

**MEMORANDUM**  
**OF**  
**ASSOCIATION & RULES**



मनुष्यवती भूमिरर्थः

**1993**

**NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT**  
Sector 48, Pali Road, Faridabad

**MEMORANDUM  
OF  
ASSOCIATION AND RULES  
OF  
NATIONAL INSTITUTE OF FINANCIAL  
MANAGEMENT**

Registered under the Societies Registration Act, (XXI) of 1860 as  
amended by Punjab amendment Act, 1957

Registration No. 902 of 1993-94

Date of Registration : 22nd of September, 1993

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**MEMORANDUM OF ASSOCIATION  
OF  
NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT**

1. **NAME**

The name of the Society is the National Institute of Financial Management Society.

2. **REGISTERED OFFICE**

The registered office of the Society shall be at Faridabad, Haryana and at present, it is at the following **address:**

National Institute of Financial Management  
Sector 48, Faridabad,  
Haryana

3. **DEFINITIONS**

In this Memorandum and the Rules made there under, unless the context otherwise requires:

- (a) The 'Memorandum' means the "Memorandum of Association".
- (b) The 'Society' means General Body of the National Institute of Financial Management Society.
- (c) The 'Institute' means the National Institute of Financial Management.
- (d) The 'Board' means the Board of Governors of the Institute.
- (e) The 'Committee' means the Management Committee of the Institute.
- (f) The 'Director' means the Director of the Institute.
- (g) 'Central Government' shall mean Department of Expenditure, Ministry of Finance, Government of India.
- (h) The 'Participating Services' shall mean the following Central Services:
  - i) Indian Audit & Accounts Service
  - ii) Indian Civil Accounts Service
  - iii) Indian Cost Accounts Service

- iv) Indian Defence Accounts Service
- v) Indian P&T Accounts and Finance Service
- v) Indian P&T Accounts and Finance Service
- vi) Indian Railway Accounts Service

All India Services and other organised Central Services will be "Associate Services" for the purpose of training at the Institute.

#### 4. **OBJECTIVES**

##### **(A) MAIN OBJECTIVES**

The main aims and objectives for which the Society is constituted are:

- i) to establish and administer the management of the Institute.
- ii) to organise and provide training and continuing professional education to Group 'A' officers of the Participating Services including organisation of Refresher Courses at senior and middle levels.
- iii) to establish the Institute as a centre of excellence in financial management for promoting the highest standards of professional competence and practice.
- iv) to undertake and promote research studies in the fields of accounting, audit, financial and fiscal management and related subjects.
- v) to promote education in financial and fiscal management for officers of the "Associate Services"/Centre/State Governments and officers of public sector enterprises/institutions.
- vi) to organise International Training Programmes and to keep abreast with the progress made in the rest of the world in the area of finance and accounts, particularly in the Government and public sector institutions.

##### **(B) OTHER OBJECTIVES**

In furtherance of the main objectives set out above, the Institute shall have



the following related objectives;

- i) promote learning, so that the officers of the Participating Services acquire skills and knowledge for effective discharge of their functions with special emphasis on Financial Management, Public Finance, Government Accounting and Parliamentary Financial Control.
- ii) enhance the capabilities of existing training institutions of the Participating Services, to improve their quality of training.
- iii) provide a common platform for interaction and facilitate exchange of ideas and experiences amongst officers of Participating Services.
- iv) expose officers to all aspects of the state-of-the-art techniques of financial management including the use of computers.
- v) assist, interact and collaborate in promoting study of financial management with other institutions and bodies, both within the country and abroad.
- vi) undertake publication of papers, books, monographs, journals etc. in financial management.
- vii) establish and maintain library and information services/network.
- viii) publish and disseminate information relating to results of research and other training courses/programmes.
- ix) provide consultancy services to government departments, public enterprises and institutions for review, improvement of their existing organisations, systems, procedures, training activities and other related subjects.
- x) award diplomas, certificates and other distinctions to persons trained and to prescribe standards of proficiency before the award of such diplomas, certificates and other distinctions.
- xi) institute and award fellowships, prizes and medals in accordance with the rules and bye-laws.
- xii) confer honorary awards and other distinctions.
- xiii) promote, organise, convene, conduct and participate in national and

international seminars, conferences, workshops, training programmes and study tours.

- xiv) develop, establish, affiliate regional centres as considered necessary by the society.
- xv) establish procedures for smooth functioning of the Institute and carry out activities in matters relating to personnel, finance, administration, purchases, management of hostels and other matters.
- xvi) construct, maintain, alter, improve or develop any building or works necessary or convenient for the purpose of the society.
- xvii) do all such other acts and things either alone or in conjunction with other organisation or persons as the society may consider necessary incidental or conducive to the attainment of the objectives of the society.

#### 5. **AUTHORITY OF THE SOCIETY**

For the furtherance and achievement of the objectives set out in Para 4 above, the Society shall have the authority to :

- i) make rules and bye-laws for the conduct of the affairs of the Society and to add, amend, vary or rescind them from time to time;
- ii) receive grants, gifts, loans, subscriptions, donations, fees and other charges or any other financial contribution in cash and securities and of any property, either movable or immovable from within the country and/ or abroad including U.N. agencies, subject to prevailing Laws, and to invest and deal with funds and moneys of the Society and to vary, alter, sell, or transfer such investment from time to time.
- iii) acquire, purchase or otherwise own or take on lease or hire anywhere in the country, temporarily or permanently, any movable or immovable property necessary or convenient for the Society.
- iv) to deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objectives, provided that prior approval of Central Govt is obtained for transfer of any immovable property.

- v) establish and maintain pension, provident and other funds for benefit of the employees or for the purpose of the Society.
- vi) insure against losses, damages and liability of all accounts which effect the society.
- vii) create administrative, technical, ministerial and other posts under the Society and to make appointments thereto in accordance with the rules of the Society.
- viii) prepare and maintain proper accounts of the Society including a balance sheet in such form as may be prescribed the by Central Govt.
- ix) retain or employ professional or technical advisors, consultants or experts to further the objectives of the Society and to pay them such honorarium, fees or remuneration as may be decided by the Board.
- x) draw, make, accept, endorse and discount cheques, notes or other negotiable instruments.
- xi) to delegate any of its powers to the Board of Governors or Director of the Institute or any of the Committee or Committees constituted by Board.
- xii) do all such things as may be necessary, incidental or conducive to achieve the objects of the Society.

6. **CONDITIONS :**

- (a) The income and property of the society shall be applied solely towards the promotion of the objects of the society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly, to the members of the society.
- (b) No Member of the Governing body of the Society shall be appointed to any salaried office of the society, or any office of the society paid by fees, that no remuneration shall be given by the society to any member of such Governing Body except repayment of out of pocket expenses and interest on money lent or rent for premises/demises to the society. However this will not debar those members who by virtue of their appointment or office held by them in the Institute become or are nominated as members of Governing Body, to receive their salary and other entitlements as per their terms of appointment in the Institute.



- (c) The Society by the constitution is required to apply its profits, if any, or other income in promoting its objectives.
- (d) If upon the winding up or dissolution of the Society there shall remain, after the Satisfaction of all its debts and liabilities any property what so ever, the same shall not be paid to or distributed among the members of the society or any of them but shall, consistently with the objectives of the society, be dealt with in such a manner as the Central Government may determine.

7. The names, designation and addresses of the members of the General Body of the Society are:

NO.	NAME	DESIGNATION	ADDRESS
1.	<b>Sh. Manmohan Singh</b>	Finance Minister Government of India	8, Krishna Menon Marg New Delhi - 110 001
2.	<b>Sh. M.V. Chandra Shekara Murthy</b>	Minister of State ( Revenue & Expenditure )	15, Safdarjung Lane, New Delhi
3.	<b>Sh. K. Venkatesan</b>	Secretary D/o Expenditue	C- II /38, Tilak Lane, New Delhi
4.	<b>Sh. N. Sivasubramanian</b>	Dy. Comptroller & Auditor General of India	C-1/16 Humayun Rd. New Delhi
5.	<b>Sh. Ravi Kathpalia</b>	Controller General of Accounts	C-II/21, Bapa Nagar, N. Delhi
6.	<b>Sh. C. Ramaswamy</b>	Chief Adviser (Cost), M/O Finance	EA-28, SFS Flats, Maya Enclave, Hari Nagar, New Delhi
7.	<b>Sh. B.G. Joshi</b>	Controller General of Defence Accounts	B-1-S, Flats, Sector 13, R.K. Puram, N. Delhi
8.	<b>Sh. R.C. Rastogi</b>	Member (Finance), Telecommunication Commission	D-II/116, West Kidwai Nagar, New Delhi



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|-----|---|--|---|
| 9.  | <b>Sh. Hasan Iqbal</b>  | Financial<br>Commissioner                          | Rly. Board<br>Bungalow No. 1<br>Railways Moti Bagh I,<br>N. Delhi |
| 10. | <b>Sh. B.S. Ojha</b>  | Chief Secretary<br>Govt. of Haryana,<br>Chandigarh | Haryana Government<br>Secretariat,<br>Chandigarh                  |
| 11. | Two Members of the faculty<br>nominated by the Chairman<br>of the Board.  |  |   |
| 12. | Upto five Professionals<br>cademics / persons of<br>eminence (other than faculty<br>of the Institute) nominated<br>by the Central Government. |  |   |
| 13. | Director of the Institute<br>appointed by the Central<br>Government.  |  |   |
8. The names, addresses and occupations of the first Members of the Board of Governors of the Society to whom the management of the Society and its affairs is presently entrusted are:

<b>No.</b>	<b>Name</b>	<b>Designation</b>	<b>Occupation</b>	<b>Residential Address</b>
1.	<b>Mr. K. Venkatesan</b>	Chairman	Secretary, Deptt. of Expenditure, M/O Finance, New Delhi	C-II/38, Tilak Lane, New Delhi
2.	<b>Mr. N. Sivasubramanian</b>	Member	Dy. Comptroller & Auditor General of India, New Delhi	C-I/16, Humayun Rd., New Delhi
3.	<b>Mr. Ravi Kathpalia</b>	Member	Controller General of Accounts, New Delhi	C-II/21, Bapa Nagar New Delhi

4. <b>Mr. C. Ramaswamy</b>	Member	Chief Adviser (Cost), M/O Finance New Delhi	EA-28, SFS Flats, Maya Enclave Hari Nagar New Delhi
5. <b>Mr. B.G. Joshi</b>	Member	Controller General of Defence Accounts New Delhi	B-1-S, Flats, Sector 13, R.K. Puram, New Delhi
6. <b>Mr. R.C. Rastogi</b>	Member	Member(Finance) Telecommunication commission, New Delhi	D-II/116, West Kidwai Nagar, New Delhi
7. <b>Mr. Hasan Iqbal</b>	Member	Financial Commissioner (Railways), New Delhi	Rly. Board, Bungalow 1 Hospital Rd. Moti Bagh I New Delhi

#### 9. **DECLARATION**

We, the several persons, whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under the Registration of Societies Act XXI of 1860, this 30th day of August 1993.

<b>No.</b>	<b>Name</b>	<b>Designation</b>	<b>Occupation</b>	<b>Residential Address</b>	<b>Signature</b>
1.	<b>Mr. K. Venkatesan</b>	Chairman	Secretary, Deptt. of Expenditure, M/O Finance, New Delhi	C-II/38, Tilak Lane, New Delhi	Sd/-
2.	<b>Mr. N. Sivasubramanian</b>	Member	Dy. Comptroller & Auditor General of India, New Delhi	C-I/16, Humanyun Rd., New Delhi	Sd/-

- |    |                           |        |  |   |      |
|----|---------------------------|--------|--|---|------|
| 3. | <b>Mr. Ravi Kathpalia</b> | Member | Controller General<br>of Accounts,<br>New Delhi                  | C-II/21,<br>Bapa Nagar<br>New Delhi                                   | Sd/- |
| 4. | <b>Mr. C. Ramaswamy</b>   | Member | Chief Adviser<br>(Cost),<br>M/O Finance<br>New Delhi             | EA-28,<br>SFS Flats,<br>Maya Enclave<br>Hari Nagar<br>New Delhi       | Sd/- |
| 5. | <b>Mr. B.G. Joshi</b>     | Member | Controller General<br>of Defence Accounts<br>New Delhi           | B-1-S. Flats,<br>Sector 13,<br>R.K. Puram,<br>New Delhi               | Sd/- |
| 6. | <b>Mr. R.C. Rastogi</b>   | Member | Member(Finance)<br>Telecommunication<br>Commission,<br>New Delhi | D-II/116,<br>West Kidwai<br>Nagar,<br>New Delhi                       | Sd/- |
| 7. | <b>Mr. Hasan Iqbal</b>    | Member | Financial<br>Commissioner<br>(Railways),<br>New Delhi            | Rly. Board,<br>Bungalow 1<br>Hospital Rd.<br>Moti Bagh I<br>New Delhi | Sd/- |

I know the above persons & they have signed in my presence.

sd/-

**V.N. Kalia**

Chief (Admn. & Trg.)

Ministry of Finance(NIFM)

**RULES AND REGULATIONS**

**OF**

**NATIONAL INSTITUTE OF FINANCIAL  
MANAGEMENT**



**RULES AND REGULATIONS**  
**OF**  
**NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT SOCIETY**

**1. SHORT TITLE:**

- (a) These Rules & Regulations may be called Rules of the National Institute of Financial Management Society.
- (b) They shall come into force from the date of registration of the Institute under the Societies Registration ACT, 1860.

**2. DEFINITIONS:**

In these Rules unless the context otherwise requires:

- (a) The Rules mean the Rules of the National Institute of Financial Management Society.
- (b) The Society means the General Body of the National Institute of Financial Management Society.
- (c) The Institute means the National Institute of Financial Management.
- (d) The Board means the Board of Governors of the Institute.
- (e) The Committee means the Management Committee of the Institute.
- (f) The Director means the Director of the Institute.
- (g) Central Government shall mean the Department of Expenditure, Ministry of Finance, Government of India.
- (h) The Participating Services shall mean the following Central Services:
  - (i) Indian Audit & Accounts Service
  - (ii) Indian Civil Accounts Service
  - (iii) Indian Cost Accounts Service
  - (iv) Indian Defence Accounts Service
  - (v) Indian P&T Accounts and Finance Service
  - (vi) Indian Railway Accounts Service
- (i) The Financial year will be from April to March.

(j) The Chairman means the Chairman of the Board of Governors of the Institute.

(k) The President means the President of the Society.

### 3. THE SOCIETY:

#### 3.1 Members of the Society

The General Body of the Society shall have the following members, namely:

- |   |                                 |
|---|---------------------------------|
| (a) Finance Minister Govt. of India   | : Ex-official President         |
| (b) Minister of State (Expenditure)<br>Govt. of India   | : Ex official<br>Vice President |
| (c) Secretary (Expenditure)   | : Ex-officio Member             |
| (d) Dy. Comptroller and Auditor General   | : Ex-officio Member             |
| (e) Controller General of Accounts  | : Ex officio Member             |
| (f) Chief Adviser (Cost)  | : Ex-officio Member             |
| (g) Controller General of Defence<br>Accounts   | : Ex-officio Member             |
| (h) Member (Finance), Telecom. Commission   | : Ex-officio Member             |
| (i) Financial Commissioner, Railways  | : Ex-officio Member             |
| (j) Chief Secretary, Government of<br>Haryana   | : Ex-officio Member             |
| (k) Two members of the faculty<br>nominated by the Chairman   | : Members                       |
| (l) Up-to five professionals<br>academics/persons of eminence<br>(other than faculty of the<br>Institute) nominated by the<br>Central Government. | : Members                       |
| (m) Director, of the Institute<br>appointed by the Central Government   | : Member - Secretary            |

3.2

**Roll of Members:**

The Society shall maintain a roll of membership and every member shall sign the roll and state therein his occupation and address. No person shall be deemed to be a member or be entitled to exercise the rights and privileges of a member unless he has signed the roll.

3.3

**Change of Address:**

If there is any change in the address of a member of the Society, the member may notify to the Director his new address who shall thereupon enter such new address in the roll of members: but if he fails to notify his new address, the address in the roll of members shall be deemed to be his address.

3.4

**Term of Office:**

- (a) Where a person is a member of the Society by virtue of an office held by him, his membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.
- (b) Two members of the faculty of the Institute nominated by the Chairman shall hold office for a period of three years from the date of nomination and shall not be eligible for renomination for the second term in succession. The membership shall terminate if he ceases to hold an appointment in the Institute.
- (c) Up-to five professionals/academics/persons of eminence (other than the faculty of the Institute) nominated by the Central Government to the Society shall hold office for a period of three years from the date of nomination and shall be eligible for renomination for the second term of three years in succession. Beyond the second term, they shall not be eligible for renomination for the third term in succession. They shall also cease to be a member if they accept a full-time appointment in the Institute.
- (d) A member of the Society may resign by a letter addressed to the Director, but his resignation shall take effect only on its acceptance by the President.
- (e) A member of the society shall cease to be such member if he shall become of unsound mind, or become insolvent or is convicted of a criminal offence involving moral turpitude.



4.

**MEETINGS OF THE SOCIETY:****4.1 The Annual Meeting:**

The Annual Meeting of the Society shall be held not later than 30th of September every year at such time and place as may be determined by the President. At such annual meetings, the Board shall submit the annual report and the yearly accounts of the Society.

**4.2 Special Meeting:**

- (a) The President may, at any time, convene a meeting of the General Body, other than Annual Meeting to discuss any matter.
- (b) The President may convene a special general meeting of the Society on the written requisition of not less than one-third of the members of the Society. Every requisition so made by the members of the Society shall express the object for which the meeting is proposed to be called and shall be left at the address of the Director or posted to his address. Upon receiving such requisition(s), the President shall convene a meeting of the Society within a reasonable period of time. At all special general meetings, no subject other than that stated in the notice of the requisition, as the case may be, shall be discussed except with the permission of the President.

**4.3 Notices:**

Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be sent by post to every member of the Society not less than fifteen days before the day appointed for such meeting.

**4.4 Quorum:**

Six members present in person shall form a quorum for any meeting of the Society.

**4.5 Presiding Officers at Meetings:**

Every meeting of the Society shall be presided over by the President and in his absence by the Vice President. When both President and Vice President are absent, the members present on the occasion shall choose a member to preside over the meeting.



4.6 **Questions to be Decided by Majority Vote:**

- (i) All questions at any meeting of the Society except for the matter specified in Rule 10 shall be determined by a majority of votes. Every member of the Society shall have one vote. In case of an equality of votes, the President shall have a casting vote in addition to his ordinary vote.
- (ii) Any resolution except such as may be placed before the meetings of the Society may be adopted by circulation among all its members and any resolution so circulated and adopted by majority of the members who have signified their approval or disapproval of such resolution shall be binding as if such resolution had been adopted at a meeting of the Society; provided that in every such case at least seven members of the Society shall have recorded their approval of the resolution.

5. **THE BOARD OF GOVERNORS:**

5.1 **Members of the Board:**

The Board of Governors shall consist of 12 members to be constituted as under:

Chairman	:	Secretary (Exp.) shall be the Ex-officio Chairman of the Board
Members	:	Dy. Comptroller and Auditor General Controller General of Accounts Chief Adviser (Cost) Controller General of Defence Accounts Member (Finance), Telecom. Commission Financial Commissioner, Railways Two Members from the Faculty nominated by the Chairman to the General Body

Two Members chosen by the President from those nominated by the Central Government to the General Body.

Member-Secretary

Director, N.I.F.M.

## 5.2 **Term of Office:**

- (a) Where a person is a member of the Board by virtue of an office held by him, his membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.
- (b) Two members of the faculty of the Institute nominated by the Chairman shall hold office for a period of three years from the date of nomination and shall not be eligible for renomination for the second term in succession. The membership shall terminate if he ceases to hold an appointment in the Institute.
- (c) Two members chosen by the President from those nominated by the Central Government to the Society shall hold office for a period of three years from the date of nomination and shall be eligible for a second term of three years in succession. Beyond the second term they shall not be eligible for the third term in succession.
- (d) A member of the Board may resign his office by a letter addressed to the Director, but his resignation shall take effect only on its acceptance by the Chairman.
- (e) A member of the Board shall cease to be such a member if he shall become of unsound mind, or become insolvent or is convicted of a criminal offence involving moral turpitudes.

## 5.3 **Powers, Duties and Functions of the Board:**

The general superintendence and control of the affairs and funds of the Society and the Institute shall be vested in the Board which may exercise all powers and do all acts and things which may be exercised or done by the Society. In particular, the Board shall have the following powers:-

- (a) to consider and approve the plans of the Institute for the attainment of the objects specified in the Memorandum.
- (b) to prepare and execute detailed plans and programmes for the establishment of the Institute and to carry on its administration and management after such establishment;
- (c) to receive grants and contributions and to have custody of the funds of the Institute;
- (d) to frame bye-laws for delegation of financial powers to Director and the staff of the Institute;
- (e) to consider and approve the accounts of the preceding year and the budget for the succeeding year;
- (f) to organise and provide training for Probationer Group 'A' officers of the participating services, as required by and in consultation with the heads of the participating services.
- (g) to organize and provide training and continuing professional education including refresher courses to officers of the participating services.
- (h) to supplement the capabilities of the training Institutions of the participating services as required by and in consultation with the heads of the participating services.
- (i) to prescribe and conduct courses of study, training and research in Financial Management and allied subjects and to approve consultancy assignments.
- (j) to prescribe qualifications for the trainees and research programmes and charging of fees;
- (k) to lay down standard of proficiency to be demonstrated before the award of diplomas, certificates and other distinctions in respect of the courses offered by the Institute;
- (l) to institute and award fellowships, scholarships, prizes and medals;
- (m) to provide for and supervise the residence, health, discipline and the well-being of the students and staff of the Institute;
- (n) to create teaching, administration and technical posts, like Deans,



Financial Advisor & Chief Accounts Officer, Chief Administrative Officer, and to make bye-laws for appointments thereto, provided the posts so created are in the cadre and scales of pay approved by the Central Government. (The proposals relating to emoluments structure i.e. adoption of pay scales, allowances and revision thereof and creation of posts above Rs 5700/- as maximum of the scale would need the prior approval of the Central Government);

- (o) to co-operate with any other organisation in the matter of education and training in management and allied subjects;
- (p) to make investments in specified securities and other financial instruments and their sale or alteration;
- (q) to appoint Committee or committees as and when necessary for dealing in matters connected with professional developments, examinations and other functions;
- (r) to enter into arrangements and contracts for and on behalf of the Institute;
- (s) to delegate to such extent as it may deem necessary, any of its powers to the Committee or the Director or any official of the Institute;
- (t) to make, adopt, amend, vary, or rescind from time to time Bye-laws for the regulation of, and for any purposes connected, with the management and administration of the affairs of the Institute and for the furtherance of its objectives.

Provided that the Central Government shall have the power:

- (i) to give directions to the Institute as to the exercise and performance of its functions in matters involving national security or of substantial public interest and to ensure that the Institute gives effect to such directions;
- (ii) to call for such reports, returns and other information with respect to the property and other activities of the Institute as may be required from time to time;
- (iii) to approve arrangements involving foreign collaboration, if any, proposed to be entered into by the Institute.



5.4 **Presiding Authority and Quorum for the Meeting of the Board:**

- 5.4.1. Every meeting of the Board shall be presided over by the Chairman. When the Chairman is absent, the members present on the occasion shall choose a member to preside over the meeting.
- 5.4.2 Five members of the Board including the Chairman shall constitute a quorum at any meeting of the Board. Provided, that if at the time appointed for the meeting the quorum is not present, the meeting shall stand adjourned to a date as decided by the Chairman. The subsequent meeting called on the basis of the same agenda will not be required to have a quorum.
- 5.4.3. No meeting of the Board shall be conducted without the presence of atleast two members of the Board from the participating services.

5.5 **Notices of Meeting of the Board:**

Not less than seven days' notice for every meeting of the Board shall ordinarily be given to each member of the Board. However, the Chairman can call for a meeting of the Board even earlier as and when required.

5.6 **Minimum Number of Meetings:**

At least three meetings of the Board shall be held in every calendar year.

5.7 **Calling of Meeting of the Board:**

Meetings of the Board shall be called by the Chairman.

5.8 **Questions to be Decided by Majority Vote:**

All questions at a meeting of the Board shall be decided by a majority of Votes and in case of an equality of votes, the Chairman shall have a casting vote in addition to his ordinary vote.

5.9 **Business By Circulars:**

Any business which it may be necessary for the Board to do may be transacted by circulation among all the members and any resolution so circulated and approved by a majority of the members signing the circular shall be as effectual and binding as if such resolution had been passed at

meeting of the Board.

5.10 **Delegation of Powers to the Chairman and the Director:**

The Board may by resolution delegate to the Chairman and Director of the Institute, such of its powers for the conduct of business as it may deem fit. Further, where a matter cannot await decision of a formal Board meeting, the Director in consultation with the Chairman, can take decisions on matters on which a resolution by the Board exists. All such decisions will be submitted to the Board for approval in its next meeting.

6. **DIRECTOR:**

6.1 **The Director shall be the head of the Institute.**

6.2 The Director shall be appointed by the Central Government, preferably from one of the participating services. The Government may call for recommendations from the Board also.

6.3 The emoluments, allowances and other conditions of service of the Director shall be fixed by the Central Government, which may consult the Board in regard to them.

6.4 The Director shall be the ex-officio Member-Secretary of the Society and the Board.

6.5 Subject to the rules and regulations of the Institute, the Director shall be responsible for:-

- 1) Implementing the directions of the Board.
- 2) The proper administration of the affairs and funds of the Institute;
- 3) Exercising supervision and disciplinary control over the work and conduct of all employees of the Institute;
- 4) Coordinating and exercising general supervision over all the activities of the Institute; and
- 5) Executing all contracts, deeds and other instruments on behalf of the society, if so authorized by the Board.

6.6 The Director shall be delegated all such powers as the Board may consider necessary for the discharge of his duties. the Director may in writing delegate some of his powers to any staff of the Institute with the approval

of the Board.

6.7 The Director shall maintain a record of the minutes of the meetings of the society and the Board and shall perform such other duties as may be required, or as may be incidental to his office or as may from time to time be entrusted to him by the Board.

**7. MANAGEMENT COMMITTEE :**

7.1 The Board shall be assisted by a Management Committee in framing the budget proposals and in planning implementation and monitoring the activities of the Institute with a view to achieving the objectives of the Institute.

7.2 The Management Committee shall consist of the following members :

- |     |   |   |                  |
|-----|---|---|------------------|
| (a) | Director  | : | Chairman         |
| (b) | Deans   | : | Members          |
| (c) | Financial Adviser and<br>Chief Accounts Officer | : | member           |
| (d) | Chief Administrative<br>Officer                 | : | Member-Secretary |

7.3 The committee will hold its meetings as often as necessary and at least once in two months.

7.4 The committee shall be delegated such powers as the Board may consider necessary.

7.5 The Director shall have the powers to invites any person or persons, not being members of the Committee, to attend the meeting of the Committee, but such invites shall not be entitled to vote at the meeting.

**8. GENERAL :**

No act or proceedings of the Society or the Board shall be deemed to be invalid by reason merely of any vacancy in, or any defect in, the constitution of the Society or the Governing Body, as the case may be.



**9. ALTERATION OR EXTENSION OF THE PURPOSES OF THE SOCIETY :**

The Society may change its name or alter or extend the purpose for which its established;

- (a) If the Board shall submit a proposal for such change, alteration or extension as aforesaid to the members of the Society in a written or printed report;
- (b) If the Board shall convene a special General meeting of the members of the Society, according to these Rules, for the consideration of the said proposal;
- (c) If such report be delivered or sent by post to every member of the Society, fourteen days previous to such Special General Meeting as aforesaid;
- (d) If such proposals be confirmed by the votes of three-fifths of the members of the Society delivered in person at such Special General Meeting as aforesaid;

and

- (e) If such proposal be confirmed by the votes of three-fifths of the members of the Society present at a second Special General Meeting convened by the Board at an interval of one month after the former meeting.
- (f) The change, alteration or extension shall come into force only after approval of the Central Government.

**10. AMENDMENTS TO THE RULES:**

The Rules of the Society, except Rule 9 be altered at any time by a resolution passed by a majority of the members of the Society present at any meeting of the Society which shall have been duly convened for the purpose, provided that atleast three members of the Board from the participating services are present. The amendment shall come into force only after approval of the Central Government.

**11. FINANCE, ACCOUNTS AND AUDIT:**

- 11.1 (a) The funds of the Institute shall come from endowments and grants made by or through the Central or any State Government, return on investment, donations and contributions from other sources, fees collected from the participants and Participating Services for impart



ing training to their officers, research work, consultancy charges, publications, investments, etc.

- (b) The income of the Institute shall be utilized for the promotion of the objectives of the Society as contained in the Memorandum of Association and no part shall be distributed among its members in any form whatsoever.
- (c) Moneys forming part of the funds of the Institute shall be deposited in banks approved by the Board and surplus funds invested in a manner as prescribed by the Board of Governors.
- (d) No portion of the income and property of the Society shall be paid or transferred, directly or indirectly, by way of dividends, bonus, or otherwise howsoever by way of profit to any persons who any time are or have been members of the Society or to any of them or any person who claims through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other persons in return for any services rendered to the Society.
- (e) If on the winding up or dissolution of the Society there shall remain, after the satisfaction of its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them, but shall consistently with the objectives of the Society, be dealt with in such manner as the Central Government may determine.

#### 11.2 **Books of Accounts**

The Board shall cause proper Books of Accounts to be maintained and kept in respect of all sums of money received and expended by the Institute and the matters in respect of which income and expenditure takes place and of the assets and liabilities of the Institute. The financial accounts of the Institute shall be completed within three months of the close of the year. The financial year of the Institute shall be from April to March.

#### 11.3 **Audit**

The Accounts of the Institute shall be audited annually by a qualified auditor or auditors appointed for the purpose by the General Body.

The Board shall submit to the Central Government, within six months after close of the previous financial year a report on the working of the

Institute during the previous year together with an Audit Report including an audited statement of accounts showing the receipts and payments during the previous year, after getting them approved/adopted by the General Body.

12. For the purpose of Section 6 of the Registration of Society Act, the person in whose name the Society may sue or be sued shall be the Director of the Institute.