



**V.V.GIRI NATIONAL LABOUR INSTITUTE**  
**SECTOR-24, NOIDA**

**RTI MANUAL**

**Under Section (4) (1) (b) of  
the RTI Act**

# **V.V.Giri National Labour Institute**

**NOIDA**

## **RTI Manual**

### **Particulars of Organization**

V.V. Giri National Labour Institute is a premier national institution involved with research, training, education, publication and consultancy on labour related issues. The Institute, established in 1974, is an autonomous body of the Ministry of Labour, Government of India. The Institute was renamed in 1995 in honour of the late President of India, Shri V.V. Giri.

The Institute is dedicated through its core activities:

- To address the issues of transformation of the world of work in a global economy;
- To project labour issues as a core concern of policy making ;
- To empower the social actors with capacities to meet the challenge of change ;
- To highlight the role of labour in shaping of modern India ; and
- To preserve and disseminate information on labour matters.

### **Vision**

“A globally reputed institution and centre of excellence in labour research and training committed to enhancing the quality of work and work relations”

### **Mission**

Bring Labour and Labour Relations as the Central Feature in Development Agenda through:

- Addressing issues of transformations in the world of work;
- Disseminating knowledge, skills and attitudes to major social partners and stakeholders concerned with labour and employment;

- Undertaking research studies and training interventions of world class standards; and
- Building understanding and partnerships with globally respected institutions involved with labour.

## **Functions**

- (i) To undertake, aid, promote and coordinate research on its own and in collaboration with other agencies, both national and international;
- (ii) To undertake and assist in organizing training and educational programmes, seminars and workshops;
- (iii) To establish wings for:
  - (a) education, training and orientation;
  - (b) research, including action research;
  - (c) consultancy; and
  - (d) publication and other such activities as may be necessary for achieving the objectives of the society.
- (iv) To analyse specific problems encountered in the planning and implementation of labour and allied programmes and to suggest remedial measures;
- (v) To prepare, print and publish papers, periodicals and books;
- (vi) To establish and maintain library and information services;
- (vii) To collaborate with other institutions and agencies in India and abroad which have similar objectives; and
- (viii) To offer fellowships, prizes and stipends.

## **Research**

Research occupies a primary place in the activities of the Institute. The subject of research comprises a broad spectrum of labour related issues and problems in both the organized and the unorganized sectors. While deciding the topics of research, care is taken to identify subjects and issues of topical concern and relevance to policy formulation. The Institute continues to place great emphasis on the problems and issues

of labour in unorganized and organised sectors in general and the more disadvantaged among these such child labour, women labour and rural labour in particular.

Research activities also explore the basic needs of different groups of trainees such as trade union leaders and organizers in both organized and unorganized sectors, managers of public and private sectors, labour administrators and volunteers of non-governmental organizations. The following ten Centres carry out studies on the major themes related to research :

1. Centre for Labour Market Studies;
2. Centre for Employment Relations and Regulations;
3. Centre for Rural Labour and Agrarian Relations;
4. National Resource Centre on Child Labour;
5. Integrated Labour History Research Programme ;
6. Centre for Health and Labour;
7. Centre for Gender and Labour;
8. Centre for North East Research & Training;
9. Centre for International Networking; and
10. Centre for Climate Change and Labour

Each centre is guided by a Research Advisory Group which consists of experts in the respective areas. The Institute's faculty has been allocated to these Centers in accordance with their specializations, experience and interests

## **Training and Education**

The Institute is committed to promote a better understanding of labour problems and to find the avenues and means to tackle them. To achieve this, the Institute, through its varied activities attempts to provide education with regard to labour issues in an integrated manner. While research activities, among other things explore the basic needs of different groups, such data as are generated in research activities are used for designing new and modifying existing training programmes. Constant feedback from the participants is used for updating the training curriculum as well as redesigning training modules.

Educational and training programmes of the Institute may be viewed as potential vehicles of structural change in labour relations. They can help to generate a more positive attitude for the promotion of harmonious industrial relations. In the rural areas, the programmes attempt to develop leadership at the grassroots level that can build and support independent organisations to look after the interests of the rural labour. Training programmes equally emphasise attitudinal change, skill development and enhancement of knowledge.

The Institute offers education and training to the following groups:

- Labour Administrators and officials of the Central and State Governments,
- Managers and Officers of the Public and Private Sector Industries,
- Trade Union Leaders and Organisers of the organised and unorganised sectors,  
and
- Researchers, Trainers, field workers and other concerned with labour issue.

## **N.R. De National Resource Centre on Labour Information**

N. R De Resource Centre on Labour Information (NRDRCLI) is one of the most reputed library cum documentation centre in the area of labour studies in the country. The Centre was renamed in memory of late Shri Nitish R. De, the founder Dean of the Institute on July 01, 1999 to commemorate the Silver Jubilee Celebration of the Institute. The centre has nearly 57,293 books and subscribes to 250 professional journals (approx). The Centre is fully computerized and offers the following services and products to its users.

### **Services**

- Selective Dissemination of Information
- Current Awareness Service
- Bibliographical Service
- On-line Search
- Article Indexing of Journals
- Newspaper Article Clippings
- Micro-fiche Search and Printing
- CD-ROM Search
- Reprographic Service
- Audio/Visual Service
- Current Content Service
- Inter-Library Loan Service

### **Products**

- Guide to Periodical Literature- Quarterly in-house publication providing bibliographical information of articles in 85 selected journals / magazine.
- Current Awareness Bulletin. Quarterly in-house publication providing bibliographical information on acquisition in NRDRCLI.
- Newspaper Article Clipping. Monthly publication providing bibliographical information of articles in major dailies newspaper.
- Article Alert. Weekly publication providing bibliographical information of important articles in all subscribed Journals/Magazines.
- Current Content Service. Monthly publications. It is the compilation of content pages of subscribed journals.

## PUBLICATIONS

VVGNLI has a dynamic publishing programme for dissemination of various labour related information in general and its research findings and experiences in particular. In order to fulfill this task, the Institute brings out journals, occasional publications, books and reports.

### Regular Publications

- ***Labour & Development*** is a bi-annual journal. It is dedicated to advancing the understanding of various aspects of labour through theoretical analysis and empirical investigations. The Journal is a valuable reference for scholars and practitioners specialising in labour studies.
- ***Awards Digest*** is a monthly journal which brings out a summary of the latest case laws in the field of labour and industrial relations. The decisions rendered by the Supreme Court, High Courts, The Administrative Tribunals and the Central Government Industrial Tribunals are reported in the Journal. It includes articles, amendments to labour laws and other relevant information. The journal is a valuable reference for personnel managers, trade union leaders and workers, advisors to labour laws, educational institutions, conciliation officers, arbitrators of industrial disputes, practicing advocates and students of labour laws.
- ***Shram Vidhan*** is a bi-monthly Hindi journal which brings out a summary of the latest case laws in the field of labour and industrial relations. The decisions rendered by the Supreme Court, High Courts, The Administrative Tribunals and the Central Government Industrial Tribunals are reported in the Journal. This journal also is a valuable reference for personnel managers, trade union leaders and workers, advisors to labour laws, educational institutions, conciliation officers, arbitrators of industrial disputes, practicing advocates and students of labour laws.
- ***VVGNLI Indradhanush*** is a bi-monthly newsletter to disseminate information on all professional activities of the Institute

### NLI Research Studies Series

NLI Research Studies Series is the most important medium for disseminating the outputs of the research projects undertaken by the Institute. They are circulated to all the leading National and International institutions/ organisations dealing with labour studies. The publication serves as a means to obtain the feedback on the research being undertaken by the Institute from renowned scholars and practitioners.

## **Powers & Functions of the Director General of the Institute**

- i) The Director General of the Institute, as the Principal Executive Officer of the Institute, shall be responsible for the proper administration of the affairs of the Institute and shall exercise powers under the direction and guidance of the Executive Council;
- ii) It shall be the duty of the Director General of the Institute to coordinate and exercise general supervision over all the activities of the Institute; and
- iii) He/she shall prescribe the duties of all Officers and staff of the Institute and shall, subject to these Rules and Bye-laws if any, exercise such supervision and disciplinary control as may be necessary.

## **Powers and duties of Faculty & Officers**

### ***Faculty Members***

Faculty members undertake the following to fulfill the mandate of the Institute:

- (i) Research
- (ii) Training and Education
- (iii) Publications

### ***Administrative Officer***

Administrative Officer is the Head of Office and assists the Director General in general administrative services and other activities of the Institute. He is also a Drawing & Disbursement Officer of the Institute.

### ***Asstt. Administrative Officer***

Asstt. Administrative Officer assists the Administrative Officer in the administrative work and is responsible for all the work of the Administration and Coordination Sections.

### ***Programme Officer***

Programme Officer assists Director General in managing and coordinating all the training programmes, workshops and seminars and is responsible for all the works related to Programme Section.

### ***Accounts Officer***

Accounts Officer looks after all the work related to the accounts of the Institute and is responsible for all the work assigned to the Accounts Section.

### ***Assistant Library and Information Officer***

Assistant Library and Information Officer is responsible for dealing with all the works related to the library including Resource Centres on Gender, HIV/AIDS and Child Labour of this Institute.

### **Duties of Employees**

All the employees of the Institute assist their Sectional heads in discharging the work related to particular section.

### **The procedure followed in the decision making process, including channels of supervision and accountability and the norms set for the discharge of functions;**

The matter concerning to each and every section is routed through the Sectional Heads to Administrative Officer who submit the matter to the Director General with his remarks for approval. All the Sectional Heads are accountable for the work relating to their sections.

## **The rules regulations, instructions, manuals and records held by the Institute**

### **Rules & Regulations**

#### **I. SHORT TITLE**

These Rules may be called “Rules of the V.V.Giri National Labour Institute”.<sup>1\*</sup>

#### **II. DEFINITIONS**

1. “The Institute” means the V.V.Giri National Labour Institute.
2. “The General Council” means the General Council of the Institute.
3. “The Executive Council” means the Executive Council of the Institute.
4. “The President” means President of the Institute.
5. The Vice-President means the Vice-President of the Institute.
6. “Rule” means any of the Rules, Regulations and Byelaws of the Institute.

#### **III. COMPOSITION OF THE INSTITUTE\*\***

The Institute shall consist of the following members:

- |  |   |                |
|--|---|----------------|
| 1. Union Minister for Labour & Employment  | : | President      |
| 2. Minister of State for Labour & Employment   | : | Vice-President |
| 3. Six Central Government Representatives  |   |                |
| i) Secretary, Ministry of Labour & Employment  | : | Vice-President |
| ii) Addl. Secretary, Ministry of Labour & Employment   | : | Member         |
| iii) Joint Secretary or an officer of equivalent status looking after the work of V.V. Giri National Labour Institute in the Ministry of Labour & Employment | : | Member         |
| iv) Financial Advisor, Ministry of Labour & Employment   | : | Member         |
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- |     |   |   |         |
|-----|---|---|---------|
| v)  | Secretary, Department of Secondary and Higher Education, Ministry of HRD                            | : | Member  |
| vi) | Advisor, LEM, Planning Commission Yojana Bhawan   | : | Member  |
| 4.  | Two representatives from Workers` Organizations   | : | Members |
| 5.  | Two representatives from Employers Organizations  | : | Members |
| 6.  | Four eminent persons who have made Noteworthy contribution in the field of labour or related fields | : | Members |
| 7.  | Two members of Parliament (one each) from Lok Sabha & Rajya Sabha)                                  | : | Members |

**Important Institution**

- |    |   |   |                  |
|----|---|---|------------------|
| 8. | D.G., Gandhi Labour Institute, Ahmedabad, Gujarat | : | Member           |
| 9. | Representative from V.V.G.N.L.I, NOIDA            |   |                  |
|    | Director General , V.V.G.N.L.I                    | : | Member Secretary |

**ROLE OF MEMBERS**

The Institute shall keep a role of members giving their occupations and addresses and every member shall sign the same. If a member of the Institute changes his/her address, he/she notify his/her new address to the Director General of the Institute who shall thereupon cause

**V. TERM OF OFFICE**

1. The term of office of all the members mentioned in Clauses from 3 to 7 of Rule III shall be for 3 years.
2. A member of the Institute may resign his/her membership by a letter addressed to the Director General of the Institute, but his/her resignation shall take effect only on its acceptance by the President.
3. A member of the Institute shall cease to be a member if he/she becomes insolvent or of unsound mind or if convicted of a criminal offence involving moral

turpitude (or he/she fails to attend 3 consecutive meetings of the General Council without taking leave of absence from the President.)

4. Wherever an organization or Institution is entitled to nominate any representative on the General Council, such organization or Institution shall have powers to change the representative.\*\*

## **VI. OFFICERS OF THE INSTITUTE**

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

1. President of the General Council.
2. Vice-President of the General Council.
3. Chairman of the Executive Council
4. Director General of the Institute; and
5. Such other officers as the Executive Council may from time to time appoint.

The Director General of the Institute shall be appointed normally for five years by the Government of India in consultation with the Executive council at such terms and conditions of services as the Government may prescribe. The Director General of the Institute will be eligible for re-appointment.

## **VII. THE GENERAL COUNCIL**

- (i) There shall be a General Council of the Institute and it shall be composed of all the Members of the Institute;
- (ii) The annual general meeting of the General council shall be held on such date and at such time and place as may be determined by the President;
- (iii) The General Council shall meet at least once a year;
- (iv) For the purpose of the last sub-rule, each year shall be deemed to commence on the first day of April and terminate on the thirty first day of March of the following calendar year;
- (v) The President may convene a special meeting of the General Council wherever he/she thinks fit and shall do so on the written requisition of not less than one third of the Members of the Institute.
- (vi) Every action calling meeting of the General Council shall state the date, time and place at which such meeting will be held and shall be served upon every Member of the General Council not less than twenty one clear days before day appointed for the meeting;
- (vii) The accidental omission to give notice to, or the non-receipt of notice by any Member or other person to whom it should be given shall not invalidate the proceedings of the meeting;
- (viii) The President shall preside over the meeting of the General council and in the absence of the President, the Vice-President shall preside;
- (ix) Six Members of the General Council present in person shall form a quorum. No quorum shall be required for an adjourned meeting;

- (x) All disputed questions at meetings of the General council shall be determined by vote;
- (xi) Each member of the Institute shall have one vote;
- (xii) In case of an equality of votes, the person Presiding over the meeting shall have the casting vote;
- (xiii) The President may invite any person other than a Member to attend a meeting of the General Council. Such invitees shall not, however, be entitled to vote at the meeting; and
- (xiv) The General Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or Selection of any Member and no act or proceeding of the General Council shall be invalidated or nullified merely by reason of the existence of any vacancy there in or any defect in the appointment, nomination or election of any Member.

### **VIII. FUNCTIONS AND POWER OF THE GENERAL COUNCIL**

The General council shall have the following powers and functions, namely to:-

- (i) elect members of the Executive Council in accordance with Clause (i) of Rule IX;
- (ii) approve the annual budget of the Institute drawn up by the Executive Council and the budget so approved shall be submitted to the Government of India for sanction of Government Grants;
- (iii) consider the Annual Report prepared by the Executive Council;
- (iv) consider the Balance Sheet and Audited Accounts for outgoing year;
- (v) add and amend with the prior approval of the Government of India the Rules of the Institute;
- (vi) frame with the approval of the Government of India Bye-laws not inconsistent with these Rules for the regulation of the business of the Institute and in particular with reference to preparation and approval of the Budget Estimates, the sanctioning of the expenditure, re-appropriation of funds, making and execution of contracts, the investment of the funds of the Institute, sale or alteration of such investment, accounts and audit, procedure for appointment of staff the terms and tenure of appointments, emoluments, terms and conditions governing scholarships, fellowships and deputations, grant-in-aid, research schemes and projects, rules of conduct and other conditions of service of the staff of the Institute.
- (vii) constitute ad-hoc/special Committees, with or without power to coopt, for disposal of any business of the Institute or for advice in any matter pertaining to the Institute; and
- (viii) perform such other functions as are entrusted to it under these Rules.

## **IX. THE EXECUTIVE COUNCIL**

- (i) There shall be an Executive council of the Institute and all properties, movable and immovable of the Society, shall vest in the Executive Council. The Executive Council shall consist of the following Members:
  - (a) Chairman of the Executive council to be appointed by the Central Government from amongst the members of the Institute.
  - (b) One nominee of the Government not below the rank of Joint Secretary in the Ministry of Labour.
  - (c) Two eminent persons, who have made noteworthy contributions in the field of Labour and allied subject to elected by the General Council from among its Members;
  - (d) Members of the General Council representing the Central Trade unions, and Employers` Organisations/Public Sector Undertakings;
  - (e) A Member of Parliament; to be elected by General Council from its members;\*
  - (f) Financial Adviser, Ministry of Labour;\* and
  - (g) The Director General of the Institute shall be the Member Secretary of the Executive Council;
- (ii) The term of the elected Members of the Executive Council shall be three years but they shall be eligible for re-appointment. If any Member of the Executive Council ceases to be a Member of the Institute, he/she shall automatically cease to be a Member
- (iii) The Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any Member and no act or proceeding of the Executive Council shall be invalidated or nullified merely by reason of the existence of any vacancy therein or of any defect in the appointment, nomination or election of any member.
- (iv) An elected Members of the Executive Council shall ceases to be such if he/she fails to attend three consecutive meetings of the Executive council without prior leave of the chairman.
- (v) Any causal vacancy amongst the elected Members of the Executive council, arising from death or resignation or otherwise may be filled by nomination by the President and the Member so nominated shall hold office for the unexpired portion of the term of office of the Member causing the vacancy.

- (vi) Every meeting of the Executive Council shall be presided over by its Chairman and in his/her absence by a Member chosen by the Member of the Executive Council.
- (vii) Four Members of the Executive Council present in person shall constitute a quorum. No quorum shall be required for an adjourned meeting.
- (viii) For every meeting of the Executive Council, not less than fifteen clear days notice shall be given to each Member.
- (ix) At least three meetings of the Executive council shall be held in each year.
- (x) For the purpose of the last Sub-rule, each year shall be deemed to commence on the first day of April and terminate on the thirty-first day of March of the following calendar year.
- (xi) The chairman of the Executive Council may himself/herself call, or by a requisition in writing signed by him/her may require the Director General of the Institute to call, a meeting of the Executive council at any time.
- (xii) Each member of the Executive Council including the Chairman thereof shall have one vote and in case three shall be an equality of votes on any question to be decided by the Executive Council, its Chairman or in his/her absence the person presiding over the meeting shall in addition have a casting vote.
- (xiii) The Chairman of the Executive may invite any person other than a Member, to attend a meeting of the Executive Council; such invitees shall not however, be entitled to vote at the meeting.
- (xiv) Any business which may be necessary for the Executive Council to perform may be carried out by circulation among all its members and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if the resolution had been passed at a meeting of the Executive council provided at least six Members have recorded their views on the resolution.

## **X. FUNCTIONS AND POWERS OF THE EXECUTIVE COUNCIL**

- (i) Subject to the general control and directions of the General Council, the Executive Council shall be responsible for the management and administration of the affairs of the Institute in accordance with these Rules and the Bye-laws made thereunder for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose.
- (A) The Executive Council shall exercise full powers with regard to financial matters subject to the following:

- (a) The overall budgetary limits as sanctioned by Government of India are observed;
  - (b) The proposals relating to emoluments structure i.e. adoption of pay scales, allowances and revisions thereof and creation of posts the maximum of the scale of pay of which exceeds Rs. 15,200 (or as revised by Government of India from time to time) shall be subjected to the prior approval of the Government of India; and
  - (c) The Financial Advisor, Ministry of Labour or his/her representative should be present in the meeting.
- (ii) Without prejudice to the generality of the foregoing sub-rule, the Executive council shall have the following functions, namely:
- (a) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Institute.
  - (b) to create such posts subjects to the observance of the ban orders etc. issued by the Government of India in this regard, appoint and control such staff other than those for whose appointment specific provision has been made elsewhere as may be required for the efficient management of the affairs of the Institute and to regulate recruitment and condition of their service;
  - (c) .to receive and to have custody of the funds of the Institute and to manage the properties of the Institute;
  - (d) to enter for and in behalf of the Institute into agreements including those containing arbitration clause;
  - (e) to sue and defend all legal proceedings on behalf of the Institute;
  - (f) to appoint Committees including Standing Committees with power to co-opt for disposal of any business of the Institute or for advice in any matter pertaining to the Institute provided that in cases of emergency the Chairman of the Executive Council shall have the power to appoint such Committees;
  - (g) to accept the management of any endowment trust funds, subscription or donation provided that it is not attended by any condition inconsistent or in conflict with the objects of the Institute;

- (h) to draw up the Annual Budget of the Institute to be submitted for approval of the General Council;
  - (i) to prepare the Annual Report and Accounts of the Institute for the consideration of the General Council;
  - (j) to incur expenditure subject to the provisions of the approved budget;
  - (k) to lay down terms and conditions governing scholarships, fellowships, deputation, grant-in-aid, research schemes and projects; and
  - (l) to nominate a person or persons to represent the Institute in national or international conferences and organisations subject to that in the case of conference of organisations outside India, with the approve of the Government of India in the Ministry of Labour
- (iii) The Executive Council may by resolution delegate to its Chairman or to any member of the Standing Committees, or to the Director General of the Institute or to any other Officer of the Institute such of its powers for the conduct of business as it may deem fit subjects, to the condition that the action taken by its own Chairman, the Standing Committee or the Director General of the Institute, or other Officers, under the powers so delegated shall be subject to the information at the next meeting of the Executive Council.

## **XI STANDING COMMITTEES**

The Standing Committees of the Institute on:

- (a) Education, Training and Orientation
- (b) Research; and
- (c) Finance

shall consist of Members of the categories specified below to be elected or nominated in the manner hereinafter provided. Each Standing Committee shall have power to co-opt as Members such person or persons as may be necessary to discharge its functions.

### **(a) Standing Committee on Education, Training and Orientation**

- (i) The Director General of the Institute . . . . . Chairman
- (ii) Joint Secretary in the Ministry of Labour of his/her nominee;
- (iii) Representatives of the Ministries/Departments of personnel, Education, Industry & Agriculture;

- (iv) An educationist with wide experience in extensive education and training;
- (v) Two among the Senior Fellows and Fellows of the V.V. Giri National Labour Institute; and
- (vi) One Trade Union representative.

**NOTE:** A Senior Fellow/ Fellow shall mean such employee who have been designated as such by the Institute.

(b) Standing Committee on Research

- (i) The Director General of the Institute . . . . . Chairman
- (ii) Joint Secretary in the Ministry of Labour of his/her nominee;
- (iii) Two from among the Senior Fellows/ Fellows of the Institute;
- (iv) One nominee of the Planning commission, who may remain a member for a period not exceeding three years provided that he/she will be eligible for re-nomination;
- (v) One nominee of the Indian Council of Social Science Research, New Delhi.
- (vi) One Faculty member of the Jawaharlal Nehru University/Delhi University; and
- (vii) One Trade Union representative.

(c) Standing Committee on Finance

- (i) Chairman of the Executive Council . . . . .Chairman
- (ii) Joint Secretary in the Ministry of Labour or his/her nominee
- (iii) The Director General of the Institute; and
- (iv) Two members of the Executive Council of which one will be Financial Adviser, Ministry of Labour and one to be nominated by the Executive Council.

**Note:**

- (i) As regards the nomination of Trade Union representatives as referred to in (a) and (b) mentioned above, the Executive Council will be nominating authority.
- (ii) Regarding the nomination of an educationist and a faculty member of the Jawaharlal Nehru University/Delhi University, as referred to in (a) and (b) mentioned above, the Chairman of the Executive Council will be nominating authority.
- (iii) For the nomination of Senior Fellows/Fellows as referred to in (a) and (b) and mentioned above, the Chairman of the Executive Council will be nominating authority.

(d) Selection Committee:

- (i) Selection Committees will be set up by the Chairman of the Executive Council for Selection of suitable persons in various positions carrying an initial pay of Rs.15600-39100+GP6600 or more ( or as received by Government of India from time to time ); and
- (ii) For vacancies in other positions, the Director General of the Institute may set up selection Committees.

## **XII. FUNCTION OF THE STANDING COMMITTEES**

All proposals or Schemes relating to subjects for which Standing Committees have been constituted, whether initiated by the said Committees or otherwise, shall first be considered by the respective Standing Committees and they shall tender advice on such schemes and proposals to the Executive Council.

## **POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE SHALL BE AS FOLLOWS:**

- i) to scrutinize the accounts and budget estimates of the Institute and to make recommendations to the Executive Council;
- ii) to consider and make recommendations to the Executive Council on proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Executive Council;
- iii) to scrutinize re- appropriation statements and audit notes and make recommendations thereon to the Executive Council;
- iv) to review financial position of the Institute from time to time; and
- v) to give advice and make recommendations to the Executive Council on any other financial questions affecting the affairs of the Institute.

## **XIII. POWERS and FUNCTIONS OF THE DIRECTOR GENERAL OF THE INSTITUTE**

- i) The Director General of the Institute, as the Principal Executive Officer of the Institute, shall be responsible for the proper administration of the affairs of the Institute and shall exercise powers under the direction and guidance of the Executive Council;
- ii) It shall be the duty of the Director General of the Institute to coordinate and exercise general supervision over all the activities of the Institute; and
- iii) He/she shall prescribe the duties of all Officers and staff of the Institute and shall, subject to these Rules and Bye-laws if any, exercise such supervision and disciplinary control as may be necessary.

#### **XIV FUNDS OF THE INSTITUTE**

- i) The funds of the Institute shall consist of the following:
  - a) Grants made by the Government of India or any State Government;
  - b) donations and contributions from other sources;
  - c) fees and charges imposed by the Institute for services rendered by it;
  - d) Income from investments; and
  - e) Income and receipts from other sources.
  
- ii)
  - a) The Bankers of the Institute shall be the State Bank of India or any one or more of the Nationalised Banks; and
  - b) all funds shall be paid into the Institute's accounts with a branch/branches of the State Bank of India and/or a Branch/Branches of the subsidiaries of the State Bank of India and/or a Branch/Branches of the nationalised banks, and shall not be withdrawn except by means of cheque, order or any other negotiable instrument signed by the Director General of the Institute and by such other officer of the Institute as may be duly empowered in this behalf by the Executive Council.

#### **XV. POWERS OF THE GOVERNMENT**

In the discharge of its functions, the General Council shall be guided by such directions on questions of policy as may be given to it by the Government of India. The decision of the Government of India as to whether a question is or is not a matter of policy shall be final and such directions shall be in writing.

#### **XVI AUDIT & ACCOUNTS**

- i. The Institute shall cause regular accounts to be kept of all its monies and properties in such forms as may be prescribed by the Government of India;
  
- ii. the Accounts of the Institute shall be audited annually by Auditors appointed by the Government of India. The Auditors shall have the right to demand the production of books, accounts and connected vouchers and other necessary documents and papers. Any expenditure incurred in regard to such audit shall be payable by the Institute;
  
- iii. the results of audit shall be communicated by the Auditors to the General Council of Institute. The Auditors shall also forward a copy of the report direct to the Government of India. The General Council shall submit a copy of the Audit Report along with its observations and audited accounts to the Government of India who shall cause the same to be laid before

both the Houses of Parliament within nine months of the close of the financial year to which the accounts pertain; and

- iv. notwithstanding the provisions of sub-rule (ii) above, the accounts of the Institute will be open to audit by Comptroller and Auditors General in accordance with the provisions of the Comptroller and Auditor General's (DP&C) Act, 1971 and he/she shall have the same right, privileges and authority in connection with audit of the Accounts of the Institute as he/she has in connection with audit of Government accounts and in particular, shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers and also to inspect any office of the Institute.

## **XVII ANNUAL REPORT**

An Annual Report of the proceedings of the Institute and of all works undertaken during a year, together with the balance sheet and audited accounts, shall be prepared by the Executive Council for the information of the Government of India and of the Members of the Institute. A draft of such report and yearly accounts of the Institute shall be placed before the General Council at the Annual General Meeting.

## **XIX SERVICE OF NOTICE**

- i) A notice may be served upon any Member of the Institute either personally or by post at the address mentioned in the role of Members; and
- ii) any notice so served by post shall be deemed to have been served on the day following that on which it is posted.

## **XX THE SOCIETY MAY SUE OR BE SUED IN THE NAME OF THE DIRECTOR GENERAL OF THE SOCIETY**

## **XXI. ALTERNATION OR EXTENSION ON THE PURPOSE OF THE INSTITUTE**

Subject to provisions of the Societies Registration Act, 1860 (21 of 1860), the General Council may alter, extend or abridge any purpose or purposes for which the Society is established.

## **XXII AMENDMENT OF THE RULES**

With the prior concurrence of the Government of India in the Ministry of Labour, the Rules of the Society may be altered at any time by a resolution passed by a majority of not less than two-thirds of the Members present and voting at any meeting of the General Council, which shall have been convened for the specific purpose after giving due notice of such resolution to the Members of the General Council.

## Pay-Scales of Faculty Members, Officers and Employees

S. No.	Name of the Post	Pay Scale
1	2	3
1.	Director General	₹ 37400-670000+ GP10000
2.	Senior Fellow	₹ 37400-67000 +GP8700
3.	Fellow	₹ 15600-39100+GP6600
4.	Administrative Officer	₹ 15600-39100+GP6600
5.	Manager (Publication)/Editor	₹ 15600-39100+GP6600
6.	Associate Fellow	₹ 15600-39100+GP5400
7.	Asstt. Administrative Officer	₹ 15600-39100+GP5400
8.	Programme Officer	₹ 15600-39100+GP5400
9.	Accounts Officer	₹ 15600-39100+GP5400
10.	Asstt. Library & Information Officer	₹ 9300-34800+GP4600
11.	Supervisor	₹ 9300-34800+GP4600
12.	Senior PA	₹ 9300-34800+GP4600
13.	Senior Translator	₹ 9300-34800+GP4600
14.	Steno Asstt. Gr. I	₹ 9300-34800+GP4200
15.	Asstt. Gr. I	₹ 9300-34800+GP2800
16.	Asstt. Gr. II	₹ 5200-20200+GP2400
18.	Steno Asstt. Gr. II	₹ 5200-20200+GP2400
19.	Asstt. Gr. III	₹ 5200-20200+GP1900
20.	Machine Operator Gr. I	₹ .5200-20200+GP1900
21.	Staff Car Driver	₹ 5200-20200+GP2400
22.	Machine Operator Gr. II	₹ .5200-20200+ GP1800

23.	Hostel Attendant	₹ 5200-20200+ GP1800
24.	Office Attendant	₹ .5200-20200+ GP1800
25.	Attendant	₹ 5200-20200+ GP1800
26.	Sweeper	₹ 5200-20200+ GP1800
27.	Mali	₹ .5200-20200+ GP1800
28.	Farash	₹ 5200-20200+ GP1800

## Institute's Budget

### 2009-10

PLAN	₹ 392.47 lakh
NON-PLAN	₹.314 lakh
Earning of the Institute	₹ 171.56 lakh

### 2010-11

PLAN	₹450 lakh
NON-PLAN	₹368.99 lakh
Earning of the Institute	₹129.45 lakh

### 2011-12 (Provisional)

PLAN	₹ 450 lakh
NON-PLAN	₹315 lakh
Earning of the Institute	₹130 lakh

## Telephone Directory

Director General	Office Direct	Office Ext.	Residence	Email
Shri V.P. Yajurvedi	2411470	232	2411537	<a href="mailto:vgnli@vsnl.com">vgnli@vsnl.com</a> <a href="mailto:director_generalvgnli@gmail.com">director_generalvgnli@gmail.com</a>
P. A. to Director General	2411470 2411538	206	--	--
Faculty	Office Direct	Office Extension	Residence	Email
Dr. M. M. Rehman Sr. Fellow	2411472	235	2251082 9811750889,	<a href="mailto:mmr_rehman@rediffmail.com">mmr_rehman@rediffmail.com</a>
Dr. S. K. Sasikumar Sr. Fellow	2411022	226	2412417, 9818893748	<a href="mailto:sasikumarsk2@gmail.com">sasikumarsk2@gmail.com</a> <a href="mailto:sasikumarsk2@rediffmail.com">sasikumarsk2@rediffmail.com</a>
Dr. Poonam Chauhan Sr. Fellow	2411486	212	26537143	--
Dr. Helen R. Sekar Fellow	2412498	239	2412355	<a href="mailto:helen_sekar91@yahoo.co.in">helen_sekar91@yahoo.co.in</a>
Shri Sanjay Upadhyaya Fellow	2411736	215	2411207, 9210663832	<a href="mailto:sanjaynli@gmail.com">sanjaynli@gmail.com</a>
Dr. Ruma Ghosh Fellow	2411573	224	9810649269	<a href="mailto:rumanli@gmail.com">rumanli@gmail.com</a>
Dr. Onkar Sharma Fellow	2412270	243	9868241180	<a href="mailto:drosharma@gmail.com">drosharma@gmail.com</a>
Shri Anoop Satpathy Fellow	2411483	238	22444536, 9811217966	<a href="mailto:anoop.kumarsatpathy@gmail.com">anoop.kumarsatpathy@gmail.com</a>
Dr. Shashi Bala Fellow	2411776	225	9873337562	<a href="mailto:shashibala2002@gmail.com">shashibala2002@gmail.com</a>
Ms. Rakhee Thimothy Associate Fellow	2411533-34	237	9873101227	<a href="mailto:rakheethimothi@gmail.com">rakheethimothi@gmail.com</a>

Shri Priyadarsan Amitav Khuntia Associate Fellow	2411533-34	251	9873013064	amitav_1@rediffmail.com
Shri Otojit Kshetrimayum Associate Fellow	2411533-34	212	9818107829	otojit@gmail.com
Dr. Rinju Rasaily Associate Fellow	2411533-34	229	9868948757	rasaily@gmail.com
Dr. Ellina Samantroy Associate Fellow	2411533-34	223	9654654282	ellinasamantroy@gmail.com
<b>Administration</b>	<b>Office Direct</b>	<b>Office Ext.</b>	<b>Residence/ Mobile</b>	<b>Email</b>
Shri J. K. Kaul Programme Officer	2411471 (telefax) 2411533-34	209	29840645	<a href="mailto:jkkaulvgnli@rediffmail.com">jkkaulvgnli@rediffmail.com</a>
Shri Vinay Kumar Sharma Assistant Administrative Officer	2411533-34	219	9213102814	<a href="mailto:vks_1967@rediffmail.com">vks_1967@rediffmail.com</a>
Shri S.K. Verma Asstt. Library & Information Officer	2411262	202	9911191995	<a href="mailto:skvsrv@gmail.com">skvsrv@gmail.com</a>
<b>EPABX : 00-91-120- 2411534, 2411535, 2411472</b>				
<b>Fax : 00-91-120--2411536 (A.O)</b> <b>00-91-120--2411474 (Director General)</b> <b>Email : <a href="mailto:vgnli@vsnl.com">vgnli@vsnl.com</a>, <a href="mailto:DirectorGeneralvgnli@gmail.com">DirectorGeneralvgnli@gmail.com</a></b>				

# Organizational Chart

