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# CENTRE FOR EARTH SCIENCE STUDIES

## SERVICE RULES

Applicable to the Staff  
with effect from 1-6-1978

TRIVANDRUM

Attention  
Adv. Rajesh  
Adv. M. R. Rajesh

6484-2394435

①

## CHAPTER V

### LEAVE RULES

#### IN THESE RULES:

1. Leave includes, "Earned Leave", "Half-pay Leave", "Commuted leave", "Extra-ordinary leave", "Meternity Leave" and "Study Leave".

2. **Right of Leave**

Leave cannot be claimed as a matter of right and when the exigencies of service so demand leave of any description be refused or revoked by the leave sanctioning authority.

3. **Earning of Leave**

Except as otherwise provided in these rules, leave shall be earned by periods spent on duty only.

4. **Commencement and Termination of Leave**

- (a) Leave beginning from the date on which leave is actually availed of and ends on the day preceding the day on which duty is resumed.
- (b) Sundays or other holidays may be prefixed or suffixed to leave other than to extraordinary leave.

5. **Return to duty on expiry of Leave**

Except with the permission of the authority which granted the leave no person on leave may return to duty before the the expiry of the period of leave granted to him.

6. **Combination of Leave**

Any kind of leave other than casual leave under this rules may be granted in combination with any other kind of leave.

**7. Grant of leave beyond the date of retirement**

Leave at the credit of an employee shall lapse on the date of his retirement, provided leave salary for the earned leave at credit on the date of retirement subject to a maximum of 120 days shall be paid for.

*Note:* This benefit will accrue also to an employee who die while in service.

**8. Conversion of one kind of leave into other kind**

- (i) At the request of a person, the Director/Registrar may sanction conversion of any kind of leave including extraordinary leave retrospectively into leave of a different kind which may be admissible as on the date on which the conversion is sought but earned leave granted cannot be converted into other kinds of leave.
- (ii) If one kind of leave is converted into another the amount of leave salary admissible as on the earlier date from which leave being converted shall be recalculated and arrears of leave salary paid or amounts overdrawn recovered as the case may be.

**9. Rejoining of duty on return from leave on medical grounds**

A person who has been granted leave on medical Certificate will be required to produce a medical Certificate of fitness before resuming duties in such manner and from such person as may be prescribed.

Leave should always be applied for and sanctioned before it is availed of except in case of emergency and for satisfactory reasons.

**11. Earned Leave**

- (a) The earned leave admissible to an employee shall be one-eleventh of the period spent on duty.
- (b) The maximum earned leave that can be granted to an individual at a time shall be 120 days.



**12. Half-Pay Leave**

The "Half-Pay Leave" admissible to a person in respect of each completed year of service shall be 20 days. The "Half-Pay Leave" may be granted to a person on medical Certificate or on private affairs.

**13. Commuted leave**

Commutated leave not exceeding half the amount of half-pay leave may be granted on medical certificate only, subject to the following conditions:

- (a) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (b) When commuted leave is granted, twice the amount of such leave shall be debited to the Half-pay leave.
- (c) Commuted leave should be sanctioned only if the sanctioning authority is satisfied that there is reasonable chance of the incumbent rejoining duty after the expiry of the leave.

**14. Extraordinary Leave**

- (a) Extraordinary leave shall always be without pay and may be granted when no other kind of leave is admissible.
- (b) Extraordinary leave does not count for increment, unless otherwise specified.

**15. Maternity Leave**

- (a) Maternity leave may be granted to a woman employee on full pay for a period which may extend upto the end of three months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier:  
Provided that a female employee who has three or more living children shall not be granted this leave.
- (b) Such leave shall not be debited to the leave account
- (c) Maternity leave may be combined with leave of any other kind but leave applied for in continuation of the former may be granted only if the request is supported by a medical Certificate.

- Note:* (i) Maternity leave may also be granted in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks from the date of abortion and the application for leave is supported by a Medical Certificate.
- (ii) The grant of maternity leave is provisional in the first instance and will be regularised only after ascertaining the date of confinement as furnished by the employee herself. In case the leave availed of is in excess of what is admissible under this rule, such excess will be regularised by the grant of eligible leave.

#### 16. Leave not due

Leave not due may be granted to a permanent employee for a period not exceeding 360 days during the entire service subject to the following conditions:-

- (i) The competent authority is satisfied that there is a reasonable prospect of the employee returning to duty and earning equal amount of half pay leave thereafter.
- (ii) It shall be debited against the half pay leave which the employee may earn subsequently.
- (iii) 90 days at a time and not more than 180 days in all may be granted otherwise than on medical certificate.
- (iv) In the event of voluntary retirement or resignation the employee shall refund the leave salary paid.

#### 17. Casual Leave

- (a) Casual leave is not recognised as leave.
- (b) The amount of casual leave admissible is 20 days in a calendar year subject to the condition that at a stretch the period on casual leave should not exceed 15 days including holidays and Sundays.
- (c) Casual leave may be combined with Sundays and other authorised holidays, however, the total period

of leave and Sundays/holidays does not exceed 15 days at a time.

- (d) No person may, except for unavoidable circumstances like sudden illness, avail himself of casual leave, unless it has been sanctioned previously by the competent authority.

### 18. **Special casual Leave**

Special Casual leave not counting against ordinary casual leave may be granted to an employee in the following circumstances:

- (1) When he is ordered by the head of his office to absent himself from duty on the Certificate of a medical Officer or sanitary authority on account of presence of infectious disease in his house, provided no substitute is appointed and no extra cost to the Centre is involved. If however, a substitute is necessary, ordinary leave debitable to the leave account of the employee should be granted.

*Note :* (i) The following diseases are treated as infectious diseases for the purposes of the grant of special casual leave.

- (1) Small-pox
- (2) Chicken-pox
- (3) Plague
- (4) Cholera
- (5) Typhoid
- (6) Acute influenzial Pneumonia
- (7) Diphtheria
- (8) Cerebra-spinal Meningitis

- (ii) Leave under this head shall not ordinarily be granted for a period exceeding 21 days but in exceptional cases it may be granted upto 30 days.
- (iii) When the employee himself catches any of the infectious diseases listed above, regular leave under the rules must be taken for the period of absence.

- (2) (a) When he is summoned to give evidence before a Court as a witness in civil and criminal cases in which his private interests are not at issue, the leave to cover the total period of absence necessary.
- (b) When he is bitten by a rabid animal, or if it becomes necessary to undergo anti-rabic treatment due to infection during post-mortem examination or other similar causes, leave to cover the actual period required for treatment (14 days)
- (c) When an employee in the last grade is temporarily incapacitated on account of typhoid and cholera inoculation leave for one day.
- (d) Special casual leave will be allowed to employees for undergoing sterilisation operation for a period not exceeding 5 days for men and 14 days for women.
- (e) Women employees who under IUCD insertion will be granted special casual leave for the day of insertion.
- (f) Employees undergoing MTP will be granted special leave for 6 days from the date of operation on production of medical Certificate.

### 19. Study Leave

Study leave for periods upto one year may be granted by the Executive Committee to such of the regular members of the staff for pursuing a programme of approved research work in an approved institution on such terms and conditions as may be decided upon on the merits of each case.

### 20. Leave on Duty

A member of the academic staff shall be eligible for 20 days of leave on duty in a calendar year which can be availed of for attending/participating in academic meetings such as seminars/symposiums/workshops/conferences etc., organised by professional associations/scientific bodies.

(17)

**21. Leave Salary**

- (a) A person on earned leave and commuted leave is entitled to pay and allowances at the rate as on the day before the leave commences.
- (b) A person on half pay leave is entitled to leave salary equal to half the pay and full allowances at the rate as on the date before the leave commences.
- (c) A person on extra-ordinary leave is not entitled to any leave salary.

22. If an increment falls due during leave other than extra-ordinary leave the monetary effect of increase in pay will be given only from the date of rejoining after leave. If on extra-ordinary leave, the date of increment will be shifted forward to the extent of the period of such leave.

**23. Leave surrender for encashment**

Such of the employees of the Centre who may so wish may surrender the Earned Leave to their credit for cash payment in lieu thereof under the following conditions:-

- (a) Earned leave upto 45 days can be surrendered at a time.
- (b) Once surrendered, he shall be eligible to surrender again only after a lapse of one year from the date of previous surrender.
- (c) He shall be eligible to his emoluments for the period of leave surrendered at the rates applicable on the date of sanction of the request by the competent authority.

*Note:* Those employees who have completed one year's service or more in the Centre alone shall be entitled to surrender earned leave for encashment.

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CENTRE FOR EARTH SCIENCE STUDIES

**SCIENTIFIC & TECHNICAL STAFF  
RECRUITMENT & ASSESSMENT  
PROMOTION RULES**

(UPDATED AS ON 21-07-98)

TRIVANDRUM

# CENTRE FOR EARTH SCIENCE STUDIES

## Scientific & Technical Staff Recruitment and Assessment Promotion Rules

1. These Rules shall be called "Centre for Earth Science studies Scientific and Technical Staff Recruitment and Assessment Promotion Rules".
2. These rules shall be applicable to all employees holding full time scientific and technical posts in CESS.
3. There shall be a system of assessment promotion from one grade to the next higher grade irrespective of occurrence of vacancies in the higher grade. The system of assessment promotion envisages only career improvement and the sanctioned strength under each category of posts shall remain unchanged.

*Note:* 1. The higher grade scale of pay when given to an employee on assessment promotion shall be personal and the higher scale will revert itself to the sanctioned lower scale as soon as the incumbent ceases to hold the post.

2. Assessment promotion shall be purely on merit and no employee can claim a higher grade as a matter of right merely on the basis of length of service.

4. The suitability of Scientific and Technical staff being continued in the service of the centre beyond the age of 50 years will also be assessed
5. All Scientific and Technical posts shall be classified into three groups consisting of 5 grades to Group I, 6 grades in Group II and 5 grades in Group III. Details of Grades, chances for assessment, threshold marks etc. are given below:

**GROUP - I**

<i>Group &amp; Grade</i>	<i>Scale of pay &amp; Designation</i>	<i>Minimum Qualification for direct recruitment</i>	<i>Minimum number of years needed for assessment</i>	<i>Minimum percentage of threshold marks for eligibility for promotion</i>
<b><u>Group I</u></b>				
I (1)	950-1400 Technician Gr.I, G.1	SSI.C/Matriculation with ITI Certificate + 2 years experience	7,8,9,11 & after remaining for one year at the top of the scale	60
I (2)	1350-2200 Technician Gr.I, G.2	---	-do-	65
I (3)	1400-2300 Technician Gr.I, G.3	---	-do-	70
I (4)	1640-2900 Technician Gr.I, G.4	---	-do-	75
I (5)	2000-3500 Technician Gr.I, G.5	---	---	---

**Note: 1.** Entry level is at Grade I (1) only. Appointments to the other levels is by promotion through internal assessment only

a) Since the scale of Rs.1320-2040 is deleted from this group, w.e.f 1-1-1994 the incumbents in the scale of Rs. 1320-2040 will be lifted to Rs. 1350-2200, and their pay will be fixed in the same stage, if it is available and if not available. to the next higher stage.

b) There will not be any change in the scale of pay of incumbents in other grades in Group I and their new grades will correspond to their scales as shown below:

<u>Scale of pay</u>	<u>Group I</u>
950 - 1400	Grade (1)
1350 - 2200	Grade (2)
1400 - 2300	Grade (3)
1640 - 2900	Grade (4)
2000 - 3500	Grade (5)

**GROUP II**

<i>Group &amp; Grade</i>	<i>Scale of pay &amp; Designation</i>	<i>Minimum Qualification for direct recruitment</i>	<i>Minimum number of years needed for assessment</i>	<i>Minimum percentage of threshold marks for eligibility for promotion</i>
<b>Group II</b>				
II (1)	1400-2300 Jr. Tech. Assistant	B Sc (Sc) 1st class or 1st class Diploma of 3 years duration or 2nd class B.A in the relevant field	5,6,7,9, & after remaining for one year at the maximum of the scale	60
II (2)	1640-2900 Sr. Tech. Assistant	Above qualification + 3-5 years experience in the relevant field or M.Sc/M.A/BE or equivalent	-do-	65
II (3)	2000-3500 Technical Officer (A)	Above qualification + 5-8 years relevant experience or M.Sc/M.A/BE with 2-4 years experience	-do-	70
II (4)	2200-4000 Technical Officer (B)	Above qualification + 8-10 years relevant experience or M.Sc/M.A/BE <sup>or Tech</sup> with 4-6 years experience	-do-	75
II (5)	3000-4500 Technical Officer (C)	---	-do-	75
II (6)	3700-5000 Technical Officer (D)	---	---	---

Note: 1. Entry is at all the grades except Group II (5) & (6), \_\_\_\_\_ promotion to which grade s will be by assessment.

2. Since this Group is meant only for technical staff, persons possessing M.Sc./M.A/BE if appointed in this group will not be eligible for consideration for assessment to posts in Group III which are meant for Scientific Staff.

**GROUP III**

<i>Group &amp; Grade</i>	<i>Scale of pay &amp; Designation</i>	<i>Minimum Qualification for direct recruitment</i>	<i>Minimum number of years needed for assessment</i>	<i>Minimum percentage of threshold marks for eligibility for promotion</i>
<b>Group III</b>				
III (1)	2200-4000 Scientist B	1st Class M.Sc or equivalent/ Ph.D. (Science)	5,6,7,9 & after remaining for one year at the maximum of the scale	60
III (2)	3000-4500 Scientist C	1st Class M.Sc with 6 years experience or Ph.D (Science) with 2 years experience	6,7,8,10 & after remaining for one year at the maximum of the scale	60
III (3)	3700-5000 Scientist E1	1st Class M.Sc with 12 years experience or M.Tech./Ph.D (Science) with 10 years of R & D experience	5,6,7 & at maximum of scale	70
III (4)	4500-5700 Scientist E2	---	-do-	75
III (5)	5100-6300 Scientist F	---	---	---

*Note: 1. Entry will be in any of the grades above. Filling up of the vacancies due to retirement/resignation at other levels is allowed with the approval of the Executive Committee only though such a vacancy normally reverts to entry level vacancy of Rs.2200-4000.*

6. An employee shall be eligible for assessment and promotion after the expiry of a period of service in a grade as specified against each as shown above.
7. To compute the total number of years for the purpose of assessment, the following service will be taken into account.
  1. *Service that counts for increment in the Rules of the Centre and Service rendered in pre-revised scale of pay of a grade shall count as service for the purpose.*
  2. *All periods of leave including leave without allowances to the extent it counts for increment shall count as service.*

8. The assessment of an employee for promotion shall be made once in a calendar year. All those who have become eligible for consideration for such promotion on or before 31st December of the previous year shall be assessed.

9. An employee, who is under suspension or against whom disciplinary proceedings is either contemplated or taken, shall not be eligible to be considered for assessment promotion until the disposal of the disciplinary proceedings:

Note: 1. An employee, who was not considered for assessment due to suspension or disciplinary proceedings and who was exonerated of the charges subsequently, shall be assessed at the first opportunity. Merit promotion in such cases, if assessed, shall be given with retrospective effect, i.e., the date on which he would have normally considered for assessment but for the suspension/disciplinary proceedings.

2. An employee who was punished in a disciplinary proceedings shall be considered for assessment only after the effective period of punishment is over.

10. Assessment promotion of an employee, shall take effect from the 1st of the month in which he/she completes the prescribed period of service.

11. On internal assessment promotion it shall be obligatory on the part of the individuals:

1. to continue to perform the same duties if so stipulated by the Director, and
2. to perform such other and higher duties as may be assigned.

12. **ASSESSMENT COMMITTEES:**

*There will be separate Assessment Committees for each group detailed as follows:*

**Group I.**                      **Director - Chairman**  
*One member from the Executive Committee*  
*One external expert*  
*One Head of the Division of CESS.*

**Group II.**                      **Director - Chairman**  
*One member from the Executive Committee*  
*2 to 3 Experts from broad disciplines of the candidates.*

**Group III**                      For Scientist B, C and E1: ie. Group III Grade 1 to Grade (3).

**Director - Chairman**  
 Two members of the Executive Committee <sup>1</sup> Core Members  
 Three experts in different disciplines .  
 Among the experts at least one shall be in the broad disciplines of the candidate to be assessed

⊕ One member can be from Governing Body in place of an EC member and at least one EC member shall be there. .... 6 ...

For assessment of Group III Grade 4 ie. from E2 to F.

- (a) One Senior Scientist of national eminence as Chairman  
 (b) Two members of the Executive Committee / One RB member in place of one EC member.  
 (c) Director, CESS.  
 (d) Three external experts in different disciplines relevant to CESS.  
 Among the experts, at least one shall be in the broad disciplines of the candidate to be assessed.

The members of the Assessment Committee shall be nominated by the Executive Committee of CESS.

### 13. Apportioning of Marks

- a) For assessment, marks will be apportioned as follows:

#### Marks (weightage - percentage)

For all grades in Group I & Grade (1) and (2) of Group II	Confidential Report	50 marks
	Interview	50 marks

For Grade (3) (4) & (5) of Group II and all Grades in Group III	Confidential Report	30 marks
	Self Assessment Report (SAR)	30 marks
	Interview	40 marks

- (b) The marks for CR will be on a 7 point scale for Group II and Group III for whom a common CR form is used and the grading will be as follows:

A+	<i>modified as</i>	<i>Outstanding</i>	100
A		<i>Excellent</i>	90
A-		<i>Very good</i>	75
B+		<i>Good</i>	60
B		<i>Satisfactory</i>	50
B-		<i>Fair</i>	35
C		<i>Poor</i>	20

CR Rating for Group I personnel for whom a separate CR form is used.

The marks for CR shall be on a four point scale as follows for Technical personnel in Group I.

1. Exceptionally well qualified	100
2. Highly qualified	75
3. Qualified	50
4. Not yet qualified	25

Note:1. Wherever more than one year's CR is required to be considered for assessment, the average marks obtained for all the years under consideration shall be taken for computation of weightage for assessment.

Note:2. Rounding off Marks: Rounding off marks will be done at the last stage of the calculation. 0.5 and above can be rounded off to 1 (one) and less than 0.5 should be ignored.

14. The employee being assessed shall be required to fill in a Self Assessment Proforma which shall be placed before the Assessment Committee. This report should reflect in summary the year-wise activities and achievements of the employee covering the period under review, Mark for Self Assessment Report will be assigned by the Assessment Committee.
15. No appeal shall lie against the recommendation of the Assessment Committee.
16. The pay of an employee promoted on higher scale by assessment shall be fixed in accordance with the provisions of the Service Rules of CESS.
17. All assessments to be made after 1.1.19<sup>94</sup>~~86~~ shall be in accordance with these rules.

#### 18. GENERAL

- (1) The Assessment Committee will judge the performance of an employee in the interview with reference to assigned tasks, accomplished work and Scientific and Technical output. Contributions of a candidate to the institutional programmes and projects and day-to-day effective and disciplined functioning of the Institute shall also be given due weightage by the Assessment Committee. Besides the interview will also provide an opportunity to the candidate to project their achievements during the period under review. The Assessment Committee shall allot marks for interview considering all the above factors.
- (2) Thresholds for assessment are given against each grade of the respective groups. Thresholds will be 10% less for SC/ST assesseees.
- (3) The assessment based on threshold limits has no link with the availability of vacancies or seniority and movement from one group to another is not permissible. Consequently, the question of comparison of pay of one officer with the other thereby resulting in refixation of pay by stepping up of pay with reference to pay drawn by other Scientific/Technical personnel whether junior or senior will not be applicable.
- (4) Normally assessment for only the qualifying period/year in which an employee is originally due shall be done in the same assessment exercise.
- (5) But, where assessment becomes necessary for more than one year for any reason whatsoever, Supplementary Self Assessment Report for each subsequent year also must be furnished by the individual concerned.
- (6) The Assessment Committee in the same meeting will assess the candidate for each of the subsequent years wherever necessary, by grading them for each year separately.

- (7) a. In the case of candidates who were declared unsuccessful in previous assessment(s), they shall be assessed again for the entire period upto the cut off year for which assessment is conducted, provided they are otherwise eligible to be considered for reassessment as per rules.
- (7) b (i) For second and subsequent chances of assessment, maximum of 5 marks shall be awarded for each year of experience in the interview marks to reach the minimum prescribed threshold. This will be awarded only to the candidates who secure 50 marks (Satisfactory grade) for CR for that year.
- (ii) Marks will be given on this account only for a maximum period of three years.
- (iii) For the cumulation of bonus marks over the years, marks obtained only for those years where he/she secured 50 marks (Satisfactory grade) for CR will be considered.
- (8) Since interview by Assessment Committee forms an integral part of the assessment, no person can be assessed in absentia.
- (9) Those employees who leave the services of the Centre on their own volition will not be entitled for any assessment even though it may relate to the period when they were in service. However, those who superannuate or die while in service will be considered for assessment from the due date: For deceased employee there will be no element of interview and marks will be awarded pro-rata on the basis of marks awarded for CR's.
- For retired employees also there will be no element of interview and marks will be awarded pro-rata on the basis of marks awarded for Confidential Reports.*
- (10) Whenever an employee is on long leave for higher studies/research work/other assignments abroad or outside the State, he will be assessed on joining duty on expiry of the leave. However, if such employee presents himself for assessment at his own expense he shall be assessed, if otherwise eligible. The change in designation and scale of pay, if promoted shall be made effective from the due date, only if the employee joins duty after such leave/assignment.

#### 19 Suggested Time Schedule

Assessment may preferably be completed as early as possible before the close of the following calendar year.

#### 20 Procddure for Assessment

- (1) Lists of those being considered for assessment shall be prepared and placed before the Assessment Committee.
- (2) Marks will be awarded by the Assessment Committee for each assessee for interview and Self Assessment Report.

- (3) Weightage for Annual CR shall be tabulated and the Director will present the same to the Assessment Committee. The Assessment Committee will prepare lists separately for each category for each year in the order of ranking (total marks obtained) and finalise the results.
- 21 **Effective date of the norms and procedure as per the amendments/additions.**
- (1) Except those that are specifically modified as above, all other rules will stand unchanged.
- (2) The modified rules/modification shall apply to all assessments to be conducted hereafter and cases already assessed and settled will not be reopened.
22. The power to modify these rule and to interpret in case of doubt is reserved with the Executive Committee of the Centre.

**"Fast - track Promotion Scheme" - Special Provision**

The Fast Track Promotion Scheme will be applicable to the extent of the provisions contained in the G.O.(P)No.82/99/STED dated 2.8.1999 in the case of Group I and II categories. However, the qualifications acquired after 2.8.1999 will not be considered.

In the case of those being promoted from Group II, based on the Fast Track Promotion Scheme contained in the G.O.(P)No.82/99/STED dated 2.8.1999 M.A. Degree in subjects like Economics, Mathematics, Statistics, Geography and Computer Science may be regarded as equivalent to M.Sc. Degree (Science), main criteria being relevance of the subjects to the areas of scientific activity of CESS and the incumbents are engaged in R & D activities. The condition of first class will not apply for these cases falling under the Fast Track Promotion Scheme.

On such assessment promotion, if the pay of the employee when fixed is equal to or higher than the entry level pay for the next grade, they shall be deemed to have crossed over to the next grade.

CENTRE FOR EARTH SCIENCE STUDIES

Scale of Pay of Scientific & Technical Personnel

with effect from 1/1/1996

Group I - Technical

Technician Group I Grade 1	3050-75-3950-80-4590
Technician Group I Grade 2	4000-100-6000
Technician Group I Grade 3	4500-125-7000
Technician Group I Grade 4	4500-125-7000
Technician Group I Grade 5	5500-175-9000
Technician Group I Grade 6	6500-200-10500

Group II - Technical

Jr. Technical Assistant	4500-125-7000
Sr. Technical Assistant	5500-175-9000
Technical Officer (A)	6500-200-10500
Technical Officer (B)	8000-275-13500
Technical Officer (C)	10000-325-15200
Technical Officer (D)	12000-375-16500

Group III - Scientific

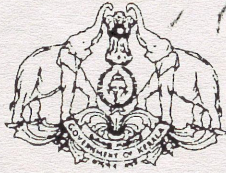
Scientist 'B'	8000-275-13500
Scientist 'C'	10000-325-15200
Scientist 'EI'	12000-375-16500
✓ Scientist 'EII'	✓ 14300-400-18300
✓ Scientist 'F'	✓ 16400-450-20000

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Director

18400-500-22400

*[Signature]*  
30/8/99  
Registrar



GOVERNMENT OF KERALA

**EW SCIENCE POLICY OF KERALA  
AND  
RESTRUCTURING OF STEC**

GO (P) No. 76/2002/STED



GOVERNMENT OF KERALA

**Abstract**

STED —NEW SCIENCE POLICY OF KERALA AND RESTRUCTURING OF STEC -  
—APPROVED —ORDERS ISSUED.

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**SCIENCE, TECHNOLOGY AND ENVIRONMENT (A) DEPARTMENT**

GO(P) No. 76/2002/STED *Dated, Thiruvananthapuram 6<sup>th</sup> November 2002*

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**ORDER**

Government have reviewed the present set up of State Committee on Science, Technology and Environment (STEC) as it is constituted and also the policy on Science, Technology and Environment so that the organisation and the policy may function in tune with the current conditions and developmental needs.

It has been decided, after due consideration, that the new policy on Science, Technology and Environment will be as given in Annexure I to this order and henceforth this policy will be followed until and unless it is changed. Government also order that the STEC will be restructured and a new Society viz. 'Kerala State Council for Science, Technology and Environment' will be registered with the Memorandum of Association, Rules and Bye-Laws as given in Annexure II and structural set up as outlined in it.

The Governing Bodies of the Research & Development centres under STEC will take steps to amalgamate fully with the new society for their integrated development as provided in Section 18 of the Travancore Cochin Literary Scientific and Charitable Societies Registration Act, 1955.

The restructured Kerala State Council for Science, Technology and Environment will be registered under the Travancore Cochin Literary Scientific and Charitable Societies Registration Act, 1955. All these formalities will be completed within a period of four months.

BY ORDER OF THE GOVERNOR

Dr.M.S.Valiathan  
Chairman, STEC & Ex-officio secretary  
to Government

To

All Members of the Kerala State Council for Science, Technology and Environment (with C.L)  
The Director's of all Research & Development Centres  
The Accountant General (This order issues with the concurrence of Finance Department)  
The Law Department (vide U.O.No.12972/G/02/Law dated 8.08.2002)  
The Finance Department (vide U.O.No.39588/Exp.A3/2002/Fin dated 3-6-2002)  
All Principal Secretaries/Secretaries to Government

Copy to : Principal Secretary to Chief Minister and PS to all other Ministers  
Joint Secretary to Chief Secretary  
GA (Sc) Department.

Forwarded/By order  
Section Officer

## Science &amp; Technology Policy 2002

**SCIENCE AND TECHNOLOGY FOR KERALA'S DEVELOPMENT**

Kerala is heir to a rich scientific legacy. The native passion for learning and centuries of contact with foreign visitors and traders made Kerala a fertile ground for the growth of new ideas and practices. Taking a cue from Aryabhata and Vagbhata who belonged to far-away Patna and Sindh, Keralites developed highly innovative systems of mathematics and Ayurveda which continue to evoke admiration. The contributions of Kerala to other branches of traditional knowledge such as architecture, boat building, metallurgy, water conservation and many others were no less remarkable. No wonder the advent of education in modern science was readily welcomed in Kerala specially in the erstwhile states of Travancore and Kochi during the nineteenth century. The early effort was largely confined to the teaching of science based on British books and devoid of scope for original investigations. Through much of the twentieth century, the educational system of Kerala produced eminent teachers of science but too few investigators of equal eminence. It was against this background that the Government set up a Department of Science and Technology in 1972 to foster scientific research in different disciplines as a tool for the all-round development of Kerala. Over a decade, the new Department created no less than seven institutions namely, Centre for Development Studies, Electronic Research & Development Centre, Sri Chitra Tirunal Institute for Medical Sciences & Technology, Centre for Earth Science Studies, Kerala Forest Research Institute, Centre for Water Resources Development and

Management and Tropical Botanic Garden and Research Institute. The Government of Kerala was perhaps alone among State Governments in formulating a Policy on Science and Technology in 1977 which, among other significant statements, declared its intention to develop research institutions which will maintain a high standard of activity and intellectual integrity and will pay the highest consideration to the pursuit of knowledge and its applications to human welfare as a worthwhile endeavour in itself. The 'Kerala model' of development which co-related high quality of life with relatively low levels of income and traced the answer to the high literacy of women was the outcome of a classic study done by one of the institutions set up by the new Department of Science and Technology.

The fact however remains that Kerala has become a 'high cost, low employment, low productivity and low 'investment' economy at the dawn of the twenty first century. It has also witnessed a host of grave social problems such as high morbidity and a rising suicide rate which is thrice the national average. The earlier paradox of a high quality of life despite low levels of per capita income has been replaced by a new paradox of a limping economy despite an educated work force. While this state of the economy has many causes, it is obvious that Science and Technology programmes have contributed less than their share for the socio-economic betterment of the State. Similarly while there has been reasonable investment in education over the years, major institutions devoted to higher education and research in Science and Technology have failed to materialise in Kerala. This has been compounded by the sharp erosion in the standard of education at all levels. Kerala students are no longer well equipped to compete in national entrance and competitive examinations and the percentage of scientists who receive national recognition such as

election to the Fellowship of Science Academies remains disturbingly small. The remedial measures to correct the present maladies must accord high priority to targetted research and education which would address the concerns of industry, agriculture, water resources, health care and environment. This does not in any way imply the neglect of basic research in the universities which should receive due attention. A dynamic policy responsive to the changing socio-economic needs of Kerala and which, at the same time, sits well with the mainstream of Science and Technology at the National and International levels is an urgent requirement of the State. The Government of Kerala recognises this need and reiterates its commitment to the vigorous support of Science and Technology as an instrument for the betterment of life in Kerala. The new initiatives which will form the main elements of an action plan for the next ten years are outlined below:

### **1. Science in Education:**

In the earlier policy resolution, the Government had clearly recognised that 'developmental efforts have to cover science education at primary and secondary school levels, science education at the university undergraduate and postgraduate levels, technical education at the Polytechnic and University level and training of craftsmen at the Industrial training Institutes.' A great deal remains to be done in meeting these objectives and modernising science education, which can be delayed only at great risk to the children and youth of Kerala. A package consisting of efforts to nurture young talent, rebuilt laboratories where experiments could be done, changes in science curriculum, supply of IT based educational materials and the retaining of trainers will be introduced in schools on a pilot

scale initially and the scheme extended state-wide in the light of operational experience. A massive programme of summer and winter schools for Science teachers and special training programmes for talented students should be put in place as a matter of priority. In parallel, measures to reactivate Science education at the college level should be introduced in institutions chosen on appropriate criteria and their number expanded in phases. The University Departments of Science should be strengthened so that they perform effectively interact with Industry and compete for a share of the growing number of schemes of the UGC and the Union Department of Science and Technology for supporting science departments in universities. The Government also recognises the need to develop new institutions in basic sciences and emerging disciplines, where the partnership and support of the Science Departments of the Government of India will be sought on the basis of well-defined objectives and programmes and mutuality of interests. The Government will consider the innovative step of organising an Institute for Advanced Science and Technology in partnership with the Central Government for promoting research and post graduate work in key areas such as Information Technology (IT), Biotechnology (BT) and Material Technology (MT) which hold high promise for the development of Kerala.

## **2. Autonomous Institutions for Science and Technology:**

Among the activities of the Department of Science and Technology, the sponsorship of autonomous institutions had always claimed pride of place in Kerala. The Socio-economic and industrial scene in India and Kerala in particular has, however, changed dramatically since these institutions came into existence. Wholly new areas such as IT and BT are

occupying the centre stage and influencing every aspect of life including governance. The Government recognises that research and development programmes should no longer be carried out in isolation and that effective partnerships between Research and Development Institutions, academia and industry should henceforth become the norm for socio-economic development. Partnerships should be worked out with great care to draw upon the resources of Science, Technology, Industry and regulatory authorities so that each plays its distinctive, but complementary, role towards the attainment of a common objective. It is essential that the roles of each sector are not mixed up during the planning or execution of work, such as, for example, a research and development institution taking on industrial, commercial or regulatory functions. The Government will therefore initiate steps to recognise and strengthen the existing institutions keeping in view their synergies with institutions and organisations of the Central Government, private sector and International agencies to meet the challenges of Kerala's development in a fast changing Science and Technology scene in India and the world.

### **3. Traditional Systems of knowledge and innovation:**

Kerala is a treasure house of traditional knowledge which covers many fields of human endeavour. Apart from the vast domain of Ayurveda, the areas include farming, boat building, metal work, food preservation, architecture and scores of local traditions which are poorly documented. The proper documentation of traditional knowledge including oral traditions and ancient practices has become important in view of the IPR regime and the urgent need to safeguard India's intellectual wealth. The Government intends to support the creation of a data base to cover the traditional systems of knowledge and encourage the development of innovative

products and processes by not only technologists but also by craftsmen in Kerala whose prospects have brightened thanks to the newly set-up National Innovation Promotion Board.

#### **4. Environmental Protection:**

Given the high density of population and the consequent pressure on land, the fragile eco-system of Kerala has always been under threat. Neither the forests nor the western ghats, rivers, wetlands, nor the sea which washes Kerala's shore are immune from man-made devastation. In keeping with national guidelines on environmental protection and conservation of bio-diversity, the Government will take steps to arrest the degradation of Kerala's environment and promote the greening of its economic development by environmental audit. The effective conservation of the forest eco-system and sustainable utilisation of natural resources will receive the special attention of the Government. The Government will also extend support to environmental studies and research in educational institutions and consider new initiatives in the preservation of bio-diversity and environmental balance.

#### **5. Accreditation of laboratories:**

A major problem which has received poor attention is the uneven quality of the laboratories which serve hospitals, universities, industries, research and development institutions and other organisations. The lack of confidence in test results has been a matter of increasing concern for patients, editors of Scientific Journals, importers of Indian goods and various other groups to the detriment of public interest. The Government

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will take suitable steps to assist laboratories in the State sector to obtain accreditation from the National Accreditation Board (NABL) in a time-bound manner and to set up reference laboratories when necessary.

#### **6. Role of Science and Technology in governance:**

Science and Technology activities should be cloistered in laboratories and classrooms as they have a pervasive role and represent, in the final analysis, an attitude of mind. The inputs of Science and technology in governance at the institutional and Government levels will not only enhance efficiency but will also change the administrative culture on the model of E-governance. Always open and ready to face criticism, the entry of scientific spirit will have a salutary effect on raising transparency levels in the functioning of Government.

As the National Committee on Science and Technology pointed out in 1973 'the scientific establishments in our country have, with rare exceptions, imbibed the culture of the administrative services, its extensive rules and regulations, its weighty statutes and precedents and its zealously guarded and regulated hierarchies and jurisdictions. Indeed, the two problems characteristic of this administrative and regulatory mechanisms are the very ones which are most inimical to the development of effective, scientific institutions.' The Government will therefore renew its effort to reform the internal functioning system of its Science and Technology institutions and make them perform freely and achieve the desired scientific goals. At the same time, the Government will create vibrant mechanisms to ensure that Science and Technology inputs become an essential part of its

decision making process in regard to industry, environment, education, health and other socio-economic sectors.

Government will also adopt such policies and encourage such programmes as would enhance the free communication of scientific ideas and the spread of scientific temper among all sections of the people.

Apart from the benefactions of science which have transformed the world we live in, the flowering of science calls for a liberal outlook in so far as its theories and conclusions are neither immutable nor immune from refutation. In the view of the Government, the promotion of scientific research has the twin merits of yielding fruits of technology for peoples' welfare and fostering a liberal outlook, which are both indispensable for building Kerala into a prosperous and happy land.

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**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT**

**MEMORANDUM OF ASSOCIATION**

1. The name of the Society shall be The Kerala State Council for Science, Technology and Environment.
2. The registered office of the society shall be situated in Thiruvananthapuram and the address of the Society shall be  
"Sastra Bhavan, Pattom, Thiruvananthapuram – 695 004".
3. The Objectives of the Society are
  - i) to identify thrust areas in Science and Technology for speeding up the socio-economic development and enhancing the quality of life and environment in Kerala;
  - ii) to advise the Government on the formulation of policies and strategies and suggest measures for implementation, which will promote the application of Science and Technology to meet the perceived needs of the society, and manage natural resources;
  - iii) to assist in the preparation of the Science and Technology Development Plan of the State and in its implementation;
  - iv) to promote effective coordination between Centres of Scientific and Technological research, Government agencies, farms and industries including the private sector so that know-how generated by scientific research is fruitfully deployed by transfer of technology;

- v) to support and coordinate research programmes in the Universities and Institutes of the Government, Research and Development laboratories of the private sector with a view to optimizing the scientific output.
- vi) to consider and advise the Government on all such matters as are relevant to the application of Science and Technology to the economic, industrial, educational and social development of Kerala.
- vii) To advise local government on use of Science & Technology for local application and local development.
- viii) To net work the Science & Technology agencies within and outside the country
- ix) to make the Science, Technology and Environment plans responsive to the developmental needs of Kerala and to dovetail them with the programmes of the economic, scientific and service departments of the Government such as agriculture, industries, power, water, energy, education and IT.

4. The State Council consisting of 27 persons shall be constituted as follows:

Chief Minister	President
Minister for Industries	Vice President
Minister for Finance	"
Minister for Agriculture	"
Minister for Health	"

Minister for Education	Vice President
Minister for Forests	"
Minister for Water Resources	"
Vice Chairman, State Planning Board	"
Chief Secretary to Government of Kerala	"
Executive Vice President (Eminent Scientist nominated by Govt.)	
Secretary, Department of Science and Technology, Govt. of India	
Vice Chancellors of Cochin University of Science & Technology and Kerala Agricultural University	
Secretary to Government, Finance Department	
Five eminent persons nationally known for their expertise in Science & Technology, Industry and Environment (nominated by Government)	
Director, VSSC, Thiruvananthapuram	
Director, RRL, Thiruvananthapuram	
Director, SCTIMST, Thiruvananthapuram	
Secretary to Government, Planning and Economic Affairs Department	
Member Secretary (Scientist with research and administrative experience nominated by Government)	
Directors of two Science and Technology Institutions under the Council to be nominated in rotation by the President/Govt. (The Director, RGCB, Thiruvananthapuram and the Executive Director, CWRDM, Kozhikode will be the members representing the Science and Technology Institutions in the first Council.)	

Notwithstanding anything contained in the Memorandum of Association and the Rules and Bye-laws, the first Executive Vice President of the society shall be Dr M S Valiathan, President, Indian National Science Academy.

#### 5. Powers of the Council:

The State Council shall have the following powers:

- (i) To consider and approve the Annual Report and Audited Statement of Account.
- (ii) To suggest a panel of names to the Government for appointment as Executive Vice President.
- (iii) To consider and recommend to Government proposals from Executive Committee for starting new institutions or any other matter referred to it by the Executive Committee.
- (iv) To serve as the final appellate body in matters as provided in the bye-laws.
- (v) To approve the appointment of Auditor at the Annual General Meeting
- (vi) To approve changes in the Memorandum of Association and Rules
- (vii) To approve the bye-laws regarding the procedure for its meetings
- (viii) To provide general guidance to the Executive Committee in furtherance of the objectives of the Council, and
- (ix) To generally manage its affairs in accordance with the Rules and Regulations detailed hereto.

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6. The management and control of the Society, is entrusted to the State Council of the Society and shall be carried on in accordance with the Rules and Bye-laws. The names, addresses and designation of the present members of the State Council are subscribed hereunder

<i>Sl.No</i>	<i>Name, address and occupation of members</i>	<i>Designation in the Society</i>
1.	Sri. V Ramachandran, G-4, 'Anugraha' Jawahar Nagar, Thiruvananthapuram – 695 041 Vice Chairman, Kerala State Planning board Pattom, Thiruvananthapuram – 695 004	Vice President
2.	Dr M S Valiathan Chairman, Science, Technology and Environment Department 'Sasthra Bhavan', Pattom, Thiruvananthapuram – 695 004	Executive Vice President
3.	Chief Secretary, Govt. of Kerala	Member
4.	Finance Secretary, Govt. of Kerala	Member
5.	Planning secretary, Govt. of Kerala	Member
6.	Executive Director, Centre for Water Resources Development and Management, Kozhikode	Member
7.	Director, Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram.	Member

We the undersigned are desirous of forming a Society named "The Kerala State Council for Science, Technology and Environment" in pursuance of the Memorandum of Association of the Society on this thirtieth day of October 2002

30/10/2002

<i>Sl.No.</i>	<i>Name and address</i>	<i>Occupation</i>	<i>Signature</i>
1.	Sri.V. Ramachandran, G-4, 'Anugraha', Jawahar Nagar, Thiruvananthapuram – 695 041 Vice Chairman, Kerala State Planning Board Pattom, Thiruvananthapuram 695 004		Vice President
2.	Dr.M.S.Valiathan Chairman, Science, Technology and Environment Department' Sasthra Bhavan'. Pattom, Thiruvananthapuram – 695 004.		Executive Vice President
3.	Shri.N.Chandrasekharan Nair Chief Secretary to Govt. of Kerala		Member
4.	Smt. Sudha Pillai Principal Secretary to Government, Finance Department		Member
5.	Shri.S.M. Vijayanand Secretary to Government Planning & Economic Affairs Department		Member

(1)	(2)	(3)	(4)
6.	Dr.E.J.James Executive Director(i/c), Centre for Water Resources Development and Management Kozhikode		Member
7.	Dr.Raghava Varman Thampan Director, Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram		Member

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY &  
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**Rules and Bye-laws of the Society**

1. **Short title:** These Rules may be called the Rules of the Kerala State Council for Science, Technology and Environment (hereinafter called State Council).
2. **Definitions:** In these rules, unless the context otherwise requires:
  - 2.1 'President' means the President of the State Council.
  - 2.2 'Vice-President' means any one of the eight Vice-Presidents of the State Council.
  - 2.3 'Executive Vice-President' means Executive Vice-President of the State Council.
  - 2.4 'Executive Committee' means the Committee constituted under Rule 6.

- 2.5 'Chairman' means Chairman of Executive Committee also known as Executive Vice-President of the State Council.
- 2.6 'Member Secretary' means the Member Secretary of the State Council
- 2.7 'Bye-laws' means the bye-laws framed under Rule 9.

**3. Members of the State Council:**

- 3.1 The members of the State Council shall be as given in Article 4 of the Memorandum of Association
- 3.2 All members of the State Council other than ex-officio members shall hold their membership for a period of three years.
- 3.3 When any person is a member of Council by reason of the office of appointment he holds, his membership of the State Council shall terminate when he ceases to hold that office of appointment and in his vacancy his successor in office or appointment shall automatically become a member of the Council.
- 3.4 Any vacancy occurring due to death, or resignation addressed to the President, among the persons nominated by the Government shall be filled up in accordance with the provisions of the Rules.
- 3.5 Notwithstanding anything contained in sub-rule 3.1 above the composition of the first State Council shall be as given in the Annexure to these Rules.
- 3.6 The State Council shall maintain a Register of members giving their names, occupations and addresses. If a

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member changes his/her address, he/she shall communicate the change to the Member Secretary who shall thereupon enter the new address in the Roll of Members. If the Member fails to communicate the new address, the address given in the Roll of Members shall be deemed to his/her address.

#### **4. Meetings of the Council**

- 4.1 The State Council shall meet as often as necessary but at least once a year and one of the meetings shall be the Annual General Meeting.
- 4.2 The State Council, its Executive Committee and such other Committees as the Council may constitute, shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Council for the time being and notwithstanding any other vacancy, whether by non-appointment or otherwise; and no act or proceedings of the State Council or its committees shall be invalidated or called in question merely by reason of the happening of any of the above events or any defect in the appointment or any irregularities in the nomination of its members.

#### **5. Authorities of the Council:**

The following shall be the authorities of the Council:

President

Executive Committee

Executive Vice President, Member Secretary

## 6. Executive Committee

6.1 The administration and management of the affairs, finances of the State Council and the overseeing of the administration of all institutions under the Council and receiving its grant-in-aid shall be conducted by the Executive Committee.

6.2 It shall be the duty of the Executive Committee to act in accordance with the objectives set out in the Memorandum of Association, the decisions of the State Council and the principles of good governance including those of financial prudence.

6.3 The Executive Committee shall consist of :

Executive Vice-President (Chairman) ( ex-officio)

Secretary, Department of Science and Technology, Government of India or his nominee. ( ex-officio)

Secretary, Planning, Government of Kerala (ex-officio)

Secretary, Finance, Government of Kerala. (ex-officio)

Directors of two Science and Technology Institutes under the Council – nominated in rotation by Chairman of executive Committee. (non ex-officio)

One Representative each of industry, environment and education – nominated by the Government from among the members of the Council. (non ex-officio)

Member Secretary – Secretary.

Notwithstanding anything contained in these rules, the first Executive Committee shall be constituted as follows:

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*Prof. Ramesh Kumar*

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- (i) Dr M S Valiathan, President, Indian National Science Academy – Chairman.
- (ii) Secretary, Department of Science and Technology, Government of India.
- (iii) Secretary, Planning, Government of Kerala.
- (iv) Secretary, Finance, Government of Kerala
- (v) The Director, Rajiv Gandhi Centre for Biotechnology (RGCN) Thiruvananthapuram.
- (vi) The Executive Director, CWRDM, Kozhikode
- (vii) Representatives of industry, education, environment : to be nominated by the Government.
- (viii) Member Secretary.

- 6.5 All members of the Executive Committee other than ex-officio members shall hold office for a period of three years from the date of their nomination.
- 6.6 Casual vacancies caused by resignation or death in the Executive Committees other than those of ex-officio members shall be filled up by nominations by the President of the Council from among the members of the State Council and such member/members shall hold office for the unexpired period of the original term of the Executive Committee.
- 6.7 Notwithstanding anything contained in sub rule 6.5 above, the Executive Committee constituted under a sub rule 6.4 shall hold office for 3 years from the date of registration of the Society.

**7 Member Secretary**

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- 7.1 A Member Secretary of the State Council shall be nominated by the Government and shall hold office for a period of three years from the date of assumption of office.

**8 Powers and Responsibilities of the Executive Committee**

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Apart from the general powers and responsibilities vested in the Executive Committee and such other powers that may be devolved by the State Council over the management of the affairs and finances of the State Council, the Executive Committee shall have the following specific powers:-

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- 8.1 To oversee the functioning of the institutions under the Council and other receiving its grants-in-aid with a view to optimizing their management and technical efficiency.
- 8.2 To constitute committees and sub committees including Research committees to study the working of institutions and grant-in-aid institutions under the Council and formulate plans of actions for attaining the overall objectives of the Council.
- 8.3 To consider the draft Annual Report of the Secretary on the working of the State Council and to submit the approved report to the Annual General Meeting of the State Council.

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- 8.4 To consider the audited accounts and the annual budget estimates of the State Council presented by the Secretary and to report this same with such changes as may be considered necessary to the Annual General Meeting of the State Council.
- 8.5 To authorize and sanction expenditure of the funds of the State Council, in accordance with the bye-laws to be framed in this regard by it.
- 8.6 To create and maintain administrative and other full-time or part-time posts in the State Council, fix the amount of remuneration, define their duties and conditions of service provided that approval of the Council would be required for
- i. making appointments to the post of Directors of Institutions under its jurisdiction and
  - ii. to the creation of posts carrying a basic pay of above Rs.4000/- provided further that sub-clause (ii) will not be applicable in the case of the First Executive Committee established under this Memorandum of Association.
- 8.7 To enter into such arrangements with the Government of India, State Government and other public or private organizations or individuals and further the objectives of the State Council and the implementation of its programmes and to secure and accept endowments, grants-in-aid, donations or gifts on mutually agreed terms and conditions

provided that the conditions of such grants-in-aid, donations or gifts shall not be inconsistent or in conflict with the provisions of these Rules or general directions of the State Council/Government, if any.

- 8.8 To acquire by gift, purchase, lease or otherwise any property, movable or immovable, which may be necessary or convenient for the purposes and programmes of the State Council and to construct, alter and maintain any building or buildings belonging to the State Council for the purposes and programmes of the State Council;
- 8.9 To sell, transfer, lease or otherwise dispose of any movable or immovable property of the State Council provided that the power in regard to immovable property shall be exercised only with the prior approval of the Council.
- 8.10 To borrow or raise money from the Government of India, State Government, Commercial Banks and other public or private organizations for the implementation of the programmes of the State Council in furtherance of its objectives, with the approval of the State Council.
- 8.11 To invest or reinvest the funds of the State Council in such securities or in such manner as may, from time to time, be determined in the manner or modes specified under the provisions of Section 13(1) (d) read with Section 11(5) of the Income Tax Act, 1961.

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- 8.12 To delegate any or all specific powers referred to above, for a period considered necessary by a resolution duly adopted, at a meeting of the Executive Committee, to the Chairman of the Executive Committee, with the approval of the State Council.
- 8.13 To do such other things as are necessary for the conduct of the State Council in furtherance to its objectives and in accordance with these Rules.

#### 9. Bye Law

The Executive Committee shall have the power to form the bye laws for the proper governance of its organization and institutes subject to the approval of the Council.

10. The Executive Committee shall have power to invite concerned individuals or experts to participate in the discussions at the meeting of the Executive Committee.

11. The Member Secretary shall be the principal executive officer of the Executive Committee and is responsible for the conduct of affairs through efficient and faithful implementation of the decisions of the Council/Executive Committee. The Member Secretary will have the powers to open an account in the name of the State Council in a Bank approved by the Executive Committee and operate on the same in accordance with the decisions of the Executive Committee and such bye-laws as may be framed, provided that during the absence of the Member Secretary for a period exceeding one

month from Kerala State, the Chairman of the Executive Committee shall have powers to nominate, for the period of absence of the Member Secretary, a person to perform the duties and exercise the powers of the Member Secretary mentioned in these Rules, including the power to operate on the account opened in the Bank in accordance with the bye-laws and the decisions of the Executive Committee.

12. **General Meeting:**

12.1 The Annual Meeting of the State Council shall be held once every year at such time, date and place as the President may decide. At this meeting, called the Annual General Meeting the report of the activities and management of the State Council for the previous financial year together with an audited copy of the balance-sheet, income and expenditure account and the auditor's report and other matters that may be placed before it by the Executive Committee shall be submitted for approval.

12.2 The first Annual General Meeting shall be held by the State Council within 12 months of its registration. The next Annual General Meeting of the State Council shall be held within 9 months after the expiry of each calendar year in which the first Annual General Meeting is held; and thereafter the Annual General Meeting shall be held within 9 months after the expiry of each calendar year.

- 12.3 A special General Meeting may be convened at any time on the requisition of the President or on the requisition of one-fourth of total number of members of the State Council who shall state in writing to the Member Secretary the business for which the meeting is to be convened and the Member Secretary shall, within ten days from the date of requisition and in consultation with the Executive Committee, proceed duly to call a meeting for the consideration of the business stated on a day not later than forty days from the date of receipt of the requisition.
- 12.4 All meetings of the State Council shall be called by notices under the signature of the Secretary or any other officer authorized in this behalf by the Executive Committee.
- 12.5 Every notice calling a meeting of the State Council shall state the date, time and place at which such meetings shall be held and shall be delivered by hand or by registered post to every member at the address mentioned in the Register or members not less than 21 clear days before the date appointed for the Annual General Meeting and 15 days before the date appointed for a Special General Meeting.
- 12.6 The President shall preside at all ordinary or Special General Meetings. In his absence one of the Vice-Presidents or Executive Vice President shall preside. In the absence of all the three, one of the members present, elected for the purpose, shall preside.

12.7 One-half of the number of members shall form the quorum. If there is no quorum at a meeting, the meeting shall be adjourned for a further date. If there is no quorum on the adjourned day also, the meeting shall be adjourned for half an hour and it will then be held even if no quorum is present.

12.8 The procedure to be followed at the meetings shall be laid down in the bye-laws, framed by the State Council.

13. Once in every year on or before the fourteenth day after the Annual General Meeting of the State Council, a list of documents as required under Section 13 of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 shall be filed with the Registrar of Societies.

14. The auditors for the annual accounts of the State Council shall be appointed in the Annual General Meeting.

15. Dissolution:

On the Dissolution of the State Council if there shall remain, after the satisfaction of all debts and liabilities, and property whatsoever, the same shall under no circumstances be paid or distributed among its members or among the members of the Executive Committee or any of them but the same shall be transferred in accordance with Section 23 of the Travancore-Cochin Literary, Scientific and Charitable Societies, Registration Act, 1955 to some other society whose objects are similar to those of the State Council and which enjoys recognition under Section 80(G) of the Income Tax Act, 1961.

16. **Amendment of memorandum of Association and Rules and Resolutions :**

16.1 Whenever it shall appear to the executive Committee of the State Council that it is advisable to alter, extend or abridge the Memorandum of Association for such purposes as are mentioned in the Memorandum of Association, the Executive Committee may submit the proposal to the members of the State Council in a written or printed report, and may convene a Special General Meeting for the consideration thereof according to the Rules and Regulations. No such proposal shall be deemed to have been approved unless such reports have been delivered by hand or sent by registered post to every member of the State Council 21 days previous to the date of the Special general Meetings convened at the instance of the Executive Committee for the consideration thereof, and unless proposal shall have been agreed to by the votes cast in favour of the proposal by members entitled to do so, and such votes are not less than three times and number of votes, if any, cast against the resolution by members so entitled and voting and attended by not less than half the number of members of the State Council.

16.2 Whenever it shall appear expedient to the Executive Committee of the State Council to amend the name and Rules and regulations of the State Council, the Executive Committee may submit the proposal to a Special General Meeting convened for the purpose, of which notice shall

have been delivered by hand or registered post to every member of the State Council 21 days previous to the date of the Special General Meeting. The Resolution proposing the amendment shall be passed by the votes cast in favour of the resolution by members who are entitled to do so, provided such votes are not less than three times the number of votes, if any, cast against the resolution by members so entitled and voting.

- 16.3 No amendments to the Memorandum of Association and Rules and regulations of the State Council proposed in sub-rule 16.1 and 16.2 above shall be repugnant to the provisions of sections 2(15), 11 to 13 and (80)G of the Income Tax Act, 1961. Further, no amendments to sub rule 16 shall be carried out without the prior approval of the Commissioner of Income Tax.

**17. Meeting of the Executive Committee:**

- 17.1 Executive Committee shall meet not less than three times during every calendar year at such time, date and place as the Chairman may decide. The interval between any two consecutive meetings shall, however, be not more than 6 months.
- 17.2 The meeting shall be called by notice under the signature of the Member Secretary, or any other Officer authorised in

this behalf by the Member Secretary, who shall cause the Notice to be delivered safely to each member of the Executive Committee at the address mentioned in the Register of Members, not less than 8 days before the date fixed for the meeting provided that the Chairman may call a special meeting of the Executive Committee at such notice as may be expedient.

17.3 Not less than half of the number of members of the Executive Committee shall form the quorum. The requirements of quorum shall not, however, apply to adjourned meetings.

17.4 The procedure to be followed at the meetings be laid down in the bye-law framed by the Executive Committee.

18. The Executive Committee may dispose of urgent matters by circulation of papers, if so desired by the Chairman of the Executive Committee. All resolutions and decisions thus made shall be reported at the next meeting of the Executive Committee for ratification.

We, the undersigned members of the Kerala State Council for Science, Technology and Environment hereby certify that the above is a correct copy of the Rules and the Regulations of the said Society.

*Name, Address and occupation**Signature*

1. Sri.V. Ramachandran, G-4, 'Anugraha'  
Jawahar Nagar, Thiruvananthapuram – 695 041  
Vice Chairman, Kerala State Planning Board  
Pattom, Thiruvananthapuram 695 004
2. Dr.M.S.Valiathan  
Chairman, Science, Technology & Environment Department  
'Sasthra Bhavan'. Pattom, Thiruvananthapuram – 695 004.
3. Shri.N.Chandrasekharan Nair  
Chief Secretary to Govt. of Kerala
4. Smt. Sudha Pillai  
Principal Secretary to Government, Finance Department
5. Shri.S.M. Vijayanand  
Secretary to Government, Planning & Economic  
Affairs Department
6. Dr.E.J.James  
Executive Director(i/c), Centre for Water Resources  
Development and Management, Kozhikode
7. Dr.Raghava Varman Thampan  
Director, Rajiv Gandhi Centre for Biotechnology  
Thiruvananthapuram

### Composition of the First State Council

Chief Minister	President
Minister for Industries	Vice President
Minister for Finance	"
Minister for Agriculture	"
Minister for Health	"
Minister for Education	"
Minister for Forests	"
Minister for Water Resources	"
Vice Chairman, State Planning Board	"
Chief Secretary to Government of Kerala	Member
Executive Vice President (Eminent Scientist nominated by Govt.)	"
Secretary, Department of Science and Technology, Govt. of India	Member
Vice Chancellors of Cochin University of Science & Technology and Kerala Agricultural University	"
Secretary to Government, Finance Department	"
Five eminent persons nationally known for their expertise in Science & Technology, Industry and Environment (nominated by Government)	Member
Director, VSSC, Thiruvananthapuram	"
Director, RRL, Thiruvananthapuram	"
Director, SCTIMST, Thiruvananthapuram	"

Secretary to Government, Planning and  
Economic Affairs Department

Member Secretary (Scientist with research and  
administrative experience nominated by  
Government)

Director, Rajiv Gandhi Centre for Bio-technology,  
Thiruvananthapuram

Executive Director, Centre for Water Resources  
Development and Management, Kozhikode.

Members

R. Mahendran Nam

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COA