

**FILM AND TELEVISION INSTITUTE OF INDIA
PUNE - 411 004.**

SERVICE BYE-LAWS

Under Rule 36(1) of the Rules of the Institute, the Governing Council hereby makes and adopts the following Bye-laws :

CHAPTER I - PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT

- 1.1 These Bye-laws shall be called the Film and Television Institute of India (Service) Bye-laws.
- 1.2 They shall be deemed to have come into force on the 1st August, 1975.

2. APPLICATION

- 2.1 These Bye-laws shall apply to every employee of the Institute.
- 2.2 Notwithstanding anything contained in clause (1), the Governing Council may, by agreement with any employee, make such special provisions regarding his conditions of service as it considers necessary and thereupon these Bye-laws shall not apply to such employees to the extent to which the special provisions are inconsistent therewith.

3. DEFINITIONS

- 3.1 In these Bye-laws, unless the context otherwise requires :
 - i) "Appointing Authority", in relation to any post under the Institute means the authority competent to make appointments to that post under Bye-law 6.
 - ii) "Appointments Committee" means the Standing Committee on appointments constituted under Rule 36(2) (b) of the Rules of the Institute.

- iii) "Borrowed employee" means an employee of any authority whose services are obtained by the Institute on loan.
 - iv) "Disciplinary Authority" in relation to a post means the authority competent to initiate disciplinary proceeding against an employee holding that post under Bye-law 74 and to impose such penalties as are defined under Bye-laws 75, 76 and 77.
 - v) "Employees" means a person serving the Institute in any post specified in the First Schedule.
 - vi) "Student" means a person enrolled in the rolls of the Institute as a Student/Research Fellow/Research Officer.
 - vii) "Foreign Service" means service for which an employee receives with the approval of the Appointing Authority, his pay from any source other than the funds of the Institute.
 - viii) "Pay" means the pay admissible on the relevant date and includes special pay and personal pay as well as deputation allowance in case of borrowed employees, but shall not include any other allowances; fee or honorarium.
 - ix) "Sanctioning Authority" in relation to any post or Class of posts means the authority competent under these Bye-laws to sanction that post or class of posts.
 - x) "Schedule" means a schedule to these Bye-laws; and
 - xi) "Registrar" means such officer of the Institute as may be appointed by the Governing Council in this behalf.
- 3.2 Words and expressions not defined in these Bye-laws have the meaning respectively assigned to them in the said Rules of the Institute.

.....

CHAPTER II - CREATION AND GRADATION OF POSTS

4. GRADES AND CATEGORIES OF POSTS

4.1 The posts under the Institute shall be of the categories specified in the First Schedule.

4.2 The Governing Council may direct -

- i) the creation of any new category of posts; or
- ii) the abolition of any category of posts, or
- iii) the transfer of any category of posts from one grade to another;

and thereupon, the First Schedule shall stand amended in accordance with such direction.

5. NUMBER AND DUTIES OF POSTS

The Sanctioning Authority in relation to any category of posts shall have, subject to the superintendence of any higher authority, the power -

- i) to determine the number of posts in that category;
- ii) to create or abolish any post in that category;
- iii) to determine whether any post created in that category shall be temporary or permanent;
- iv) to specify the period for which a temporary post is created; and
- v) to determine the duties attached to any post in that category.

.....

CHAPTER III - RECRUITMENT

6. APPOINTING AUTHORITY

Sr. No.	Description of Post	Appointing Authority	(a) Authority Competent to impose penalties and (b) extent of penalties it may impose with ref. to rule 11 of the CCS (CCA) Rules as applicable to the employees of the FTII	Appellate Authority
1	2	3	4	5
1.	Posts of Controller of Administration, CAO, Dean (F), Dean (TV) and Registrar and any post carrying a scale of pay the max. of which exceeds Rs.15,200/- p.m.	Chairman of the Governing Council	(a) Chairman of the Governing Council. (b) All the penalties specified in Rule 11 of the CCS (CCA) Rules 1965 as applicable to the employees of the FTII.	Governing Council
2.	All posts excluding posts mentioned in 1 & 3 of this table i.e. posts which carry scale of pay the maximum of which is not more than Rs.15,200/- p.m. but not less than Rs.9,000/- p.m.	Director	(a) Director (b) All the penalties specified in Rule 11 of the CCS (CCA) Rules 1965 as applicable to the employees of the FTII.	Chairman of the Governing Council
3.	All employees of the FTII holding posts carrying a pay or a scale of pay with a maximum of Rs.9,000/- or less p.m.	Registrar	(a) Registrar (b) All the penalties specified in Rule 11 of the CCS (CCA) Rules 1965 as applicable to the employees of the FTII.	Director

(As amended vide FTII Circular No.36016/1/75-Est. dated 20.11.1978 - G.C. Resolution dated 1.9.1978).

.....

7. CREATION OF POSTS

All posts shall be created by the Governing Council upon the recommendation of the Standing Finance Committee, provided that the Governing Council may direct with regard to any specified category of posts that they shall be created by any authority to be designated or nominated by the Governing Council.

8. METHODS OF RECRUITMENT

Recruitment to a post under the Institute may be made -

- i) by direct recruitment;
- ii) by promotion;
- iii) by appointment of a borrowed employee; or
- iv) by any other method as may be determined by the Governing Council.

9. DIRECT RECRUITMENT

The appointing authority may, on the recommendation of a Selection Committee, make appointments to any post by direct recruitment -

- i) from amongst candidates recommended by the Employment Exchange on requisition; or
- ii) from amongst candidates applying in response to any advertisement; or
- iii) by inviting suitable persons.

10. (a) RECRUITMENT BY PROMOTION

10.1 Appointment to a post in any grade by promotion shall be made whether in a substantive or officiating capacity from amongst the employees serving in the FTII as per the Recruitment Rules for the concerned post.

(Amended vide resolution of the G.C. Meeting held on 16.2.1987 Item No. 7)

10.2 Every appointment by promotion shall be by selection on the basis of merit, with due regard to seniority. Provided that, every appointment to posts carrying a basic salary of above Rs.1000/- shall be made solely on the basis of merit.

(b) MERIT PROMOTION

10.3 Notwithstanding anything contained in these bye-laws, the Governing Council may award merit promotion to any employee in recognition of exceptional and outstanding merit determined by a Committee of Experts constituted by the Governing Council.

(c) APPOINTMENT OF A BORROWED EMPLOYEE

10.4 A borrowed employee may be appointed to any post on such terms and conditions as the Sanctioning Authority may deem proper.

11. (a) QUALIFICATIONS

11.1 The Sanctioning Authority may lay down Recruitment Rules for the various posts. The qualifications for appointment to any posts shall be such as may be prescribed in these Rules.

(b) POWER TO RELAX

11.2 The Governing Council may, for reasons to be recorded in writing, relax any provisions of these Recruitment Rules with respect to any category of persons.

Nothing in these Rules shall affect reservations required to be provided for the Scheduled Caste/Scheduled Tribe communities in accordance with orders issued by the Central Government from time to time, in this regard.

12. FITNESS

No person shall be appointed to any post by direct recruitment unless -

- i) he produces at his own cost a certificate of physical fitness from a medical practitioner approved by the Director in this behalf.

Provided that the Governing Council may, for sufficient reasons relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or class of cases.

Provided further that the certificate will not be required in case of temporary appointments of three months' duration or less.

- ii) the appointing authority is satisfied that he possesses good character and antecedents.

.....

CHAPTER IV - TENURE

13. PROBATION

13.1 Every person appointed to a post under the Institute, after the commencement of these Bye-laws, whether by promotion or by direct recruitment, shall be on probation in such post for a period of two years.

Provided that the Appointing Authority may, in any individual case, extend the period of probation.

13.2 Where a person appointed to a post under the Institute on probation is, during his period of probation, found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the Appointing Authority may -

- i) in the case of person appointed by promotion revert him to the post held by him immediately before such appointment;
- ii) in the case of a person appointed by direct recruitment, terminate his services under the Institute without notice.

13.3 Every person appointed to a permanent post under the Institute by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for substantive appointment to that post.

14. TEMPORARY AND PERMANENT SERVICE

- i) an employee shall be a temporary employee of the Institute unless he is confirmed in a post in the Institute as per Central Government orders on the subject, issued from time to time;
- ii) an employee who is confirmed in a post in the Institute shall be a permanent employee.

15. DELETED

Vide Governing Council resolution dated 25.3.1991.

16. TERMINATION OF SERVICE

- 16.1 The service of a temporary employee may be terminated by the Appointing Authority without assigning reasons therefore -
- i) during the period of probation following the first appointment, at any time without notice;
 - ii) after such period of probation, at any time by a notice of one month in writing, given by the Appointing Authority to the employee, or at any time without notice on payment of one month's pay.
- 16.2 Without prejudice to the provisions of (1), the service of a temporary employee shall terminate -
- i) if his appointment is made for a specific period, on the expiry of such period; or
 - ii) if his appointment is made against a temporary post, or the abolition of the post or on the expiry of the period for which the post is created.
- 16.3 The service of a permanent employee may be terminated by a notice of three months' or on payment of pay for such period as the notice falls short of three months or without notice on payment of three months' pay.
- 16.4 An employee who is given notice of termination of service under clause (3) may be granted during the period such earned leave as may be admissible to him.

17. RETIREMENT

- 17.1 An employee shall retire from the service of the Institute -
- i) on the last day of the month in which he attains the age of sixty years; or
 - ii) on his being declared medically unfit for service by a Medical Board to be designated by the Sanctioning Authority in this behalf.
- 17.2 An employee of the FTII shall retire from the service of the Institute at any time on completion of 20 years' of qualifying service by giving notice of not less than 3 months in writing to the Appointing Authority.

17.3 The notice of voluntary retirement given under Rule 17.2 shall require acceptance by the Appointing Authority.

18. RESIGNATION

18.1 An employee may resign from the service of the Institute by giving to the Appointing Authority in writing a notice of three months in case of confirmed employees and a notice of one month in case of an unconfirmed employee.

18.2 The appointing Authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the Institute by shorter notice than is prescribed in clause (1) above.

18.3 Resignation will be deemed to be operative only after it has been accepted by the Appointing Authority.

19. AGREEMENTS

Every employee of the Institute shall accept in writing the terms and conditions of his appointment before joining the Institute.

.....

CHAPTER V - PAY

20. INITIAL PAY

20.1 An employee shall, on his appointment to a post on a time scale of pay, draw at the lowest stage of the time scale.

Provided that, when such appointment is made by promotion -

- i) if the employee has been drawing a higher pay in any other substantive appointment under the Institute immediately before his appointment to such post, he shall draw pay at the stage next higher to such pay; and
- ii) if he has previously served in the same post or any other post under the Institute on the same or identical time scale of pay, and was drawing a pay Higher than the pay admissible to him under clause (i), he shall draw such higher pay and the period of his duty in such post on such pay shall also be counted for purpose of increment.

20.2 Notwithstanding anything contained in clause (1), the Sanctioning Authority may decide that the employee shall draw pay at any higher stage than that fixed under the aforesaid clause.

21. INCREMENTS

21.1 An increment shall be drawn in the time scale of pay with effect from the first day of the relevant month, unless it is withheld under the provision of Chapter XII of these Bye-laws.

21.2 The Appointing Authority may, in recognition of the exceptional and outstanding merit of an employee sanction to him such additional increments not exceeding five as it may deem fit.

Provided that such additional increments are not granted more often than once in three years.

21.3 The Appointing Authority shall be the Competent Authority to allow an employee to cross the efficiency bar, if any, in his time scale.

22. SERVICE FOR INCREMENTS

The following service shall count for increments in the time scale of a post :

- i) duty in that post or any other post of the same or higher grade, whether continuous or not;
- ii) duty in an equivalent or higher post in foreign service; and
- iii) leave, other than extra-ordinary leave.

Provided that the Sanctioning Authority may direct that extra-ordinary leave shall also count for increments if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee or in the public interest.

23. PAY DURING LEAVE

23.1 Except as provided in proviso hereunder, an official on earned or commuted leave is entitled to leave salary equal to average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences or the substantive pay to which the officer is entitled immediately before the commencement of the leave, whichever is greater.

Provided that an officer who proceeds on earned leave from a post, the maximum of which does not exceed Rs.600/- per month, is entitled to leave salary equal to the pay drawn immediately before proceeding on leave.

23.2 An officer on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in clause (1), subject to a maximum of Rs.750/-.

Provided that this limit shall not apply if the leave is on medical certificate or for pursuing an approved course of study otherwise than on study leave terms.

23.3 An employee on study leave shall draw pay at such rate as may be specified by the Governing Council.

23.4 No pay shall be admissible to an employee on extra ordinary leave.

24. SPECIAL PAY, HONORARIUM AND FEE

The Governing Council may sanction to an employee such special pay, honorarium or fee and on such conditions as it may deem fit.

25. DRAWAL OF PAY

25.1 An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumed charge of that post, if the charge is transferred before noon on that date. If the charge is transferred afternoon, he shall draw pay from the following day.

25.2 Pay in respect of any month shall become payable on the first working day of the following month.

25.3 An employee resigning from the service of the Institute without the notice prescribed by Bye-law 18, shall not, unless the Appointing Authority directs otherwise, be allowed to draw pay due but not drawn.

Provided that the pay so not allowed to be drawn shall not exceed the pay for one month.

.....

CHAPTER VI - ALLOWANCES

26. KINDS OF ALLOWANCES

The following allowances will be admissible to an employee of the Institute on the same rates and conditions as are admissible to the employees of the Government of India, from time to time.

- i) Dearness Allowance
- ii) City Compensatory Allowance
- iii) House Rent Allowance
- iv) Conveyance Allowance
- v) Children's Education Allowance (including re-imbusement of tuition fee)
- vi) Bicycle Allowance
- vii) Washing Allowance
- viii) Any other allowance which the Governing Council may deem fit to sanction in the interests of the Institute.

27. LOANS AND ADVANCES

27.1 Interest bearing advances for house building and for purchase of conveyance and for purchase of professional equipment/tools may be granted to the employees of the Institute on such terms and conditions as may be decided upon by the Governing Council.

27.2 Non-interest bearing advances like festival advance, advance of pay, advance of travelling allowance, etc. may also be granted to the employees of the Institute on such terms and conditions as may be decided upon by the Governing Council.

28. SUBSISTANCE GRANT

28.1 An employee under suspension shall be entitled to the following payments, viz.

- (a) A subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half pay and, in addition, dearness allowance, if admissible, on the basis of such leave salary.

Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowances for any period subsequent to the period of the first twelve months as follows :

- i) the amount of subsistence allowance may be increased by a suitable amount not exceeding fifty percent of the subsistence allowance admissible during the period of first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the employee;
- ii) the amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty percent of subsistence allowance admissible during the period of the first twelve months, if, in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing, directly attributable to the employee;
- iii) the rate of dearness allowance will be passed on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clause (i) and (ii) above.
- (b) Any other compensatory allowance admissible from time to time on the basis of which the employee was in receipt on the date of suspension, subject to the fulfilment of other conditions laid down for the drawal of such allowance.

- 28.2 No payment under clause (1) shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

Provided that in the case of an employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal or compulsory retirement, under sub-rule (3) or sub-rule (4) of rule 12 of the Central Civil Services (Classification, Control and Appeal) Rules 1965, and who fails to produce such a certificate for any period or periods during which he is deemed to be placed or to continue to be under suspension, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods as the case may be, fall short of the amount that would be otherwise admissible to him where the subsistence allowance and other allowances admissible to him are equal to or less than the amount earned by him nothing in this proviso shall apply to him.

29. ALLOWANCES DURING LEAVE

- 29.1 House Rent Allowance and City Compensatory Allowance shall be admissible to an employee on leave other than extra-ordinary leave or study leave as follows :

- i) during casual leave, special casual leave or compensatory leave, the same as on duty;
- ii) during leave with allowances, the same as he was drawing immediately preceding the commencement of leave.

Provided that the City Compensatory Allowance shall not be admissible unless the employee resided at the Headquarters of the Institute for not less than half of the month for which it is claimed, and in the case of House Rent Allowance, he continues to actually incur the expenditure.

- 29.2 Dearness allowance may be drawn during any period of leave other than extra-ordinary leave, in or outside India, except that in the case of leave preparatory to retirement or terminal leave, it will be admissible only during the first four months of the leave spent in India. The allowance will not be admissible during any portion of leave preparatory to retirement spent outside India.

The allowance during leave will be based on the leave salary actually drawn.

- 29.3 During study leave, dearness allowance, house rent allowance and city compensatory allowance, whether in India or abroad, will be regulated by the Governing Council by special orders.

30. LEAVE JOURNEY ALLOWANCE

Employees of the Institute shall be entitled to leave travel concessions on the same terms and conditions as are admissible to the employees of the Government of India from time to time.

31. TRAVELLING AND DAILY ALLOWANCE

- 31.1 An employee performing a journey on duty shall be entitled to travelling and daily allowances on the rates and conditions as prescribed by the Governing Council from time to time.

- 31.2 The Director shall have the power to permit the employees of the Institute to travel by air when justified in the interest of service.

- 31.3 Members of the General Body of the Institute and non-official members of the Committees constituted by the Institute and individuals who may be called upon to undertake specific items of work for the Institute may be reimbursed the cost of the air journey/ air-conditioned accommodation where considered justified by the Director.

32. DRAWAL OF ALLOWANCES

- 32.1 Dearness Allowance, City Compensatory Allowance and House Rent Allowance admissible to an employee for any month shall be payable on the first working day of the following month along with his pay.

- 32.2 Journey allowance, leave travel allowance and daily allowance shall ordinarily be payable on the return of the employee to his headquarters.

Provided that the Director or an officer authorised by him may sanction payment in advance of such sum as he deems fit towards such allowance.

- 32.3 An employee resigning from the service of the Institute without the notice prescribed by Bye-laws 18 shall not, unless the Appointing Authority directs otherwise, be allowed to draw the allowance due but not drawn.

Provided that the allowances not allowed to be drawn shall not exceed the allowances for one month.

.....

CHAPTER VII - MEDICAL FACILITIES

33. An employee shall be entitled to such medical facilities as are available to Central Government employees from time to time.

.....

CHAPTER VIII - LEAVE RULES

Bye-laws from 34 to 59.7 not reproduced.

.....

"The Standing Finance Committee decided that the Institute may adopt the revised leave rules as applicable to the Central Government Employees for the employees of the Institute".

(Resolution passed by the Standing Finance Committee at its meeting held on 13.7.1987)

.....

CHAPTER IX - RETIREMENT AND OTHER BENEFITS

60. PROVIDENT FUND

An employee of the Institute other than a borrowed employee shall be eligible to the benefits of Contributory Provident Fund-cum-Gratuity or General Provident Fund-cum-Gratuity-cum-Family Pension, which may be adopted by the Governing Council. The relevant rules in this regard shall also be prescribed by the Council.

61. SETTLEMENT OF TERMS OF EMPLOYEES TRANSFERRED FROM STATE OR CENTRAL GOVERNMENT OR FROM AUTONOMOUS ORGANISATIONS SPONSORED BY THE STATE OR CENTRAL GOVERNMENTS

61.1 When a permanent employee of the State or the Central Government or of an autonomous organisation sponsored by the State or Central Government is transferred to the Institute, he shall have the option of either retaining the retirement benefits available to him under the Rules of the lending organisation or of being governed by the Bye-laws of the Institute provided that the lending organisation agrees to the sharing of liabilities in the manner set out in clauses (2) and (3). This option shall also be available to quasi-permanent and temporary employees after confirmation within the Institute.

- 61.2 i) If the employees opt to retain the retirement benefits available to him under the rules of the lending organisation, that organisation shall undertake to pay pension due to the individual on his retirement, but recover the capitalized value (commuted value of pension plus proportionate death-cum-retirement gratuity) of the Institute's share of the pension, calculated on the basis of the service rendered with the Institute.
- ii) In the event of the death of the employee while in service of the Institute, the family pension/death-cum-retirement gratuity due to the family of the employee shall be admissible under the rules of the lending organisation concerned and the liability thereto apportioned as under sub-clause (i) above.

- 61.3 If the employee elects to be governed by the Bye-laws of the Institute, the lending organisation shall pay to the Institute Contributory Provident Fund contributions and interest thereon for the period for which he has served in the lending organisation in accordance with the rules and procedure of the organisation.

.....

.

CHAPTER X - GENERAL CONDITIONS OF SERVICE

62. WHOLE TIME EMPLOYMENT

62.1 The whole time of an employee shall be at disposal of the Institute and he may be employed by the Institute for the performance of such duties as may be assigned to him.

62.2 Without prejudice to the generality of Clause (1),

- i) an employee may be sent on deputation or required to undergo a course of study or instruction within or outside India;
- ii) an employee may be required to serve the Institute at any place and in any post not lower than the post to which he is substantively appointed.

.....

CHAPTER XI - CONDUCT RULES

CHAPTER XII - DISCIPLINE

&

CHAPTER XIII - APPEALS AND REVIEW

Bye-laws from 63 to 83 not reproduced.

To follow CCS (Conduct) Rules 1964.

Vide Ministry of Information & Broadcasting D.O. Letter No.4(1)/75-FTI(FA) dated 29th October, 1975 reproduced below :

COPY

Dear Shri Karnad,

Kindly refer to your D.O. letter No.H-1105/1/74-Est. dated 3.10.1975 to Secretary (I&B) regarding draft conduct rules to be made applicable to the employees of the Film and Television Institute of India. These draft

rules have been considered carefully and it is suggested that these rules may be examined in detail by the Registrar who is likely to join the Institute after taking into accounts all the provisions contained in the Central Civil Service (Conduct) Rules 1964. Till that is done the staff of the Institute may continue to be governed by the Central Civil Services (Conduct) Rules.

With kind regards,

Yours sincerely,

sd/-

(K.P.K. Nayar)

.....

CHAPTER XIV - MISCELLANEOUS

84. RESIDENTIAL ACCOMMODATION FOR EMPLOYEES

84.1 The employees of the Institute may be provided with unfurnished houses, if available, in which they may be required to reside, subject to such conditions as may be laid down by the Governing Council.

84.2 i) An employee of the Institute who has been allotted Institute accommodation shall be charged rent at the rate of ten per cent of his pay or six percent per annum of the capital cost (including Municipal and other taxes) of the accommodation occupied by him, whichever is less.

Provided that in respect of the employee whose pay is below Rs.299/- per month, rent shall be recovered at 7 1/2 of pay or 6% per annum of the capital cost (including Municipal charges) whichever is less.

Provided further that in respect of the employees who are in receipt of pay Rs.299/- per month and above, the net emoluments after deduction of rent shall not be less than Rs.277.38 paise.

ii) In addition to the above, rent for furniture, installation for water or electricity supply or for sanitary purposes, tennis court or garden maintained at the cost of the Institute or similar services, shall be charged in addition to the rent for the residences and recovered at such rates as may be determined by the Director from time to time.

84.3 The Governing Council may authorise the grant of rent-free furnished or unfurnished accommodation if it considers necessary to do so in the interests of the Institute.

84.4 The permanent employees of the Institute shall be entitled to the grant of House Procurement loans at the discretion of the Institute on such terms and conditions as may be laid down by the Standing Finance Committee.

85. HOLIDAYS

The Institute shall observe such holidays as may be determined by the Governing Council.

86. SERVICE BOOKS AND CHARACTER ROLLS

86.1 The Institute shall maintain a Service Book and a Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Governing Council.

86.2 The entries in the Service Book of an employee shall be made by the Registrar or the Administrative Officer.

86.3 The entries in the Character Roll of an employee shall be made according to the procedure laid down by the Appointing Authority.

87. DELEGATION OF POWER BY DIRECTOR

The Director may, subject to the approval of Governing Council, delegate any of the powers vested in him under these Bye-laws to any employee or student of the Institute or a Committee of employees and students.

88. RESIDUARY CONDITIONS OF SERVICE

Any matter relating to the conditions of service of an employee for which no provision is made in these Bye-laws shall be determined by the Governing Council.

89. POWER TO RELAX

Notwithstanding anything contained in these Bye-laws, the Governing Council may, in the case of an employee, relax any of the provisions of these Bye-laws to relieve him of any undue hardship arising from the operation of such provisions.

90. REMOVAL OF DOUBTS

Where a doubt arises as to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of any of the provisions of these Bye-laws, the decision of the Governing Council thereon shall be final.

.....

F:\RTI Suo-moto Disclosure of FTI\New folder\FTII Service
Byelaws.doc