

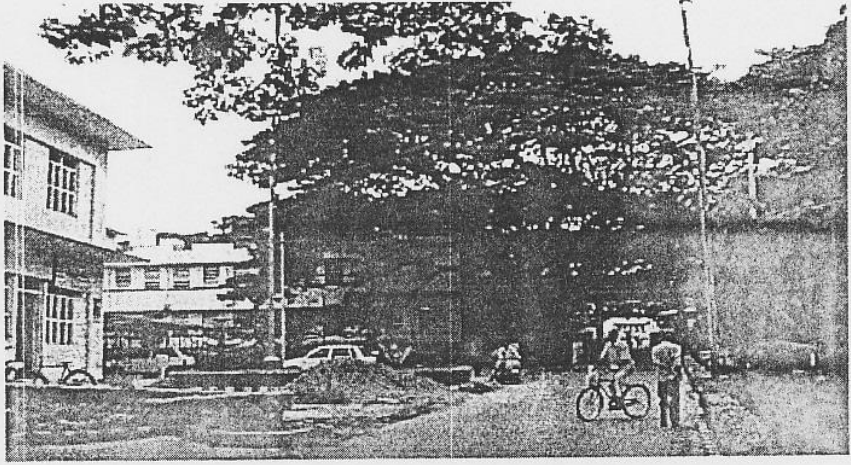
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Government of Karnataka

**SHANTHABAI DEVARAO SHIVARAM TUBERCULOSIS RESEARCH CENTRE
AND
RAJIV GANDHI INSTITUTE OF CHEST DISEASES**

Hosur Road, Dharmaram College Post,
Bangalore-560 029

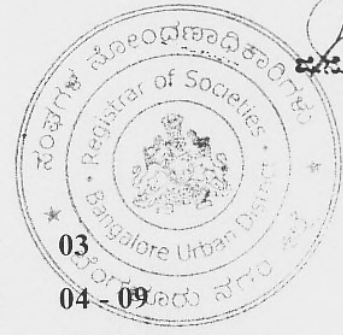



**MEMORANDUM OF ASSOCIATION
RULES AND REGULATIONS
AND
BYE - LAWS**


DIRECTOR
S.D.S. TB & R.G.I. C.D.
Hosur Road ,

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 BANGALORE - 29

**SDS TUBERCULOSIS RESEARCH CENTRE
AND
RAJIV GANDHI INSTITUTE OF CHEST DISEASES**

HISTORY OF THE HOSPITAL

The hospital in the earlier days was established in an airy campus having a small hospital situated in the outskirts of the city on Magadi Road, where Tuberculosis patients were admitted and treated. To cater the need of Tuberculosis patients, the then Maharaja of Mysore accorded sanction for the establishment of Tuberculosis Sanatorium during 1944 and allotted the vast land at Byrasandra and Siddapura villages of Uttarahalli Hobli of Bangalore south Taluk.

At that time, Late Sri. Devarao Shivaram, a business magnet of Bangalore City came forward to pay Rs.1.00 lakhs as donation for the construction of hospital in the name of his beloved wife Smt. Shanthabai. Soon after the Government's decision for the establishment of T.B. Sanatorium, the Deewan of Mysore Sir.M.Mirza Ismail identified the site for the construction of T.B. Sanatorium building. Famous architect Mr.Koenz Burger prepared a boat shaped plan for the hospital building with a view that enough fresh air and sunlight might penetrate every corner of the building.

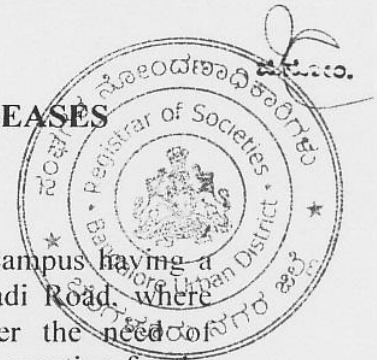
The foundation stone was laid by the then Maharaja of Mysore Sri. Jayachamarajendra Wodeyar on 11th December 1944. The hospital construction was completed with in a span of four years at a cost of Rs.3.5 lakhs and the same was declared open to the general public by the then Maharaja of Mysore Sri. Jayachamarajendra Wodeyar on 30th January 1948 with a capacity of 50 beds. This hospital was named as Smt. Shanthabai Devarao Shivaram Tuberculosis Sanatorium.

During 1957 this hospital was attached to Bangalore Medical College, Bangalore, as a Teaching Hospital to impart training to under-graduate and post-graduate students in the Department of Tuberculosis and Chest Diseases and Department of Cardio Thoracic Surgery.

Later with the addition of these departments this hospital was named as SDS TUBERCULOSIS RESEARCH CENTRE AND Chest Diseases Hospital. At present, with the commissioning of a new building and to provide maximum facilities to the patients of Tuberculosis and Chest Diseases. The Government has renamed it as **SDS TUBERCULOSIS RESEARCH CENTRE AND RAJIV GANDHI INSTITUTE OF CHEST DISEASES.**



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MEMORANDUM OF ASSOCIATION

SDS TUBERCULOSIS RESEARCH CENTRE
AND
RAJIV GANDHI INSTITUTE OF CHEST DISEASES
Hosur Road, Bangalore



* * * * *

1. NAME OF THE INSTITUTION:

The name of the Institution shall be SHANTHABAI DEVARAO SHIVARAM TUBERCULOSIS RESEARCH CENTRE & **RAJIV GANDHI INSTITUTE OF CHEST DISEASES. (SDS TRC & RGICD)**

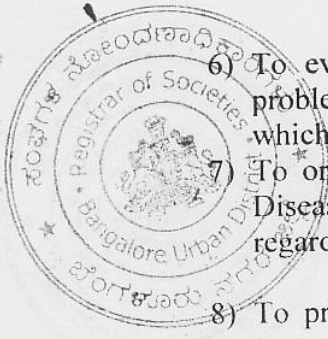
2. THE REGISTERED OFFICE OF THE INSTITUTE:

The registered office of the institute shall be situated at the SHANTHABAI DEVARAO SHIVARAM TUBERCULOSIS RESEARCH CENTRE & **RAJIV GANDHI INSTITUTE OF CHEST DISEASES, (SDS TRC & RGICD)** Hosur Road, Bangalore-560029.


3. THE OBJECTS OF THE INSTITUTE:

- 1) To achieve the full development of the Institute in to an advanced centre for Chest Diseases relief, research and training;
- 2) To plan and develop the Institute into an advanced centre for the comprehensive care of the Thoracic patients, research in the field of Tuberculosis and Chest Diseases and training of Medical and Para-Medical personnel.
- 3) To take over and manage the SDS TRC & RGICD, Hosur Road, Bangalore. However all teaching staff of this institute will be utilized for Undergraduate and Post Graduate training program of the Bangalore Medical College & Research Institute, Bangalore for MCI purposes and to avoid duplication of the departments at BMCRI.
- 4) To provide for total and comprehensive care of Chest Diseases patients.
- 5) To take such measures as may be necessary for the control and prevention of Chest Disease among the people.

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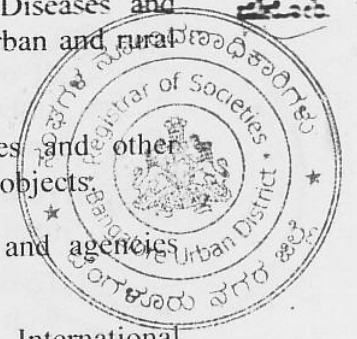




- 6) To evolve, organize and supervise programmes to detect the chest problems, educate the public regarding the control of various diseases which are prevalent in our country.
- 7) To organize screening programmes for the detection of TB & Chest Disease in the vulnerable groups of the population, educating the public regarding the prevention of the disease.
- 8) To promote collaborative efforts between the Institute and all health care organizations and Institutions, all voluntary social and service organizations and Institutions engaged in the care of the TB & Chest disease patients.
- 9) To offer consultative services to other hospitals, nursing homes, General practitioners and other peripheral health care units.
- 10) To support, organize and encourage clinical and basic research programmes relating to the diagnosis and treatment of TB & Chest diseases.
- 11) To organize teaching and training of Medical under-graduates and post-graduates in the science of diagnosis treatment rehabilitation and research in TB & Chest Diseases and Thoracic Surgery with stress on prevention of Chest Disease in the community.
- 12) To provide for Under-graduate and Post-graduate teaching and to prescribe courses and curricula in TB & Chest Medicine and Thoracic Surgery.
- 13) To maintain books, Journals and other literature on Tuberculosis and Chest Diseases and other allied subjects.
- 14) To support, organize & encourage scientific meetings, seminars, symposia and workshops.
- 15) To institute prizes, awards, scholarships, travel grants, research grants and stipends in the furtherance of the objects of the Institute.
- 16) To provide for publication of journals, research papers, public educational leaflets, brochures, handbooks and text books on various aspects of TB & Chest Diseases and Thoracic Surgery.
- 17) To educate the public on all aspects relating to the causation control and prevention of some of the Chest Diseases.



DIRECTOR
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Hosur Road,

- 18) To organize and/or to promote exhibitions on Chest Diseases and control and preventive measures to be adopted both in urban and rural areas.
- 19) To invite representatives of Governments, Universities and other Organisations of Indian and foreign countries to fulfill the objects.
- 20) To develop fruitful inter-relationship with Institutions and agencies within India.
- 21) To develop Co-operative efforts with National & International Institutions or agencies engaged in similar work and objectives and establish lines of communication for interchange of expertise, personnel, material and data.
- 22) To create administrative, technical, ministerial and other posts in the Institute and to make appointments thereto in accordance with rules and regulations governing the Institute.
- 23) To appoint and hire services or to discharge/ terminate the services of the personnel and pay them salaries, wages, gratuities, provident fund and other allowances or remuneration in accordance with the rules and regulations of the Institute and Bye-laws of the institute framed by the Governing Council from time to time.
- 24) To accept grants of money, securities and properties of any kind on such terms as may be expedient.
- 25) To invest and deal with funds and money of the Institute.
- 26) To raise from Banks or any other financier or public or private undertakings loans and advances with or without securities.
- 27) To issue appeals and apply for money and funds in the furtherance of the objects of the Institute and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors as the institute may consider fit and proper.
- 28) To acquire and hold by gift, purchase, exchange, lease, hire or otherwise howsoever any property movable or immovable which may be necessary or convenient for the purpose of the institute and to build, construct, improve, alter, demolish and repair such buildings, works and constructions as may be necessary for carrying out the objects of the Institute.




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 Hosur Road,
 BANGALORE




29) To sell, mortgage lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable of the institute for the furtherance of its objects or any of them subject to the prior approval of the Government of Karnataka;

30) To accept and undertake the management of any endowment or trust fund or donation to further the objectives of the Institute;

31) To do all such other lawful acts and things either alone or in conjunction with other organizations or persons as the Institute may consider necessary, incidental or conducive to the above mentioned objectives or any of them.

4. GOVERNING COUNCIL:

The administration of the Institute shall be vested in the Governing Council. The composition of the Governing Council shall be:

Sl.No	Name	Address		Occupation
1)	The Hon'ble Chief Minister of Karnataka	Vidhana Soudha Bangalore	Chairman	Chief Minister
2)	The Hon'ble Minister for Medical Education	Vidhana Soudha Bangalore	Co-Chairman	MME
3)	The Principal Secretary / Secretary to Government, Medical Education Department	Vidhana Soudha Bangalore	Member	Government Service
4)	The Principal Secretary / Secretary to Government, Finance Department.	Vidhana Soudha Bangalore	Member	Government Service
5)	The Principal Secretary, Health & Family Welfare Department.	Vidhana Soudha Bangalore	Member	Government Service
6)	The Director, Health & Family Welfare Services, Bangalore	Ananda Rao Circle, Bangalore	Member	Government Service
7)	The Director for Medical Education, Bangalore	Ananda Rao Circle, Bangalore	Member	Government Service
8)	3 Members to be nominated by the Chairman in consultation with the Director			
9)	The Director SDS TRC & RGICD, Bangalore	Hosur Road, Dharmaram college Post, Bangalore-29	Member Secretary	Government Service

DIRECTOR
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Hosur Road,
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5. AMENDMENTS TO MEMORANDUM OF ASSOCIATION:

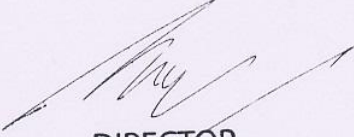
Any amendments in the Memorandum of Association pertaining to the composition of Governing Council and other articles of the Memorandum of Association shall be subject to the approval of the Government.

**6. INCOME OF THE ASSOCIATION:**

The Income of the Association shall not be distributed among the members. It will be used for the objectives of the Association.

7. Correspondent:

The Member Secretary of the Association shall be the correspondent in all matters with the Registrar of Societies.









 DIRECTOR
 S.D.S. TB & R.G.I. C.D.
 Hosur Road,
 BANGALORE - 29

S.D.S. Tuberculosis & Rajin
 Gardis Tuberculosis Club
 Memorandum of Assn
 ಸಂಖ್ಯೆ : 23/9/09
 ದಿನಾಂಕ : 67/09-10
 ಸಂಖ್ಯೆ : 67
 ದಿನಾಂಕ : 23/9/09
 ದಿನಾಂಕ : 23/9/09

ಸಂಘಗಳ ನೋಂದಣಾಧಿಕಾರಿಗಳು
 ಬೆಂಗಳೂರು ನಗರ ಜಿಲ್ಲೆ.



SUBSCRIBERS TO THE MEMORANDUM OF ASSOCIATION

<p>1) Principal Secretary to Government, Health & Family Welfare Dept - Medical Education Vidhana Soudha, Bangalore-560 001</p>	<p><i>V. Umesh</i> V. UMESH IAS, Principal Secretary to Government, Health & Family Welfare Department (Medical Education) Government of Karnataka</p>	
<p>2) Principal Secretary to Government, Finance Department, Vidhana Soudha, Bangalore-560 001</p>	<p><i>M. R. S. Prasad</i> M. R. S. PRASAD Principal Secretary to Government, Finance Department, Vidhana Soudha, Bangalore-560 001</p>	
<p>3) Principal Secretary to Government Health & Family Welfare Department, Vidhana Soudha, Bangalore-560 001</p>	<p><i>J. R. Perumal</i> (J. R. PERUMAL) Principal Secretary to Govern Health & Family Welfare Depar.</p>	
<p>4) Principal Secretary to Government, Social Welfare Department, Vikasa Soudha, Bangalore-560 001</p>	<p><i>E. Venkataiah</i> E. VENKATAIAH Secretary to Government Social Welfare Department</p>	
<p>5) Director Medical Education in Karnataka, Ananda Rao Circle, Bangalore</p>	<p><i>A. R. Anuradha</i> A. R. ANURADHA DIRECTOR OF MEDICAL EDUCATION BANGALORE.</p>	
<p>6) Director Health & Family Welfare Services Ananda Rao Circle, Bangalore</p>	<p><i>P. Hanuatha</i> P. HANUATHA Director, Health & F. W. Services BANGALORE</p>	
<p>7) Director SDS TRC & RGICD Hosur Road, Bangalore</p>	<p><i>Dr. Shashidhan</i> Dr. SHASHIDHAN S.D.S. H. BAN</p>	

Correspondent: The Director of the institute shall be the correspondent in all matters the Registrar of Societies.

[Signature]
DIRECTOR
S.D.S. TB & R.G.I. C.D.
Hosur Road,
BANGALORE - 29



ದಸ್ತಾವೇಶ ಸಂಖ್ಯೆ 64/09-10
ಬೆಂಗಳೂರು ನಗರ ಜಿಲ್ಲೆ

ಬ.ಸೋಂ.

ಸಂಘದ ಹೆಸರು: SPS Tuberculosis Research Centre Rajiv
ದಾಖಲಿಸಿದ ದಿನಾಂಕ: 23/9/09
ಪುನರಾವೇಶ ದಿನಾಂಕ: 64/09-10
ನೋಂದಣೆ ಸಂಖ್ಯೆ: 64
ರಜಿಸ್ಟ್ರಾರ್‌ನಲ್ಲಿ ಕ್ರಮಿಸಿದ ದಿನಾಂಕ: 23/9/09
ವಿಲೇಯದ ದಿನಾಂಕ: 23/9/09
ದಿನಾಂಕ: 23/9/09

ಸಂಘಗಳ ನೋಂದಣಾಧಿಕಾರಿಗಳು
ಬೆಂಗಳೂರು ನಗರ ಜಿಲ್ಲೆ.

**RULES AND REGULATIONS
OF
SDS TUBERCULOSIS RESEARCH CENTRE
AND
RAJIV GANDHI INSTITUTE OF CHEST DISEASES,
Hosur Road, Bangalore-560029.**




1. **Title:**

These rules and regulations shall be called the "SDS TRC & RGICD" Rules and Regulations, 2009.

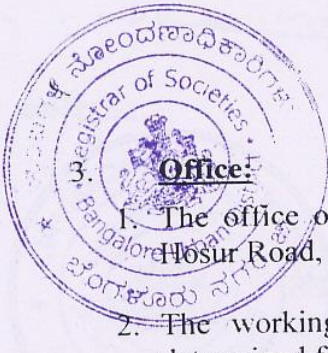
2. **Definition:**

In these rules and regulations, unless there is anything repugnant to the subject or context;

- a. 'ACT' means the Karnataka Societies Registration act 1960 (Karnataka Act 17 of 1960)
- b. 'CHAIRMAN' means the Chairman of the Governing Council.
- c. 'CO-CHAIRMAN' means the Co-Chairman of the Governing Council.
- d. 'GOVERNING COUNCIL' means the Governing Council of the Institute.
- e. 'STATE GOVERNMENT' means the Government of Karnataka.
- f. 'DIRECTOR' means the Director of the Institute.
- g. 'INSTITUTE' means the SDS TB & Rajiv Gandhi Institute of Chest Diseases, Hosur Road, Bangalore.
- h. 'MEETING' means a meeting of the Governing Council.
- i. 'MEMBER' means a member of the Governing Council.
- j. 'REPRESENTATIVE OF THE GOVERNMENT' means a member of Governing Council Sl. No. c, d, e, f, g & h of clause 4 of the Memorandum
- k. 'SOCIETY' means the SDS TB & Rajiv Gandhi Institute of Chest Diseases, Hosur Road, Bangalore.
- l. 'YEAR' means the year ending 31st March.


**DIRECTOR
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Hosur Road ,
RANGALORE - 29**


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1. The office of the Institute shall be at SDS TRC & RGICD, Near NIMHANS, Hosur Road, Dharmaram College Post, Bangalore.

2. The working hours of the Institute shall be as per requirements and determined from time to time by the Governing Council.

4. **Authorities of the Institute:**

The following shall be the authorities of the Institute.

1. The Governing Council.
2. Such other authorities as may be appointed by the Governing Council from time to time.

5. **The Governing Council:**

1. The composition of the Governing Council shall be as prescribed in Para 4 of the Memorandum of Association;
2. The Members nominated by the State Government shall hold office during the pleasure of the State Government and the other members shall hold office for a period of three years – Provided that: -
 - a. Members appointed by virtue of their office shall cease to be members when they cease to hold such office;
 - b. A member shall cease to hold office if he resigns or become of unsound mind or is adjudged an insolvent or is convicted of a criminal offence involving moral turpitude

6. **Meetings:**

1. The Institute shall hold an Annual General Meeting each year in the month of June.
2. The business for transaction at the annual general meeting
 - a. Confirmation of the minutes of the Previous General meetings;
 - b. Consideration & approval of the Annual Report on the management of the Institute for the preceding year, together with audited copy of the Balance Sheet, Income & Expenditure Statement and the Auditor's Report;
 - c. Appointment of Auditors;
 - d. Consideration of any matter or matters brought before it with the permission of the Chairman;



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3. The Institute may also hold special general meetings whenever the Chairman thinks it necessary to convene or whenever a requisition in this behalf is made as provided in sub-section(3) of Section 11 of the Karnataka Societies Registration Act 1960.

4. **NOTICE:**

- a. Written Notice of every meeting shall be sent to all members either personally or through post to the address of the members as entered in the roll of members. Where the notice is sent by post, due service shall be resumed if the cover continuing the notice properly addressed is posted.
- b. The accidental omission to give notice to or the non receipt of notice by any member or other person to whom it should be given shall not invalidate the proceedings of the meeting.
- c. Every notice shall be sent:
 - i. In the case of annual general meetings, not less than 21 days before the date fixed for the meeting;
 - ii. In the case of ordinary meetings not less than 15 days before the date fixed for the meeting;
However, in case of emergency Governing Council meeting not less than 3 days before the meeting.
 - iii. In the case of Special General meeting, not less than 21 days before the date fixed for the meeting.

5. **Quorum and Procedure:**

- a. The quorum for any meeting shall be five;
 - b. If within half an hour from the time appointed for holding a meeting, a quorum is not present, the meeting shall stand adjourned to a latter hour on the same hour on any other date as the person presiding fixes.
 - c. In the case of Special Meetings, if within half an hour from the time appointed for holding a meeting a quorum is not present, the meeting shall stand dissolved.
6. Every meeting shall be presided over by the Chairman and in the absence of the Chairman, by any member as the members personally present at the meeting shall elect.
7. Every member including the Chairman shall have one vote. Every matter shall be decided by a majority of votes. In case of equality of votes in respect of any matter, the person presided shall have a casting or accord vote, provided that no decision shall be taken on matters.
8. If a vacancy in the office of members occurs, the remaining members shall act as if no vacancy had occurred. No action or proceeding of the Governing Council shall be deemed invalid merely by reason of a vacancy on the Governing Council or of a defect in the appointment of a person acting as a member of the Governing Council.



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9. In the event of dispute, as to whether any member is validly appointed or any other dispute relating to the constitution of the Governing Council, the decision of the Chairman of the Governing Council shall be final.

Register of Members:

The Institute shall maintain a register wherein the address of the members and their occupation shall be entered. Changes of address shall be notified by the member concerned to the Director, who shall enter the new address in the register. If a member fails to notify his new address, the address in the register of members shall be deemed to be his correct address.

8. **Resolutions of the Governing Council by Circulation:**

The Director with the permission of the Chairman or Co-Chairman in exceptional cases may send the resolution by circulation from member to member of the Governing Council to be passed and it shall not be necessary to call a meeting for the purpose.

9. **Allowances to the Member:**

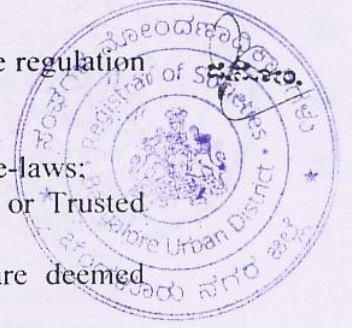
The Official and Non-Official members may receive traveling allowances for attending meetings, as per Government of Karnataka from time to time admissible to Class 'A' officers.

10. **Powers and Functions of the governing council :**


1. Subject to the provision of the Karnataka societies Registration act, 1960, the governing council manage the institute so as to promote its objects. It shall have full power at authority to deal with all matters, things & deeds which are necessary & expedient to carry out the side object:
2. The Governing Council shall have the powers to add to, amend alter or abridge all or any of the objects of the society consistent with societies Registration Act 1960 and subject to approval of the Government of Karnataka.
3. The Governing Council shall have the powers to add, to amend, alter the rules and regulations and Bye-laws of the Society consistent with the societies Registration Act and subject to approval of the Government of Karnataka.
4. Without prejudice of the generality of the foregoing, the Governing Council shall have and shall perform the following powers and functions, namely :
 - a. The framing of broad policies and procedures to carry out the objects of the Institute.

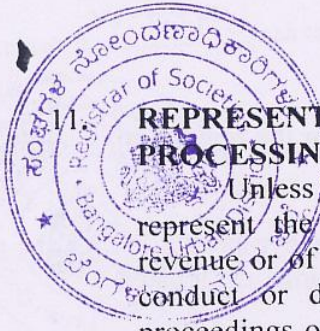
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- b. To make such Bye-laws as they shall think essential for the regulation of the business of the Institute;
- c. To consider and sanction the budget estimates;
- d. sanction of expenditure in accordance with the financial bye-laws;
- e. To invest the fund of the Institute in Nationalised Banks or Trusted securities ;
- f. To borrow moneys on such terms and conditions as are deemed expedient;
- g. To create posts and to make appointments thereto
- h. To enter into agreement or contractors with any Govt. or local authority or any other autonomous institutions to obtain from such Govt. or authority any right, privilege concession affectually or otherwise for purpose of carrying out the objectives of the Institute.
- i. To draw, accept, endorse, discount, execute, assign, unsue and otherwise deal with cheques, hundies, drafts certificates, receipts. Govt Securities, promissory notes, bills of exchange or other Instruments whether negotiable or not for the purpose of the Institute;
- j. To pay all costs and expenditure incurred for the promotion establishment and registration of the Institute ;
- k. To prescribe course of study at the Institute, add or omit any course thereto or there from and to award degrees, diplomas and certificates ;
- l. The admission and care of the patients at the Institute;
- m. The conduct of business and procedure to be adopted at the meetings of the Governing Council ;
- n. To monitor the finance and the accounts of the Institute;
- o. The amount and payment of fees and charges for treatment of patients;
- p. The duties and functions of the Director, other officers and employees of the Institute;
- q. The discipline, suspension and dismissal of the officers and employees of the Institute;
- r. The admission of the students, trainees and research workers to the Institute.
- s. Establishment and maintenance of pension, gratuity, provident fund or other funds for the benefit of the officers and employees of the Institute; and
- t. Such other matters as may be necessary for the efficient administration and management of the Institute.


DIRECTOR
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Hosur Road,
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11. REPRESENTATION OF THE GOVERNING COUNCIL IN LEGAL PROCESSINGS:

Unless the Governing Council decides otherwise, the Director shall represent the Institute in all Legal proceedings, whether civil, criminal, revenue or of any other description and shall have the authority to institute, conduct or defend any suit, complaint or criminal case or any legal proceedings on behalf of or against the Institute as also to sign or verify all pleadings, complaints, statements or applications to be filled before any court, arbitrator, Tribunal or any other authority as the case may be.

12. OFFICERS AND EMPLOYEES:

The staff of the Institute shall consist of:-

1 The Director

2 The Chief Administrative Officer

3 Such members of:

- a) Professors, Asst.Professors, Lecturers, Registrars, Research Assistants, Surgeons, Physicians, Asst. Surgeons, Residents & other members of the Medical and Scientific staff:
- b) Such other officers and employees as may be required for the Institute and as may be determined by the Governing Council.

13. TRANSITORY PROVISIONS REGARDING OTHER STAFF:

Until the Governing Council determines otherwise;

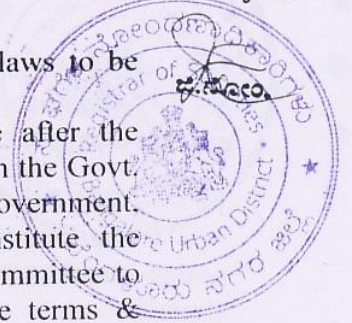
1. the construction, maintenance, repairs including water supply & electricity and such other works of all the buildings of the Institute shall be continued to be looked after and managed by the officers and employees of the public works department deputed by the State Government, from time to time:
2. The improvement and maintenance and such other works relating to the gardens of the Institute shall be continued to be looked after and managed by the officers and employees of the department of Horticulture deputed by the State Govt. from time to time.

14. ABSORPTION OF STAFF:

1. The Institute shall, subject to sub clause (3) here below, give to all present employees of the Institute to seek an option from the Institute to continue on absorption in the Institute or to get repatriated ;
2. The option to continue in the Institute or to get repatriated to Govt. Service shall be subject to decision of the Screening committee constituted by the Governing Council and the availability of the particular post.
3. It shall be lawful to the Institute to retain and continue the services of such of the staff in the interest of satisfactory working of the Institute under the provisions contained in 14(1) until such time as the decision of the screening committee are given effect or until such time as the Institute

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recruits staff of its own in accordance with the Rules, Bye-laws to be framed by the Governing Council

4. It shall be lawful for the Institute to obtain at any time after the commencement of these rules, the services of any official from the Govt. on deputation or to absorb in its service any servant of the Government. provided that for absorption in to the service of the Institute the officers/employees shall be found suitable by a screening committee to be constituted by the Governing Council; provided that the terms & conditions on which any servant of the Govt. may be so absorbed shall not in any way to less advantageous than the terms and conditions containing to him immediately before the date of his absorption in the service of the Institute.
5. It shall be lawful for the institute to recommend to the Govt. as decided by the Governing Council for withdrawal of the services of any official who is on deputation from the Government on the expiry of the terms of deputation or during the period of deputation.

15 **APPOINTMENT OF DIRECTORS** – Mode of Recruitment:-

- 1) Appointment of the Director shall be by the Government on the recommendation of the Governing Council, either by direct recruitment or on contract basis or on deputation from amongst regular Government Servants, provided that the first Director shall be appointed by the Government by selection from amongst Professors in Cardio Thoracic Surgery or Pulmonary Medicine in regular Government Service.
- 2) Appointment on contract basis or on deputation shall be for a period not exceeding five years, provided that the Government may, on the recommendation of the Governing Council extend the services of the Director beyond five years, by a period not exceeding three years.
- 3) Minimum Qualification and Experience: –
 - a. Degree in Medicine.
 - b. Superspeciality degree-M.Ch in Cardio Thoracic Surgery/Thoracic Surgery or DM in Pulmonary Medicine/Post Graduate Degree in Pulmonary Medicine with minimum 10 years of experience as Professor in the Department of Pulmonary Medicine recognized by Medical Council of India.
 - c. Teaching Experience of not less than 15 years in Cardio Thoracic Surgery or Pulmonary Medicine after acquiring the Post graduate qualification of which not less than 5 years shall be in a post not lower in rank then of Professor or any other equivalent post.
 - d. Teaching experience of at least 20 years in Cardio Thoracic Surgery or Pulmonary Medicine in case of contract appointments.
- 4) Age Limit – Minimum 50 years, Superannuation at the age of 65 years

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APPOINTMENT OF OFFICATING DIRECTOR:

Notwithstanding anything contained in Rule 15, the Governing Council may appoint a person to officiate as Director in the absence of the Director.

POWER OF DELEGATION:

The Director may delegate any of his powers, functions and duties to any senior member of the staff of the Institute with the approval of the Governing Council.

18 APPOINTMENT OF MEMBERS OF MEDICAL ADMINISTRATIVE & SCIENTIFIC STAFF:

- 1) The appointment of Medical Superintendent, Chief Administrative Officer, Professors & Surgeons shall be done by the Governing council on the recommendation of the screening committee or selection committee constituted by the Governing council in accordance with the bye-laws framed by the Governing council
- 2) The appointment of Asst. Professors, Lecturers, Residents, Research Assistants, Asst. Surgeons and such other staff shall be done by the Director on the recommendations of Selection Committee constituted by the Governing Council and in accordance with the Bye laws framed by the Governing Council.

19 APPOINTMENT OF OTHER EMPLOYEES:


The appointment of other Administrative Officers, Ministerial Nursing, para-Medical, Wards Attendants and such other staff shall be done by the Director on the recommendations of the selection Committee constituted by the Director.

20. PROVISIONS REGARDING SERVICE CONDITIONS:

The terms of service, salary, age of superannuation, conduct and disciplinary rules and such other related service matters in respect of persons appointed under rule 15, 18 & 19 except the appointment made by the Government and conditions laid down there in shall be governed by such bye-laws framed by the Governing Council / as per Annexure II of can rules and other service rules).

21 CORPUS FUND:

1. The Corpus Fund of the Institute shall consist of:
 - a) All grants released from state Government or Central Government from time to time
 - b) The domination from Philanthropic organisation / Philanthropists ;
 - c) The excess of Income over the Expenditure of the Institute at the end of each financial year or vice versa.
 - d) The funds generated from paying cases and others receipts;
2. The Corpus Fund shall be invested or utilised in such a manner as may be provided for the Bye - laws made by the Governing council.


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22. PROPERTY AND FUNDS:

1. The institute shall be the owner of all its properties, immovable and movable, including:
 - a) Corpus funds;
 - b) Grants, subvention donations and gifts from the Central Govt or State Govt. or a local Authority or any individual or body whether incorporated or not, for all or any of the purpose or objects of the Institute.
2. The Governing Council shall be the custodian of the properties and funds of the Institute and shall manage.

23. APPLICATION OF THE INCOME OF PROPERTY:

The Income and property of the Institute shall be applied solely towards the promotion of the objects of the Institute as specified in the Memorandum of Association any such expenditure incurred shall also be subject to the restrictions as the Central Government or the state Govt may from time to time impose in respect of grants or donation made respectively by them.

24. BUDGET AND ACCOUNTS:

- 1 The Governing Council shall frame the Annual Budget estimates for the ensuring year at its meeting to be held in or around August and shall forwards copies to the Government. The budget estimates shall give under the various heads the following information in respect of receipts and expenditure , namely :
 - a. The actual for the preceding year
 - b. The approved estimates for the current year
 - c. The revised estimates for the current year
 - d. The estimates for the following year.
2. The funds of the institute (Society) shall be invested in the modes specifies under the provisions of sec.13 (1) (d) read with section 11(15) of the Income Tax Act 1961 as amended from time to time.

25. AUDIT:

The Accounts of the Institute shall be maintained all account of the Institute (Society) regularly. The accounts shall be audited by a Chartered Accountant, every year account will be closed by 31st March.

No amendments to the Memorandum of Association and rules and regulation shall be made which may prove to be repugnant to the provisions of Sec.2 (15), 11, 12, 13 and 80G of the Income Tax Act 1961 as amended from time to time.

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26. REPORTS:

The Governing Council shall submit annually to the Govt. Institute's reports on the working of the Institute. Such report shall contain particulars regarding work of the Institute during the previous year and shall be accompanied by a Balance Sheet duly audited showing the Income and Expenditure of the Institute during the said year.

27. COMMITTEES

The Governing Council may form committees consisting of Members and Non-members also for any purpose it considered necessary on such terms and conditions as it may fix.

There shall be standing Finance Committee. The composition of the Finance Committee shall be :

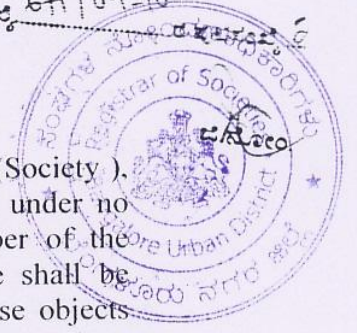
i	The Principal Secretary to Govt. Finance Department	Chairman
ii	Principal Secretary / Secretary to Government Department of Medical Education.	Member
iii	One nominee of the Secretary to Government Planning Department	Member
iv	Director of Medical Education	Member
v	Director, SDS TRC & RGICD in Karnataka, Bangalore	Member Secretary

2. There shall be a Standing Academic Committee. The composition of the Academic Committee shall be as follows:

i	Director, SDS TRC & RGICD in Karnataka, Bangalore	Chairman
ii	One representative of the Rajiv Gandhi University of Health Science, Bangalore.	Member
iii	A representative each of the disciplines of: a. Thoracic Surgery. b. Tuberculosis and Chest Diseases.	
iv	Director, Bangalore Medical College & Research Institute.	Member
v	One nominee of the Director of Medical Education	Member
vi	Administrative Officer of the Institute	Convener

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28. DISSOLUTION AND WINDING UP:

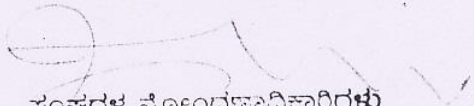
In the event of dissolution or winding up of the Institute (Society), the assets remaining as on the date of dissolution shall under no circumstance be distributed among the trustees/member of the Managing Committee/. Governing Body, but the same shall be transferred to another charitable Institute (society), whose objects are similar to those of this Institute (society) and which enjoys recognition under section 80G of the Income Tax Act 1961, as amended from time to time.

29. AMENDMENTS:

No amendments in the Name, memorandum of Association or Rules of the society shall be made except in accordance with the provisions of Section 9 and 10 of Karnataka Societies Registration Act 1960.


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SDS-Tuberculosis Research Centre
Kajegowda Institute of chest disease
ನಿರ್ದೇಶನ ವಿವರ: Rules & regulations
ಉದ್ಭವ ದಿನಾಂಕ: 23/9/09
ನೋಂದಣಿ ಸಂಖ್ಯೆ: 671/09-10
ರಜಿಸ್ಟ್ರಾರ್‌ನಲ್ಲಿನ ಕ್ರಮಸಂಖ್ಯೆ: 671
ವಿಶೇಷಣನ ವಿವರ: Registered
ದಿನಾಂಕ: 23/9/09


ಸಂಸ್ಥೆಗಳ ನೋಂದಣಾಧಿಕಾರಿಗಳು
ಬೆಂಗಳೂರು ನಗರ ಜಿಲ್ಲೆ.

**SDS TUBERCULOSIS RESEARCH CENTRE
AND
RAJIV GANDHI INSTITUTE OF CHEST DISEASES,**
Hosur Road, Bangalore



In exercise of the power conferred by Rule 10(3) and (4) (b) of the Rules & Regulation of SDS TUBERCULOSIS RESEARCH CENTRE AND RAJIV GANDHI INSTITUTE OF CHEST DISEASES, Hosur Road, Bangalore-560029 hereby makes the following Bye Laws namely;

1. TITLE AND COMMENCEMENT:

These Bye Laws shall be called the SDS TUBERCULOSIS RESEARCH CENTRE AND RAJIV GANDHI INSTITUTE OF CHEST DISEASES Bye Laws 2009 .They shall come into force from the date of their approval by the Governing Council.

2. DEFINITIONS:

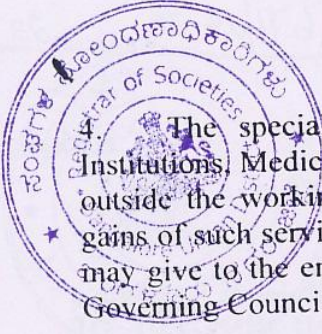
These Bye laws, unless the context otherwise requires.

- a) 'Institute' means the SDS TUBERCULOSIS RESEARCH CENTRE AND RAJIV GANDHI INSTITUTE OF CHEST DISEASES, Hosur Road, Bangalore-560029.
- b) 'GOVERNING COUNCIL' means the Governing Council of the SDS TUBERCULOSIS RESEARCH CENTRE AND RAJIV GANDHI INSTITUTE OF CHEST DISEASES, Hosur Road, Bangalore-560029.
- c) 'CHAIRMAN' means the Chairman of the Governing Council.
- d) 'CO-CHAIRMAN' the Co –Chairman of Governing Council
- e) 'DRECTOR' means the Director of the Institute.
- f) 'APPOINTING AUTHORITY' in relation to any post in the Institute means the authority competent to make appointments to that post as indicated in the schedule.
- g) 'CONTROLLING AUTHORITY' Means :
 - i. In relation to posts in classes I & II the Governing Council and
 - ii. In relation to posts in class C & D the Director.
- h) 'EMPLOYEE' means a person in the service of the Institute in any post & includes the Academic Staff.
- i) 'Class A,B,C and D post in the Institute shall correspond to State Civil Service Class A,B,C and D post respectively ;
- j) 'ACADEMIC STAFF' means any member of the staff engaged wholly or partly in teaching or research and so declared by the director.
- k) 'RULES' means the rules and regulations of the institute
- l) 'YEAR' means the year ending on 31st march

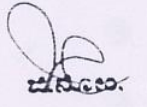
3. WHOLE THE SERVICE:

Unless in any case it be otherwise distinctly provided, an employee shall be 24hrs employee of the institute and may be called upon to perform any functions at any time as required by the authority concerned.


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The specialist staff may be permitted to offer their service to other Institutions, Medical Colleges, Hospitals, Nursing Homes and such other institutions outside the working hours of the Institute, provided that all material / monetary gains of such services shall be credited to the accounts of the Institute. The Institute may give to the employee concerned such percentage of his or her earnings as the Governing Council may decide from time to time.


Director

5. **PERMANENT & TEMPORARY POST**

1. The post created by the Governing Council in accordance with clause 3 of Sub -clause (27) of the memorandum of Association and rule (4) (g), Rule 18 and 19 of rules and regulations of the institute may be either permanent or temporary as the Governing council may specify from time to time .
2. Renewal of temporary posts may be determined by the governing council from time on the recommendations of the director
3. Not withstanding anything contained in rules and regulations or in the Bye laws or in the cadre & Recruitment Rules of the Institute ,the Governing Council may invite a person of high academic distinction and professional attainment to accept post of professor/ surgeon/ specialist /scientist on such terms & conditions as Governing Council may approve from time to time .
4. The Governing Council may appoint person of high academic distinction or professional attainment in any other University or Institute or Organisation in India or abroad for undertaking a joint project in accordance with Clause 3 sub-section (23) of the Memorandum of Association of the Institute.
5. The Governing Council may create such honorary consultant post who can be appointed if only there is real lacunae in the service facility and such incumbents must have necessary qualification and experience recognized by the Indian Medical Council and University, by persons of high standing in the profession and such appointment shall not be more than two years at a time.

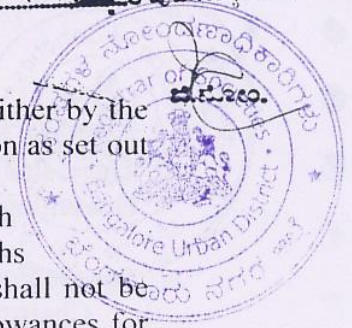
6. **PROBATION:**

1. Unless otherwise decided by the appointing authority in any case, every employee shall be on probation for a period of two years, provided that such probation is not applicable in the case of an employee who has undergone probation while in Government Service and such probation had been declared to be satisfactory.
2. During the period of probation the employee shall be required to put in satisfactory service failing which his service shall be liable to termination at any time with out any prior notice and without any reason being assigned for the same by the appointing authority.



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7. TERMINATION:

1. All appointments shall be terminable on a notice in writing either by the appointing authority or the employee without assigning any reason as set out below :
 - a. During the period of probation ... 1 month
 - b. After completion of period of probation ... 3 months
2. The notice referred to in Bye-law 7 Sub -bye law (1) above, shall not be necessary, if in lieu there of an amount equal to be pay and allowances for the period of notice is paid.
3. In the case of permanent appointment, if the order of termination is passed by any authority other than the Governing Council, an appeal shall lie to the Governing Council against the order within a period of 30 days from the date.

8. RETIREMENT ON MEDICAL GROUNDS:

1. Not withstanding anything contained elsewhere in those byelaws, the appointing authority may retire an employee on three months period notices from the service of the Institute on account of permanent physical or mental disability incapacitating him / her for further service, if so, certified by the Medical Board appointed by the Governing Council.
2. The decision of the appointing authority shall be final and binding on the employee concerned.
3. The notice referred to in the Byelaw 9 sub-Byelaw (1) above shall not be necessary if in lieu thereof an amount equal to the pay and allowances for three months is paid.

9. RETIREMENT ON MORAL GROUNDS:

1. Not withstanding anything contained in these Byelaws, the appointing authority may retire an employee on three months prior notice from the service of the Institute on account of moral turpitude or malpractices if so proven by an enquiry instituted by the appointing authority.
2. The decision of the appointing authority shall be final and binding on the employee concerned.
3. The notice referred to in Bye-law 9 Sub-Bye law (1) above shall not be necessary if in lieu thereof an amount equal to the pay and allowances for three months is paid.

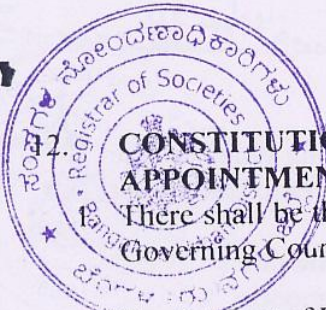
10. PERFORMANCE OF DUTIES:

Every employee shall perform such duties as have been entrusted to him and shall, to the best of his ability, carry out the lawful directions of the Governing Council, or the Director or of any other authority he may be subject to.

11. QUALIFICATIONS FOR APPOINTMENT:

As prescribed by the Governing Council from time to time.

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CONSTITUTION OF SELECTION COMMITTEE FOR APPOINTMENTS

There shall be the following selection committee to make recommendations to the Governing Council / Director for appointments to the various posts:

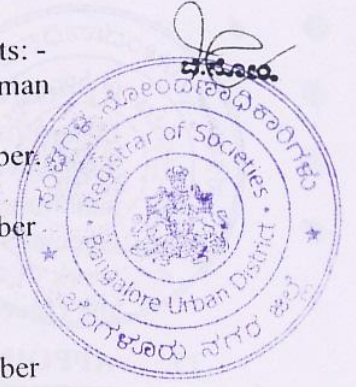
- a. For the Post of Director: -
 - i. Chairman, Governing Council : Chairman
 - ii. Secretary Medical Education : Member
 - iii. One outside experts nominated by the Governing Council : Member
 - iv. Director of Medical Education : Member
 - v. Director : Member Secretary

- b. For the Posts of Professors / Surgeons / Specialists / Chief Research Officers / Chief Administrative Officers: -
 - i. The Secretary Medical Education : Chairman
 - ii. The Director, Social Welfare Dept. or his Nominee
 - iii. Director of Medical Education Bangalore : Member
 - iv. One outside expert nominated by the Governing Council : Member
 - v. Vice-Chancellor of RGUHS or his Nominee : Member
 - vi. Head of the concerned Department : Member
 - vii. Director, SDS TRC & RGICD : Member Secretary

- c. For the Post of Asst.Professors / Lecturers / Research Assistants/ Assistant Surgeon: -
 - i. Director, SDS TRC & RGICD : Chairman
 - ii. Prof. & Head of the Dept. of concerned speciality : Member
 - iii. Nominee of the Secretary to the Govt. Health & Family Welfare Dept., : Member
 - viii. The Director, Social Welfare Dept. or his Nominee
 - iv. Nominee of Director of Medical Education : Member
 - v. One representative from RGUHS : Member
 - vi. Medical Superintendent : Member Secretary

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- d. For the posts of Gazetted / Technical/Para-Medical / Ministerial posts: -
- | | | | |
|------|--|---|------------------|
| i. | Director, SDS TRC & RGICD | : | Chairman |
| ii. | One Nominee of the Secretary to Govt, Medical Education Department | : | Member |
| iii. | One Nominee of Director of Medical Education | : | Member |
| iv. | The Director, Social Welfare Dept. or his Nominee | : | |
| v. | Medical Superintendent, SDS TRC & RGICD | : | Member |
| vi. | Administrative Officer, SDS TRC & RGICD | : | Member Secretary |
- e. For other categories of Posts: -
- | | | | |
|------|---|---|----------|
| i. | Director, SDS TRC & RGICD | : | Chairman |
| ii. | Medical Superintendent, SDS TRC & RGICD | : | Member |
| iii. | Administrative Officer, SDS TRC & RGICD | : | Member |



2. The posts may be filled by invitation / promotion / open advertisement or deputation from State Government as may be deemed fit by the appointing authority.
3. The every Selection Committee shall meet at Bangalore. It shall examine the credentials of all persons who are being considered for appointment to the posts.
4. The Selection Committee shall formulate its own procedure for conducting the selection. It shall prepare a panel of names in order of merit.
5. Where a candidate has applied for any post, it shall be open to the Selection Committee to recommend him / her for appointment to any other post, whether it is equivalent or higher or lower than the post applied for.
6. When a vacancy occurs in any post owing to death, resignation or any other reason, within 6 months of the incumbent joining duty, the appointing authority may offer the appointment to the next candidate, if any, recommended by the selection committee.

13. **ADVANCE INCREMENTS ON INITIAL APPOINTMENT:**

1. The Selection Committee may recommend advance increments not exceeding seven on initial appointment in any particular case, having regard to the qualification, attainments and such other similar aspects of the candidates.
2. The appointing authority shall take every such recommendation into consideration while fixing the initial pay of the person appointed.



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APPOINTMENTS TO POSTS IN ADDITION TO SANCTION CADRE

Notwithstanding anything contained in these Byelaws: -

1. The Governing Council may make appointments to posts other than those in sanctioned cadres on such terms and conditions as it may decide in each case.
 2. Specialists and scholars may be invited by the Director to participate in the work of the Institute for specific period of such honoraria as may be fixed by the Governing Council.
15. **APPOINTMENT DATE FOR WHICH APPOINTMENT TAKES EFFECT:**
All appointments shall take effect from the date on which the appointee reports himself / herself for duty at the Institute.
16. **DEPUTATION AND PERMISSION TO VISIT / WORK AND STUDY OUTSIDE THE INSTITUTE:**
1. The Director may depute members of the Academic and other staff to any place outside the Institute, but within India, for the training workshops, Seminars, Conferences or any other specified purpose in the interest of the Institute. If the period is in excess of six months, approval of the Governing Council shall be obtained.
 2. The Governing Council may require in such class or classes of cases as it may be considered necessary, that the members of the Academic Staff concerned shall furnish an undertaking in writing to serve the institute on return for such period as it may prescribe.
17. **PROVIDENT FUND, PENSION AND GRATUITY BENEFITS:**
1. The Governing Council may with the approval of the State Government constitute schemes providing benefit like Provident Fund, Gratuity, Pension etc., to the employees of the Institute. The Governing Council may frame rules for these schemes and may from time to time add to amend, alter or vary the same.
 2. Till such time a comprehensive scheme for those benefits is prepared, the employee shall continue to enjoy the benefits to which they were admitted.
 3. Any employee who has been absorbed in service of the Institute at the time of establishment and who prior to such absorption was serving in the erstwhile SDS TB and Rajiv Gandhi Institute of Chest Diseases under the State Government on deputation, may opt for the benefits available under the Institute or the earlier employer.
18. **LIMIT OF TOTAL ABSENCE FROM DUTY:**
A permanent employee shall cease to be in the service of the Institute if he is continuously absent from duty for five years, whether with or without leave, unless such absence is on Foreign Service in India or because of suspension. In respect of the temporary employee and staff against temporary post, the limit of absence shall not be more than 3 months except in case of illness.


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19. **CONDUCT, DISCIPLINE AND PENALTIES:**

Till appropriate rules are framed by the Governing Council in this behalf the Karnataka Civil Services Vol.I & II of 1957, as amended from time to time and Karnataka Civil Services (Classification, Control and appeal) Rules 1957 as amended from time to time shall apply mutatis mutandis to the employees of the Institute provided that for purpose of this Bye-law.

1. Class A, Class B, Class C and Class D posts in the institute shall correspond to the Karnataka Civil Service Rules A, B, C & D posts respectively.
2. The appointing authority, disciplinary authority for the penalties that may be imposed and the appellate authority in respect of several posts in the Institute shall be provided in the schedule appended to these Byelaws.
3. In respect of State Governments borrowed by the Institute, the provisions of rules of the Karnataka Civil Services (Classification, Control & Appeal) Rules, 1957 shall apply and the Institute shall exercise the functions of the State Government for the purpose of the said rules.

20. **SENIORITY:**

1. The Chief Administrative Officer shall prepare and maintain in respect of each category of posts and complete and up-to-date seniority list in accordance with the provisions herein after contained.
2. Seniority of employees in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question, those selected or on earlier occasion being ranked senior to those selected later.
3. where two persons are appointed on the same date, the seniority between them shall be determined as follows:
 - i. A member recruited by direct appointment shall be senior to a member recruited otherwise
 - ii. In case of member appointed by promotion seniority shall be determined according to the seniority of such members in the cadres from which they are promoted.
 - iii. In case of members appointed by promotion from different cadres, their seniority shall be determined according to scale of pay, preference being given to a member who was drawing a higher scale of pay in his previous appointment and if the scale of pay drawn are also the same, they, by their length of service in those cadres from which they are promoted and if the length of service is also same, an older member shall be senior to a younger member.
 - iv. If two members join duty on the same day in the same position the older one shall be senior.
4. In case of any dispute arises over the seniority list the Chief Administrative Officer, on his own at request of any such person submit the matter to the Governing Council, whose decision therein shall be final.

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SUPERANNUATION:

1. The date of superannuation for all the employee shall be on their attaining the age of 60 years.
2. The appropriate authority if it is of the opinion that it is in the Institute's interest, shall have the absolute right to retire any employee by giving him / her notice of not less than three months in writing or three month's pay and allowances in lieu of such notices after he / she has attained the age of 50 years.
3. An employee may by giving notice of not less than three months in writing to the appointing authority retire from service after he has attained the age of 50 years or has completed 20 years of satisfactory service, provided that it shall be open to the appointing authority to withhold permission to any employee under suspension who seeks to retire under this clause.

22. PAST CASES:

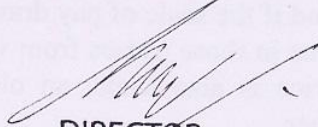
For the period prior to the coming into force of these Byelaws, the rules and regulations applicable to the employees in the erstwhile SDS TB & Rajiv Gandhi Institute of Chest Disease under State Government, shall so far as matters dealt with by these Byelaws are concerned apply.

23. INTERPRETATION:

1. In the case of any doubt or difficulty, the Governing Council shall interpret these Byelaws.
2. The decision of the Governing Council in this regard shall be final and binding on the employee.

24. OTHER CONDITIONS OF SERVICE:

In respect of matters not provided for in the rules as applicable to the State Governments such as General conditions of service, traveling and daily allowances, leave salary, joining time, foreign service terms and orders and decisions issued in this regard by the State Government from time to time shall be applicable Mutatis Mutandis to the employees of the Institute till the rules in this regard are framed by the Governing Council.


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SDS TRC & RAJIV GANDHI INSTITUTE OF CHEST DISEASES
Hosur Road, Bangalore-560029

FINANCIAL BYELAWS



There shall be a standing Financial Committee.

The composition of the Finance Committee shall be:

- | | | | |
|------|---|---|----------|
| i. | Commissioner & Secretary to Govt.,
Finance Department | : | Chairman |
| ii. | One nominee of the Commissioner &
Secretary to Govt., Medical Education Department | : | Member |
| iii. | One nominee of the Secretary to Govt.,
Planning Department | : | Member |
| iv. | Director of Medical Education | : | Member |
| v. | Director of the Institute | : | Member |

The standing Finance Committee shall meet at least twice a year and as and when required.

QUORUM:

Three members present at the meeting shall constitute the quorum.


1. FUNCTIONS OF THE FINANCE COMMITTEE:

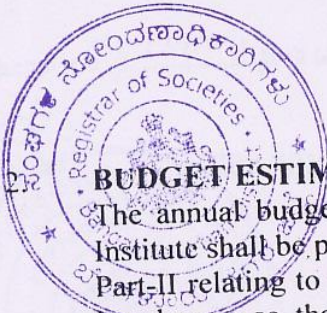
The function of the Finance Committee shall be: -

- a) To consider and recommend for approval of the Governing Council the annual budget estimates of the Institute after fully taking into consideration inter alia the financial commitments of the Government of Karnataka to the Institute.

The budget estimates approved by the Governing Council on the recommendations of the Finance Committee shall be subjected to availability of funds. The budget proposals shall be forwarded to the Govt. of Karnataka with a request to make necessary provision for funds.

- b) To consider and recommend for approval the Annual audited accounts of the Institute.
- c) To consider and recommend for approval the new financial proposals which may arise during the course of the year whether already provided for or not in the budget, and to approve the re-appropriations between previously approved major heads;
- d) To consider quarterly reports of receipts and expenditure submitted by the Director for information to examine from time to time the adequacy of resources of funds and the general financial position of the Institute and to make appropriate recommendations to the Governing Council.
- e) To consider all proposals for creation of new posts.


DIRECTOR
S.D.S. TB & R.G.I. C.D.
Hosur Road,
BANGALORE - 29



BUDGET ESTIMATES:

The annual budget showing the estimated receipts and expenditure of the Institute shall be prepared in two parts Part-I, relating to standing charges and Part-II relating to fresh charges. The budget estimates shall be prepared well in advance so that they may be examined by the Finance Committee and approved by the Governing Council not later than 1st October; before being forwarded to the Government latest by 15th October of every year.

3. **FINANCIAL POWERS OF DIRECTOR:**

The Governing Council may delegate suitable financial powers to the Director subject to such restrictions and conditions as it may think fit to impose.

4. **ALLOTMENT OF FUNDS:**

The Director shall regulate and operate the budget as approved by the Governing Council.

5. **FUNDS OF THE INSTITUTE:**

All moneys received for and on behalf of the Institute shall be paid into an account opened in the name of the Institute in one or more Nationalised Banks authorised by the Governing Council. All payments exceeding Rs.500/- shall ordinarily be made by cheques except in the following payments to be made in cash.

1. Salaries and allowances of Class 'C' and 'D' staff;
2. Other classes of payments specially authorized to be made in cash by the Director.

6. **CHEQUES:**

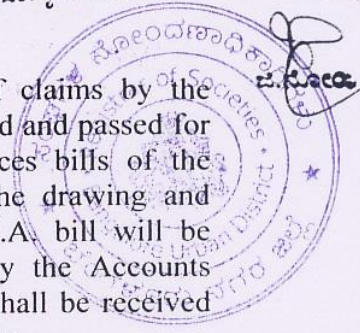
All cheques on the bank shall be signed on behalf of the Institute by joint signatures of the Director and the Secretary and Treasurer until the post of Chief Administrative Officer / Administrative Officer and the accounts officer are created. Alternatively the Director shall specify the officers who shall sign the cheques. All cheques, bills notes and other negotiable instruments payable to the Institute may be endorsed on behalf of the Institute by the Director until the posts of the Administrative Officer / Accounts Officer are created.

7. **CONTRACTS:**

The Director or the Chief Administrative Officer / Administrative Officer, if so authorized by the Director, shall sign and execute on behalf of the Institute all agreements / contracts, etc., which may be necessary for the appropriate conduct of business.

DIRECTOR
S.D.S. TB & R.G.I. C.D.
Hosur Road,
BANGALORE - 56

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8. **DRAWL OF FUNDS:**

Funds shall be drawn from the Bank on presentation of claims by the Director in the prescribed forms / bills. All will be scrutinized and passed for payment by the Accounts Officer. The Pay and allowances bills of the employee may be signed by an officer declared to be the drawing and disbursing officer by the Director. The contingent and T.A. bill will be countersigned by the Director before these are passed by the Accounts Officer for payment. The month pay and allowances bills shall be received directly by the accounts officer and passed for payment by him.

9. **ACCOUNTS:**

The Institute shall prepare annual statements of accounts including balance sheet in the prescribed form enclosed. The Accounts Officer of the Institute will advise the Director on all matters concerning audit and accounts. So will be responsible to the Director for the accuracy and completeness of the accounts of the Institute in accordance with the Byelaws of the Institute. Separate annual statement of accounts should be prepared in respect of funds received from sources other than the Government.

10. **FORM OF ACCOUNTS AND OTHER FINANCIAL RULES:**

The Governing Council shall have power to prescribe the form in which the accounts shall be kept and frame the rules regulating the finance and accounts matters. Till such time these rules are framed, the accounts of the institute shall be maintained in the existing form and the Director is authorized to preset the budget and accounts in a suitable form keeping in view the requirements of the Institute and its future pattern of Development.

11. **CUSTODY OF CASH AND VALUABLE DOCUMENTS:**

The Drawing and disbursing officer shall be responsible for the safe custody of cash and valuable documents such as Cheques (Books), security deposits, Agreements and contracts fixed deposit receipts Government Securities Cash Book etc.,

12. **AUDIT:**


The annual accounts of the Institute shall be audited by certified auditors appointed by the Governing Council. The accounts may also be subject to audit by the Accountant General of Karnataka.

13. **FINANCIAL AND OTHER POWERS:**

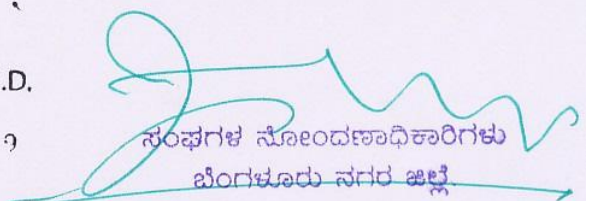
The financial and other powers as provided in the schedule to the Financial Byelaws shall be exercised by the Director. The Director may with the approval of the Governing Council delegate any of his powers to the officers subordinate to him.

14. **DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS TO THE DIRECTOR**

As prescribed by the Governing Council time to time


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Certified Copy Applied by ...
Certified Copy Applied on 9.10.09
Certified Copy Application Received on 9.10.09


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