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THE INDIAN ASSOCIATION
FOR
THE CULTIVATION OF SCIENCE

(Registered Under Act. XXI of 1860)

REGULATIONS & BYE-LAWS

(As adopted by the Association with effect from 1st. October, 1947)



JADAVPUR
CALCUTTA-32.

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THE INDIAN ASSOCIATION
FOR
THE CULTIVATION OF SCIENCE

(Registered under Act XXI of 1860)

REGULATIONS

NAME AND OBJECT

1. The Association shall be called the Indian Association for the Cultivation of Science (hereinafter called "the Association").

2. The object of the Association shall be to cultivate Science in all its departments, both with a view to its advancement by original research and to its varied applications to the arts and comforts of life.

ORDINARY MEMBERS, LIFE MEMBERS AND FELLOWS

3. The Association shall consist of (1) Ordinary Members, (2) Life Members and (3) Ordinary Fellows.

The Association so constituted shall be a Body Corporate having perpetual succession and a common seal, with power to acquire and hold, and/or to dispose of property, both movable and immovable, and to do all other matters incidental or appertaining to a Body Corporate, and shall by the name of the Association sue and be sued.

4. All persons of whatever creed or nationality shall be eligible as Members and Fellows, subject to approval by the Council of the Association (hereinafter called "the Council").

5. Candidates for Ordinary Membership shall be proposed by one and seconded by another Member in a prescribed form, and shall be elected at one and admitted at another meeting of the Council by a vote of majority of the Members present at the meeting. Such Ordinary Members, if resident in or within a radius of 30 miles of Calcutta, shall have to pay each a subscription of Rs. 15/- per annum in advance and, if not resident within such limit, shall have to pay each a subscription of Rs. 10/- per annum in advance. The year of the Association shall

be from 1st April up to 31st March of the year following. If a Member is in arrears of payment of subscription for more than two years after having received due notice to that effect from the Registrar, he shall cease to be a Member.

6 (a) Candidates for Life Membership shall be proposed by one and seconded by another Member in a prescribed form and shall be elected at one and admitted at another meeting of the Council by a vote of majority of the Members present at the meeting. Life Members shall have to pay a sum of Rs. 250/- to the funds of the Association.

(b) Any association or corporate body approved by the Council will, on payment of a sum not less than Rs. 2,500/-, enjoy the privileges of Life Membership. Such a Body will be allowed to nominate one person to represent it in this behalf for a term of 3 years at a time, and will also be entitled to substitute a fresh name at any time within the term on a vacancy arising.

Provided that—the nominee of any association or corporate body or a person making a donation of Rs. 2 lakhs on such conditions as may be approved by the Council, or subscribing to the Association a sum of not less than Rs. 10,000 annually, shall have the further right of representation on the Council as provided hereinafter in clauses (f) and (g) of Regulation II.

Provided also—that the right of nomination by an individual donor or subscriber will continue in the heir or in the nominee, as the original donor or subscriber may choose.

(c) All nominees of the National Institute of Sciences, or of the Government, shall enjoy the same rights and privileges as those of an Ordinary Member.

7 (a) Ordinary Fellows not exceeding 25 in number at any time shall be elected from among the Ordinary and Life Members of the Association, who have distinguished themselves by their eminence in scientific work. Not more than 4 excepting any person elected under clause (b) of this rule shall be elected in any year according to the Regulations and

By-laws in force for the time being, subject always to the approval by the Association at its General Meeting. Provided that the Fellows elected before 1947 shall continue to be Fellows under these Regulations.

- (b) In cases in which the Council is of opinion that in the interest of the advancement of knowledge of natural sciences it is desirable that persons be elected Ordinary Fellows of the Association otherwise than as provided for above, they may recommend to the Association persons who, in their opinion, either have rendered conspicuous service to the cause of science or signal benefit to the Association. Provided that not more than one person shall be recommended in any one year and if one such person is elected in one year there shall be no election the following year. Provided always that no person shall be so recommended unless he obtains two-thirds of the votes of the members present and voting, the total number of votes registered in his favour being not less than eleven. Provided that the first election shall be made in the same way as that of the other Ordinary Fellows. Provided further that the total number of such Fellows shall not at any time be more than two.

8. Honorary Fellows not exceeding 25 in number at any time shall be elected from among men of high eminence, who are not inhabitants of India in accordance with the Regulations and By-laws in force for the time being, provided always that such elections are approved at a General Meeting of the Association. Not more than 3 shall be elected in any year. Provided that all Foreign Members elected before 1942, and all Honorary Fellows elected before 1947, shall *ipso facto* become Honorary Fellows under these Regulations.

9 A. Ordinary and Life Members, as also Fellows, shall have the right to attend all the Meetings of the Association, to be eligible for election to the Council, to have access to its Library, to attend lectures arranged by the Association, and to receive such publications as may be determined by the Council from time to time, provided that any Member who holds any salaried post in the Association shall not vote on any matter in which he may have a pecuniary interest.

Provided that—an Ordinary Member who is not in good standing will not be eligible to stand as, or to propose or second, a candidate for election as an Ordinary Member of the Council, or to participate in the voting in the election of such Members of the Council or in any of the General Meetings.

Expl.—An Ordinary Member who has paid his subscription for any year shall be deemed to be of good standing upto the 31st July of the year following.

9 B. Honorary Fellows and Fellows elected in accordance with Regulation 7 (b) shall be exempted from payment of subscription and shall be entitled to receive publications of the Association free of charge.

REMOVAL OF MEMBERS

10. Any proposal to remove a Member from the Association for causes other than non-payment of subscription must be made to the Council in writing by at least 20 Members. If the Council approves the removal of the Member after giving him an opportunity of appearing before the Council to reply to the charge made against him, a resolution to that effect must be made at the next Annual General Meeting, and if three-fourths of the Members present vote for the removal of the Member, he shall be removed from the Association accordingly.

COUNCIL

11. The affairs of the Association shall be administered, directed and controlled, subject to Regulations and By-laws and orders of the Association, by the Council which shall consist of the following persons:—

- (a) The President and two Vice-Presidents (hereinafter called the Office-bearers) to be elected by the Association on the recommendation of the retiring Council.
- (b) Not less than nine and not more than twelve Members (hereinafter called Ordinary Members of the Council) who shall be elected by the Association. No Members holding a salaried appointment in the Association shall be elected to the Council under this category.
- (c) One nominee of the Trustees to be elected by the Trustees from among themselves.
- (d) Two nominees of the National Institute of Sciences of India, to be nominated by the said Institute every year.

- (e) Three nominees of the Government of India, of whom the first shall be the Secretary, Department of Scientific Research, or his nominee, the second shall be the Educational Adviser to the Government or his nominee and the third an officer of the Government of India with knowledge of financial matter, to be nominated every year by the Department of Scientific Research of the said Government.

The right of nomination shall continue as long as the Association receives a grant-in-aid from the Central Government.

- (f) One nominee of each association, corporate body or person making a donation of Rs. 2 lakhs.
- (g) One nominee of each association, corporate body, or person who shall agree to pay to the Association annually a sum not less than Rs. 10,000.

The right of nomination shall not extend beyond the period of such donation.

N. B.—(f) & (g). In the event of the number of such associations, corporate bodies or donors exceeding five, a Donors' Constituency shall be formed to elect not more than five nominees to the Council.

- (h) The Director of the Association, *Ex-Officio*.
- (i) One of the Professors of the Association by rotation to be determined every year by the Council.
- (j) One representative of the Calcutta Corporation and/or of the municipality within whose jurisdiction the premises of the Association may be situated, if the said Corporation or the municipality requires such representation for exempting the Association from the payment of consolidated rates, or for substantial annual contribution for which such representation is imposed and accepted by the Association.

Except where otherwise stated, the term of office of an Office-bearer or a member of the Council shall be 3 years, subject to the provisos of Regulations 23 and 25. Office-bearers and Members shall, however, continue in their respective offices till their successors are appointed in accordance with the Regulations.

Seven members of the Council shall form a quorum. In the absence of the President one of the Vice-Presidents in order of seniority shall preside at meetings of the Council; and in the absence of both the President and any of the Vice-Presidents the meeting shall elect its Chairman from among the members present.

The Registrar shall act as Secretary to the Council, but shall not be a Member.

12. It shall be the duty of the Council :

- (a) To submit to the Annual Meeting a report on the progress and affairs of the Association.
- (b) To appoint the Director, Professors, Associate Professors, Readers, Registrar, Research Officers, Research Scholars, and Officers and servants for conducting the business of the Association, to fix the amount of their remuneration, subject to Budget provision, and to define their duties.
- (c) To fill up vacancies amongst Office-bearers and Ordinary Members of the Council, such appointments made by the Council to be effective till the next election by the Association.
- (d) To enforce the Regulations, and generally to carry out the objects of the Association.
- (e) To frame by-laws from time to time to conduct the business of the Council or any Sub-Committee appointed by it.
- (f) To frame by-laws from time to time for the internal administration of the Association.
- (g) To exercise control over income and expenditure of the Association.
- (h) To enter into arrangements with the Government of India as well as the Provincial Governments for securing and accepting grants-in-aid to the Association on mutually agreed terms and conditions.
- (i) To negotiate for, and accept on terms approved by the Council, grants from bodies, Government or private, willing to sub-

sidize research in subjects in which the Association is interested and can offer reasonable facilities of work.

- (j) To accept endowments, donations and subscriptions on such terms as, in the opinion of the Council, are calculated to further the interest of the Association.

Provided that—if onerous terms are insisted upon by a donor or subscriber, such an endowment, donation or subscription shall not be accepted without the approval of the Association at a General Meeting.

- (k) To appoint the Finance Committee, the Selection Committees, and any other Sub-Committees, as and when required and in the way prescribed hereinafter, for consideration of any other business. The proceedings of the Sub-Committees shall be subject to confirmation by the Council.

- (l) To do such other things as may be conducive to the interest of the Association, subject to the approval of the Association.

THE STAFF COMMITTEE

13. There shall be a Staff Committee composed of the Director, all Professors, Associate Professors, Readers and Heads of Research Departments, for effective and close coordination of research work.

14. The Director shall be the Chairman of the Staff Committee and the Registrar shall act as Secretary.

15. The Minutes of the Council shall be communicated to the members of the Staff Committee for information and the minutes of the Committee shall be presented to the Council for approval and comment.

16. There shall be a meeting of the Staff Committee once every month during terms.

17. The functions of the Staff Committee shall be as follows:—

- (a) To plan and conduct cooperative research and other academic activities, and to receive and discuss periodically reports of all research work from Heads of Departments;

- (b) To consider and submit to the Council a draft Annual Report of the activities of the various Departments of the Association;
- (c) To discuss the budgets of the Departments and to submit its views thereon to the Finance Committee;
- (d) To make recommendations to the Council regarding the institution of research posts and the duties and emoluments thereof;
- (e) To supervise over the affairs of the Library and the Workshop and make recommendations to the Council on any matter affecting them;
- (f) To make rules, subject to approval of the Council, regarding :—
 - (i) the disciplinary control of research staff including Research Officers and Scholars;
 - (ii) the management of Workshop and Library.

GENERAL MEETING

18. The Association shall hold an Annual General Meeting ordinarily in the month of July:

- (a) To consider the Annual Report of the Council which shall be prepared by the Director, accounts for previous year and the Budget Estimates, and to pass resolutions thereon.
- (b) To announce the result of election by ballot, as provided for in Regulation 26, hereinafter stated, of Ordinary Members of the Council, and the names of the Office-bearers and Members, nominated and elected, of the full Council.
- (c) To consider, formulate and lay down a general policy relating to any matter concerning the aims, administration, finances and development of the Association, and to appoint committees for such purposes.
- (d) To consider any other matter affecting the welfare of the Association which may be referred to it by the Council,

(e) To approve any other action that may be taken by the Council under Regulation 12 (l).

19. (i) Notice of the Annual General Meeting shall be issued by the Registrar six weeks before the Meeting.

(ii) Notices of motions, if any, must reach the Registrar 30 days before the Meeting.

(iii) The Registrar shall issue the final agenda, containing the motions, fifteen days before the Meeting.

(iv) No fresh motion, unless allowed by two-thirds majority of the Members present, and no amendment except with the leave of the House, shall be moved at the Meeting.

20-A. On the initiative of the Council or of the President, General Meetings and/or Special General Meetings of the Association may be called for purposes specified in the Regulations and By-laws, or for transacting any special and urgent business. Ordinarily 15 days' notice shall be given of such meetings. In such meetings no matter shall be considered other than that specified in the notice convening the meeting.

20-B. On the requisition of at least 20 members, addressed in writing to the Registrar and specifying the business to be transacted at such meeting, a Requisition General Meeting shall be called—if the requisition is found in order—within 45 days of the date of receipt of the requisition by the Registrar.

In the event of the meeting not being called as provided above, it shall be competent for the requisitionists to hold a meeting in the premises of the Association after giving at least 15 days' notice to all the members specifying the circumstances in which the meeting is being called.

No business shall be transacted at such a Requisition General Meeting other than the business specified in the requisition. The resolution passed at such a meeting if carried by at least two-thirds majority of the members present or by at least 20 members, whichever is greater, shall be binding on the Council.

21. The President or, in his absence, one of the Vice-Presidents in order of seniority shall preside at meetings of the Association. In the absence of both the President and any of the Vice-Presidents, the Meeting shall elect a Chairman from among the Members of the Council present. Twenty members shall form a quorum for the General Meetings.

ELECTION OF OFFICE-BEARERS AND MEMBERS OF THE COUNCIL

22. The President and the two Vice-Presidents shall be elected by the Association on the recommendation of the outgoing Council.

23. Each of the three Office-bearers shall have a term of office for three years. But for the first three years after the first elections held according to these Regulations, the retirement shall be as follows:—

(a) One of the Vice-Presidents, to be decided by mutual agreement or lottery, at the end of the first year;

(b) The remaining Vice-President at the end of the second year;

(c) The President at the end of the third year.

Thereafter the Office-bearer who has been longest in office shall retire every year by seniority.

24. The Office-bearers shall not be eligible for re-election to the same office unless after a gap of one year from the date of expiry of the term.

25. Ordinary Members of the Council shall be elected for a term of three years. But at the end of the first year of election following the adoption of the new constitution, four Members to be determined by mutual agreement or lottery, shall retire; and at the end of the second year, four out of the remaining members shall retire in the same way and at the end of the third year the remaining members shall retire. Thereafter one-third of the elected members who are longest in office shall retire every year. Ordinary Members of the Council retiring according to this Regulation shall be replaced by an equal number of members elected in their place. The retiring Members shall not be eligible for re-election unless after a gap for one year from the date of expiry of the first term.

26. For election of Ordinary Members of the Council, the following procedure shall be adopted:—

- (a) The Registrar shall address each member of the Association three months before the Annual General Meeting, inviting nomination of a member of the Association, if any, for election to the Council.
- (b) Every member wishing to propose a candidate shall forward to the Registrar not later than three weeks of the issuance of notice the name and address of any such candidate in writing, together with a statement of his academic and other qualifications. Each name proposed shall be seconded by another member, and the nomination paper shall be accompanied by a statement signed by the candidate indicating his consent to stand for election. Nomination forms shall be issued from the Registrar's office along with the notice.

Provided that no member shall be allowed to propose or second more than one name for election to the Council.

- (c) The Registrar shall forward to each member a voting paper, with the names and qualifications of the candidates proposed for election, within six weeks of the first notice.
- (d) Every member may vote for one candidate for each vacancy, but may give only one vote to any one candidate in the list.
- (e) The voting paper shall be enclosed, unsigned, in a sealed envelope which shall be returned to the Registrar in an outer cover along with a signed sheet, so as to reach him not later than two weeks after the date of issuance of the voting paper.
- (f) A panel of scrutineers shall be appointed by the Council, which shall open and scrutinize the voting papers.
- (g) Voting papers failing to comply with these conditions shall be invalid.
- (h) In case of a tie for the last place the President shall exercise a casting vote.

- (i) The result of election shall be announced at the Annual General Meeting.

ADMINISTRATION

27. The Association shall be placed under the general administration of a Director who shall be a distinguished Indian scientist and whole-time Officer of the Association. He shall be in general administrative charge of the Association and shall exercise such disciplinary control as may be necessary for the purpose, subject to control of the Council. He shall be responsible for carrying out the orders of the Association and the Council.

Till the appointment of a Director under the Regulations, the Council will appoint one of the Members of the Association to exercise the functions of the Director in an honorary capacity.

28. There shall be a Registrar who shall be a whole-time Officer and shall assist the Director in the administration of the Association. He shall act as Secretary of the Council, the Finance Committee and such other committees as may be appointed.

29. All members of the staff, including the Registrar and the Heads of Departments, shall be under the administrative control of the Director.

30. Each Department shall be placed ordinarily under a Professor. When a Professor is not available, the Department may be placed under an Associate Professor or a Reader.

FUNDS

31. The funded property of the Association shall be held by a body of not less than three and not more than five Trustees to be appointed by the Association at a General Meeting on the recommendation of the Council.

A Trustee, once appointed, will hold office for life unless he resigns. The Association may at any General Meeting appoint Trustees in vacancies caused by death, resignation or other causes.

32. No Government Securities or immovable property held by the Trustees on behalf of the Association shall be sold except with the sanc-

tion of a Special General Meeting of the Association held for the purpose, confirmed at a subsequent Meeting of the same kind to be held not earlier than a week after the first Meeting. Provided also that not less than two-thirds of the Members present vote in favour of the proposition.

33. All funds realized to the credit of the Association shall be deposited in the Imperial Bank of India or any suitable scheduled bank approved by the Council in the name of the Association, and no money shall be drawn from the Bank except by cheques signed by the Director and one of the Trustees.

33 (a) The accounts of the Association will be audited every year by an auditor appointed by the Association with the approval of the Government of India.

34. The Council will be entitled to borrow money from time to time on behalf of the Association, not exceeding a total sum to be fixed by the Association during any year, on such terms and conditions as the Council shall think proper with or without security, the security being the whole or a part of the cash securities or investments constituting the general fund of the Association and not the special trust funds belonging to the Association. All necessary documents to be executed on behalf of the Association for obtaining loans shall be executed by the Director and one of the Trustees of the Association.

35. Every instrument to which the Seal of the Association is affixed shall be signed by the Director of the Association and shall be countersigned by one of the Trustees.

THE FINANCE COMMITTEE

36. A Finance Committee of four members shall be constituted as follows:—

- (i) The President (Chairman)
- (ii) The Director
- (iii) One Representative of the Government of India (with knowledge of financial matters)
- (iv) The Trustee-Member of the Council.

37. The Finance Committee shall meet at least once every term and two members shall form a quorum.

38. The Finance Committee may frame rules for the conduct of its own business, subject to approval by the Council.

39. The Finance Committee shall have the following duties:—

(a) To make recommendations to the Council on all proposals for new demands, which shall stand referred to the Finance Committee for opinion, before they are considered by the Council.

(b) To prepare an estimate of the income to be expected during the next financial year from the properties and investments of the Association.

(c) To scrutinize the budget of the Association for the ensuing year as a whole and circulate the same to the members of the Council.

All new items of expenditure before sanction by the Council shall be placed before the Finance Committee.

(d) To give advice and make recommendations to the Council on the initiative of the Council or the Director or on its own initiative on any other financial questions affecting the Association.

(e) To sanction reappropriation of funds during the budget year, provided the Director and the Heads of Departments may exercise powers of reappropriation within the respective Departments to an extent not exceeding Rs. 500 in the case of the Director and Rs. 250 in the case of the Heads of Departments during a year, in respect of items for which the Association will not have any recurring liability in future years. All such reappropriations shall be reported to the Finance Committee and to the Council at its next meeting.

APPOINTMENTS

40. The appointments of the Director, Professoriate, Registrar and Research Officers shall be made by the Council on the recommendations of a Selection Committee, to be constituted as follows:—

(a) Selection Committee for appointment of Director shall consist of

- (i) The President;
 - (ii) The Educational Adviser to the Government of India (Chairman);
 - (iii) and (iv) Two distinguished scientists, at least one of whom shall not be a member of the Council, to be nominated by the Council.
- (b) Selection Committee for appointment of Professors, Associate Professors and Readers shall consist of
- (i) The President (Chairman);
 - (ii) The Director;
 - (iii) One nominee of the Staff Committee;
 - (iv) and (v) two nominees of the Council who shall be experts in the subject but not necessarily members of the Council;
 - (vi) One nominee of the Government of India.
- (c) Selection Committee for appointment of Registrar shall consist of
- (i) The President (Chairman);
 - (ii) The Director;
 - (iii), (iv) and (v) three members nominated by the Council;
 - (vi) One nominee of the Government of India.
- (b) Selection Committee for appointment of Professors, Associate shall consist of
- (i) Director (Chairman);
 - (ii) Head of the Department concerned;
 - (iii) One Representative of the Staff Committee;
 - (iv) One Representative of the Council;
 - (v) One expert nominated by the Council;
 - (vi) One nominee of the Government of India.

41. The Selection Committees shall recommend not more than two names in order of preference for the Director or for each of the other posts vacant. The Council shall make temporary arrangements for a period not exceeding one year, should the Selection Committee fail to make any recommendations.

42. Research Scholars as sanctioned in the budget, shall be appointed by the Council on the recommendation of the Staff Committee.

43. Appointments to Workshop, Laboratory and Library staff shall be made by the Council on the recommendation of an appointing board consisting of the Director, the Professors and one member of the Council, and those to the Office staff on the recommendation of another board consisting of the Director, the Registrar and one member of the Council.

44. The Council may suspend or dismiss any research worker or member of staff of the Association including the Director, the Professoriate and the Registrar, on the ground of misconduct, neglect of duty or breach of any of the conditions of appointment, after a full enquiry by a Committee appointed for the purpose, of specific charges brought against him, provided that at such enquiry the member concerned shall be given full opportunity of submitting his explanation within a date specified by the Committee. The Committee shall be composed of the President, two Members of the Council, and a nominee of the person accused, to be selected from among Members of the Council. Members of Staff under Division II category (By-law) can be suspended or dismissed by the Director, subject to report to the Council.

45. These Regulations shall take effect from 1st October, 1947, and shall not be open to any alteration except at an Annual General Meeting or at a Special General Meeting convened for the purpose, and confirmed at a subsequent Meeting of the same kind to be held not earlier than a week after the first Meeting. Provided also that not less than two-thirds of the Members present vote in favour of such alteration.

TRANSITORY REGULATIONS

1. The present Committee of Management shall function as the Council of the Association under the above Regulations till the Council is constituted in accordance with the new Regulations. It shall also function as the Council for the purposes of Regulations 11(a) and 22,

2. Notwithstanding all that is contained in Regulations 25 and 26, eight members of the present Committee of Management, to be decided by mutual agreement or lottery or otherwise shall continue to be members of the new Council in category (b) of Regulation 11 and four other Ordinary Members of the Council shall be elected according to the following procedure:—

(a) The Registrar shall invite proposals of names for candidates for election to the Council from members of the Association, within one month of the adoption of the new Regulations.

(b) The procedure laid down in Clauses (b) to (h) of Regulation 26 will then be followed as far as possible, the Committee of Management being, however, competent to make such alterations in the periods of notice and return of papers prescribed therein as may be found necessary for unavoidable reasons.

(c) The result of the election will be announced in a General Meeting of the Association.

3. The names of Office-bearers and of members, elected or nominated, of the full Council will also be announced in this General Meeting,

4. The Council shall be constituted in this wise within a reasonable period after the adoption of the Regulations by the Association.

5. The provisions for retirement of Office-bearers (Regulation 23), Ordinary members of the Council (Regulation 25) and other members of the Council (Regulation 11) shall first come into force at the end of the year 1948-49.

BY LAWS

COUNCIL MEETINGS

1. The Council shall ordinarily have four meetings each year, to be held in the months of March, June, September and December.

The order of business shall be as follows:—

- (i) Confirmation of proceedings of the last meeting;
- (ii) Report of action taken on the resolutions of the last meeting;
- (iii) Reports of the various Committees:
 - (a) Finance Committee
 - (b) Selection Committees
 - (c) Staff Committee;
- (iv) Other business.

2. Meetings of the Council may be convened at other times on the initiative of the President or of the Director or on a requisition signed by three Members of the Council.

3. Notices of the meetings together with the agenda papers shall be issued from the office of the Association at least fifteen days before the meeting. Such notice shall be presumed to have been given if properly posted.

4. Additional items, if any, shall be circulated to the members at least a week before the meeting. The President may permit inclusion of any item not on the agenda for which due notice could not be given, provided the matter concerned in the item is, in his opinion, of sufficient urgency.

5. The proceedings of each meeting of the Council shall be circulated to each member of the Council. The minutes shall be confirmed at the next meeting and signed by the President. The minutes shall be communicated to the members of the Staff Committee.

6. If any of the Office-bearers or Ordinary Members of the Council fail to attend any of the meetings of the Association for a period of one year without obtaining the leave of the Council, his seat shall be declared vacant and the Council shall proceed to fill up the vacancy under Regulation 12(c).

MEETING OF FELLOWS

7. At any meeting of the Fellows, the Senior Fellow present shall take the Chair.

8. The Director shall act as Secretary to the meetings of Fellows, but shall not participate in discussion or vote unless he be a Fellow.

ELECTION OF ORDINARY FELLOWS

9. For the election of Ordinary Fellows, the following procedure shall be adopted:

(a) The Director shall, not later than the month of September preceding the Annual General Meeting, call a Meeting of the Fellows with at least two weeks' notice for the purpose of deciding the number of Fellows to be elected in the next year according to the Regulations. After the number has been decided the Director shall issue blank nomination papers to each Fellow.

(b) Blank nomination papers shall be sent out by the Director to each Fellow not later than the 15th November of the year preceding the election.

(c) A Fellow may nominate only one candidate; plural nomination by a Fellow shall invalidate all his nominations.

(d) Nomination papers must be received back by the 1st of January duly filled in and signed, and addressed to the Director; and no paper received after this date shall be considered.

(e) Each candidate shall be nominated by at least two Fellows, one at least of whom shall certify that he is personally acquainted with the scientific work of the candidate he proposes and is in a position from his personal knowledge to express an opinion on its value and shall set out in detail the qualifications of the candidate, including detailed references to his most important published original papers, stating date and place of publication, and in case of publication in a serial, the name and the volume of the latter.

The tenure of any office on the Council shall not be considered a qualification.

Each candidate shall also be supported by at least two other Fellows.

- (f) The returned nomination papers shall be open to inspection by any Fellow in the Association's Rooms. Up to and including the date of the meeting of Fellows mentioned in By-law 9 (g), any fellow shall be at liberty to add his signature, or to authorize in writing the Director to add his name in support of any candidate already duly nominated by two Fellows.
- (g) There shall be a meeting of the Fellows not later than 10th February, one week's notice of which shall be given to the Resident Fellows. At this meeting matters of concern to the Fellows, of which previous notice has been received by the Director, shall generally be considered and the returned nomination papers shall be scrutinized, and the Director shall be requested to issue the voting papers as provided in By-law 9 (i).
- (h) Any candidate who canvasses for support in his candidature shall be disqualified for election. Any such action shall be reported to the meetings of the fellows.
- (i) A list of the persons duly nominated and supported, with their qualifications, shall be compiled from the nomination papers by the Director, and the voting paper shall be sent out to each Fellow not later than the 20th of February. The number of vacancies shall be stated on the voting paper.
- (j) The Fellow shall then vote for not more than the number to be elected in the succeeding year by placing a cross against the names of those he wishes to be elected, and no paper with more crosses than vacancies shall be accepted.
- (k) The voting paper shall be enclosed, unsigned, in a sealed envelope which shall be forwarded to the Director in an outer cover with a covering letter signed by the Fellow, so as to reach the Director by the 7th of March. In the absence of a covering letter a voting paper shall be invalid.

- (l) There shall be a meeting of Fellows in the month of March preceding the election, two weeks' notice of which shall be given to the Resident Fellows. At this meeting the sealed envelope mentioned in By-law 9 (k) shall be opened, and the voting papers counted as the Chairman directs, and the names of such candidates as receive at least three-fourths of the votes of the Fellows voting, shall be placed before the meeting. The meeting shall also be competent generally to consider matters of concern to the Fellows of which previous notice had been given.
- (m) In the event of a tie for any of the vacancies the Fellows present at the meeting shall decide by ballot which of the candidates receiving the same number of votes shall be selected for recommendation to the Council for election.
- (n) The list of names declared selected under these By-laws shall be submitted to the Council at their meeting in March for recommendation to the Annual Meeting of the Association for election to the Fellowship.
- (o) The Council shall have power to delete any name from the list mentioned in By-law 9 (n).

ELECTION OF HONORARY FELLOWS

10. The Council shall from time to time, as they shall see fit, put in nomination persons for election as Honorary Fellows.

11. A book shall be kept in which Fellows of the Association may enter the names of those men of science whom they suggest as Honorary Fellows; each entry shall be signed by the proposer and be accompanied by a statement of the principal grounds on which the suggestion is made, and shall be valid for three years only.

12. When vacancies in the list of Honorary Fellows are to be filled up, a list of the persons so entered shall be sent to each member of the Council together with notice of the meeting at which the list will be considered. At the meeting thus appointed further entries may be made and the claims of these men of science whose names have been duly entered in the book shall be considered and a selection of names shall be

made, from among which the Council at a subsequent meeting may make recommendations to the Association.

CONTRACTS

13. All contracts between the Association on the one hand and the Director on the other shall be signed by the President or any other person authorized by the Council. All other contracts by or on behalf of the Association shall be entered into and signed by and in the name of the Director and a Trustee.

THE STAFF COMMITTEE

14. There shall be a meeting of the Staff Committee once every month. Three members shall form a quorum.

15. Additional meetings may be convened at any time by the Director, if necessary, or on the requisition of two members of the Staff Committee.

16. Subject to review by the Council, the Staff Committee may make such rules as may be necessary to regulate the conduct of its business.

17. The Staff Committee may decide that any important matter shall form the subject of a special report which shall be sent to the members of the Council before the next meeting of the Council.

18. Except with the consent of the Heads of Departments concerned, the transference of materials from one Department to another shall be made only with the consent of the Staff Committee.

THE DIRECTOR

19. It shall be the duty of the Director to carry on the business of the Association under the direction and control of the Council in accordance with the Regulations and By-laws.

20. In case of emergency, he should bring the matter to the notice of the President for such action as the President may consider proper and necessary. In the absence of the President, the Director shall exercise such emergency powers. Such action shall be reported to the next meeting of the Council.

21. He shall be responsible for the maintenance and upkeep of the Association buildings and be in charge of the lands and properties of the Association.

22. He shall act as Secretary to all meetings of the Fellows, but shall not participate in the discussions and vote unless he be a Fellow.

THE REGISTRAR

23. The duties of the Registrar shall be:

- (a) To act as Secretary of the Council, the Staff Committee, the Finance Committee, the Selection Committees and such other Committees as may be provided by the Regulations, By-laws or otherwise.
- (b) To prepare under the instructions of the Director the agenda for, and issue notices of, the meetings of these Bodies.
- (c) To write out the corresponding minutes of the meetings.
- (d) To make such communications to the Press on the affairs of the Association as the Council may authorize him to do.
- (e) To sign letters, papers, bills, and receipts on behalf of the Association and to keep proper books, accounts and vouchers.
- (f) To conduct correspondence relating to the business of the Council, the Finance Committee and other Bodies, including all correspondence referring to new appointments, elections to Council, etc.
- (g) To superintend the collection of all subscriptions and other dues of the Association.
- (h) To be responsible for preparing the Draft Budget under instruction of the Director for the consideration of the Finance Committee and for submitting the budget as approved by the Finance Committee to the Council for sanction.
- (i) To perform such other duties as may be entrusted to him by the Council, consistent with Regulations and By-laws.

ACCOUNTS AND BUDGET

24. The Registrar shall maintain the accounts of the Association and the Director shall be responsible to the Council for their correctness.

25. Separate capital and working (or revenue) accounts and such other accounts as the Council may from time to time direct shall be maintained in such form as the Council may decide.

26. The Council shall make suitable annual allotments to a depreciation fund to be drawn upon for extra-ordinary repairs and renewals.

27. The following procedure for the preparation and passing of the Budget and the sanction of expenditure contemplated subsequent to the passing of the Budget, shall be adopted:

- (i) Each Head of a Department shall forward his budget proposals to the Registrar and to the Director by the third week of December, the Director shall likewise forward to the Registrar his proposals concerning the requirements of any department which may be under his direct control and the Director shall prepare the estimate concerning the administrative side of the Association.
- (ii) The Director may examine the proposals made by the Heads of the Departments and record his comments, if any, in writing and forward the same to the Registrar by the first week of January.
- (iii) The Registrar shall place all the aforesaid proposals before the Staff Committee who shall consider the same and submit its views to the Finance Committee on or before 15th January.
- (iv) The Finance Committee shall prepare the budget by the first week of February and the Registrar shall circulate the same to the members of Council by the third week of February.
- (v) The Council shall consider the budget estimate at its meeting in March.
- (vi) Extraordinary expenditure, that is, expenditure proposed to be incurred during the financial year which has not been provided for in the budget of that financial year, may be

sanctioned by the Council only after the Finance Committee has examined the proposals and submitted to the Council its observations thereon and the Council has duly considered such observations.

(vii) Statements of financial proposals for the ensuing year shall include:

- (a) the actual expenditure of the preceding year,
- (b) the original budget estimates for the current year,
- (c) the revised budget estimate for the current year,
- (d) the proposed budget estimate for the ensuing year.

There shall be a separate budget for the capital and other non-recurring expenditures.

ALLOWANCES

28. Members of the Council, other than the Government nominees, ordinarily resident outside Calcutta, shall be entitled to travelling and halting allowances for attending meetings of the Council, Selection Committees and other Committees from the Association Funds.

29. Scientists and experts nominated to Selection Committees by the Council shall be entitled to travelling and halting allowances from the Association Fund.

30. The scale of such allowances (By-laws 28-29) will be the same as that paid by the Government to members attending meetings of All India Scientific bodies or Committees.

31. The Director, the Heads of Departments and the Registrar shall be entitled to halting and travelling allowances at the rates fixed by the Government for Officers of their respective classes.

32. For other employees of the Association travelling and halting allowances will be paid according to rates framed from time to time by the Council.

APPOINTMENT AND SERVICE RULES

33. There shall be two categories of service:

- (i) Division I category, to include members of the staff having

maximum salaries higher than Rs. 150 in the grade.

- (ii) Division II category, to include members of the staff having maximum salaries of not more than Rs. 150/- in the grade.

34. Members of the staff shall be appointed subject to the following conditions:—

(a) Each Member shall be a whole-time employee of the Association and shall not, without the special sanction of the Council previously obtained, hold any other office to which salary or emolument or honorarium is attached.

(b) Each Member other than Members of Division II category, shall be given a contract embodying the terms of engagement. Appointments shall ordinarily be made on a probationary basis of one year, after which the appointment may be made permanent. The pay of each member of the staff of the Association shall be determined by the Council and shall, in the case of Division I officers, be specified in the agreement.

(c) No Member shall be liable to loss of, or removal from office, or to reduction of the emolument attached thereto on any ground whatsoever subject, however, to the following provisions:—

(i) The Director, the Professors and the Associate Professors or Readers, if any, shall vacate their office upon completion of the sixtieth year of age unless the Council is satisfied that their services should, in the interests of the Association, be still retained and sanction their retention for such period as may be determined, provided that on no account their services shall be extended beyond the 65th year. Other Members of the staff shall retire on completion of the 55th year of their age, but may be given extension in exceptional cases.

- (ii) A Member of the staff may voluntarily resign his appointment at any time upon not less than six months' notice being given by him in writing to the Council.
- (iii) The appointment of any Member may be terminated by the Council upon not less than six months' notice, or his salary reduced by the Council if the financial position of the Association required it and provided that the decision of the Council is approved by a majority at a special meeting of the Association.
- (d) In case of a vacancy in a post other than under Division II category the post shall be advertised and the appointment made by the Council on the recommendation of a Selection Committee to be appointed by the Council according to Regulation 40, or on the recommendation of the Staff Committee according to Regulation 42 and of an Appointment Board according to Regulation 43.
- (e) A Member shall be subject to such leave rules (By-laws) as the Association may pass from time to time.
- (f) Services of all Members of the Staff are liable to be dispensed with according to Regulation 44.
- (g) Members of Research Staff will be permitted to serve as examiners on behalf of other institutions with the consent of the Director.

An officer appointed by the Council to officiate for the Director or the Registrar or other Officer as the case may be, shall receive such acting allowance as the Council may decide.

RESEARCH OFFICERS AND SCHOLARS

35. There shall be at least one Research Officer in each Department, under the Head of the Department who may be either a Professor or a Reader, who shall be a wholtime officer of the Association and shall carry out researches under the supervision of the Head of the Department.

The Council shall be competent to appoint Senior and Junior Research Scholars in each Department. Senior Scholars shall be appointed

for a period of five years and junior scholars for two years. Scholarships may be extended for a further period on evidence of satisfactory work.

36. A scholar shall devote himself exclusively to research work in his special subject and shall not, so long as he is holding the scholarship, engage himself in any other remunerative work. He shall submit a six-monthly report to the Staff Committee.

37. Scientific Officers and Scholars shall abide by the rules framed from time to time by the Council and the Staff Committee under authority from the Council for their guidance and conduct.

38. ENDOWMENTS, MEDALS & PRIZES

1. *Mahendra Lal Sircar Professor of Physics* (M. L. S. Professorship Fund; 3% G. P. Notes, face value Rs. 1,49,500; and Viharilala Mitra Fund; 3% G.P. Notes, face value Rs. 1,32,000.):—The income from these Funds is utilized towards the payment of the salary of the M. L. S. Professor of Physics, who is one of the whole-time Professors of the Association.

2. *Coochbehar Professorship* (3% G.P. Notes, face value Rs. 33,000/-; Annual interest Rs. 990/-):—The income from the fund is utilized in payment of honorarium to eminent scientists who deliver a course of lectures in the Association and whose contact with the Association is considered by the Council to be in the interest of the scientific progress of India. It shall ordinarily be awarded annually on some chemical subject. The subject need not be restricted to specialized topics. The remuneration shall be Rs. 900/- for the course.

3. *Ripon Professorship* (3% G. P. Notes face value Rs. 21,000/-; 3% G. P. Notes, face value Rs. 4,000/-; annual interest Rs. 750/-):—

The income from the fund is utilized in payment of honorarium to eminent scientists who deliver a course of lectures in the Association and whose contact with the Association is considered by the Council to be in the interest of scientific progress of India.

It shall ordinarily be awarded annually for a course of lectures on some scientific subject other than chemistry. The subject need not be specialized topics. The remuneration shall be Rs. 750/- for the course.

4. *Victoria Professorship*:—(3% G. P. Notes, face value Rs. 1,500/-; annual interest Rs. 45/-).

Hare Professorship:—(3% G. P. Notes, face value Rs. 1,500/-; annual Rs. 45/-).

Each of the Victoria and the Hare Professorships is to be awarded for a course of lectures in every alternate year. The first award was made in 1937, but the award has since been withheld so that the investment of the accumulated interest raises the annual income for each of these Professorships.

A typescript copy of the lectures delivered by the above Professors should be made over to the Registrar in a form suitable for publication by the Association.

5. *Joykissen Mookerjee Medal*:—(3% G. P. Notes, face value Rs. 5,000/-; annual interest Rs. 150/-).

The income from the fund shall be utilized in payment for a gold medal to be awarded to eminent scientists who deliver a course of lectures in the Association and for their association with the Institution which is considered by the Council to be in the interest of scientific progress of India.

6. *Dr. Sircar Research Medal*:—(3% G. P. Notes, face value Rs. 5,000/-; annual interest Rs. 150/-).

A gold medal shall be awarded triennially for scientific research of a markedly original character carried out in India during the previous three years. The work shall be presented to the Association for publication and shall remain absolutely the property of the Association.

Applications shall be invited by advertisement and it shall be accompanied with a record of research work and references. The person selected for the award of the medal shall be requested to write a connected account of his subject suitable for publication. He may also be requested to deliver a course of lectures on the same subject.

7. *Sir John Woodburn Medal*:—(3% G.P. Notes, face value Rs. 1,500/-; annual interest Rs. 45/-). Out of the interest of this fund a gold medal to be called the Woodburn Medal be awarded every second or third year for original research in any branch of physical science by an Indian.

8. *Dr. Bimala Churn Law Gold Medal*:—(3% G. P. Notes, face value Rs. 7,000/-, Annual interest Rs. 210/-).

This Gold Medal to the value of Rs. 420/- shall be awarded every alternate year at the Ordinary Annual Meeting of the Association.

The Medal shall be bestowed on a person who is considered to have made conspicuously important contribution to science in general including medicine.

The Council shall at a meeting preceding the ordinary meeting in December appoint an Advisory Board consisting of not less than six members, one of whom must be the donor.

The Advisory Board shall be termed "The Bimala Churn Law Gold Medal Advisory Board".

The Director shall call a meeting of the Advisory Board in the first week of December every year, at the same time requesting the members to bring with them to the meeting the detailed statements of the work or attainments of such candidates as they may wish to propose. The Board after due consideration shall make the selection of a name to be submitted to the Council. The Council may for specified reasons request the Board to reconsider their decision but shall not be competent to substitute another name for the one already recommended by the Board.

If in any year a deserving candidate is not available, the Board shall abstain from the selection of any name to be submitted to the Council and no medal shall be awarded for the year. But the interest on the Fund should continue to accumulate and should be utilized in a subsequent year in awarding two medals to two suitable candidates, if available.

The name or names of the medalist or medalists shall be announced at the Annual Meeting of the Association and shall be printed in its Minutes or Annual Reports.

The first award shall be made by the Council on the recommendation of a Special Committee appointed to frame rules for the award.

9. *Jatindra Chandra Prize*:—(3% G. P. Notes, face value Rs. 1,000/-; annual interest Rs. 30/-).

Nikunja Garabini Prize:—(3% G. P. Notes, face value Rs. 1,000/-; annual interest Rs. 30/-).

Each of these prizes shall be awarded every alternate year for the best research carried out in the Association.

The award of prizes shall ordinarily be made every year at the Annual General Meeting.

39. VACATION AND HOLIDAYS

1. *Vacation*: The following kinds of vacation shall be admissible, subject to conditions as stated hereinafter:

Summer vacation.....Not exceeding one month.

The Puja.....Not exceeding one month.

Christmas.....Not exceeding 10 days.

The Director, Professors, Assistant Professors, or Readers, and Research Officers shall be entitled to the Summer Vacation or to one month's leave on full pay in course of that academic year if they do not avail themselves of the summer vacation.

All members of Staff, except Operative Staff (Workshop, Laboratory and Library), shall be entitled to the Puja Vacation not exceeding one month. The Operative Staff shall be entitled to Puja holidays not exceeding twelve days.

All members of Staff shall be entitled to Christmas Vacation.

An Officer in Charge of a Department, although not required to be present during the vacation, continues to be in charge of, and responsible for, his Department wherever he may be, excepting when another officer has been appointed to act for him.

The Director may retain any member of the Staff for urgent work during a vacation for part or whole of it, provided that the person so retained on duty shall be granted compensatory leave as hereinafter provided.

Holidays: All members of the Association shall be entitled to approved holidays excluding the Puja Holidays for which separate rule has been made as hereinbefore mentioned.

40. LEAVE RULES

(1. FOR EMPLOYEES OTHER THAN RESEARCH SCHOLARS.)

1. Leave cannot be claimed as a right. Leave is earned by duty only.

Members of the staff will be entitled to the benefits of these rules on confirmation in a permanent post. Members appointed on probation or serving in a temporary or officiating post are entitled to such special leave as the Council may decide.

2. Leave due shall be leave earned less *leave* taken with allowances granted under these rules. A leave account of employees will be maintained which will contain an account of leave earned, leave taken and leave due.

3 (A). The Director, the Professors, the Associate Professors or Readers, and Research Officers shall be eligible for privilege leave on full pay for a period equal to one-eleventh, and the Registrar and other whole-time employees to one-ninth of the period of active service.

N.B.—Active service means all service in the Association including regular vacations, where due, but not leave or vacations falling within any leave taken.

This leave may be granted by the Council for reasons considered adequate by it and will include (i) illness, (ii) urgent private reasons, (iii) further studies. *Provided that*—the maximum amount of leave on full pay that may be granted at one time is limited to six months for the Director and the Professoriate, and four months for other employees, including vacations falling within the leave. This period may be extended if the Council is satisfied that the leave is urgently necessary, by such period as may be due, but not exceeding a further period of six and four months respectively.

3 (B). Leave on half pay shall be due to each employee at the rate of fifteen days for each period of twelve months of completed service and such leave may be allowed to accumulate up to a maximum of three months. Leave on half pay shall not be given for periods less than a week and may with the permission of the Council be combined with sanctioned vacations or compensatory leave.

4. When an employee is required to remain on duty on approved holidays or during the whole or part of a vacation to which he is entitled, he shall earn compensation leave on full pay for the actual number of holidays, and for half the number of vacation days thus spent on duty.

The compensatory leave may be taken at such times during the same year as suit the convenience of the Association, or the employee may accumulate it to his leave account up to a maximum of two months at a time. Compensatory leave may be taken in combination with approved holidays and vacations.

5. Leave without pay may be granted for such periods as the Council may consider necessary and may be combined with holidays and other kinds of leave. Such leave will not be debited to the leave account.

6. *Sick Leave:* (A) Leave on Medical Certificate may be granted to Director, Professors, Associate Professors, Readers, Registrar and Research Officers at any one time:—

- (i) On full pay to the extent due for a period not exceeding six months including vacations.
- (ii) On half pay to the extent due.
- (iii) When not due:—
 - (a) On half pay for a period not exceeding six months.
 - (b) On quarter pay for a period not exceeding twelve months.
 - (c) Without pay for a period not exceeding two years.

Leave not due when taken shall be debited to the leave account and no further leave shall be due until the leave account shows a credit balance.

(B) For other whole-time employees such leave may be granted as follows:—

- (i) On full pay to the extent due.
- (ii) On half pay to the extent due.
- (iii) When not due:

On half pay for a period not exceeding 3 months, which may be extended by another 3 months on production of a Medical Certificate.

Provided that—the total amount of such leave on half-pay is limited to 6 months in 5 years.

7. Study leave on full pay or less amount may be granted by the Council to a member of the Research Staff for a total period not exceeding two years in his whole service. Absence for a limited period during a year in connection with academic work elsewhere may be treated as absence on duty.

These leaves will not be debited to the leave account.

8. The sanctioning authority shall be the Council in every case, except in regard to short leave not exceeding twelve days in the course of each calendar year, in which case the Director will be the sanctioning authority.

The Director can avail himself of such short periods of leave on his own authority within the prescribed limits.

9. Casual leave may be granted to meet a special circumstance. Such short urgent leave on full pay, not exceeding 10 days in any one academic year, may be granted by the Director to any member of the staff, other than those of Division II category, in which case the sanctioning authority shall be the Registrar. It shall not be added to the holidays or vacations but may be added to Sundays. Casual leave shall not be debited to the leave account.

10. Leave may be either affixed or prefixed to vacations.

Sundays or other holidays, and vacations falling within the period of leave will be considered as forming part of such leave, except when these are at the commencement or termination of the period of such leaves.

11. The total amount of leave taken by an employee on full pay (excluding vacations and also excluding leave that are not debited to leave account) shall not exceed 2 years in the whole period of service.

12. Besides the above classes of leave it will be open to the Council to grant leave to any employee for special purposes on such pay or without pay and for such period as the Council may think fit.

13. Nothing in these rules is intended to restrict the discretion of the Council in refusing or revoking grant of leave, should the interests of the Association so require.

14. *Leave Allowance:* Leave allowance for Research Staff shall be calculated with reference to the pay drawn by the employee on the day preceding that on which he proceeds on leave.

Leave allowances should be calculated on the amount of pay drawn by the employee on the date he proceeds on leave. Any increment which accrues in the course of the leave can only be effective from the date of return to duty. The next increment will be due on the normal date.

Leave with allowance counts as services for the purpose of increment and leave without pay does not count as service for such purpose.

(II. FOR RESEARCH SCHOLARS.)

Research scholars are entitled to the usual holidays and vacations granted to the whole-time research staff. Applications for leave will be dealt with individually on their merit by the Director in consultation with the Professor and the rules for the ministerial staff will be applied as far as possible.

41. JOURNAL

1. The Association shall publish a Journal with the collaboration of the Indian Physical Society. Such collaboration shall not, however, in any way affect the proprietary right of the Association in the Indian Journal of Physics.

(a) The title page of the journal would be "*Indian Journal of Physics, Vol. Part and the Proceedings of the Indian Association for the Cultivation of Science, Vol. Part*, edited with the collaboration of the Indian Physical Society."

(b) The M.L.S. Professor of Physics will be EX-OFFICIO co-editor of the Journal.

The Indian Physical Society will be entitled to nominate for a period of three years at a time, one eminent physicist outside Bengal for appointment by the Association as one of the editors of the *Indian Journal of Physics*.

2. Members of the Indian Physical Society will be permitted to use the library of the Association.

3. The Association will try to place a room at the disposal of the Indian Physical Society for its use for office work when space becomes available for the purpose.

42. PROVIDENT FUND RULES.

I. (a) In these rules "Employee" means an employee of the Association filling an appointment whose salary is not less than Rupees twenty-five a month;

(i) Who is not entitled to pension under any special rule or agreement;

(ii) Who is not a menial.

(b) "Salary" means the actual amount of pay or leave allowance drawn in a month.

(c) "Depositor" means an employee by whom a deposit is made under these rules.

(d) "Deposit" means a deposit in the Provident Fund.

(e) "Bonus" means a contribution made by the Association to the deposit made by an employee.

(f) "Trustees" mean the Trustees for the time being of the Association who shall be ex-officio Trustees of the Provident Fund of the Association for the purpose mentioned in these rules.

(g) The Director of the Association shall, ex-officio be the Secretary of the Trustees of the Provident Fund.

II. The Council shall deduct a sum equal to eight one-third per cent of the salary of each subscriber every month and credit it to the subscriber's individual accounts in the Provident Fund; the Association

shall contribute to the credit of the same account every month as bonus an equal amount in respect of each subscriber, provided that regular and punctual attendance combined with satisfactory discharge of duties only shall entitle the subscriber to the above monthly bonus. The employee shall also be entitled to such interest on his share as the Association will receive.

In calculating the monthly salary on which deductions are to be made and contributions are to be paid, any fraction of a rupee of such monthly salary shall be omitted.

For the purposes of this rule, the term "Salary" shall be held to mean monthly salary and regular monthly allowance by way of remuneration for services, including acting and leave allowances but excluding travelling allowances or casual payments for any special work.

III. A Provident Fund account for Science Association Employees' Provident Fund shall be opened at the Calcutta Branch of the Imperial Bank of India to which the total deduction from the salaries as well as the corresponding contributions from the Association shall be credited at the beginning of each month.

IV. The deposit-and-bonus accounts of each depositor shall be kept separate.

V. The Provident Fund shall vest in the Trustees of the Fund and shall be operated upon by the Director and by one of the Trustees of the Association, provided that no deposit or bonus shall be withdrawn except with the previous sanction of the Council.

VI. (1) Withdrawals by employees shall not be allowed by the Trustees except on special grounds in the following circumstances or circumstances of a similar nature.

- (a) To pay expenses incurred in connection with the illness of a subscriber or a member of his family.
- (b) To pay for the passage over the sea or by air of a subscriber or any member of his family.
- (c) To pay expenses in connection with marriages, funerals or ceremonies which by the religion of the subscriber it is

incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred;

(d) To meet the expenditure on building or purchasing a house or a site for a house provided that such house or site is assigned to the Trustees of the fund;

(e) To pay premia on policies of insurance on the life of the subscriber or of his wife provided that the policy is assigned to the Trustees of the fund and that the receipts granted by the Insurance Company for the premia are from time to time handed over to the Trustees for inspection by the Income-tax Officer.

(2) For the purposes of sub-rule (1) "Family" means any of the following persons who reside with and are wholly dependent on the employee, namely:—the employee's wife, legitimate children, step children, parents, sisters and minor brothers.

(3) No such withdrawal shall exceed (i) the pay of the employee for three months, or in the case of a withdrawal for the purpose specified in clause (d) of sub-rule (1) six months at the time when the advance is granted, or (ii) the total of the accumulation of exempted contributions and exempted interest contained in the balance to the credit of the employee whichever is less.

(4) A second withdrawal shall not be permitted until the sum first withdrawn has been fully repaid.

(5) (a) Where a withdrawal is allowed for a purpose specified in clause (d) or clause (e) of sub-rule (1) of rule VI the amount withdrawn need not be repaid.

(b) Where a withdrawal is allowed for any other purpose the amount withdrawn shall be repaid in not more than twenty-four equal monthly instalments and shall bear interest in accordance with rule 6 and no further withdrawal shall be permitted until repayment has been effected in full.

(6) In respect of withdrawals which are repaid in not more than 12 monthly instalments, an additional instalment of 4 per cent. of the amount withdrawn shall be paid on account of interest; and in respect

of withdrawals which are repaid in more than 12 monthly instalments two such instalments of 4 per cent. of the amount withdrawn shall be paid on account of interest.

Provided, however, that at the discretion of the Trustees of the Fund, interest may be recovered on the amount withdrawn or the balance thereof outstanding from time to time at 1 per cent above the rate which is payable for the time being on the balance in the fund at the credit of the member.

(7) The employer shall deduct such instalments from the employee's salary, and pay them to the Trustees. The deductions shall commence from the second monthly payment made after the withdrawal or in the case of an employee on leave without pay from the second monthly payment made after his return to duty.

(8) In case of default of repayment of instalments under rules 6 and 7, the Commissioner of Income-tax may at his discretion order that the amount of the withdrawal or the amount outstanding shall be added to the total income of the employee for the year in which the default occurs and the Income-tax Officer shall assess the employee accordingly.

(9) Notwithstanding anything contained in rules 4 to 8, it shall be open to the Trustees of a recognized provident fund to permit the withdrawal of ninety per cent of the amount standing at the credit of an employee if the employee takes leave preparatory to retirement, provided that if he rejoins duty on the expiry of his leave he shall refund the amount drawn together with interest at the rate allowed by the fund.

(10) Each subscriber shall, as soon as possible after he joins the fund fill in a 'form of declaration' showing how he wishes the amount of his accumulation to be disposed of after his death or his ceasing to be an employee.

(11) For the purposes of these rules the following survivors only of a subscriber shall be held to constitute his family:—

(a) Widow or Widows.

(b) Children.

(c) Widow or Widows and children of a deceased son.

- (d) Surviving parent or parents.
- (e) Husband.
- (f) Minor Brothers.
- (g) Unmarried Sisters.
- (h) Paternal Grand-Parent, where no parent is alive.

Where a subscriber comes under any special law of succession the term 'family' should be extended so as to include legal heirs under such law.

(12) A subscriber shall in his declaration provide for the assignment of the whole of the amount.

(13) The declaration submitted by subscriber is revocable at any time and a fresh declaration shall be operative.

VII. The employee not drawing the full amount of his salary on account of his absence, shall be at liberty to contribute on the full amount of his salary, if he so desires, provided notice in writing of such desire shall have been given by him to the Director of the Association prior to the due date for payment of salary.

VIII. The Association shall not be entitled to recover any sum whatsoever from the fund, save in cases where the employee is dismissed for misconduct or voluntarily leaves his employment otherwise than on account of ill-health or other unavoidable cause before the expiration of two years of service.

In such cases the recoveries made by the Association shall be limited to the contributions made by the Association to the individual account of the employee, and to interest (simple and compound) credited in respect of such contributions and accumulations thereof, in accordance with the regulations of the fund.

IX. Each deposit will not be separately acknowledged but every depositor shall be furnished with a statement of his account once a year.

X. The fund shall be vested in the Trustees who shall hold the same on trust pursuant to these rules. Such trust shall not be revocable without the consent of the members of the Provident Fund.

XI. The Contributions made by the employees and the interest on the accumulated balances of such contributions shall be wholly invested in securities of the nature specified under clauses (a), (b), (c) or (e) of Section 20 of the Indian Trust Act of 1882 Act II and payable both in respect of capital and of interest in British India.

XII. The accounts of the recognized Provident fund shall be maintained by the Trustees of the fund and shall be in such form and for such periods, and shall contain such particulars as the Central Board of Revenue may prescribe.

XIII. The above rules are, subject to the prior approval of the Commissioner of Income-Tax, Bengal, liable to additions and alterations from time to time as may be found necessary by the Council.

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