

**MEMORANDUM OF ASSOCIATION  
OF  
NATIONAL INSTITUTE OF  
TECHNICAL TEACHERS TRAINING AND RESEARCH**

**CHENNAI SOCIETY**



**[UNDER THE SOCIETIES REGISTRATION ACT – (XXVII OF 1975)]**

**Amended upto December 2023**

**NATIONAL INSTITUTE of TECHNICAL TEACHERS TRAINING AND RESEARCH  
CHENNAI SOCIETY  
MEMORANDUM OF ASSOCIATION**

National Institute of Technical Teachers' Training and Research, Chennai has been formed vide Ministry of Education, Government of India, Order No.F.7-27/2002-TS.IV dated 20<sup>th</sup> October, 2003.

1. The name of the Society shall be National Institute of Technical Teachers' Training and Research, Chennai Society, hereinafter referred to as "**the Society**".

The name of the Institute shall be National Institute of Technical Teachers' Training and Research, Chennai hereinafter referred to as "**the Institute**".

2. The objects for which the Society is established are:
  - (a) To establish and carry on the administration and management of the "National Institute of Technical Teachers' Training and Research, Chennai", hereinafter referred to as "the Institute". The functions of the Institute shall be:
    - i. To act as a center for offering quality training programmes for teachers as per need of the client system, covering the entire gamut of technical education including polytechnics, engineering colleges, vocational and management education, at regional as also at national levels;
    - ii. To impart training through value added courses to non – technical teachers also in line with NEP 2020;
    - iii. To empower all teachers of different professions under pedagogy for upgrading their skills in emerging technologies;
    - iv. To arrange for practical training for technical teachers in Industries on a cooperative education plan;
    - v. To offer Academic Programmes to upskill the teachers and professionals;
    - vi. To undertake systemic research to provide research inputs for development of technical education training systems and its management;

- vii. To undertake action research for development of Innovative methods, processes and practices for improvement of teaching-learning environment in technical and vocational education institutions;
- viii. To design new instructional system and strategies for production of multimedia learning materials;
- ix. To develop and disseminate learning resources like Textbooks, Laboratory Manuals, Video Programmes, Computer Assisted Instructional Multimedia Packages to technical and vocational institutions and other organizations;
- x. To offer programmes for technical and vocational teachers in distance learning mode using state-of-the-art technologies;
- xi. To meet the demands of industries through innovation, incubation and entrepreneurship by Centres of Excellence and Incubation Centres for aspiring entrepreneurs;
- xii. To offer courses / programmes for technical and vocational teachers to suit overseas demand especially SAARC & ASEAN countries;
- xiii. To institute and award fellowships, scholarships, prizes and medals;
- xiv. To fix, demand and receive fees and other charges;
- xv. To collaborate with Community and Industry in organizing Continuing and Non-formal vocational education programmes and providing extension and consultancy services;
- xvi. To undertake Consultancy and Extension work for industry, technical institutions / organizations;
- xvii. To serve the states better, establish Extension Centres of the Institute in different States with the approval of Govt. of India;
- xviii. To provide support services to Government of India schemes related to technical and vocational education system and as entrusted by MoE, Government of India, from time to time;

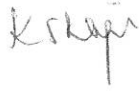











- xix. To deal including sell, assign, mortgage, lease, exchange and otherwise transfer or dispose of any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing the objects of the Institute provided that the Institute shall not dispose off in any manner any immovable property without prior approval of Government of India;
- xx. To borrow and raise moneys with or without security or on the security of a mortgage, charge or hypothecate or pledge of all or any movable or immovable property, belonging to the Society or in any other manner whatsoever, provided that prior approval of Government of India is obtained;
- xxi. To acquire by gifts, purchase, exchange, lease, hire or otherwise any property, movable or immovable, which may be necessary or convenient for the purpose of the Society and to build, construct, improve, alter, demolish and acquire such buildings, works and constructions as may be necessary for carrying out the objects of the Society;
- xxii. To cooperate with educational or other organisations in any part of the world having objects wholly or partly similar to those of the institute by exchange of teachers and scholars and generally in such manner as may be conducive to their common objects;
- xxiii. To invest and deal with funds and moneys of the Society;
- xxiv. To draw, make, accept, endorse, discount, execute, sign, issue and otherwise deal with cheques, hundies, drafts, certificates, receipts, Government Securities, promissory notes, bills of exchange or other instruments and securities whether negotiable or transferable or not, for the purpose of the Society;
- xxv. To prepare and maintain accounts and other relevant records and prepare annual statements of accounts in such forms as may be prescribed by Government of India in consultation with the Audit Office / Accountant General Office;
- xxvi. To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.





- (b) The region associated with NITTTTR, Chennai are as follows:  
Southern Region comprising Kerala, Karnataka, Tamil Nadu, Andhra Pradesh and Pondicherry.  
The above geographical boundaries do not restrict the Institute from conducting national level programmes.
  - (c) to delegate all or any of the power to the Board of Governors of the Institute. The Board may in turn delegate some of its powers to any of the Committee or Committees constituted by it, or to any officer of the Society.
  - (d) to frame the first Rules of the Institute.
  - (e) to delegate such powers to the Committee(s), faculty, officer or Board of Governors of the Institute as are provided in MOA, Rules & Regulations.
3. Government of India may issue such directions to the Society or the Institute as it may consider necessary for furtherance of the objects of the Society or the Institute and for ensuring their proper and effective functioning.
  4. Government of India may appoint one or more persons to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as it may stipulate. Upon receipt of any such report, Government of India may take such action and issue such directions as it considers necessary in respect of any of the matters dealt with in the report and the Society shall be bound to comply with such directions.
  5. The income and property of Society howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association, subject to such conditions or limitations as Government of India may, from time to time, impose. No part of the income and property of the Society shall be paid or transferred, directly or Indirectly, by way of profit to the persons who are or at any time have been members of the Society or Governing Body or to any of them or to any persons claiming through them or any of them provided that nothing contained herein shall prevent the payment, in good faith of remuneration to any member thereof or other person in return for any services rendered to the Society or for traveling allowance, halting, or other similar charges.
  6. The names, addresses and occupations of the first members of the Governing Body of the Society to which the management of affairs is entrusted in accordance with the Rules and Regulations of the Society as required under Section 15 of the Societies Registration Act XXVII of 1975 are as follows:

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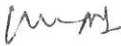






7. We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands herunto and form ourselves into a society under the Societies Registration Act XXVII of 1975.

Sl. No	Names, addresses & Occupations of members	Signature of members	Names, addresses & Occupations of members	Signature of witnesses
1.	Shr. K.S. Raju Chairman & M.D., Nagarjuna Fertilizers & Chemicals, Nagarjuna Hills, Hyderabad – 500 082.		Shri K.U. Menon Sr. Admn. Officer, TTTI, Chennai	
2.	Shri V.K. Pipersenia, IAS Financial Adviser, Integrated Finance Division, Ministry of HRD, New Delhi – 110001.		Shri S. Venkatasubramanian, Accounts Officer, TTTI, Chennai	
3.	Dr. D.V.R. Prakash Rao Chairman & M.D., Prakash Feed Mills Pvt. Ltd. Chennai – 600 029.		Shri K.U. Menon, Sr. Admn. Officer, TTTI, Chennai	
4.	Shri Ar. Sukumar, IAS Commissioner, Dept. of Technical Education Govt. of Andhra Pradesh, Hyderabad – 500063.		Shri S. Venkatasubramanian, Accounts Officer, TTTI, Chennai	
5.	Shri S.K. Prabhakar, IAS Director of Technical Education, Govt. of Tamil Nadu, Chennai – 600025.		Shri K.U. Menon, Sr. Admn. Officer, TTTI, Chennai	
6.	Shri Kuriyil Koshy Sr. Jt. Director O/o Directorate of Technical Education, Govt. of Kerala Trivandrum – 695023.		Shri S. Venkatasubramanian, Accounts Officer, TTTI, Chennai	



WITNESS:

1.  Brahadeswarar (S. BRAHADEESWARAR)  
S/o. Rama. Dhinamani. Professor of Power Plg., T.T.T.I.,  
Chennai-13.
2.  S. Eshwar (S. EILAMBARAS)  
S/o. R. Sivarasa Settu.  
Professor of Engineering  
T.T.T.I., Chennai-600113



Sl. No	Names, addresses & Occupations of members	Signature of members	Names, addresses & Occupations of members	Signature of witnesses
7.	Dr.P.Vijayan Director, Tamil Nadu Institute of Industrial Engineering, Chennai PortTrust Complex, Chennai — 600 001.		ShriK.U.Menon, Sr.Admn.Officer, TTTI, Chennai	
8.	Shri A. Ayyakkannu Director, Board of Apprenticeship Training, Chennai —600 113.		ShriS.Venkatasubramaniam, Accounts Officer, TTTI,Chennai	
9.	Shri AVNS Sastry Desk Officer, Ministry of HRD, NewDelhi —110001.		ShriK.U.Menon, Sr.Admn.Officer, TTTI,Chennai	
10.	Prof.N.Alagappan Professor of EMC/ETV,TTTI, Chennai		ShriS.Venkatasubramaniam, Accounts Officer, TTTI,Chennai	
11.	Shri C.R. Nagendra Rao Assistant Professor (CEEM), TTTI, Chennai		ShriK.U.Menon, Sr.Admn.Officer, TTTI, Chennai	
12.	Dr. G.B. Jaiprakash Narain Principal/ Member-Secretary TTTI, Chennai		ShriS.Venkatasubramaniam, Accounts Officer, TTTI,Chennai	

WITNESS:

1.  Brahaduraman C.D. BRAHADEESWARAN)  
S/o. Rama. Dhinamani. Professor of Policy Plg., T.T.T.I.,  
Chennai-113.
2.  S. Ekambar (S. ELANBARAN)  
S/o. R. Sivarama Settu,  
Professor in Engineering  
T.T.T.I., Chennai-600113



**RULES AND REGULATIONS OF  
NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND  
RESEARCH (CHENNAI) SOCIETY**

1. The Registered Office of the Society shall be situated at National Institute of Technical Teachers' Training and Research (Chennai) Society, Taramani P.O., Chennai-600 113.
2. The Society Shall for the time being consist of the following members:
  - (a) Chairman to be nominated by Government of India
  - (b) Two members representing the Ministry of Education, Government of India including one looking after financial matters, to be nominated by Government of India.
  - (c) Five Directors of Technical Education(three from regional states and two from outside the region)
  - (d) One representative of the All India Council for Technical Education to be nominated by the AICTE, New Delhi, not below the rank of an Advisor.
  - (e) Representative of the University in the jurisdiction whereof the National Institute of Technical Teachers' Training and Research, Chennai is situated.
  - (f) Director of the Institute (ex-officio member and Secretary).

The current Principal of Technical Teachers' Training Institute shall now be re-designated as Director & Member Secretary of NITTTR.

3. **Authorities of the Institute**

The following shall be the authorities of the Institute, namely:

- Board of Governors
- Academic Council
- Finance Committee
- Such other authorities as may be declared by the Rules to be the authorities of the Institute.

4. **Board of Governors**

The general superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Governing Body of the Society, which shall be called the Board of Governors, National Institute of Technical Teachers' Training and Research, Chennai (hereinafter referred to as the "Board").

The Board shall comprise the following members, namely:

- (a) The Chairman: an eminent Technologist / Engineer / Scientist / Industrialist (Medium or large scale industry) to be nominated by Government of India.
- (b) Two members representing the Ministry of Education, Government of India including one looking after financial matters.
- (c) Five Directors of Technical Education (three from regional states and two from outside the region).
- (d) Two Industrialists / Technical Professionals to be nominated by Government of India.
- (e) One representative of the University in the jurisdiction whereof the NITTTTR is situated, not below the rank of a Professor.
- (f) One representative of the AICTE to be nominated by the AICTE, New Delhi, not below the rank of an Advisor.
- (g) One member of faculty to be nominated by the Director.
- (h) Director of the Institute – ex-officio Member Secretary

#### **5. Term of Office of Members of the Board / Society**

- (a) Where an individual becomes a member of the Society or the Board by virtue of the Office he / she holds, his / her membership shall terminate when he / she ceases to hold that office
- (b) A member of the Society or the Board representing Government of India shall continue to be such member during the pleasure of Government of India.
- (c) A member of the Society or the Board representing a State Government shall continue to be such member during the pleasure of the State Government.
- (d) The faculty representative under the section 4(g) will have one year term.

- (e) The Chairman shall cease to be the Chairman of the Society on the expiry of five\* years from the date of his/her appointment or nomination. Every member covered under 4(a) to 4(f) above shall cease to such member on the expiry of three years from the date of his/her appointment or nomination.

\*[Amended as per Resolution No.5-2/2005 dated 26.11.2005 and Vide G.O.Rt.No.42.dated 19.01.2007 and G.O.(MS.) No.111 dated 10.08.2012 issued by the Commercial Taxes and Registration(M1) Department, Govt. of TamilNadu]

- (f) Should any member of the Society /Board under 4(b), 4(c) and 4(f) becomes unable to attend a meeting of the Society or the Board, then he/she shall be at the liberty to appoint and authorize a representative to take his/ her place at that meeting of the Society or the Board respectively and such representative shall have all the rights and privileges of a member of the Society or the Board for the meeting

#### 6. Cessation of Membership

A Member of the Society or the Board shall cease to be such member, if he/she:

- (a) resigns his/her membership
- (b) becomes of unsound mind
- (c) becomes insolvent
- (d) is convicted of a criminal offence involving moral turpitude
- (e) is removed by the Central / State Government from the membership of the Society or
- (f) accepts a full time appointment in the Institute, except the post of the Director of the Institute.

7. (a) The Chairman of the Society of the Board may resign his/her office by a letter addressed to Government of India and his /her resignation shall take effect from the date it is accepted by the Government of India.

- (b) A member of the Society or the Board (other than ex-officio member, or a member representing Government of India or the State Government) may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.

8. Any casual vacancy in the society or the Board may be filled up the appointment or nomination of member by the appropriate authority entitled to make such appointment or nomination.

9. The society or the Board shall function notwithstanding any vacancy there in and notwithstanding any defect in the appointment, nomination or co-option of

any of its members; and no act of proceedings of the Society or the Board shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment, nomination or co-optation of any of its members.

#### **10. Functioning of the Society**

- (a) The Annual General Meeting of the society shall be held as soon as may be, after the expiry of every year ending on the 31<sup>st</sup> March to consider the Annual Report and audited Accounts of the Society, to appoint auditors for the next year and to consider and approve programme of work generally for the ensuing year.
- (b) At every Annual General Meeting of the Society, the Board shall place before the members the Annual Report of the Society and its audited accounts relating to the preceding year for adoption and onward transmission to Government of India with recommendations as it may deem fit and proper.
- (c) The chairman may, whenever he/she thinks it necessary to do so, and shall, upon a written requisition of not less than five members, convene Special Meeting of the Society in addition to the Annual General Meeting.
- (d) A written notice shall be sent to every member either personally or through post at his/her address mentioned in the roll of members.
- (e) Any notice so sent by post shall be deemed to have been duly served and in proving such service it shall be sufficient to show that the cover containing such notice was properly addressed and put into the post office.
- (f) The accidental omission to give notice to or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings at the meeting.
- (g) Five members, including the Chairman, shall constitute a quorum at any meeting of the Society.
- (h) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.

- (i) Each members of the society, including the Chairman, shall have onevote and if there shall be an equality of votes on any question to be determined by the Society, the Chairman shall, in addition, have a casting vote.
- (j) Every meeting of the society shall be presided over by the chairman and, in his/her absence at any meeting, by a member chosen from amongst themselves by the members present at the said meeting.

## 11. Powers of the Board

- (a) The Board of Governors of the Institute shall be responsible for the general Superintendence, direction an control of the affairs of the Institute provided for by this MoA, the Rules and Bye-laws and shall have the power to review the act of the Academic Council.
- (b) without prejudice to the provisions of sub-section 11(a), the Board Shall:
  - i. Take decisions on question of policy relating to the administration and working of the Institute;
  - ii. Institute Courses of Study;
  - iii. Makes the Rules with the Prior approval of the Government of India;
  - iv. Appoint persons to academic as well as other post of the Institute;
  - v. Consider and modify or cancel Bye-laws with the approval of the Society and subsequently by the Government of India.
  - vi. Consider and pass resolutions on the annual report, the annual accounts and the budgets:
  - vii. Prepare budget estimates and revised budget estimates of the Institute of each financial year as it thinks fit and submit them to the Government of India together with a statement of its development plans;
  - viii. Exercise such other powers and perform such other duties as may be conferred or imposed upon it by this MoA or the Rules or may, from time to time, be assigned to it by the Government of India.



(c) The Board shall have the power to appoint such committees as it considers necessary for the exercise of its powers and the performance of its duties as defined under this MOA.

## **12. Functioning of the Board**

- (a) The Board shall ordinarily meet once in every four months provided that the Chairman may, whenever he/she thinks, and shall on the written requisition of not less than five members call a special meeting.
- (b) Not less than 10 days' notice shall be given of every meeting of the Board and copy of the proceedings of every meeting shall be forwarded to the Government of India as soon as practicable after the meeting.
- (c) The accidental omission to give notice to or the non-receipt of any notice by any member shall not invalidate the proceedings at that meeting.
- (d) Five members of the Board, including the Chairman, shall constitute a quorum for any meeting of the Board.
- (e) In case of difference of opinion amongst the members, the opinion of the majority which shall be at least three-fifths of the members present, shall prevail.
- (f) Each member of the Board, including the Chairman, shall have one vote and if there shall be an equality of votes on any question to be determined by the Board, the Chairman shall in addition, have a casting Vote.
- (g) Every meeting of the Board shall be presided over by the Chairman and in his/her absence at any meeting, by a member chosen from amongst themselves by the members present at the said meeting.
- (h) Any resolution except such as may be placed before the meetings of the Board, may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of three-fifths of the members who have signified their approval of such resolution shall be as valid and effectual as if such resolution had been passed at a meeting of the Board Meeting duly convened and held.

### **13. Academic Council**

The Academic Council of the Institute shall comprise the Director of the Institute, who shall be the ex-officio Chairman of the Academic Council and HoDs of Departments/Centres and two eminent persons from the field of Technical Education. The Academic Council meetings may be convened as many times in a year as required. Subject to the Provisions of this MoA and the Rules and the Regulations, the Academic Council of the Institute shall have the control and general regulation, and be responsible for the maintenance of standards of instruction, education, examination and all other academic affairs in the Institute as per norms laid down by the AICTE and shall exercise such other powers and perform such others duties as may be conferred or imposed upon it by the Rules, The Academic Council shall be the highest policy making body of the Institute with respect to academic affairs. One senior professor nominated by the Director will be the secretary of the Academic Council.

### **14. Chairman of the Board**

- (a) The Chairman of the Board shall preside over the meetings of the Board.
- (b) It shall be the duty of the chairman to ensure that the decisions taken by the Board are implemented.
- (c) The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by this MoA or the Rules.

### **15. Director**

- (a) \*The Director of the Institute shall be appointed with prior approval of the Government of India for a term of five years or upto the date of his / her Superannuation whichever is earlier. Extension of term of the Director may be granted by Government of India.
- (b) The Director shall be the principal academic and executive officer of the Institute shall be responsible for the proper administration of the Institute and for imparting instructions and maintenance of disciplinetherein.
- (c) The Director shall submit annual reports and accounts to the Board.
- (d) The Director shall exercise such other powers and perform such other duties as may be assigned to him by this MoA or the Rules or the Regulations.

[\* Recruitment rules for the post of Director, NITTTR Chennai amended vide Res.No.Spl.Meet.03/Society/2023-24 of AGM dt.27.12.2023. The amended Recruitment Rules for the post of the Director, NITTTR, Chennai is enclosed as Annexure – A]

- (e) The Director shall have such other powers and perform such other duties as may be delegated or assigned to him/her by the Board.
- (f) The Director may delegate any of his/her powers to any officer or officers in the service of the society with the approval of Board.
- (g) The Director shall act as the Secretary of the Society, the Board and such other committees as the society or the Board may decide.
- (h) In the event of the post of the Director remaining vacant or the Director being absent or unable to perform his/her duties for any reason, it shall be open for the Board, with the prior approval of Government of India to direct any officer or officers in the service of the Society to exercise temporarily such powers and perform such functions and duties of the Director as the Board may deem fit.

[Delegation of Powers of Director amended vide Res.No.Soc.18.04.01 of AGM dt.04.08.2023. Amendment to the Delegations of Powers of Director, NITTTTR Chennai is enclosed as Annexure-G]

## **16. Settlement of disputes**

In Case of any dispute regarding interpretation of any clause of the Memorandum of Association or any rules and regulations, the matter will be referred to the Secretary, Department of Secondary and Higher Education, Ministry of Education, Government of India and his decision will be final.

## **17. Finance Committee**

- (a) The Finance Committee shall consist of the following persons namely.
  - i. The Chairman ex-officio, who shall be the Chairman of the committee.
  - ii. Two representatives of the Ministry of Education on the Board.
  - iii. A member of the Board of Governors nominated by the Board.
  - iv. The Director of the Institute (Ex-officio Member and Secretary).
- (b) The committee shall perform the following functions.
  - i. Examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board.
  - ii. Give its views and make its recommendations to the Board either on the initiative of the Board or of the Director or on its own initiative on any financial matter affecting the Institute.

- (c) The Committee shall meet normally thrice a year.
- (d) Three members of the Committee including the Chairman shall form a quorum for a meeting of the committee.
- (e) The chairman, if present, shall preside over the meeting of the Committee. In his absence, the members present shall elect one from amongst themselves to preside over the meeting.
- (f) The provisions in these rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of minutes applicable to the meeting of the Board shall, so far as possible, be followed in connection with the meeting of the committee.
- (g) A copy of the minutes of every meeting of the committee shall be sent to the Board for its approval.

#### **18. Funds of the Institute**

- (a) The Institute shall maintain a Fund to which shall be credited:
  - i. All grant provided by the Central and State Governments.
  - ii. All fees and other charges received by the Institute.
  - iii. All finance received by the Institute by way of grants, gifts, donations, benefactions, bequests or transfers, and
  - iv. All finance received by the Institute in any other manner or from any other source.
- (b) All amount credited to the fund of the Institute shall be deposited in such Banks or invested in such manner as the Institute may, with the approval of Government of India, decide.
- (c) The fund of the Institute shall be applied towards meeting the expenses of the Institute including expenses incurred in the exercise of its powers and discharge of its duties under this MoA.

#### **19. Accounts and Audit**

- (a) The Institute shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the balance-sheet, in such form as may be prescribed by Government of India in consultation with the Comptroller and Auditor-General of India.

- (b) The accounts of the Institute shall be audited by the Comptroller and Auditor-General of India and any expenditure incurred in connection with such audit shall be payable by the Institute to the Comptroller and Auditor-General of India.
- (c) The Comptroller and Auditor-General of India and any person appointed by him/her in connection with the audit of accounts of the Institute shall have the same frights, privileges and authority in connection with such audit as the Comptroller and Auditor-General of India has in connection with the audit of the Government accounts, and, in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect the offices of the Institute.
- (d) The accounts of the Institute as certified by the Comptroller and Auditor-General of India or any other person appointed by him/her in this behalf together with the audit report thereon shall be forwarded annually to Government of India and that the Government shall cause the same to be laid before each House of Parliament as per procedure laid down by Government of India.

## **20. Appointments**

All appointments of the staff of the Institute, except that of the Director, shall be made in accordance with the procedure laid down in the Rules by;

- (a) The Board, for the post of Assistant Professor and above for the academic staff or for those posts in the non-academic staff that have the maximum of the scale of the pay equal to or more than that of the maximum of pay scale of the Assistant Professor cadre.
- (b) The Director in other cases.

The essential qualification and experiences for recruitment to faculty positions will be governed by the AICTE norms as may be in vogue from time to time. In case of other employees, the existing Institute Rules will be followed. However, for any amendments permission of Government of India will be required.

## **21. Rules**

- (a) The powers and functions of authorities and officers other than those mentioned in the MoA shall be determined by the Rules.

- (b) All teaching/ training/ entrepreneurship activities at the Institute shall be conducted by or in the name of the Institute in accordance with the Rules and Regulations made in this behalf.
- (c) Subject to the provisions of this MoA the Rules may provide for all or any of the following matters, namely;
- i. The formation of departments or centres;
  - ii. The fees to be charged for courses of study in the Institute;
  - iii. The Institution of fellowship, scholarship, exhibitions, medals and prizes;
  - iv. The terms of office and the method of appointment of officers of the Institute;
  - v. The qualifications of teachers of the Institute in accordance with the requirements prescribed by Government of India as per AICTE norms.
  - vi. The classification, the method of appointment and determination of the terms and conditions of service of teachers and other staff of the Institute;
  - vii. The constitution of in-service and the retirement benefits of the teachers, officers and staff;
  - viii. The constitution, powers and duties of the authority of the Institute;
  - ix. The establishment and maintenance of halls, guest house, hostels and Institute's staff quarters;
  - x. The conditions of residence of students of the Institute and the levying of fees for residence in the halls and hostels and of other charges;
  - xi. The allowances in the form of sitting fee to be paid to the Chairman and members of the Board and various committees;
  - xii. The authentication of the orders and decisions of the Board;
  - xiii. The meeting of the Board, the Academic Council, or any Committee, the quorum as such meeting and the procedure to be followed in the conduct of their business;
  - xiv. Any other matter which by this MoA is to be or may be prescribed by the Rules.
- (d) The first Rules of the Institute shall be framed by the Society with the prior approval of Government of India.

- (e) The Board may, from time to time, make new or additional Rules or amend or repeal any of the Rules provided that every new Rule or addition to the Rules or any amendment or repeal of a Rule shall require the prior approval of government of India, Government of India may give its assent or withhold assent or remit it to the Board for consideration.
- (f) New Rules or a Rule amending or repeating an existing Rule shall have no validity unless it has been approved by the Society and subsequently assented to by Government of India.

## **22. Regulations**

- (a) Subject to the provisions of this MoA and the Rules, the Regulations of the Institute may provide for all or any of the following matters, namely;
  - i. The admission of the students/trainees to the Institute
  - ii. The courses of study to be laid down for certification of all the programmes of the Institute;
  - iii. The conditions under which students shall be admitted to all the programmes and courses and to the examinations to the Institute, and shall be eligible for certification;
  - iv. The conditions of award of the fellowships, scholarships, exhibitions, medal and prizes;
  - v. The conditions and mode of appointment and duties of examining bodies, examiners and moderators;
  - vi. The conduct of examinations;
  - vii. The maintenance of discipline among the academic and non-academic staff and the students of the Institute, and
  - viii. Any other matter which by this MoA or the Rules is to be or may be provided for the Regulations.
- (b) All Regulations shall be framed by the Board of Governors and shall have effect with concurrence from the appropriate authority and from such date as it may direct.

- (c) No Regulation shall be made affecting the conditions of residence, health or discipline of students, admission or enrolment of students, conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any other course of study without consulting the Academic Council.

### **23. Council of National Institute of Technical Teachers' Training and Research**

There may be a Council of the National Institute of Technical Teachers' Training Research, Chennai, Chandigarh, Bhopal & Kolkata.

The functions of the Council will be;

- i. To advise Government of India on policy issues;
- ii. To guide the Institutes on matters relating to their effective functioning

### **24. Miscellaneous**

- (a) No act of the Council, or any Institute or Board or Academic Council or any other body setup under this MoA or the Rules, shall be invalid merely by reason of;
- i. any vacancy in, or defect in the constitution thereof, or
  - ii. any defect in the election, nomination or appointment of a person acting as a member thereof, or
  - iii. any irregularity in its procedure not affecting the merits of the case.
- (b) The income and property of the Institute, however derived, shall be applied towards the promotion of the objectives as set forth in this Memorandum of association.
- (c) No portion of the income and property of the Institute shall be paid or transferred directly or indirectly by way of profit, to the persons, who at any time, or have been members of the Institute or to any of them, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or other person in return for any service rendered to the Institute or for travelling, halting and other similar charges.



- (d) If any difficulty arises in giving effect to the provisions to this MoA, Government of India may make such provisions or give such direction not inconsistent with the purposes of this MoA, as appears to it to be necessary or expedient for removing the difficulty.
- (e) Any other matter not covered under the provisions of this MoA will be governed by the existing Rules and Procedures of Government of India.

### **25. Transitory Provisions**

Notwithstanding anything contained in this MoA,

- (a) The Board of Governors of the Institute functioning as such immediately before the commencement of this MoA shall continue to so function until a new Board is constituted for the Institute under this MoA, but on the constitution of new board under this MoA, the members of the Board holding office before such constitution shall cease to hold office unless a member is reappointed / nominated under the provision of the MoA.
  - (b) The regular Principal of the Institute functioning as such immediately before the commencement of this MoA shall be re-designated as Director of the Institute.
  - (c) Until the first Rules and the Bye-laws are made under this MoA, the Rules and Bye-laws of the Technical Teachers' Training Institute, Chennai as in force immediately before the commencement of this MoA shall continue to apply to the Institute, Insofar as they are not inconsistent with the provisions of this MoA.
26. For this purpose of section 20 of the Societies Registration Act XXVII 1975, the Director of the Institute shall be considered the Principal Secretary of the Society and the Society may sue or be sued in his/her name.
27. All contracts, deeds and other Instruments for and on behalf of the Society, the members of the Board or the Institute shall be executed by the Chairman, the Director of the Institute or one other members of the Board to be nominated by the Chairman.

28. The Society may be dissolved in accordance with the provision of Section 41 of the Societies Registration Act (XXVII of 1975) after obtaining the previous consent of Government of India in that behalf.
29. If upon the dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the Society, but it shall be lawful for the members to determine by majority of the votes of the members present personally or by proxy at the time of dissolution of the Society that such property shall be given to government of India to be utilized for any of the purposes referred to in section 42 of the Societies Registration Act (XXVII of 1975).
30. Subject to the prior approval of Government of India, the Society may alter, extend or abridge any purpose or purposes for which it is established in accordance with the provision laid down in the Societies Registration Act (XXVII of 1975).
31. The rules may be altered by the Society with the consent of Government of India at any time by a resolution passed by a majority of two-thirds of the members present at any meeting of the Society which shall have been convened or the purpose after giving due notice of such resolution to the member of the Society.
32. All the provisions of the Tamil Nadu Society's Registration Act XXVII of 1975 will apply to this Institute.

**RECRUITMENT RULES FOR THE POST OF THE DIRECTOR, NITTTR, CHENNAI**

**[As per NOTIFICATION F.No.17-7/2023-TS.VII dt. 11<sup>th</sup> December 2023  
from the Ministry of Education]**

The Director of the Institute shall be appointment with prior approval of Government of India for a term of five years or upto the date of his superannuation whichever is earlier Extension of term of the Director may be granted by Government of India.

In exercise of the powers conferred by clause 2(d) of the memorandum of association (MoA) and clause 15(a) of the rules and Regulations of the National Institute of Technical Teachers' Training Research (NITTTR), Chennai, the Central Government hereby makes the following rules, namely;

1. Short title and commencement; (1) these rules may be called the National Institute of Technical Teachers' Training Research (NITTTR), Chennai, (Director) Recruitment rules, 31.12.2002. (2) These shall come into force from the date of Notification dated 7<sup>th</sup> March 2007 from MHRD, Department of Secondary and Higher education.
2. Definitions; In these rules, unless the context otherwise requires:
  - a) "Memorandum of Association and Rules" means Memorandum of Association and Rules of National Institute of Technical Teachers Training and Research (NITTTR), Chennai.
  - b) Service Rules means Service Rules of National Institute of Technical Teachers Training and Research (NITTTR), Chennai.
  - c) "Director" means the Director of the National Institute of Technical Teachers Training and Research (NITTTR), Chennai.
3. Method of recruitment and other matters: - The method of recruitment and other matters relating to the post of Director shall be specified in columns 3 to 14 of the schedule annexed to these rules:
4. Disqualification – No person;
  - i. Who had centered into or contracted a marriage with a person having a spouse living; or
  - ii. Who having a spouse living, has entered into or contracted a marriage with any person,

Shall be eligible for appointment to the said post;

Provided that the Central government may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax – Where the Central government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category or persons.
6. Saving – Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. These rules, shall also not affect any existing recruitment already made or for which recruitment process has already commenced.
7. Other conditions of service – the other conditions of service of the Director for which no specific provisions have been provided in these rules, shall be regulated in accordance with such rules as are, from time to time, applicable to officers to the Central Government Group–A drawing the pay and allowances in corresponding scale of pay.

**(DIRECTOR)**

**AMENDED**

**SCHEDULE**

Recruitment Rules (RRs) for the post of Director, NITTTR, Chennai

- |    |  |  |
|----|--|--|
| 1. | Name of the Post   | Director, NITTTR, Chennai  |
| 2. | Number of post   | 01(One)  |
| 3. | Classification   | Group 'A'  |
| 4. | Scale of Pay   | Rs. 2,10,000/- (Fixed) plus<br>Special Pay of Rs. 11,250/-   |
| 5. | Whether Selection Post or<br>Non – Selection Post  | Not Applicable   |
| 6. | Age Limit for Direct Recruit   | Preferably not more than 65<br>years on the date of submission<br>of application   |
| 7. | Minimum Qualification and Experience<br>required for Director recruits   | <p>A regular Professor in Engineering and Technology or applied Sciences having Ph.D. Degree with a first-class degree at a Bachelor's and Master's level in Engineering / Technology or Applied Sciences. In the case of candidates who have obtained a Ph.D. directly after B.E./B.Tech., they should have obtained 1<sup>st</sup> Class at Bachelor's Level in Engineering / Technology or Applied Sciences.</p> <p>The Candidate must have a total experience of 15 years in the field of Teaching / Research out of which a minimum of 10 years of experience must be at the level of a regular Professor in a reputed educational Institute, Research Organization.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"><li>1. Administrative experience in a responsible Position.</li><li>2. Published Research Work of high Standard; and</li><li>3. Membership of professional Bodies.</li></ol> |
| 8. | Whether Age & Educational Qualifications prescribed for Director Recruits will also apply in case of promotees | Not Applicable   |
| 9. | Period of Probation, if any  | Not Applicable   |

10. Method of Recruitment:
- a. Whether by Direct Recruitment or  
b. by Probation by Deputation / absorption and Percentage of vacancies to be filled by various methods
- On contract basis for tenure of 05 (five) years.
11. In case of Recruitment by promotion Deputation / absorption, grades on which promotion / deputation /absorption to be made applicable
- Not Applicable
12. Tenure of Appointment
- Director shall hold office for a term of five years from the date on which he or she enters upon his or her office or until he or she attains the age of seventy (70) years, whichever is earlier, and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of Director.

Note 1 – Applications for consideration for appointment to the post of director shall be invited through open advertisement as well as through nomination by heads of university level Academic Institutions.

Note 2 – The post of Director shall not carry any pension. However, a person who held a pensionable post on substantive basis before his appointment as director shall be eligible to count his service rendered as director for the purpose of qualifying service for grant of retirement and pensionary benefit up to the completion of his term or up to the age of normal superannuation whichever is earlier. If the person concerned selected / Director was not eligible for pension, then he / she would subscribe to the CPF scheme of the Institute. If the tenure is extended beyond the normal date of superannuation, such extended period shall not be treated for qualifying service and the service would be regulated in the same manner such as applicable to re-employed pensioners.

Note 3 – For the period of appointment on contract as Director, the person concerned shall be treated as on foreign service and he shall be eligible for leave salary & pension contribution. He would be also entitled to joining time and joining time pay along with transfer grant for self & family.

Note 4 – Selection of the Candidate shall be made by a Search-cum-Selection Committee constituted for this purpose by the Department of Secondary and Higher Education. The Search-cum-Selection Committee shall consist of the following members, namely:-

1.	A person to be appointed as Chairman – Chairman with the approval of the Minister of MoE
2.	Two outside eminent technical experts – Members not below the rank of Additional Secretary to be nominated by Minister of Education
3.	Joint Secretary (Technical Education), - Convener, Department of Secondary & Higher Education, Ministry of Education

The name / panel suggested by the Search-cum-Selection Committee shall be valid for one year. If no selection is made from the panel within a period of one year, then a fresh Search-cum-Selection Committee shall be constituted to prepare a fresh panel. Such Search-cum-Selection Committee shall also consider the names of persons recommended in the first panel.

- |  |                |
|--|----------------|
| 14. If a Departmental Promotion Committee exist, what is its composition                             | Not Applicable |
| 15. Circumstances in which union Public Service Commission is to be consulted in making recruitment. | Not Applicable |

**RECRUITMENT & SERVICE RULES OF NITTTR CHENNAI AS AMENDED  
AS ON 31.12.2002**

**EXISTING**

**Accounts officer (Deputation Post)  
Rs. 7450-225-11500 as per V CPC**

**REVISED**

**FOUR NITTTR COMMON RECRUITMENT RULES**

**Method of recruitment for the post of Section Officer Gr.I(Accounts Officer )  
50% by Direct recruitment and 50% by Promotion**

**SCHEDULE**

1.	Name of the Post	Section Officer Gr.I (Accounts Officer)
2.	Number of post	01(One)
3.	Classification	Ministerial / Group 'B'
4.	Scale of Pay	Level 7 (Rs.44900 -142400)
5.	Whether selection post or non-selection post	Selection/ Promotion
6.	Age limit for direct recruits.	Not exceeding 40 Years
7.	Educational & Other Qualifications required for Director recruits	<b>Essential Qualification</b> Graduate in any discipline <b>Experience:</b> 5 Years of experience in relevant field in the Pay Level6 or its equivalent. <b>Desirable:</b> Relevant field experience to be decided by the Institute as per need
8.	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotes.	Age Not applicable, Qualification Applicable
9.	Period of probation, if any.	One Year
10.	Method of Recruitment: a. Whether by Direct Recruitment or b. by Probation by Deputation / absorption and Percentage of vacancies to be filled by various methods	50% by Direct Recruitment 50% by Promotion
11.	In case of Recruitment by promotion Deputation / absorption, grades on which promotion / deputation /absorption to be made applicable	Section Officer Grade II with 5 years of experience in Pay Level 6
12.	If a DPC exists, what is its composition?	<ul style="list-style-type: none"> <li>• Professor to be nominated by the Director – Chairperson</li> <li>• One faculty member to be nominated by the Director – Members</li> <li>• Two external Expert not below the rank with Pay Level 11 to be nominated by the Director</li> <li>• Senior Administrative Officer, Member Convener</li> <li>• One member from SC /ST not below the rank of Pay Level 12</li> </ul>
13.	Circumstances under which UPSC is to be consulted in making recruitment.	Not Applicable
14.	Job Responsibility	As per individual Institute's need



**RECRUITMENT & SERVICE RULES OF NITTTR CHENNAI  
AS AMENDED AS ON 31.12.2002  
EXISTING**

**Senior Auditor (Deputation Post)  
Rs. 4500-125-7000 as per V CPC**

**REVISED  
FOUR NITTTR COMMON RECRUITMENT RULES  
Method of recruitment for the post of Assistant Section Officer (Senior Auditor)  
50% by Direct recruitment and 50% by Promotion**

**SCHEDULE**

1.	Name of the Post	Assistant Section Officer (Senior Auditor)
2.	Number of post	01(One)
3.	Classification	Ministerial / Group 'C'
4.	Scale of Pay	Level 5 (Rs.29200 - 92300)
5.	Whether selection post or non-selection post	Selection/ Promotion
6.	Age limit for direct recruits.	Not exceeding 35 Years
7.	Educational & Other Qualifications required for Director recruits	Bachelor Degree in any discipline or equivalent  <b>Desirable:</b> Relevant field experience to be decided by the Institute as per need
8.	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotes.	Age Not applicable, Qualification Applicable
9.	Period of probation, if any.	One Year
10.	Method of Recruitment: a. Whether by Direct Recruitment or b. by Probation by Deputation / absorption and Percentage of vacancies to be filled by various methods	50% by Direct Recruitment  50% by Promotion
11.	In case of Recruitment by promotion Deputation / absorption, grades on which promotion / deputation /absorption to be made applicable	From amongst UDC with 5 years relevant experience in the Pay Level 4
12.	If a DPC exists, what is its composition?	<ul style="list-style-type: none"> <li>• Professor to be nominated by the Director – Chairperson</li> <li>• One faculty members to be nominated by the Director – Members</li> <li>• One External Expert not below the rank with Pay Level 10 to be nominated by the Director</li> <li>• Senior Administrative Officer</li> <li>• One member from SC /ST not below the rank of Pay Level 10</li> </ul>
13.	Circumstances under which UPSC is to be consulted in making recruitment.	Not Applicable
14.	Job Responsibility	As per individual Institute's need.

**RECRUITMENT & SERVICE RULES OF NITTTR CHENNAI  
AS AMENDED AS ON 31.12.2002**

**EXISTING**

**Junior Auditor (Deputation Post)  
Rs. 4000-100-6000 as per V CPC**

**REVISED**

**FOUR NITTTR COMMON RECRUITMENT RULES**

**Method of recruitment for the post of Senior Secretariat Assistant (Junior Auditor)  
50% by Direct recruitment and 50% by Promotion**

**SCHEDULE**

1.	Name of the Post	Senior Secretariat Assistant (Junior Auditor)
2.	Number of post	01(One)
3.	Classification	Ministerial / Group 'C'
4.	Scale of Pay	Level 4 (Rs.25500 - 81100)
5.	Whether selection post or non-selection post	Selection/ Promotion
6.	Age limit for direct recruits.	Not exceeding 35 Years
7.	Educational & Other Qualifications required for Director recruits	<b>Essential Qualification:</b> Bachelor Degree in any discipline or equivalent  <b>Desirable:</b> Relevant field experience to be decided by the Institute as per need
8.	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotes.	Yes. Qualification Applicable, Age Not applicable
9.	Period of probation, if any.	One Year
10.	Method of Recruitment: a. Whether by Direct Recruitment or b. by Probation by Deputation / absorption and Percentage of vacancies to be filled by various methods	50% by Direct Recruitment  50% by Promotion
11.	In case of Recruitment by promotion Deputation / absorption, grades on which promotion / deputation /absorption to be made applicable	From amongst LDC with 8 years relevant experience in the Pay Level 2
12.	If a DPC exists, what is its composition?	<ul style="list-style-type: none"> <li>• Professor to be nominated by the Director – Chairperson</li> <li>• One faculty member to be nominated by the Director – Members</li> <li>• One External Expert not below the rank with Pay Level 10 to be nominated by the Director</li> <li>• Senior Administrative Officer</li> <li>• One member from SC /ST not below the rank of Pay Level 10</li> </ul>
13.	Circumstances under which UPSC is to be consulted in making recruitment.	Not Applicable
14.	Job Responsibility	As per individual Institute's need.

**Amendment of relaxation by 10 years to the upper age limit for the persons currently engaged in the Institute on ad-hoc/ Temporary / Contractual / Outsourced basis, to participate in the recruitment process for Group C posts**

Relaxation by 10 years to the upper age limit for the persons currently engaged in the Institute on ad-hoc/ Temporary / Contractual / Outsourced basis, to participate in the recruitment process for Group C posts for which they fulfill all other conditions including educational qualifications mentioned in the advertisement subject to the following conditions

- (a) The relaxation will be applicable only for participation in the regular recruitment process
- (b) No relaxation in qualification and experience will be allowed under any circumstances
- (c) Relaxation in age will be allowed only to the persons, who are working/ serving with the Institute on ad-hoc/ temporary/ contractual/ outsourced basis on the date of notification and are continuing till the last date of receipt of applications advertised for the positions under the advertisement.
- (d) The relaxation granted is only to allow these persons to participate in the selection process and will not be claimed as a matter of right for appointment to any post.

**RECRUITMENT & SERVICE RULES OF NITTTR CHENNAI  
AS AMENDED AS ON 31.12.2002**

**EXISTING**

**Junior Engineer  
Pay Level 5 (Grade Pay of Rs. 2800) as per VI CPC**

**REVISED**

Amendment of the enhancement of Pay level 5 (Grade Pay of Rs. 2800) to Pay Level – 6 (Grade Pay Rs. 4200) for the post of Junior Engineer (Civil) similar to revision for the post of Junior Engineer (Electrical).

**Amendment to the Delegations of Powers of Director, NITTTR Chennai.**

As per Memorandum of Association and Rules and Regulations of NITTTR, The Director of the Institute shall be appointed with prior approval of the Government of India for a term of five years or upto the date of his/ her Superannuation whichever is earlier. Extension of term of the Director may be granted by Government of India.

**The approved Delegations of Powers of Director, NITTTR Chennai is given below:**

The Director shall be the principal academic and executive officer of NITTTR, Chennai as well as shall act as Secretary of the NITTTR Society and shall be responsible for the proper administration of the Institute and for imparting instructions and maintenance of discipline therein.

The Director shall be responsible and authorized

- To maintain liaison with the Ministry of Education, Government of India, State Directorates of Technical Education, AICTE and other National Professional bodies
- To exercise such other powers and perform duties as may be assigned to him/her by the MoA or the Board of Governors, Ministry of Education, Government of India
- To execute all his/her responsibilities as per the guidelines of Ministry of Education, Government of India
- To submit annual reports and accounts to the FC and BoG
- To Administer the entire Operation, Administration, Management and Control of the Organization as per the guidelines of the MoE.
- To implement total quality system of the organization vested with the authority for its operation and maintenance
- To approve training and certificates. If there is any Financial Implication, it shall be put up to the FC and BoG
- To identify new projects in consultation with concerned HoD / HoC
- To develop new and ongoing institutional developmental projects
- To facilitate technical discussions and price negotiation related to various projects in consultation with the concerned HoD / HoC
- To execute all powers of the Appointing Authority for appointing persons in Group B and C, within the posts sanctioned by the competent authority and the same will be reported to the FC and BoG
- To mobilize complete finance related functions of the Organization as per the guidelines of the MoE
- To control entire purchasing matter of the Organization as per the guidelines of the MoE
- To approve
  - Indents, Contracts and purchase of stores (including, contracts and purchase of stores, engagement of manpower and contingent expenditure)
  - Maintenance, Repairs, Motor Vehicles
  - Printing and Binding

- Condemnation of Motor Vehicles and Motorcycle, Equipment /PCs/Furniture etc. and other Movable and Immovable assets
- Sanction of permanent advance upto Rs. 10 lakhs.

[11 of 12]

- Grant of advance in connection with tours including LTC and leave salary
- Sanction advances, re-imbursement of medical expenses for working employees
- Transfer of Teaching and Non- Teaching Staff Members within the Head Quarter and Extension Centres of NITTTR Chennai for Administrative purpose and the same will be reported to the BOG for ratification.
- Fixation of pay of employees of the Council on first appointment/ promotion/ reversion etc.
- Grant or extending Casual Leave, Earned Leave, Half pay Leave, Commuted Leave, Extra-ordinary Leave, Maternity Leave and Medical Leave on production of Medical Certificate as per norms following the DoPT guidelines from time to time
- Ordering officers/officials to return to duty before expiry of Leave
- Sanction of tour programs of employees of the Institute
- Sanctioning of advance/ withdrawal from General Provident Fund
- Sanction of gratuity and family pension and other retirement benefits
- Attestation of monetary transaction of cheques etc. in the cash book relating to general accounts, establishment accounts GPF accounts
- Open a Bank Account with a Nationalized Bank and will be reported in the FC
- Operate the Bank Accounts of the Institute
- Passing the pay bills on claims for pay and allowances of staff of all categories. Medical bills, PF payments, tuition fees, TA Bills and various advances and contingent bills
- Payment of arrears of pay and allowances on behalf of deceased employees
- Sanction of reimbursement of tuition fee of children's employees of the Institute
- To forward application of staff for employment in outside organizations and the same may be ratified/ approved in the BoG.
- Issue of no objection certificate for various purposes
- Engagement of Casual Labour for Miscellaneous work
- Opening tenders/ quotations
- Sanctioning of conveyance charges to staff of the Institute
- Advertisements
- Signing of Vakalatnama for purpose of litigation
- The Director shall have such other powers and perform such other duties as may be delegated or assigned to him/her by the Board.

[12 of 12]