FY). Accordingly, appropriate budget estimates for a FY is projected by the Division Chair. The Director after suitable review and discussion with the Division Chair broadly approves the budget keeping in mind the overall programmes and interest of PRL.

Subsequently, budget allocation to the Scientific Division for the next FY is made out of the total Research grant received for Equipments/Consumables/Contingencies. Besides this, the budget for the entire plan under planned Equipments/Consumables head, as per 'Plan document of PRL', is reviewed and allocated to a specific Division for science programmes and/or to beef up existing programmes.

The Division Chairs are delegated to operate and utilize the budget as per the requirement projected by the respective Faculty members and codal formalities of Delegation of Financial Power Rules (DOFPRs)

Review and Recommendations of Budgetary cycle in accordance with DOS communication to be co-ordinated and linked by Programme Planning and Evaluation Group (PPEG)/Finance Committee/DOS.

Budget preparation and Cycle shall be in accordance with Budget Management System (BMS) of DOS and instructions thereto, from time to time, by the Secretary Department of Space.

CHAPTER-2- Research Scholars Programme leading to Ph.D. degree

INTRODUCTION

PRL offers to highly motivated scholars opportunities for Research in the forefronts of Astronomy & Astrophysics, Solar Physics, Space and Atmospheric Sciences, Planetary Sciences and Exploration, Theoretical and Computational Physics, Geosciences and Atomic Molecular & Optical Physics.

Any new scientific activity may be initiated in the Laboratory' with the approval of Director, PRL and the same shall be reported in the next meeting of the Council. If such new Scientific activity falls under scope of a 'New Service' or 'New Instrument of Service' of DOFPRs the permission of Joint Secretary/Financial Advisor (JS/FA) DOS with concurrence of Secretary DOS may be obtained.

B.L.5 ADMISSION

Induction of Junior Research Fellow /Post Doctor Fellow will be as per DOS/ISRO Norms.

Number of seat to be operated under PDF/JRF at any given point of time to be decided by the Director, PRL based on infrastructure facilities, budgetary support etc.

Recommendations as per SI. No (6) of PRL Fundamental Rules above to be noted/ followed.

B.L.6 THE ACADEMIC COMMITTEE

- Academic time table shall be defined in line with academic calendar of the University/ Institution that registers and awards the ' Doctor of Philosophy' PhD to the Scholars of PRL.
- Dean's Office of Studies to be the focal point for supervising the registration process of the students for PhD degree with University or any other PhD degree granting institution in accordance with the MoUs in place.
- All Scholar activities to be coordinated by the Office of the Dean, PRL.

B.L .7 FELLOWSHIP

- (i) From the date of joining the Laboratory, a Scholar is given a Junior Research Fellowship as per DOS/ISRO guidelines/notifications from time to time.
- (ii) At the end of two years and four years of his/her stay at the Laboratory, the Scholar will be interviewed by the Academic Committee to evaluate his/her progress. If his/her performance is found to be satisfactory in 2nd year review, he/she may be awarded a senior Research fellowship (SRF) as per DOS/ISRO Guidelines from time to time. If found deficient he/she may have to appear for a second review after three months of the previous interview. The four-year evaluation, however, is for monitoring the Scholar Research progress towards completing the work before 5 years' time.
- (iii) The fellowship may be revised, from time to time, as and when it is revised and announced by Department of Science and Technology, Government of India and approved in accordance with Department of Space, Government of India orders thereto.

(iv) All Scholar activities to be coordinated by the Office of the Dean, PRL.

B.L.8 DISCONTINUANCE OF SCHOLARSHIP

If the progress of a Scholar is found to be unsatisfactory during the course work or later in the Research work, his/her Scholarship at the Laboratory may be discontinued. However, this decision may be made latest by end of two years except for exceptional circumstances.

All Scholar activities to be coordinated by the Office of the Dean, PRL.

B.L.9 TERMS AND CONDITIONS TO REGISTER FOR Ph.D. by PRL Staff Members

An employee of the Laboratory may, on the recommendation of his/her Division/ Area Chairman, subject to the Standard Rules being framed by PRL in line with DOS guidelines on higher education, be allowed for acquiring any additional qualification while in service.

B.L.10 Post-Doctoral Research Programme at PRL

PRL offers Post-Doctoral Fellowship (PDF) for a maximum period of two years for highly motivated young scientists with Ph.D. degree and also those who have submitted their Ph.D. thesis and are waiting for its evaluation and award of degree by course work and research in PRL.

The PDF's shall work in association with a Faculty member of PRL in one of the topics of Research in PRL. The selection in PRL follows an interview by the PDF committee of PRL constituted by the Director or by Internal Peer review by the concerned Division. Number of Scholars admitted as PDFs in PRL in a given year shall be decided by Director PRL based on budgetary support/projections and infrastructure facilities available in PRL. Such admission shall not result in excess of expenditure than that of approved overall layouts. Normally the PDF position is for one year and after a review by the PDF committee at the end of one year, the fellowship may be extended for one more year.

- Fellowship - Department of Space - CSIR norms.
- All Scholar activities shall be coordinated by the Office of the Dean, PRL.

B.L.11 VISITING SCIENTISTS

SCIENTISTS INVITED TO PRL FOR LECTURES AND / OR DISCUSSIONS

Scientists who are invited to PRL to deliver lectures or for discussions will be paid an honorarium. These will include (a) Vikram Professor (b) Ramanathan Professor and (c) Colloquium Speaker/Special Lecture invitee.

The honorarium and other allowance to be paid to visiting Professors and visiting Fellows would be regulated by various OMs issued by the Competent Authority. Honorarium fixed from time-to-time shall be on par with honorarium paid by IIST for Visiting Professor and/or DOS Guidelines.

CHAPTER 3 - ADMINISTRATION - GENERAL

B.L.12 APPOINTMENTS

(a) Opening of Faculty positions will be notified through various modes like the PRL ISRO/DOS website, Science Publications, as a rolling advertisement etc. The received applications will be reviewed by the concerned Scientific Division Chairman and a committee consisting of Senior Faculty Members. Subsequently the recommendations will be submitted to the Director regarding the induction of the candidate as a Faculty Member. The final decision about the induction of the Faculty will be made by the Director in consultation with an appropriate Committee. The Committee's recommendations are placed to the Council and on its approval offer of appointment is made as per the Rules.

'Appropriate committee' to be notified by the Director, PRL with approval of Chairman, PRL Council.

Norms for induction of Faculty members to be defined by the Director, PRL with approval of the Chairman, PRL Council and in consultation with JS/DOS and concurrence of the Secretary/DOS.

(b) Induction for Administrative and Scientific & Technical personnel will be made as per the norms prescribed/derived from DOS/ISRO. Director, PRL may draw induction norms to any posts, if he/she so decides, to the extant Recruitment Rules/ Norms of DOS.

All appointments will have necessary checks pertaining to Medical Examination, Character and antecedents' verification and Security clearance as per the instructions issued by DOS/ISRO from time to time.

All appointments shall have probation for 1 year and quarterly assessments be made. Based on quarterly report the Probation may be curtailed / extended, as the case may be, as per guidelines from time to time by the Department of Space.

Notification of vacancies to be made more wider, viz. PRL/ISRO website, leading National Dailies, and/or Employment Exchange etc.

Number of posts under various categories (Academic and Scientific & Technical) to be operated are as per **annexure**. Proposal for increase in the number of posts shall be subject to approval of Council Chair with recommendation by Director, PRL subject to concurrence of JS/DOS and the Secretary/DOS.

Norms for recruitment of other categories to be strictly as per the DOS norms and no provisions and amendments for deviation to be made, without prior approval of the Department of Space.

B.L.13 PROMOTION

- (a) Scientific & Technical Staff Members Level L 10 and below: - Deputy Secretary DOS Letter No. B.2011/1/2011-V(Vol-II) dated 31/01/2012 with effective date 01/07/2011.
- (b) Administrative Staff members: Deputy Secretary DOS letter No. No. 12019/80/2014-I dated 10/06/2015 and approval of PRL council of Management vide agenda 73.3.1 in its meeting dated 17/06/2015 with effective date 01/07/2015.

(c) Scientific Faculty Members: The procedure followed by PRL for promotion from SD and above level Officers-Scientific Faculty (i.e. erstwhile PB3 of Rs. 15600-39100 with corresponding grade pay of Rs. 6600 and above & presently Level 11) is enumerated below:

i. After completion of minimum residency period of service [5 Years] at Scientists SD/SE (Reader)/Scientist SF (Associate Professor) /Scientist SG(Professor) individual cases are considered by the Director, PRL, for possible promotion with the help of a committee consisting of senior Faculty. However, in exception meritorious cases, a case may be considered after completion of minimum of 4 years' service.

ii Those who are considered as potential cases are requested to submit a work report covering the period from the date when they were last promoted to their present grade.

iii The work report so received is sent to senior Indian and Foreign scientists (if needed) in the respective discipline for their comments and recommendations.

iv Subsequent to this, a committee, constituted by the Director, PRL, with in-house experts as well as external Indian experts (if needed), deliberates the work report and also consider recommendations received [as per paragraph (iii) above] and if found appropriate for promotion by the committee Director, PRL, makes a proposal to the Council of Management of PRL seeking its approval.

Once approved by the Council administrative orders are issued.

All Faculty promotion are effective either from 1st January or 1st July as the case may be.

(b) Technical Faculty Members The procedure followed by PRL for promotion from SD and above level officers/ Technical Faculty (i.e. presently PB3 of Rs. 15600-39100 with corresponding grade pay of Rs. 6600 and above) as enumerated at 1 above shall be followed mutatis mutandis, except that residency as mentioned at (i) above, would be 6 years.

(c) Scientific & Technical Staff members up to Grade pay of 6600: The Staff members shall be governed by ISRO Policy and norms as prescribed by ISRO/DOS on promotion shall be followed in toto in PRL.

(d) Administrative Staff: PRL Council of Management will decide the cadre structure of PRL administrative staff from time to time. Promotion norms for PR will be governed by ISRO/DOS norms as contained in DOS Rules/Norms.

However, based on the norms drawn in Cadre review, the overall powers to operate a post are vested with the Director, PRL; Review and promotion norms of PRL Administrative Staff shall govern in accordance with ISRO/DOS norms.

Cases in Level-14 and above to go to Appointments Committee of Cabinet for approval.

Inclusion of DoPT nominee which shall be drawn either from DAE or DRDO (Reference: B.20011/1/2014-Sec V dated 01/04/2019.)

B.L.14 Deputation of Faculty Members within India and Abroad

Deputation of Faculty members and other staff of PRL abroad:

1. Wherever funding, either partly or fully, is from the Department, approval of Secretary, DOS to be taken.
2. Director, PRL is empowered to approve proposal at no cost to PRL/DOS with concurrence of the Chairman, PRL Council of Management subject to further clearance by MHA under FCRA provisions.

All deputations within India, Director, PRL is empowered to approve subject to DOS guidelines.

(Reference: B.20011/1/2014-Sec V dated 01/04/2019 and PRL notification No. PRL:RO/9.11/2018 dated 28/03/2018)

Deputation to other organisations in India:

All deputation cases of employees to other organisations may be forwarded to DOS for approval, through Chairman, PRL Council of Management.

B.L.15 RULES REGARDING PRIVATE CONSULTANCY

An employee of the Laboratory shall devote his/her whole time to the service of the Laboratory and shall not engage in any other occupation or remunerative commitment, without the permission of the Director. The following rules shall govern the acceptance, by Laboratory employees, of remunerative commitments of academic nature in outside institutions, and private consultancy work: -

- i. Prior permissions of the Director should be obtained in writing before undertaking any such work.
- ii. The undertaking of the work should not interfere with the normal duties at the Laboratory.
- iii. Senior members of the staff (Scientist D & above) should not accept examiner ships (Paper setting and / or evaluation) for examinations below the Post-graduate level. No share of the fees received for examiner ships need be credited to the Laboratory.
- iv. Radio/TV talks and compensation received as actual expenses are exempted from the above decisions.
- v. Employees of the Laboratory who belong to the technical grades may be permitted to accept examiner ship in professional examinations, but they should obtain prior permission of the Director. The permission will in general be given provided the Faculty Member in-charge certifies that such an examiner ship will not interfere with the normal working of the staff members concerned.

Fee/remunerations shall be regulated as per DOS norms.

B.L.16 Tour programme

Laboratory staff who goes out of Head Quarters (Ahmedabad/Mount Abu /Udaipur-Rajasthan) on leave or on tour should inform the office, of the date of departure and date of return. It would be desirable, in case of tours to send a copy of the tour programme to the office.

For combining Leave with tour programme, relevant rules prescribed by the DOS/Government of India would be applicable in toto with prior permission.

Director, PRL shall be the approving authority for obtaining necessary approval of travel. Director, PRL may delegate his powers appropriately to the extant rules. In this regard DOS norms shall be complied with.

B.L.17 (i) Delegation of Powers

(i) In accordance with the powers vested in the Director under the PRL Fundamental Rules, PRL Book of Financial Powers Rules(DOFPRs) he/she may delegate administrative & financial powers to the Registrar and various other functionaries at his/her discretion subject to codal formalities and Vigilance guidelines. The delegation of powers will be as per the various OMs issued by the DOS from time to time.

(ii). Powers delegated by Director PRL to any Staff member of PRL shall not be re-delegated by the staff members to any other officials/officers.

In case of any amendments contrary to above, previous approval of Council has to be sought.

(ii) Appointment of Statutory Auditors:

The various Statute and guidelines on the subject of Appointment of Auditors for the Trust based on Grant in Aid support from the Government, the salient features contained therein, are as under: -

- i) Legal provisions in the Bombay Public Trust Act, 1950 on maintenance of Accounts and their audit; and amendments thereto from time to time.
- ii) The Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971; and
- iii) Rule 236 of GFR 2017 reads as below and other relevant rules:

The statutory auditor shall be appointed in consultation with CAG of India. A list of Auditors from empanelled list of auditors from CAG of India be sought and on examination and compliance of L1 based on bids and/or expression of interest of such auditors, the approval of the Council shall be obtained and referred it to JS/FA DOS for his/her concurrence. The Statutory Auditors so selected shall be appointed, as such, and shall function for 3 Financial Years.

The Auditor appointed as such shall conduct Audit of PRL Employees Provident Fund. Fee shall be paid separately for this by the EPF Board.

B.L.19 Rules & Regulations in respect of the Transit house at PRL, Thaltej, Mount Abu and Udaipur.

Standard Operating Procedures(SOP) for Transit House shall be drawn and notified by the Director in line with DOS Procedure and guidelines. These facilities are primarily for conduct of scientific activities and facilitation thereto.

B.L.20 Provision (i) DOS Conduct Rules (ii) DOS CCA Rules (iii) CCS Rules like FR 56 (j), Leave Rules, Leave Travel Concession Rules, TA Rules as relevant and adopted by DOS from time to time, shall be followed in PRL for all staff members.

SECTION 2: Provision of FR and Bye Laws with delegation at PRL Level

Sl. No	Subject of Matter	
1.	PRL Council of Management	
1.3	Vacancy not to affect the Proceedings	If a vacancy in the office of a member of the Council has occurred, the continuing members shall act as if no vacancy had occurred and the proceeding of the Council shall be regulated as per the quorum defined vide sl.no.(1.7).
1.4	Meetings	Meetings of the Council shall be held ordinarily twice a year, but, compulsorily at least once a year. An extraordinary meeting shall be convened on the written requisition of at least two members of the Council.
1.5	Place of Meeting	Meeting of the Council shall be held at the Laboratory or any other place as decided by the Chairman. Council Meetings shall be held in person by presence of Members and/or by electronic mode: Video Conferencing etc. (Reference: DS_2B-25013 (11)/1/2019-Sec.2 dated 15/04/2019)
1.6	Notice of meeting	Notice of meeting shall be given to members at least <i>seven days</i> before the day of meeting
1.7	Quorum and Procedure	<u>Five members</u> shall form the quorum and all questions shall be decided by a majority of votes of the members present. In the event of a tie, the Chairman shall have a casting vote.
1.8	Adjourned meeting	If there is no quorum at the expiration of fifteen minutes, after the time fixed for a meeting, the meeting stands adjourned. No quorum shall be necessary for a reconvened meeting, which was adjourned earlier for want of quorum. The adjourned meeting shall not be considered as a new meeting.
1.9	Chairman of the Meeting	The Chairman of the Council shall preside over all meetings of the Council. In the absence of the Chairman, in any meeting, the members present shall elect one from among themselves, who shall function as Chairman and preside over only in that particular meeting, subject to fulfilment of quorum.
1.10	Secretary of the Council	The Registrar, PRL shall be the <i>ex-officio</i> Member & Secretary to the Council. He/ She shall be the custodian of records of the Council and shall be responsible for issue of meeting notices for convening all types of meetings, preparation of agenda papers, minutes, action items, follow-ups, closure of action items, preparation of ATR, etc.
1.11	Minutes	The Member Secretary to Council shall keep the draft minutes of meeting of the Council and send a copy of the draft minutes to all members of the Council, as early as possible to the

Sl. No	Subject of Matter	
		<p>address of every member.</p> <p>Actions listed in the draft minutes have to be initiated & action taken report to be presented during the next meeting of the Council under ATR.</p>
1.12	Proceeding of the Meeting	<p>1. Proceeding of all meetings shall be as per the agenda presented by the Member Secretary of the Council.</p> <p>2. Any item, not listed in the agenda, may be taken up for discussion/transaction, with the approval of the Chair.</p> <p>3. Before commencement of business transactions of listed agenda, it is mandatory for the Council to confirm the draft minutes of the previous meeting and present/review the Action Taken Report.</p>
1.13	Committees of the Council	<p>The Council may appoint committee(s) from among its own members or the staff of the Laboratory or ISRO/DOS or leading National Scientific Organisations/Institutes or all, and may assign to such committee such powers and duties as are in accordance with the Rules & Bye Law.</p> <p>Committees here is referred to expert committees constituted from time-to-time for smooth operation of various functions of PRL.</p>
1.14	Advisory committees	<p>The Council may appoint the following three standing advisory committees:</p> <p>1. <u>Finance Committee:</u></p> <p>a. Director, PRL - Chairman</p> <p>b. Additional Secretary / FA, DOS</p> <p>c. Director (Budget), DOS / Director BEA, ISRO HQ</p> <p>d. Head PPEG, PRL</p> <p>e. Registrar, PRL</p> <p>f. Sr. Head/ Head Accounts, PRL –Member Secretary</p> <p>2. <u>Administrative & Legal Advisory Committee</u></p> <p>a. Director, PRL – Chairman</p> <p>b. Joint Secretary, DOS</p> <p>c. Registrar, PRL</p> <p>d. Director (Legal), DOS</p> <p>e. Head P&GA, PRL – Member Secretary</p> <p>3. <u>Infrastructure Planning and Monitoring Advisory Committee</u></p>

Sl. No	Subject of Matter	
		<p>a. Director, PRL – Chairman</p> <p>b. Director, CEPO, ISRO HQ</p> <p>c. Director (Budget) DOS</p> <p>d. Registrar, PRL</p> <p>e. Head PPEG, PRL</p> <p>f. Head CMG, SAC</p> <p>g. Head CMD, PRL – Member Secretary</p> <p>Director (Budget) DOS – vide 77.6 of Minutes of meeting of PRL Council of Management held on 09/03/2018 at ISRO HQs</p> <p>Terms of reference for the above committees shall be suitably framed by Director, PRL and notified to respective committees with the approval of Chairman, PRL Council.</p>
1.15	Orders by the Council not appealable	In view of adoption of DOS Employees (CCA Rules) & CCS Rules – FR & SR of Govt. of India by PRL, provisions contained therein be followed, subject to guidelines by the Department of Space.
1.16	Council's Powers to review	DOS Employees (CCA Rules) contained therein be followed, subject to guidelines by the Department of Space.
1.17	Council shall be the executive body of the Laboratory	
1.18	Bye-Laws	The Council may approve the proposal for amendment of the rules from time-to-time, which shall be in general compliance with & constituent to rule provisions of DOS, for general administration and management of the Laboratory.
1.19	Travel Allowance	<p>1. Department of Space, Government of India rules to be complied with.</p> <p>2. In case, the Chairman/Members of the Council so appointed are not ex-officio Government officials or retired Government officials, the eligibility for travel for such individual shall be fixed as applicable to the Joint Secretary to the Government of India. Else, the individual eligibility will apply. However, for retired Government employees, the eligibility for travel as on the last date of service shall be reckoned with.</p>
2	Scientific & Research Study	
i	Study & Research	The Laboratory is essentially a Centre for Fundamental Research in Astronomy and Astrophysics, Geosciences, Atomic Molecular & Laser Physics, Planetary Sciences, Planetary Explorations, Space and Atmospheric Sciences and Theoretical and Computational Physics.

Sl. No	Subject of Matter	
		<p>Details of the work to be conducted within these broad research areas, the organisation/establishment of different departments/divisions/groups for pursuing these objectives, the course of lectures for research scholars and the lines of further development of the Laboratory and its activities shall be decided by the Director, from time-to-time, in consultation with the Faculty and with other Scientist as may be necessary.</p> <p>“Any new scientific activity may be initiated in the Laboratory’ with the approval of Director, PRL and the same shall be reported in the next meeting of the Council” - subject to that such new Scientific activity does not fall under scope of a ‘New Service’ or ‘ New Instrument of Service’ of DOFPRs wherein the permission of Joint Secretary/Financial Advisor (JS/FA) DOS with concurrence of Secretary DOS shall be obtained.</p>
3	Terms and conditions of service of the staff of the Laboratory	
3.1	Staff of Laboratory	
Director		Head of the Department
<p>The classification of staff pursuing technical and non-technical activities may be mainly categorised as:</p> <ul style="list-style-type: none"> • Scientific & Technical (S&T) Staff - Pursuing scientific, Research & technical activities of the Laboratory. As followed by ISRO/DOS Centre/Units, Medical & Para medical staff, Library staff and personnel deployed for the construction & general maintenance activities are also covered under S&T category. • Administrative Staff – supporting all the administrative activities of the PRL with respect to personnel & general administration, purchase, finance & accounts, stores, etc. as followed by DOS/ISRO. 		
3.2	Appointments	
3.3	Power of Delegation of the Director	
	Power of Delegation of the Director	<p>As per Book of Financial Powers as ‘Head of the Department’</p> <p>Financial powers vested with Director, PRL may be downgrade delegated with the approval of PRL Council based on the need, and in accordance with the PRL Book of Financial Powers rules.</p>
3.4	Appointments	
ii.	Appointment of Scientific/Technical Faculty Position	Made by seeking application from candidates which will be reviewed by concerned Divisional Chairman and duly constituted committee will make recommendations to the Director, PRL for approval. There may be direct recruitment at the level of Scientist/Engineer SC (presently

Sl. No	Subject of Matter	
	(SF & Above)	<p>grade pay 5400/-) on DOS/ISRO Norms.</p> <ul style="list-style-type: none"> • To adopt DOS/ISRO norms for appointments at various levels, defined from time-to-time. • Inclusion of DoPT nominee which shall be drawn either from DAE or DRDO (Reference: B.20011/1/2014-Sc V dated 01/04/2019.) • All appointments in the Pay Matrix levels 14 & above, shall be sent to ACC for final approval by the Department with the approval of Council and Secretary, DOS.
iii.	Appointment of Scientific/Technical Faculty Position (Below SF)	DOS/ISRO norms shall be adopted for all appointments at various levels, defined from time-to-time.
v	Appointment of Scientific/Technical Posts other than the above	<p>DOS/ISRO norms as prescribed from time-to time under relevant application of rules or as decided by the Director, PRL in consultation with the Chairman, Council of Management, PRL.</p> <p>The appointment including recruitment norms or rules will be in accordance with the provisions notified by the Department of Space and modified from time to time.</p>
vi	Appointment of Administrative Posts	The appointment including recruitment norms or recruitment rules will be in accordance with the provisions notified by the DOS and modified from time to time.
v.	Certificate of Physical fitness	For all fresh inductions, the existing procedures followed in DOS may be implemented for assessing medical and other physical fitness.
vi.	Agreement	As per DOS Guidelines/Norms.
vi.	Salary	The Salary/Pay & allowances, for all regular posts, shall be as per the provisions contained in the OM no. F.No.8(4)E-Coord./84 dated 15 th October 1984 issued by the Department of Expenditure, Ministry of Finance, Government of India and amended from time to time by the Government of India.
vii.	Obedience of rules & Regulations	Shall be made part of the document to be signed by the employee during the time of reporting/Joining as per DOS guidelines for all matters including that of disciplinary/vigilance.
viii.	Provident Fund Benefit & rules	<p>PRL, is a scheduled and notified Provident Fund under the PF Act, 1925 by adopting the General Provident Fund Rules, CCS(Pension) Rules and the Contributory Provident Fund Rules.</p> <p>The employees of PRL joined prior to 01/01/2004 are governed by the Contributory Provident Fund or General Provident Fund provisions with CCS (Pension) Rules.</p>

Sl. No	Subject of Matter	
		<p>In addition to the existing provisions</p> <p>4. Regulatory mechanism for personnel joining PRL from 01/01/2004 shall be governed by New Pension Scheme (NPS) vide Gazette Notification F.No.5/7/2003-ECB&PR dated 22.12.2003.</p> <p>5. In case of deputation or transfer from other Govt. organisations, on permanent absorption basis and the past service is continued, option to retain one's original scheme of Provident Fund is to be given to the extant rules.</p>
xi	Detention on Sundays & Laboratory Holidays	In line with norms followed in ISRO/DOS.
x	OT and other allowances	OT & other allowances shall be payable to only eligible staff members of PRL in compliance with DOS orders on the subject matter.
3.5	Leave Rules	
i	All types of Leaves (except Sabbatical leave)	All types of leaves except sabbatical leave will be governed by the application of DOS Rules
ii	Sabbatical Leave	1. Scheme as per Annexure-1, subject to condition that the proposal for deputation abroad shall be approved by Secretary, DOS.
iii	Leave Encashment	Shall be in compliance with CCS Rules & DOS guidelines from time-to-time.
3.6	Discipline	
i	Discipline	DOS procedure of disciplinary actions will be adopted for this purpose.
ii.	Order of discharge or dismissal	DOS procedure of disciplinary/vigilance actions will be adopted for this purpose.
3.7	Tenure & Extension	
a	Period of Service	<p>4. Service extension beyond stipulated superannuating age is applicable to Scientific, Technical and Academic Staff.</p> <p>5. Proposal for extension should be generated under the review and recommendations of the</p>

Sl. No	Subject of Matter	
		<p>Council and approval of by Secretary/DOS.</p> <p>All extensions of tenure/service extension for posts for which approval of ACC is sought shall be considered with the approval of ACC. The procedure may be in line with DoPT OM No.26012/8/2011- Estt.(A) dated 16.5.2011. (Reference: B.20011/1/2014-Sec V dated 01/04/2019).</p>
3.7	Termination of contract	
i.	Academic staff	Shall be as per the provisions contained in DOS norms on the subject matter.
iii.	Curtailment of period of notice: Notwithstanding anything contained in 3.5 (i) & (ii)	
a	Curtailment of period of notice	Shall be as per the provisions contained in DOS norms on the subject matter.
b	Curtailment of period of notice	Shall be as per the provisions contained in DOS norms on the subject matter.
iv	Leave on termination of service	Shall be as per the provisions contained in DOS norms on the subject matter.
3.8	Emoluments & allowances	
	Emoluments & allowances	Shall be as per the provisions contained in DOS norms on the subject matter.
3.9	The Travelling & Daily Allowance Rules	
i.	Travelling allowances to member s of the Council Framed under Bye-Law 10.2.1	<p>Daily allowances to Chairman and Member on tour will be regulated as under:</p> <ol style="list-style-type: none"> Members, who are serving as employees of Government of India shall be regulated as per the Government of India rules as per the individual eligibility. Members, who are retired employees of Government of India, shall be regulated as per the Government of India rules as per the individual eligibility as on the last date of his/her service in Government of India. Members/Chairman, who are neither serving as employees of Government of India or retired from service of Government of India, the eligibility may be reckoned at the level of the Joint Secretary to the Government of India.
ii.	Travelling and daily allowances for PRL	As per DOS guidelines, amended from time to time shall be applicable to PRL.

Sl. No	Subject of Matter	
	employees	
3.10	Leave Travel Concession Scheme	
i.	LTC with effect from Jan 01, 1972	To be governed by Government of India LTC rules amended from time-to-time.
3.11	PRL Contributory Health Service Scheme	
i.	Detailed scheme approved by Council on 21-2-77 & 10-09-77 and supplementary rules on 9-2-78	The existing Contributory Health Service scheme [as applicable to DAE/DOS], modified as per Annexure-C, shall be applicable.
3.12	Gratuity Scheme	
	Approved by the Council on 12-6-71	In accordance with CCS Pension Rules, 1972 for employees covered under General Provident Fund and Contributory Provident Fund, and Government of India Rules to be adopted and followed in Department of Space, as amended from time to time, in respect of NPS.
3.13	Deposit linked Insurance Scheme	
	Approved by the Council on 9-2-1978	As adopted and operated by Life Insurance Corporation in line with GOI provisions in vogue.
3.14	Deputation to other organisations	All deputation cases of employees to other organisations may be forwarded to DOS for approval, through Chairman, PRL Council of Management.
4	Duties and Functions of officers of the Laboratory	
4.1	Duties of the Director	
i.	Business of the Laboratory	It shall be the duty of the Director to carry on the work of the Laboratory under the directions of the Council with the Rules and Bylaws of the Administration and Management of the Laboratory. In case of an emergency, he/she may take such action as may be necessary. Action taken on emergencies cases shall be reported to Chairman, Council under intimation to Secretary, DOS
ii.	Direction & control of the staff	All members of the staff of the laboratory shall be under the general control of the Director, who shall issue standing orders from time-to-time.

Sl. No	Subject of Matter	
iii.	Sanction of expenditure	In accordance with DOS Purchase Manual -2015 & DOS Book of Financial Powers as adopted by PRL on <i>mutatis-mutandis</i> by the Council, PRL.
iv.	Supervision of Work	The Director or his/her nominee shall exercise general supervision over the programme of work and Research projects of laboratory.
v.	Co-ordination of work	The Director may call for general plan of work of each Department / Division/ Group / Section of the Laboratory at the beginning of each year and at any other time he/she may consider necessary and co-ordinate the work of the various Departments / Divisions/ Groups / Sections in the Laboratory.
vi.	Annual report	<p>The Director shall submit the Annual Report of the Laboratory to the Council by the end of August/September of each year. The Director shall submit the Annual Report and Executive summary of the Laboratory to the Department of Space.</p> <p>The said Annual report along with audited Statement of Accounts be laid on the Table of the both houses of the Parliament to the extant guidelines.</p>
4.2	Duties of Faculty members	
i.	Academic Faculty	<p>Recommendations:</p> <p>Duties of Academic Faculty members to be defined and concurred by the Council.</p>
ii.	Sanction for Research Proposal'	All new schemes of research to be conducted at the Laboratory, which may involve any expenditure, shall be submitted to the Director for sanction. Review and approval cycle for new proposals to be defined and no 'New Service' and/or 'New Instrument of Service' without approval of the Council and concurrence of JS/FA, DOS and Secretary/DOS.
4.3	Duties of the Officer designated by the Director	
5	Honorary Fellows, Professors Emeritus, Temporary Members	
i.	Professor/Emeritus Scientists	<ol style="list-style-type: none"> 1. PRL to submit the scheme to DOS for approval. 2. It shall be as per the scheme and norms of DOS/ISRO.
ii.	Honorary Fellows/Scientists	
iii.	Temporary Member	<ol style="list-style-type: none"> 1. To be linked with the DOS Scheme for Professors/Chairs/Consultants. 2. The honorarium as per DOS/ISRO scheme. 3. Sitting fees for honorary fellows to be in-line with DOS guidelines.
6	Admissions of Scholar s & Post-Doctoral Fellows to the Laboratory	

Sl. No	Subject of Matter	
i.	Applications	1. Induction of JRF/PDF will be as per DOS/ISRO Norms.
ii.	Admission	2. Number of seat to be operated under PDF/JRF at any given point of time to be decided by the Director, PRL.
7	Attendance at Workshops, Examiner ship, etc.	
i.	Attendance at Scientific Conference / Workshops / Seminars	<p>The procedural guideline to facilitate the deputation of PRL Faculty/ Scientific & Technical members shall be as follows: -</p> <ol style="list-style-type: none"> 1. There will be a proposal from the Individual Faculty member for participation in conference/ seminar/ workshop of repute or collaborative project/ programme /scientific discussion etc. The intended visit should have direct connection of the Faculty for the Scientific endeavour being pursued by them in PRL and the participation should have significant contributions to overall progress of PRL's Scientific Mandate 2. The detailed proposal in the prescribed proforma shall be submitted to the concerned area Chairman. The proposal will be comprehensive in nature giving full details for funding required from PRL or provided from other agencies. 3. The Area Chairman after scrutiny of the proposal will forward his recommendations to the Director, PRL. 4. The Area Chairman will also comment/restrict/recommend in terms of the financial implications involved within overall yearly budgetary limits sanctioned to the Division. 5. The Director, PRL will consider the above recommendations and accord his approval or otherwise. 6. Accordingly, the deputation order will be issued regulating the deputation as per the guidelines for daily allowance and accommodation applicable for the country to be visited on receipt of approval from Chairman, PRL Council and by Secretary, DOS for cases involving foreign deputation. 7. DOS permission will be sought for visit of any Faculty to the counties where specific stipulations are issued by Ministry of External Affairs/Home Affairs/DOS.
ii.	Technical & Administrative Staff	Same as above
iii.	Contributions to scientific Periodicals	<p>Payment of publication charges made specific in the revised rules.</p> <p>Prior approval of Director, PRL shall be obtained for all such proposals.</p>
iv.	Extra Mural Lectures	<p>Approval of Director, PRL or member staff approved by him/her, prior accepting the proposal for giving invited lectures, has been relaxed in the revised rules proposed.</p> <p>To be treated as in 7.i above.</p>

Sl. No	Subject of Matter	
v.	Examiners	Approval of Director, PRL or member staff approved by him/her, prior accepting the proposal for giving invited lectures, has been relaxed in the revised rules proposed 1. Prior approval of Director, PRL shall be obtained for all such proposals. 2. Fee/honorarium payment shall be regulated as per DOS guidelines/norms.
9	Finance & Accounts	
i.	Accounts	The Head Accounts OR the Senior most person heading the Accounts department shall be responsible for the accounts of the Laboratory. He shall also perform the duties of the Internal Financial Advisor (IFA)
ii.	Receipts	All moneys received for or on behalf of the Laboratory shall be placed in the current or fixed deposits account with a scheduled bank in the name of the Laboratory.
iii.	Payment	Payments made by or on behalf of the Institute exceeding a sum to be fixed from time to time shall ordinarily be made by cheque/e-transfer. All cheques shall be signed by any two officers as nominated by the Director. DOS guidelines in compliance with PFMS, GFR 2017; Book of Financial Powers/ CVC guidelines shall be adopted/followed.
iv.	Budget estimates	The budget estimates for the ensuing financial year and the revised estimates for the current financial year shall be considered to be vetted by the Finance Committee and finalised by the Council in accordance with DOS guidelines.
v.	Endorsements	ISRO/DOS guidelines.
vi.	Permanent Advance	ISRO/DOS guidelines.
10	Appeals	
i	Appeals	As per ISRO/DOS guidelines.
ii.	Consideration of appeals	
iii.	Implementation of orders in appeal	
iv.	Orders by the Council not appealable	
v.	Councils Power to review	

Sl. No	Subject of Matter	
vi.	Review of orders in disciplinary cases	
vii.	Pay and allowanced on acquittal	
11	Others	
	Others	Any matter, which is not included/covered in these rules shall be governed by applicable DOS rules

Section 3: Provisions of FR and Bye-Laws with Delegation at DOS Level

1.	PRL Council of Management	
1.1	Constitution of Council	<p>The Council shall consist of 9 members</p> <ol style="list-style-type: none"> 1 Chairman, PRL Council of Management (Nominee of Govt. of India) Chairman, ISRO/Secretary, DOS 3. Additional Secretary, DOS 4. Nominee, Ahmedabad Education Society 5. Nominee, Karmakshetra Education Foundation 6. Nominee of the Govt. of Gujarat-Secretary, Dept. of Higher & Tech. Education) 7. Director, PRL (Ex-Officio) 8. Registrar, PRL (Ex-Officio) 9. One eminent Scientist/Academician may be inducted into the Council as additional member. <p>Secretary DOS has been identified as an authority to approve appointment/ nomination of Chairman/Members of the Council.</p> <p>The Council shall elect its own Chairman from among its members, other than the Director, PRL.</p> <p>(Reference: B.20011/1/2014-Sec V dated 09/03/2018.</p>
1.2	Vacancies in Council	<p>Whenever a vacancy occurs in the office of a member secretary of Council due to death, resignation, or any other cause, the Member Secretary shall, so as possible, notify the vacancy to the <u>authority concerned</u> requesting it to nominate a member to fill the vacancy</p> <p>Secretary, DOS has been identified as an authority for the purpose.</p>
3.2	Appointments	
a	Appointment of Director	<p>The appointment of the Director shall be made by invitation by the Council through a Search Committee with the approval and as per the rules of Department of Space.</p> <ol style="list-style-type: none"> 1. Recruitment Rules for the post of Director, PRL as notified by DOS.

		<p>2. Recommendations of Search & Selection committee to be considered by DOS.</p> <p>3. DOS to submit the proposal to ACC for approval.</p>
3.4	Appointments	
i	Appointment of Officiating Director or Officiating Director	<p>Notwithstanding anything containing in rule 3.2 (a), the Council may appoint a person to officiate as Director in absence of the Director appointed under rule 3.2 (a). The Council may also make an officiating appointment of Director in a vacancy of the office of the Director. Every appointment under this rule shall be for a period not exceeding one year at a time. An officiating Director shall discharge only such of the duties and functions vesting in the Director as may be sanctioned by the Council from time-to-time and the Council may impose conditions and restrictions as to any such duty or function by the officiating Director.</p> <p>Officiating Director shall be appointed as under:</p> <p>1. Under the recommendation of Chairman, Council and Secretary, DOS.</p> <p>Department will submit the proposal to ACC for approval.</p>
ii.	Appointment of Scientific/Technical Faculty Position (SF & Above)	<p>Be made by seeking application from candidates which will be reviewed by concerned Divisional Chairman and duly constituted committee will make recommendations to the Director, PRL for approval. There may be direct recruitment at the level of Scientist/Engineer SC (presently grade pay 5400/-) on DOS/ISRO Norms. Existing review system to continue subject to outcome of the Committee constituted vide SC/CH/A.22/105/2019 dated 17/05/2019.</p> <ul style="list-style-type: none"> • Recommended to adopt DOS/ISRO norms for appointments at various levels, defined from time-to-time. • Inclusion of DoPT nominee which shall be drawn either from DAE or DRDO (Reference: B.20011/1/2014-Sc V dated 01/04/2019.) • All appointments in the Pay Matrix levels 14 & above, shall be sent to ACC for final approval by the Department with the approval of Council and Secretary, DOS. <p>2. Under the recommendation of Chairman, Council and Secretary, DOS.</p> <p>Department will submit the proposal to ACC for approval.</p>
iv	Appointment of Registrar	<p>Recruitment Norms or Recruitment Rules shall be notified in consultation with the Council and concurrence of JS/DOS and the Secretary, DOS.</p> <p>Recruitment Norms or Recruitment Rules for Registrar shall be approved by DOS/Government of India under the recommendation of PRL Council.</p>

3.5	Leave Rules	
ii	Sabbatical Leave	Scheme as per Annexure-1, subject to condition that the proposal for deputation abroad shall be approved by Secretary, DOS.
3.7	Tenure & Extension (earlier termed at Tenure of Appointment)	
b	Extension	Recommendations: The provision may be read as: 1. Service extension beyond stipulated superannuating age is applicable to S & T staff. 2. Proposal for extension should be generated under the review and recommendations of the Council and approval of Secretary. 3. Department to submit the proposal of service extension to GOI for approval of ACC.
7	Attendance at Workshops, Examiner ship, etc.	
i.	Attendance at Scientific Conference / Workshops / Seminars	Recommendations: <ul style="list-style-type: none"> All cases involving foreign deputation, needs to be approved by Secretary, DOS. All cases involving foreign deputation to select few countries, needing specific approval of Ministry of External Affairs, to be approved by Secretary, DOS.
ii.	Technical & Administrative Staff	Same as above
iv.	Extra Mural Lectures	<ul style="list-style-type: none"> All cases involving foreign deputation, needs to be approved by Secretary, DOS. All cases involving foreign deputation to select few countries, needing specific approval of Ministry of External Affairs, to be approved by Secretary, DOS.
10	Alteration of Rules	
	Alteration of rules	Secretary, DOS may be the authority to approve the alteration of rules and appointment of Chairman of PRL Council.

Section 4: Provision of FR and Bye-Laws with Delegations at Government of India Level

Sl. No	Subject of Matter	Old Norms (Fundamental Rules book 1978 and Standing Orders & Subsidiary Rules book - 1975)	Revised Norms	Recommendations of the committee on Variations /Changes / Observations
3.2	Appointments			
a	Appointment of Director	1. Recruitment Rules for the post of Director, PRL. 2. Recommendations of the Search and Selection Committee should be submitted to the Appointments Committee of the Cabinet (ACC) for approval, after seeking internal approvals of Council Chairman and Secretary, DOS.		
3.4	Appointments			
i	Appointment of Officiating Director	Officiating Director shall be appointed as under: 1. Under the recommendation of Chairman, Council and Secretary, DOS. 2. With the approval of ACC.		
ii.	Appointment of Scientific/Technical Faculty Position (SF & Above)	will be made by seeking application from candidates which will be reviewed by concerned Divisional Chairman and duly constituted committee will make recommendations to the Director, PRL for approval. There may be direct recruitment at the level of Scientist/Engineer SC (presently grade pay 5400/-) on DOS/ISRO Norms. <ul style="list-style-type: none"> • All appointments in the Pay Matrix levels 14 & above, shall be approved by ACC. • Recommended to adopt DOS/ISRO norms for appointments at various levels, defined from time-to-time. • Inclusion of DoPT nominee which shall be drawn either from DAE or DRDO (Reference: B.20011/1/2014-Sec V dated 01/04/2019.) 		
3.7	Tenure & Extension (earlier termed at Tenure of Appointment)			
b	Extension of Service	1. Service extension beyond stipulated superannuating age is applicable to Scientific, Technical and Academic Staff. 2. Proposal for extension should be generated under the review and recommendations of the Council and approval of the Secretary/DOS. 3. All cases of service, as applicable, extension shall be approved by ACC. 4. As regard Extension of tenure/Service Extension for posts for which approval of ACC is sought,		

Sl. No	Subject of Matter	Old Norms (Fundamental Rules book 1978 and Standing Orders & Subsidiary Rules book - 1975)	Revised Norms	Recommendations of the committee on Variations /Changes / Observations
		<p>may be considered with the approval of ACC. The procedure may be in line with DoPT OM No. 26012/8/2011-Estt (A) dated 16/05/2011.</p> <p>(Reference: B.20011/1/2014-Sec V dated 01/04/2019.)</p>		
	Deputation of employees abroad	All those cases which needs specific approval under the provisions of Foreign Contribution Regulation Act will be submitted to Ministry of Home Affairs, Government of India		