

*C*ompendium of *R*ules & *R*egulations



Nature is our password and Conservation the creed



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

(An autonomous institution under the
Ministry of Environment & Forests, Govt. of India)

Email: wii@wiii.gov.in;
Website: www.wii.gov.in

Post Box#18, Chandrabani,
Dehradun-248001

**WILDLIFE INSTITUTE OF INDIA
CHANDRABANI DEHRADUN**

No.A/3-29/2010-WII

Dated 5th April 2011

OFFICE MEMORANDUM

The Government of India, Ministry of Environment and Forests vide their Office Memorandum No.F.No.8-1/2004-WL-I (Vol.II) dated 11.03.2011 has approved the amendments in the Recruitment and Assessment Promotion Rules for the Technical and Support Staff as notified by Wildlife Institute of India vide Circular No. A/1-3/XL-VII/GB/WII/RR/Tech. & Support Staff dated 18.04.2006.



**(P.K.Aggarwal)
Administrative Officer**

Distribution

1. Shri Rajesh Thapa, Technical Group IV (5) for hosting it on WII web site along with recruitment rules.
2. Shri Rajeev Mehta, Assistant for placing the same in Compendium of Rules.

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Preface

As a premier Institute for research and training in areas related to wildlife management, the Institute has come a long way and presently occupies a unique place in national and international arena. The significant growth in the responsibilities/activities of the Institute has necessitated to evolve its own rules/procedures on Material Management, Consultancy, Delegation of Powers, Award of fellowship to JRF/SRF/RA/TA and revision of Recruitment Rules for Group 'A' Scientists and Technical/ Support Staff.

The rules/procedures relating to Procurement of Stores/Services, Consultancy, Delegation of Powers, Award of Fellowship to JRF/SRF/RA/TA and Emeritus Scientists Scheme have recently been devised and approved by the Governing Body of the Institute. The Recruitment Rules in respect of Group 'A' Scientists and Technical/Support Staff have also been revised with the help/guidance of a committee constituted by the Governing Body, WII.

All these rules/procedures have been compiled in a compendium for easy access of all concerned.

Date: 27th July 2006


(PR Sinha)
Director



Memorandum of Association

The Memorandum of Association and the Rules and Regulations of the Wildlife Institute of India

(Revised as per decisions taken in VIII Annual General Meeting of WII-Society held on 5th February, 2001 & MoEF letter No. 23-17/84-WL-1(Vol.I) dated 6.8.2001)

1. Name of the Society

The name of the Society shall be

The Wildlife Institute of India

भारतीय वन्यजीव संस्थान

2. Registered Office

The registered office of the Society shall be at Dehra Dun. The postal address will be as follows:

Wildlife Institute of India,
P.O.Box # 18, Chandrabani,
DEHRADUN, Pin - 248 001
Uttaranchal.

3. Aims and Objectives

The objects and functions for which the Institute is established are:

- i) to develop and conduct various courses in wildlife biology, wildlife management and human aspects of wildlife conservation including:
 - a) for in-service personnel under the Central and State Governments;
 - b) for post-graduate students at M.Sc., M.Phil and Ph.D. levels;
 - c) short-term orientation courses in specialised subjects;
 - d) Orientation courses in any of the subject sectors cited in a), b) and c) above for different target groups.
- ii) to set up facilities for higher studies for those wishing to pursue a career in wildlife research;
- iii) to collaborate with and help a few selected Indian Universities to set up a Department of Wildlife Ecology/ Biology and Wildlife Health, and to train the faculty for such University Departments;

- iv) to act as a deemed university for purposes of awarding post-graduate and doctoral degrees in Wildlife Biology and Management, when authorised by Government of India.
- v) to conduct and promote research in all sectors of wildlife and biodiversity conservation especially applied research of direct relevance to planning and management of wildlife resources;
- vi) to assist, institute and carry out research projects related to wildlife and environmental aspects of natural ecosystems;
- vii) to set up centres of excellence with field stations and laboratories, where necessary;
- viii) to institute and award research grants, fellowships, scholarships, prizes, awards and medals in accordance with the Rules and Regulations or Byelaws of the Institute;
- ix) to create a data bank on Indian wildlife ecosystems and a network for dissemination of research results to the Centre, States and the Union Territories, as well as to the scientific community;
- x) to provide training for faculty members of the Institute on a continuing basis, including overseas fellowships at various levels;
- xi) to develop consultancy service and to provide advice to Central and State Governments, as well as public and private sector organisation, as and when required;
- xii) to develop into a Regional Centre of Research and Training in the field of wildlife conservation for countries in South and South-east Asia;
- xiii) to confer honorary awards and other distinctions;
- xiv) to fix and demand such fees and other charges as may be laid down under the Rules of the Society;
- xv) to establish, maintain and manage the campus of the Society, its buildings, halls, hostels and the residential complex for the residence of students and staff;
- xvi) to create administrative, technical, ministerial and other posts under the Society, other than the post of Director of the Institute, and to make appointments thereto;

- xvii) to cooperate with educational and other institutions and organisations in any part of the world, having objects wholly or partly similar to those of the Society, by exchange of teachers, scholars and generally in such manner as may be conducive to their common objects;
- xviii) to create patronship, affiliation and other classes of professional or honorary membership or office as the Society may consider necessary;
- xix) to make rules and regulations and bye-laws for the conduct of the affairs of the Society and to add, amend, vary or rescind these from time to time;
- xx) to acquire and hold property;
- xxi) to deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects;
- xxii) to raise, accept and expend moneys for all or any purposes of the Society consistent with its objects;
- xxiii) to deposit all such moneys in nationalised banks or to invest them in such manner as the Society may decide;
- xxiv) to prepare and maintain accounts and other relevant records, and to prepare an annual statement of accounts including the balance sheet of the Society;
- xxv) to forward annually to the Central Government the accounts of the Society as certified by the auditors appointed by the Society from year to year;
- 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 Society;
- xxvii) to constitute such committee or committees as it may deem fit for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Institute; and
- xxviii) to delegate any of its powers to the Governing Body or any of the committees constituted by it.

4. Area of activity

In order to fulfil the aforementioned aims and objectives, the activities of the Society may be taken up anywhere in India.

5. The Central Government may issue such directives to the Institute as it may consider necessary, for the furtherance of the objects of the Institute and for ensuring its proper and effective functioning and the Institute shall comply with such directives.

6. The names, addresses and occupations of the first members of the Governing Body of the Institute to which by the rules of the Institute, the management of its affairs is entrusted are:

Sl. No.	Name	Address	Designation	Occupation
1.	Secretary to the Govt. of India, Department of Environment & Wildlife	Bikaner House, 1, Shahjahan Road, New Delhi 110 001	Chairman	Government Service
2.	Dr. Salim Ali Representative of the Indian Board for Wildlife	B.N.H.S., Hombill House, Shaheed Bhagat Singh Road, Bombay 400 023	Member	Non- official
3.	Lt. Col. Fatehsingh Rao P. Gaekwad	7 Duplex Lane, New Delhi 110 001	Member	Conservationist Non-official
4.	Prof. R.Misra	C/o Dr. P.N. Tiwari D-II/4, IARI, PUSA, New Delhi-2	Member	Scientist Non-official
5.	Shri J.C. Daniel	B.N.H.S., Hombill House, Shaheed Bhagat Singh Road, Bombay 400 023	Member	Scientist Non-official
6.	Shri M.A. Partha Sarathy	HAMSINI, 1,12th Cross, Rajmahal, Bangalore 560 080	Member	Naturalist Non-official
7.	Financial Advisor & Joint Secretary to the Government of India, Department of Environment, Forests & Wildlife	Bikaner House, 1, Shahjahan Road, New Delhi -110001	Member	Government Service
8.	Nominee of the Ministry of Education, Govt. of India	Shastri Bhawan, New Delhi 110 001	Member	Government Service

Sl. No.	Name	Address	Designation	Occupation
9.	Chief Secretary, Government of Uttar Pradesh	Lucknow	Member	Government Service
10.	Special Secretary & Inspector General of Forests, Govt. of India, Deptt. of Environment, Forests & Wildlife	Krishi Bhawan, New Delhi 110 001	Member	Government Service
11.	Joint Secretary & Ex-Officio Director, Wildlife Preservation, Govt. of India, Deptt. of Environment, Forests & Wildlife	Krishi Bhawan, New Delhi 110 001	Member	Government Service
12.	President, Forest Research Institute & Colleges	At & PO New Forest, Dehradun -248 006	Member	Government Service
13.	Member Faculty, Wildlife Institute India	At & PO New Forest, Dehradun -248 006	Member	Government Service
14.	Director, Wildlife Institute of India	At & PO New Forest, Dehradun -248 006	Member-Secretary	Government Service

7. We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in the Memorandum of Association set out our several and respective hands hereunto and form ourselves into a society under the Societies Registration Act, 1960 (Act 21 of 1860), as applicable to the State of Uttar Pradesh, this Thirteenth day of February, one thousand and nine hundred eighty six.

Sl. No.	Name, address & occupation of Member	Signature of member	Name, address & occupation of witness	Signature of witness
1.	Shri T.N. Seshan Secretary to Government of India, Government of India, Deptt. of Environment, Forests & Wildlife , Bikaner House, New Delhi 110 001 Government Service	sd/-	Dr. D.K. Biswas Director, Deptt. of Env., Forests & Wildlife, Bikaner House, New Delhi 110 001 Government Service	sd/-
2.	Shri J.A. Kalayanakrishnan, Chief Secretary to Government of Uttar Pradesh, Government Service	sd/-	P.D. Gupta Chief Wildlife Warden, UP, 17 Rana Pratap Marg, Lucknow, Government Service	sd/-

Sl. No.	Name, address & occupation of Member	Signature of member	Name, address & occupation of witness	Signature of witness
3.	Dr. R.N. Mishra, President Wildlife Preservation Society of India, Astley Hall, Dehradun 248 006 Non official	sd/-	D.S. Mishra (Teacher) 11, Saharanpur Road, Dehradun Non official	sd/-
4.	Dr. R.V. Singh, President Forest Research Institute & Colleges, PO New Forest, Dehra Dun 248 006 Government Service	sd/-	Narayan Singh, Dy. Inspector General of Forests, Deptt. of Env., For. & Wildlife, Krishi Bhawan, New Delhi-1 Government Service	sd/-
5.	Dr. M.K. Ranjitsinh Joint Secretary & Director, Wildlife Preservation, Govt. of India, Krishi Bhawan, New Delhi 110 001 Government Service	sd/-	Sh. Kishore Rao, Dy. Director, Deptt. of Env., Forests & WL, Krishi Bhawan, New Delhi-1 Govt. Service	sd/-
6.	Shri A.K. Mathur Financial Advisor & Joint Secretary, Govt. of India, Deptt. of Env., Forests & WL, Bikaner House, New Delhi 110 001 Government Service	sd/-	M.L. Om Prakash Sr. Personal Assistant Deptt. of Ocean Development, Mahasagar Bhavan, New Delhi Government Service	sd/-
7.	Shri H.S. Panwar Director, Wildlife Institute of India, PO Box # 18, Chandrabani, Dehradun 248 001 Government Service	sd/-	J.D.Joshi Personal Assistant Wildlife Institute of India, PO New Forest, Dehradun Govt. Service	Sd/-



Rules and Regulations of the Society of The Wildlife Institute of India

1. Short title and commencement

- i) These rules may be called the Rules of the Wildlife Institute of India.
- ii) These rules shall come into force from the date of registration of the Society under the Societies Registration Act.

2. Definitions

In these rules, unless the context otherwise requires:

- i) "Society" or "Institute" means the Wildlife Institute of India, (hereunder referred to as the Institute).
- ii) "Governing Body" means Body which is constituted as such under Rule 5 of these Rules.
- iii) "President" means the President of the Society.
- iv) "Chairman" means the Chairman of the Governing Body.
- v) "Member-Secretary" means the Member-Secretary of the Society or the Governing Body, as the case may be
- vi) "Director" means the Director of the Institute.
- vii) "Central Government" means the Government of India.
- viii) "Forest Department" means the Forest Department of States and Union Territories.
- ix) "Wildlife Wing" means Wildlife Wings constituted under the Forest Departments of the States and Union Territories, or Wildlife Departments, if any, set up separately by the States and Union Territories.
- x) "IBWL" means the Indian Board for Wildlife.
- xi) "Wildlife Boards" means Wildlife Advisory Boards set up by the States and Union Territories, under the Wildlife (Protection) Act, 1972.

3. Registered Office

The Registered Office of the Society shall be situated at Candrabani, Dehra Dun, Uttaranchal State.

4. Membership

The Society shall consist of the following Members:

- i) Minister in-charge of the Portfolio of Wildlife Conservation in the Union Cabinet - President of the Society.
- ii) Minister of State/Deputy Minister in charge of Wildlife Conservation in the Union Government (if any) - Vice President of the Society.
- iii) Three Members of the Parliament to be nominated by the Government of India, every three years or upon sooner determination of the Membership of the Parliament of an incumbent member.
- iv) Minister in-charge of the portfolio of Wildlife and/or Forests in the State Government of Uttaranchal (permanent member) and twelve States on a regional rotational basis, at a time for a period of three years, as per Table given below.

NE Region	Eastern Region	Northern Region	Western Region	Central Region	Southern Region
Assam	Bihar	Delhi	Goa	Chhattisgarh	Andhra Pradesh
Arunachal Pradesh	Jharkhand	Haryana	Gujarat	Madhya Pradesh	Karnataka
Meghalaya	Orissa	Himachal Pradesh	Maharashtra	Uttar Pradesh	Kerala
Mizoram	West Bengal	J&K	Rajasthan	-	Tamil Nadu
Manipur	A&N (UT)	Punjab	Daman & Diu (UT)	-	Pondicherry (UT)
Nagaland	-	Chandigarh (UT)	-	-	-
Sikkim	-	-	-	-	-
Tripura	-	-	-	-	-

At a time representation from different States would be as follows:

NE India	-	3 States
Eastern India	-	2 States
Western India	-	2 States
Southern India	-	2 States
Northern India	-	2 States
Central India	-	1 State

- v) Five non-officials to be nominated by the President every three years, from amongst persons of eminence as academicians/ scientists in relevant subjects, wildlife managers, wildlife/nature education specialists and wildlife conservationists including those involved with human aspects of wildlife conservation.
- vi) Two retired forest officers not below the rank of PCCF and having substantial experience of wildlife conservation, to be nominated by the President for a period of three years.
- vii) Two representatives, for a period of three years, of such universities which have a Centre/Department of Wildlife/Biosciences, provided that such individuals are actually working in wildlife/biodiversity research and/or education, to be nominated by the President.
- viii) A representative (non-official member) of the Indian Board for Wildlife for a period of three years, to be nominated by Government of India.
- ix) A representative each of the following organisation:
 - a) Bombay Natural History Society.
 - b) World Wide Fund for Nature-India.
 - c) Wildlife Preservation Society of India.
 - d) Centre for Environment Education.
 - e) Any other organisation working in a relevant field(s) to be selected by the President.
- x) Secretary/Secretaries to the Ministry/ Department of Environment, Forests and Wildlife in the Government of India.
- xi) Secretaries to the Central Govt. from the following Ministries/ Departments.
 - a) Ministry of Finance.
 - b) Ministry of Science and Technology.
 - c) Ministry of Human Resource Development.
- xii) A representative of the Planning Commission.
- xiii) A representative of the University Grants Commission.
- xiv) Chief Secretary to the Government of Uttaranchal.
- xv) Director General of Forests, Government of India.
- xvi) Director of Wildlife Preservation, Government of India.

- xvii) Joint Secretary & Financial Advisor, Ministry of Environment & Forests, Govt. of India.
- xviii) Director General, Indian Council of Forestry Research & Education, Dehradun.
- xix) Director, Zoological Survey of India.
- xx) Director, Botanical Survey of India.
- xxi) Two Faculty Members of the Institute to be nominated every three years, by Director of the Institute.
- xxii) Director, Wildlife Institute of India (Member-Secretary).

5. Governing Body

- a) The Governing Body shall be the executive organ of the Society and shall function under the direction, supervision and control of the Society. The members of the Governing Body shall hold office for a period of three years except the ex-officio members whose terms of appointment are controlled by the concerned appointing authority.
- b) The Governing Body shall be responsible for management of the affairs of the Institute. The income and property of Society shall be vested in the Governing Body of the Institute.

6. The Governing Body shall comprise of the following members

- i) Secretary to the Government of India , Ministry of Environment & Forests ... Chairman
- ii) Director General of Forests, Government of India. ... Vice Chairman
- iii) A representative of the Indian Board for Wildlife who is a member of the Society. ... Member
- iv) Five non-official persons from amongst eminent Scientists/ Naturalists/Conservationists to be nominated by the President from time to time who are members of WII Society. ... Member

- ix) Financial Advisor & Joint Secretary to the Government of India, Ministry of Environment & Forests ... Member
- x) Chief Secretary, Government of Uttaranchal or his/her nominee not below the rank of Secretary to the State Govt. ... Member
- xi) Chief Wildlife Warden in the State to Government of Uttaranchal (permanent member) and Five Chief Wildlife Wardens on a regional rotational basis at a time for a period of three years as per Table given below: ... Member

NE Region	Eastern Region	Northern Region	Western Region	Central Region	Southern Region
Assam	Bihar	Delhi	Goa	Chhattisgarh	Andhra Pradesh
Arunachal Pradesh	Jharkhand	Haryana	Gujarat	Madhya Pradesh	Karnataka
Meghalaya	Orissa	Himachal Pradesh	Maharashtra	Uttar Pradesh	Kerala
Mizoram	West Bengal	J&K	Rajasthan	-	Tamil Nadu
Manipur	A&N (UT)	Punjab	Daman & Diu (UT)	-	Pondicherry (UT)
Nagaland	-	Chandigarh (UT)	-	-	-
Sikkim	-	-	-	-	-
Tripura	-	-	-	-	-

- xvii) Director, Wildlife Preservation, Government of India. ... Member
- xviii) Director General, Indian Council of Forestry Research & Education, Dehradun. ... Member
- xix) Chairman, Training, Research & Academic Council of the Wildlife Institute of India. ... Special Invitee

- | | | | |
|------|---|-----|------------------|
| xx) | One member of the Faculty of the Institute to be nominated every three years by the Director from amongst members of the Institute. | ... | Member |
| xxi) | Director of the Wildlife Institute of India. | ... | Member-Secretary |

7. Cessation or Termination of Membership

- a) A member of the Society or the Governing Body shall cease to be such a member if he/she,
- i) dies, or
 - ii) resigns his/her membership, or
 - iii) becomes of unsound mind, or
 - iv) is convicted of a criminal offence involving moral turpitude, or
 - v) except in the case of the Director of the Institute and, faculty member of the Institute he/she accepts a full time appointment in the Institute, or
 - vi)
 - a) fails to attend three consecutive meetings of the Society or the Governing Body without the leave of the President/Chairman.
 - b) A member of the Society or the Governing Body (other than ex-officio members) may resign office by a letter addressed to the President and such resignation shall take effect from the date it is accepted by the President.
 - c) An ex-officio member shall cease to be a member of the Society when he/she ceases to hold the office by virtue of which he/she becomes a member of the Society/Governing Body.
 - d) A nominated member shall cease to be a member of the Society when his/her tenure of nomination expires.

8. Casual Vacancy

- a) Any casual vacancy in the non-official membership of the Society/Governing Body shall be filled by the appointment or nomination of an individual by the President in like manner and the person so appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term of the member in whose place he/she has been appointed or nominated.
- b) The Society/Governing Body shall function notwithstanding any defect in the appointment or nomination of any of its members and no act or proceeding of the Society/Governing Body shall be called to question, merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

9. Meeting of the Society

- i) The Society shall ordinarily meet at least once in every year, on such date and at such time and place as may be determined by the President, provided that the President may call a meeting of the Society whenever he/she thinks fit and shall call meeting upon a written requisition of not less than four members.
- ii) The President may call a special/ extra ordinary meeting of the Society for which a notice of at least seven days or shorter shall be given.
- iii) For every meeting, except that called under (ii) herein above of the Society, twenty one days notice shall be given to the members.
- iv) One-third of the members of the Society including the President or Vice-President shall constitute the quorum at any meeting of the Society.
- v) In case of a difference of opinion amongst the members, the opinion of the majority shall prevail.
- vi) Each member of the Society, including the President, shall have one vote and if there be an equality of votes on any question to be determined by the Society, the President shall in addition have and exercise a casting vote.
- vii) Every meeting of the Society shall be presided over by the President, and, in his absence, by the Vice-President.

10. Scope

The Governing Body shall generally pursue and carry out the objectives of the Society as set forth in the Memorandum of its Association and, in doing so, shall follow and implement the policy directions and guidelines given by the Society.

11. Functions

The affairs and funds of the Society shall be managed, administered and controlled subject to rules, bye-laws and the orders/ directions of the Society, by the G.B.

12. Powers

- a) The Governing Body shall exercise all executive and financial powers of the Society, including those vested in or conferred or to be conferred on it by or under any statute, subject to such directions as the Society may give, from time to time.
- b) Subject to the provisions of the Memorandum of Association and the rules, regulations and bye-laws framed thereunder, the Governing Body shall have the powers:
 - i) To prepare plans and programmes for the establishment of the Institute for approval of the Society.
 - ii) To execute detailed plans and programmes for the establishment of the Institute as approved by the Society and to carry on its administration and management after such establishment.
 - iii) Prepare budget estimates for the approval of the Society and sanction expenditure in accordance with such approved budget.
 - iv) To incur expenditure on unforeseen items not included in the budget estimates, in anticipation of the approval of the Society.
 - v) To receive grants and contributions and to have custody of the funds of the Society.
 - vi) To prescribe and conduct courses of study, training and research in areas relevant to furthering the objects of the Society.
 - vii) To prescribe rules and regulations for the admission of candidates to the various courses of study in accordance with the policy laid down by the Society.

- viii) To lay down standards of proficiency to be demonstrated before the award of diplomas, certificates and other distinctions in respect of the courses offered by the Institute.
- ix) To provide for and supervise the residence, health, discipline and well-being of the students/ trainees, faculty and staff of the Institute.
- x) To cooperate with any other organisation in the matter of research education and training in management and allied subjects.
- xi) To enter into co-operative or collaborative arrangements with other organisations for and on behalf of the Society. However, while entering into arrangements or agreements with foreign/international agencies or organisations, prior approval of the appropriate authority in Government of India will be obtained.
- xii) To appoint Committees or Sub-Committees for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Society.
- xiii) To delegate to such extent as it may deem necessary, any of its power to any officer or Committee(s).
- xiv) To make, adopt, amend, vary or rescind, from time to time, the rules
 - (a) for the conduct of the business of the Governing Body and the Committees to be appointed by it; (b) for delegation of its powers; or (c) for fixing the quorum.
- xv) Entering into and execution of contracts, investment of funds of the Society, sale or alternation of such investment and accounts and audit.
- xvi) To sue and defend all legal proceedings on behalf of the Society.
- xvi) Subject to the prior approval of the Society and provisions of these rules, the Governing Body shall have the power to frame, amend or repeal bye-laws for the administration of the affairs of the Society, in particular to provide for the following matters:
 - a) Conduct of business by committees of experts to be appointed from time to time alongwith their powers, functions and the term of office of their members.
 - b) Creation of posts, term and tenure of appointments,

emoluments, allowances, rules of discipline and other conditions of staff and officers of the Society.

Emoluments structure, i.e., adoption of payscales, allowances and revision thereof and creation of posts above the pay level of Rs.14,300/- per month or an equivalent level upon revision of payscales from time to time would need the prior approval of the Government of India in consultation with the Ministry of Finance (Department of Expenditure).

- c) Terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, research schemes and projects and establishment of research centres; and
- d) Such other matter as may be necessary for the administration of the affairs of the Society.

13. Meeting of the Governing Body

- i) The Governing Body may meet as often as necessary but at least once in six months, provided that the Chairman shall on a written requisition of not less than seven members, call for a special meeting.
- ii) One-third of the members of the Governing Body, including the Chairman, shall constitute the quorum for any meeting of the Governing Body.
- iii) In case of difference of opinion among the members, the opinion of the majority shall prevail.
- iv) Each member of the Governing Body, including the Chairman, shall have one vote and if there shall be an equality of votes on any question to be determined by the Governing Body, the Chairman shall in addition have and exercise a casting vote.
- v) Every meeting of the Governing Body, shall be presided over by the Chairman or in his absence by the Vice-Chairman, provided that, in the absence of both a member chosen from amongst themselves by the members present at the meeting shall preside over such meeting.
- vi) Any resolution, except such as may be placed before the meeting of the Governing Body, may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval of such resolution shall be as effective and binding as if such resolution has been passed at a meeting of the Governing Body, provided that in every such case

at least seven members of the Governing Body shall have recorded their approval of the resolution.

- vii) The notice of the meeting would be served on the members of the Governing Body at least two weeks before the date of the meeting.
- viii) The Chairman of the Governing Body shall have the power to invite any person or persons, not being members of the Governing Body, to attend the meetings of the Governing Body, but such invitees shall not be entitled to vote at the meeting.

14. Delegation of the power of the Governing Body

The Governing Body may, by resolution to the effect, delegate to a committee appointed by it, or to the Chairman, Director or other officer of the Institute, such of its powers for the conduct of the affairs of the Institute as it may consider necessary and desirable from time to time.

15. Powers of Central Government

The Central Government may issue such directives to the Institute as it may consider necessary, for the furtherance of the objectives of the Institute and for ensuring its proper and effective functioning and the Institute shall comply with such directives.

16. Director

- i) The Director shall be appointed by the Central Government after taking into account the recommendations of a Committee to be nominated by the Society.
- ii) The tenure of the Director shall normally be five years, and may, on the recommendation of the Society, be extended for such period, as the Society may recommend, but not going beyond the age of superannuation prescribed for Scientific Service of the Institute.
- (iii) Subject to these rules and regulations, bye-laws and to any orders of the Governing Body, the Director shall be responsible for the administration and management of the Institute under the direction and guidance of the Governing Body.

17. Travel by Members

The non-government members of the Governing Body or of any Committees appointed by the Governing Body, shall be entitled to such travelling and daily allowance(s) as may be provided in the rules and bye-laws in this behalf in respect of any journeys undertaken by such members for attending the meetings of the Governing Body or of the Committees or in connection with any other business of the Institute. Travelling and daily allowance(s) in respect of Government representatives for the journeys undertaken by them for similar purposes shall be borne by the Institute, if the Central or the concerned State Government are unable to bear such expenditure.

18. Funds of the Society

The funds of the Society shall consist of the following:

- i) Recurring and non-recurring grants made by the Central Government.
- ii) Grants made by the Government of the State and Union Territories.
- iii) Contributions and benefactions from other sources.
- iv) Income from investments and other sources, including consultancy services. No benefaction shall be accepted by the Governing Body which, in its opinion, involves conditions or obligations opposed to the spirit and objects of the Institute.

19. Financial year report of working

- i) The financial year of the Society shall be from the 1st April to & audited accounts 31st of March of the following year.
- ii) The Director 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 the Central Government, in consultation with the Comptroller and Auditor General of India.
- iii) The accounts of the Society shall be audited annually by the Comptroller and Auditor General and any expenditure incurred in connection with the audit of accounts of the Society, shall be payable by the Society.
- iv) The Comptroller and the Auditor General shall have the same rights, privilege and authority in connection with the audit of the accounts of

the Society as the Comptroller and Auditor General has in connection with the audit of Government accounts and, in particular shall have the rights to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Society.

- v) The accounts of the Society, as certified by the Comptroller and Auditor General, together with the audited report thereon, shall be forwarded to the Central Government and the Government shall cause the same to be laid before the Houses of Parliament, along with the annual report of the Society.

20. Powers to amend the rules

The Society can make, adopt, amend, vary or rescind, from time to time, the objects regulations and the Rules and Regulations for any purpose connected with the management and administration of the affairs of the Society or the Institute and for the furtherance of its objects. Any change in the objects of the Society, shall be subject to the approval of the Government of India.

21. Taking over by Central Government

In case the Central Government is satisfied that the Society is not functioning properly, the Central Government shall have the powers to take over the administration and assets of the Institute and the Society.

22. Winding up or dissolution of Society

If on winding up or dissolution of the Society, there shall remain after the satisfaction of all its debts and liabilities, any assets and property whatsoever, the same shall be dealt with in such manner as the Central Government may determine.

23. Authority for Legal Action

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

24. Training, Research and Academic Council, Wildlife Institute of India

FUNCTIONS & COMPOSITION

A. Functions

1. To formulate and/or review and approve syllabi of regular courses whether degree, diploma or certificate and whether in service or open, excluding courses which are less than one month in duration or those which address specialised/topical themes.
2. To lay down the standards of examination including the methods of evaluation such as percentage pass marks, percentage for different divisions or to lay down grades based on the performance in written and practical examination and other tasks.
3. To conduct a review once every year of all courses including in para-1 above, imparted by the Institute and advise the Institute for any change in contents/component-emphasis and in any other manner for improving the delivery of the different courses. Such a review should consider feed-back from all sources e.g. course evaluation by participants and suggestions from guest faculty or any other source.
4. To examine the need of initiating any new course or suspending/abandoning of any of the ongoing courses, depending upon the utility and/or the level of participation.
5. To lay down/amend criteria for prioritizing wildlife research with a view to ensuring that while all studies directly or indirectly, on a short term or long term, benefit the field conservation and management, the academic/basic research is not compromised because for long term sound scientific support the latter is essential.
6. To consider projects proposed by the Institute's faculty and accord approvals including financial sanctions subject to budget provisions. Any purchase of automobiles, including motor-cycles, will be subject to approval by the Governing Body.
7. At least once every year to review progress of different research projects, both in terms of scope and standard of work. This would include monitoring of publications namely Ph. D and other dissertations for degree/diploma, reports for use by management as well as publications in scientific journals.

B. Composition:

1. A person of eminence in the field of Wildlife research, education or management with prolonged experience in the field of Wildlife Conservation, to be nominated by the President Chairman

2. Director, Wildlife Preservation, Government of India Member

- 3-14 Chief Wildlife Warden in the State to Government of Uttaranchal (permanent member) and Twelve Chief Wildlife Wardens on a regional rotational basis at a time for a period of three years as per Table given below: Members

NE Region	Eastern Region	Northern Region	Western Region	Central Region	Southern Region
Assam	Bihar	Delhi	Goa	Chhattisgarh	Andhra Pradesh
Arunachal Pradesh	Jharkhand	Haryana	Gujarat	Madhya Pradesh	Karnataka
Meghalaya	Orissa	Himachal Pradesh	Maharashtra	Uttar Pradesh	Kerala
Mizoram	West Bengal	J&K	Rajasthan	-	Tamil Nadu
Manipur	A&N (UT)	Punjab	Daman & Diu (UT)	-	Pondicherry (UT)
Nagaland	-	Chandigarh (UT)	-	-	-
Sikkim	-	-	-	-	-
Tripura	-	-	-	-	-

C. At a time representation from different States would be as follows:

- NE India - 3 States
- Eastern India - 2 States
- Western India - 2 States
- Southern India - 2 States
- Northern India - 2 States
- Central India - 1 State

15.	Director, Botanical Survey of India	Member
16.	Director, Zoological Survey of India	Member
17.	Member-Secretary, Central Zoo Authority	Member
18 & 19	Two representatives of Universities who are members of WII-Society	Members
20- 22	Three eminent scientists/conservationists/ socio-economists/ professional wildlifer with experience relevant to wildlife science, to be nominated by the President	Members
23	A representative of Indian Council of Forestry Research and Education (ICFRE), Dehra Dun.	Member
24- 26	Three Faculty Heads of Wildlife Institute of India	Members
27	Faculty Member incharge of Research Coordination in WII	Member
28	Director, Wildlife Institute of India	Member Secretary

25. FINANCE COMMITTEE - WILDLIFE INSTITUTE OF INDIA

FUNCTIONS & COMPOSITION

A Functions

1. To examine the annual budget *vis-a-vis* work programme, need of equipment and infrastructure, and make recommendations to Governing Body for approval.
2. To consider the audited annual accounts and audited reports and make observations for discussion in the Governing Body and adoption by the Society.
3. To consider any other major financial matter concerning the Institute referred to it by the Governing Body or the Director.

B. Composition:

- | | | |
|----|---|---------------------|
| 1. | Director General of Forests,
Government of India, Ministry of Environment &
Forests. | Chairman |
| 2. | Chairman, Training, Research and Academic
Council | Member |
| 3. | Director, Wildlife Preservation, Government of
India | Member |
| 4. | A non-official member of the WII-Society,
to be nominated by the President | Member |
| 5. | Joint Secretary & Finance Advisor, Government
of India,
Ministry of Environment & Forests | Member |
| 6. | Additional Director, Wildlife Institute of India | Member |
| 7. | Director, Wildlife Institute of India | Member
Secretary |



Delegation of Administrative & Financial Powers

**WILDLIFE INSTITUTE OF INDIA
CHANDRABANI, DEHRADUN**

OFFICE MEMORANDUM

No. A/2-18/86-WII

Dated: 26th July 2006

Sub: Delegation of Administrative/Financial Powers in WII

The Administrative and Financial Powers were delegated to Director, WII by the Governing Body, WII in its 1st meeting held on 20th March 1986.

2. Director, WII delegated some of the administrative powers to Dean and Head of Office, WII for smooth conduct of the business of the Institute as per the Delegation of Financial Power Rules – 1972 Govt. of India vide Office Order No. A/2-18/86-WII dated 04th February 2005.

3. The Governing Body further constituted a committee to examine the enhancement of powers to the Director of the Institute and delegation of financial powers to Dean and Head of Office of the Institute. The recommendations of the Committee so constituted were approved by the Governing Body during its XLVII meeting held on 14th December 2005.

4. The powers delegated to various functionaries have been grouped together in two schedules i.e. Administrative and Financial Powers for easy referencing. The updated schedules of delegation of Administrative/Financial Powers to Director, Dean, Head of Office, Heads of various Departments in WII, Sectional Heads and Finance Officer are attached herewith.


(A.K.Bhardwaj)
Head of Office

Distribution:

1. PA to Director, WII
2. PA to Dean, WII
3. PA to Head of Office, WII
4. All HoDs
5. Nodal Officers of Cells
6. Research Coordinator
7. Sectional Heads
8. System Manager -

For hosting the schedules of delegation of Administrative/Financial Powers on the Intranet of the Institute.

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS

Sl. No.	Nature of Power	Extent of Delegation of Powers to				
		Director	Dean	Head of Office	Heads of Departments in WII	Sectional Heads
1.	Grant of Special Pay to LDC/UDC appointed to the duties of a Cashier	Full Powers. Subject to conditions laid down by the Govt. of India, Ministry of Finance and rates prescribed for the purpose from time to time.	-	-	-	-
2.	Powers to dispense with medical certificate of fitness before appointment to WII's service in individual cases (FR 10)	Full powers in the case of employees for whom Director is the appointing authority.	-	-	-	-
3.	Power to suspend a lien. (FR 14)	Full powers provided the Director is authorized to make appointment to the post on which the lien is held.	-	-	-	-
4.	Power to transfer a lien. (FR 14-B)	Full powers provided that he is authorized to make appointments to both the posts concerned.	-	-	-	-
5.	Power to transfer a Govt. servant from one post to another. (FR 15)	Full	-	-	-	-
6.	Power to fix the pay and allowances of a WII's employees. (FR 20)	Full powers provided. Director is empowered to make a substantive appointment to the post with reference to which the pay and allowances are to be regulated.	-	-	-	-
7.	Power to sanction annual increments (FR 24)	To allow normal increments in all cases and crossing of efficiency bar for which Director is appointing authority.	-	Full Powers (excluding himself)	-	-

Sl. No.	Nature of Power	Extent of Delegation of Powers to				
		Director	Dean	Head of Office	Heads of Departments in WII	Sectional Heads
8.	Power to allow an employee to count extra ordinary leave for increments (FR 26)	Full in cases where Director is the appointing authority.	–	Full powers in case of Group B, C & D employees	–	–
9.	Power to grant premature increment on a time scale pay (FR 27)	Grant of higher initial pay on initial appointment not exceeding 5 increments in the case of direct recruits only, where Director is appointing authority.	–	–	–	–
10.	Power to reduce the pay of an officiating employee (FR 35)	Full powers where he is appointing authority.	–	–	–	–
11.	Power to sanction the undertaking of work for which an honorarium is offered on the grant or acceptance of an honorarium (FR 46 (b))	Full powers upto a maximum of Rs. 2500/- per annum or one month pay, whichever is less.	–	–	–	–
12.	Power to appointment a WII's employees to hold temporary or to officiate in more than one post and to fix the pay of subsidiary posts and the amounts of compensatory Allowance to be drawn.	Full powers if Director is appointing authority for each of the post concerned.	–	–	–	–
13.	Power to require a medical certificate of fitness before return from leave. (FR 71)	Full if he empowered to grant leave.	Full if he empowered to grant leave.	Full if he empowered to grant leave.	Full if he empowered to grant leave.	Full if he empowered to grant leave.
14.	Power to sanction Casual leave.	Full including for himself.	Full powers in respect of HoDs, Librarian and staff working under Dean	Full powers for Group B Officers, Group C & D staff working under him in the administration	Full powers in respect of Faculty members junior to HoDs (In case of Faculty members senior to HoDs, Dean shall be the leave sanctioning authority)	Full powers in respect of Group C & D staff working under him
15.	Power to sanction Earned leave. (SR 206 & 207)	Full powers to grant leave other than special	<ul style="list-style-type: none"> • Upto 15 days in respect of 	<ul style="list-style-type: none"> • Upto 15 days in 	<ul style="list-style-type: none"> • Upto 15 days in respect of 	<ul style="list-style-type: none"> • Upto 15 days in

Sl. No.	Nature of Power	Extent of Delegation of Powers to				
		Director	Dean	Head of Office	Heads of Departments in WII	Sectional Heads
		disability leave, excepting for him-self provided no officiating arrangements are involved in respect of posts which the Director is not competent to fill up. (This includes extra ordinary leave for prosecuting higher studies. The exercise of this power will be subject to observance of all relevant rules of Govt. of India/WII in this regard.	HoDs <ul style="list-style-type: none"> • Upto 30 days in respect of Faculty Members & Librarian. • Full Powers in respect of Staff (Group C & D) working under him. 	respect of Group B officers. <ul style="list-style-type: none"> • Full Powers in respect of Staff (Group C & D) working under him. 	faculty members junior to HoD (in case of Faculty members senior to HoD, Dean shall be the leave sanctioning authority) <ul style="list-style-type: none"> • Full powers in respect of Staff (Group B, C & D) working under him. 	respect of staff (Group C & D) working under him.
16.	Power to extend leave (FR 73)	Full powers provided the original leave was sanctioned by the Director and the employee on his return will be under his administrative control.	To the extent he is empowered to grant leave.	To the extent he is empowered to grant leave.	To the extent he is empowered to grant leave.	To the extent he is empowered to grant leave.
17.	Power to sanction transfer to foreign service in India. (FR 110 (e))	Full powers subject to observance of rules and orders issued by Ministry of Finance/Home Affairs.	–	–	–	–
18. (a)	Power to fix pay in foreign service.	Full Powers subject to observance of rules and orders issued by Ministry of Finance/Home Affairs.	–	–	–	–
18. (b)	Grant of Fees & Honorarium (FR 46 (b) (SR 11))	Full powers upto Rs. 2500/- per person in each case.	–	–	–	–
19.	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee (SR 11)	Upto a maximum of Rs. 3000/- in each case except in their own cases for which Governing Body approval is necessary. In the case of recurring fees, the limit would apply to the total amount of recurring payment made to an individual in a year.	–	–	–	–
20.	Power to decide the shortest of two or more routes. (SR 30(b))	Full powers for journeys within their jurisdiction.	–	Full powers excluding himself	–	–

Sl. No.	Nature of Power	Extent of Delegation of Powers to				
		Director	Dean	Head of Office	Heads of Departments in WII	Sectional Heads
21.	Power to allow mileage allowance to be calculated by a route other than shortest or cheapest. (SR 31)	Full powers	–	Full powers excluding himself	–	–
22. (a)	Power to sanction travel by Air to non officials on WII work entitled to TA as Grade I Officer of Govt. of India. (SR 48 (b) (ii))	Full powers	–	–	–	–
22. (b)	Power to sanction travel by Air in public Air transport companies regularly plying for hire to non entitled Class-I Officers on official duty. (SR 48 (b) (ii)).	Full powers	–	–	–	–
23.	Power to sanction of refund of cancellation charges on air ticket. (including himself).	Full powers	–	Full powers excluding himself	–	–
24.	Power to prescribe headquarters of the WII's employees. (SR 59)	Full powers	–		–	–
25.	Power to define the limits of WII's employees' sphere of duty.	Full powers	–	–	–	–
26.	Power to decide whether a particular absence is absence on duty.	Full powers	Full powers for faculty members excluding HoDs.	Full powers for employees of Group B, C & D	–	–
27.	Power to restrict the frequency and duration of journeys. (SR 63)	Full powers	Full powers for HoDs & faculty members	Full powers for employees of Group B, C & D	–	–
28.	Power to grant exemption from the rule limiting a halt on tour to 10 days (SR 73).	Full powers to grant daily allowance beyond the first 30 days on continuous absence from headquarters, subject to satisfaction of conditions mentioned in paras (a) & b) to proviso to SR 73. Where the prolonged absence beyond 30 days has the effect of prolonged halt at one and the same place, daily allowance beyond the 30 th day should be at half the rates, upto a maximum of 90 days.	–	–	–	–

Sl. No.	Nature of Power	Extent of Delegation of Powers to				
		Director	Dean	Head of Office	Heads of Departments in WII	Sectional Heads
29.	Power to allow actual cost of maintaining a camp during a sudden journey away from it. (SR 79).	Full Powers	-	-	-	-
30.	Power to prescribe the scale of camp equipment etc., to be carried at WII's expense by a WII's employee allowed to recover the actual cost of the first or last journey of an extensive tour (SR 80)	Full Powers	-	Full powers excluding himself and Dean	-	-
31.	Power to permit the recovery of the actual cost conveying camp equipment etc. and to limit the number or weight. (SR 81 (a) & (b))	Full Powers	-	Full powers excluding himself and Dean	-	-
32.	Power to permit recovery of the actual cost of the conveying camp equipment between places connected by road only. (SR 81 (c))	Full Powers	-		-	-
33	Power to permit recovery of the actual cost of maintaining camp equipment during a halt at or near headquarters (SR 91).	Full Powers	-		-	-
34.	Power to extend the time limit of six months within which the members of the family of WII's employee may be treated as accompanying him in individual cases attendant with special circumstances. (SR 116 (b) (iii))	Full Powers	-	Full powers excluding himself and Dean	-	-
35.	Power to sanction TA as for a journey on tour to a Govt. Servant who is required while on leave in India to perform any WII's/public duty at a place other than one where he is spending his leave. (SR 135).	Full powers provided TA may not be granted for a journey while proceeding on leave or while returning from leave.	-	-	-	-

Sl. No.	Nature of Power	Extent of Delegation of Powers to				
		Director	Dean	Head of Office	Heads of Departments in WII	Sectional Heads
36.	Power to allow the actual cost of a journey to appear before a medical board, preliminary to voluntary retirement or invalid pension. (SR 160 (b))	Full powers	–	Full powers excluding himself and Dean	–	–
37. (a)	Power to sponsor candidate for short term course and count the period spent on training as duty.	Full subject to conditions laid down in Govt. of India, Ministry of Finance Memo. No. F. (71) Estt. II/60, dated 02.12.60, as modified time to time.	–	–	–	–
37. (b)	Power to decide the rates of TA admissible to a WII's employee deputed to undergo a course of training in India. (SR 164)	Full powers subject to the following:- If the period of training does not exceed 90 days in duration & if the pay & allowances of the officer deputed for Training have not been increased to meet the expenses of training, he may be allowed TA & DA at the sliding scale as on Tour viz: 1. First 30 days – Full DA 2. Next 180 days (beyond 30 days & upto 180 days) – Half of full rate 3. Beyond 180 days – Nil	–	–	–	–
38.	Power to sanction hire charges when a WII's employee is provided means of locomotion at the expenses of Central/State/Public Sector undertakings etc. but pay all cost of its use or propulsion (SR 183)	Full powers	–	–	–	–
39.	Power to declare who should be controlling officers (SR 191).	Full powers provided that the Director may not declare a WII's employee to be his own controlling officer.	–	–	–	–

Sl. No.	Nature of Power	Extent of Delegation of Powers to				
		Director	Dean	Head of Office	Heads of Departments in WII	Sectional Heads
40.	Power to make rules for the guidance of controlling officers. (SR 195 (e)).	Full powers	-	-	-	-
41.	Power to waive proviso (a) to SR 209 and to authorize departure from SR 211. (SR 210 & 211).	Full powers	-	-	-	-
42.	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of an employee of non-gazetted status to (SR 213)	Full powers	-	-	-	-
43.	Power to grant leave to a WII's employee in respect of whom medical Committee has reported that there is no reasonable prospect that he will ever be fit to return to duty. (SR 233)	Full powers where the Directors are empowered to grant leave.	-	-	-	-
44.	Power to grant maternity/paternity leave (SR 267)	Full powers subject to provisions of SR 267.	Full powers for HoDs and Faculty members	Full powers for Group B, C, & D employees	-	-
45.	Power to grant hospital leave (SR 269)	Full powers	-	-	-	-
46.	Power to permit the calculation of joining time by a route other than that which travelers ordinarily use. (SR 296).	Full powers	-	-	-	-
47.	Power to extend joining time on certain condition within a maximum of 30 days. (SR 303)	Full powers	-	-	-	-
48.	Countersignature of TA bills.	Full powers for all including self	Full Power in case of Faculty Members excluding HoDs & himself	Full Powers excluding HoDs , himself & Dean	-	-
49.	Power to sanction reimbursement of cancellation charges on unused Railway tickets.	Full powers	-	-	-	-

Sl. No.	Nature of Power	Extent of Delegation of Powers to				
		Director	Dean	Head of Office	Heads of Departments in WII	Sectional Heads
50.	Authorising a WII's employee to proceed on duty to any part of India and to sanction tour programme	Full powers	Full Power for faculty members, (based on the recommendation of concerned HoDs, in case of Faculty Member being Junior to HoDs) Librarian & Group C & D staff attached to him.	Full Power for employees of Group B C & D.	Full powers for staff (Group C & D) attached to him.	–
51.	Power to make officiating appointment to a vacant post in a vacancy (including those in continuous chain of vacancies) each of one month or more.	Full powers. To be exercised only in very exceptional circumstances and subject to observance of instructions issued by the WII's from time to time.	–	–	–	–
52.	Power to make adhoc appointment.	Full powers where the Director is appointing authority.	–	–	–	–
53.	Disciplinary Powers.	According to Classification, Control & Appeal Rules applicable to Central Government.	–	–	–	–

- A. Full powers are also delegated to various other functionaries with regard to Grant of Casual/ Earned Leave to Group C & D employees working under their control.
- Nodal Officers of various Cells
 - Research Coordinator
 - Hostel Warden
 - In-charge Guest House
 - In-charge various Laboratories
- B. PI of the Project can also sanction the admissible leave to researchers to the extent available at his/her credit.
- C. PI of the project is also empowered to sanction tour programme of researcher beyond defined jurisdiction for the project work (within India) and within the TA Budget available in the project. Tour programme for participation in Seminar/Workshop/Conference (within India) can also be sanctioned by the PI, if such activities have been mentioned and accordingly budgeted in the project.
- D. Dean, HoDs & Nodal Officers are empowered to deploy the staff on Over Time, working under their control. Rest of the staff in Director office, entire Administration, Hostel, Guest House may be deployed by Head of Office based on the recommendation on concerned sectional Heads, In-charge Guest House, Hostel etc. All other conditions, however, prescribed in OM no. A/2-35/2003-WII Dated 24.08.2004 would be adhered to strictly before deploying the staff on Overtime (a copy of the circular dated 24.08.2004 is enclosed).

SCHEDULE OF DELEGATION OF FINANCIAL POWERS

SL. NO.	NATURE OF POWER	EXTENT OF DELEGATION OF POWERS TO			
		DIRECTOR	DEAN	HEAD OF OFFICE	FIN OFFR
1.	*Purchase of Office & Scientific equipment/other stores including computers but excluding Motor vehicles.	Full powers	Rs. 2.0 Lakh in each case subject to availability of budget	Rs. 1.0 Lakh in each case subject to availability of budget	-
2.	Purchase of Book, Journals, reprints, periodicals, newspapers etc.	Full powers	Full powers subject to availability of budget	Rs. 2.0 Lakh in each case subject to availability of budget	-
3.	Purchase and repairs of furniture and fixtures.	Full powers	-	-	-
4.(a)	Incurring of expenditure on publication of journals etc. of the Institute.	Full powers	-	-	-
4.(b)	Incurring of expenditure on printing of annual reports and technical reports, manuals, books, brochure etc. of the Institute.	Full powers	Rs. 2.0 Lakh in each case subject to availability of budget	Rs. 1.0 Lakh in each case subject to availability of budget	
5.	Expenditure on legal matters concerning the Institute.	Full powers	-	-	-
6.	Rewards/Mementos to Faculty/Officers/Staff for their meritorious services/recognition in National/International Forum	Rs. 2500.00 in each case.	—	—	—
7.	Hiring of building for the use of the Institute.	Rs. 10000.00 per month subject to fixation of rent as per norms suggested in DFPR.	—	—	—
STORES					
8.(i)	Stores required for works.	Full powers			
8.(ii)	Other stores i.e. stores required for the working of an establishment, instruments and apparatus.	Full powers	—	—	—
9.	Repairs to and removal of machinery and scientific equipment.	Full powers	-	-	-
10.	Maintenance of motor vehicle including payment of insurance charges	Full powers		Full powers subject to availability of budget sanctioned by the Finance Committee/GB and to the extent approved by the Director, WII	

* As amended by L (50th) GB Meeting held on 09 March, 2007

SL. NO.	NATURE OF POWER	EXTENT OF DELEGATION OF POWERS TO			
		DIRECTOR	DEAN	HEAD OF OFFICE	FIN OFFR
11.	Staff paid from contingencies.	Full powers	–	–	–
12.	Purchase of stationery	Full powers	–	Full powers subject to availability of budget sanctioned by the Finance Committee/GB and to the extent approved by the Director, WII	–
13.	Purchase of Liveries, Badges for Class III & Class IV staff.	Full powers	–	_do_	–
14.	Expenditure on advertisement	Full powers	–	_do_	–
15.	Payment of Electricity and water charges, telephone charges, house tax and other taxes payable under the law.	Full powers	–	_do_	–
16.	Expenditure on postage and telegrams and commission on Money Orders, Bank Drafts.	Full powers	–	–	–
17.	Power to sanction subsidy as financial assistance to Departmental Canteens.	Full powers	–	–	–
18.	Incurring of expenditure	Full powers	–	–	–
19.	Condemnation of Typewriters and other stores.	Full powers	–	–	–
20.	Freight and Demurrage/Wharfage charges.	Full powers	Rs. 20000.00 in each case	Rs. 10000.00 in each case	–
21.	Write_off stores (other than motor vehicles/motor cycle).	Full powers			–
22.	Power to write_off irrecoverable losses of stores/public money including loss of stamps.	(i)	Rs. 10000.00 for loss of stores not due to theft, fraud or negligence.	–	–
		(ii)	Rs. 2500.00 for other cases.	–	–

SL. NO.	NATURE OF POWER		EXTENT OF DELEGATION OF POWERS TO			
			DIRECTOR	DEAN	HEAD OF OFFICE	FIN OFFR
23.	Advance payment against suppliers.		Full powers	–	–	–
24.	Powers of incurring contingent expenditure not specifically covered under any of the sub_items mentioned herein.		Recurring	–	–	–
			Rs. 5000.00 per annum in each case.	–	–	–
			Non_recurring	–	–	–
			Rs. 20000.00 per annum in each case.	–	–	–
	(i)	Bicycle	Full powers	–	–	
	(ii)	Conveyance hire	To the extent out line in column 4 against item 3 or Schedule V or DFE Rules 1958 (item 3 of Annexure to Schedule V DFPR 1958).	Full powers for requirement of conveyance in Projects/Training Courses/Seminars (except for individual use) subject to allocation of budget by the Director, WII within the overall ceiling of funds in this head.	Full powers for requirement of conveyance for general administrative use(except for individual use) subject to allocation of budget by the Director, WII within the overall ceiling of funds in this head.	–
	(iii)	Repairs and alterations to hired and requisitioned buildings.	Rs. 5000.00 per annum recurring.	–	–	–
	(iv)	Indents, contracts & Purchases.	Full powers	–	–	–
(v)	Miscellaneous expenditure	Recurring Rs. 200.00 per year Non_recurring Rs. 1000.00 per year.	–	–	–	
(vi)	Miscellaneous expenditure of unusual character	Upto Rs. 100.00 in each case.	–	–	–	
25.	Alteration of date of birth in respect of Non_Gazetted staff.		Full powers in case of bonafide clerical error.	–	–	–
26.	Powers to relax the age limit for initial appointment to posts for which the Director is the appointing authority (Section_I, Appendix 2 of FR and SR Vol. II)		Full powers. Subject to approval of the Governing Body.	–	–	–

SL. NO.	NATURE OF POWER	EXTENT OF DELEGATION OF POWERS TO			
		DIRECTOR	DEAN	HEAD OF OFFICE	FIN OFFR
27.	Investigation of arrear claim.	Upto six year of its becoming due. Full powers. May be exercised subject to provision of GFR and orders of Government of India.			
28.	To execute contracts Deeds and other instruments for and on behalf of the Governing Body, WII	Full powers, subject to approval of Governing Body.	-	-	-
29.	Form of surety bond to be executed by WII's employees handling cash/stores etc. acceptance thereof.	Full powers as laid down in Central Govt. rules.	—	—	—
30.	Grant of Advances for purchase of conveyance	Full powers (including himself) subject to approval of the Governing Body.	—	—	—
31.	Grant of advance of Pay & TA on Transfer	Full powers	-	Full powers (except for himself)	-
32.	Grant of advance for purchase of warm clothing and table fan.	Full powers	-	Full powers	-
33.	Grant of advance in connection with tour.	Full powers	*Full powers to the extent Dean is empowered to sanction tours (except for himself)	Full powers to the extent HOO is empowered to sanction tours (except for himself)	
34.	*Grant of advance and countersignature of adjustment bill in connection with Leave Travel Concession (LTC).	Full powers	-	Full powers	-
35.	Grant of advances in connection with festival.	Full powers	-	Full powers (except for himself)	-
36.	Grant of advances in connection with natural calamities.	Full powers	-	-	-
37.	Advances in connection with law suits to which WII's is a party.	Full powers	-	-	-
38.	Advances to Govt. servants for departmental expenses.	To the extent Director is competent to sanction expenditure for the purpose.	—	—	—
39.	Grant of Temporary advances including special advances from Provident Fund.	Full powers	-	As per GPF Rules (except for himself)	-
40.	Grant of advance in lieu of leave salary.	Full powers	-	Full powers (except for himself)	-
41.	Grant of House Building Advances.	Full powers	-	-	-
42.	Final withdrawal including part final withdrawals from Provident Fund.	Full powers	-	-	-
43.	Sanction to pension of WII's employees.	Full powers, where Director is appointing authority.	-	-	-

* As amended by L (50th) GB Meeting held on 09 March, 2007

S. No.	NATURE OF POWER	EXTENT OF DELEGATION OF POWERS TO			
		DIRECTOR	DEAN	HEAD OF OFFICE	FIN OFFR
44.	Grant of Overtime Allowance.	Full powers		Full powers provided the deployment is done by the competent authority as prescribed in Annexure-I to Office Order No. A/2 18/86 _WII dated 04 th May 2005	
45.	Sanction WII's Fellowships subject to rules in force.	Full powers	-		-
46.	Sanction of Forest Advances to PI of the project in connection with the project work.	Full powers	Full powers based on the recommendations of concerned HoD		-
47.	Sanction of Research Grant.	Full powers			-
48.	Drawal of Pay & Allowances for the regular staff, CDLs, contractual employees and researchers/technical assistants	Full powers			Full powers as per rules
49.	Reimbursement of Medical expenses to all the eligible employees from the approved medical practitioners as per rules of WII.	Full powers		Full powers as per rules	Full powers as per rules
50.	To accord administrative approval and expenditure sanction for individual civil works (Departmental)	Residential - Rs. 500000.00	-	-	-
		Non Residential - Rs. 1000000.00	-	-	-
51.	Fencing, Plantation, Animal enclosure, other fencing, hides, Machan etc.	Up to Rs. 200000.00	-	-	-
52.	Repair and Maintenance of existing residential/office accommodation (Departmental)	Rs. 100000.00 in each case	-	*Rs. 50000.00 in each case and subject to the availability of the budget allocated by the Director, WII.	-
53.	Recurring expenditure on security and other services and expenses relating to campus development	DFull Powers		D Full powers subject to the availability of the budget allocated by the Director, WII	
54.	Miscellaneous expenditure of petty nature including expenditure on light refreshments during formal meetings, conferences and workshops etc.	DFull Powers		DFull powers subject to the availability of the budget allocated by the Director, WII.	
55.	Sanction of Forest Advances to WII employees other than the project work	DFull Powers		DFull Powers subject to the availability of the budget allocated by the Director, WII.	
56.	Purchase and repairs of furniture and fixtures	DFull Powers		DFull Powers subject to the availability of the budget allocated by the Director, WII.	

General Note: The exercise of above powers is subject to various administrative procedures & financial limitations of the general and special character as outlined in General Financial Regulations (GFR), Treasury Rules, GPF Rules, Fundamental & Supplementary Rules, Central Services Regulations and other rules and order on the subject by the Ministry of Finance/Department of Personnel & Administrative Reforms and the Ministry of Environment & Forests as well as Governing Body, WII.

D Incorporated with approval of GB in its L (50th) Meeting held on 09 March, 2007

Guidelines of
Technology Transfer
and Utilisation of
Knowledgebase
(Consultancy Rules)



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

No.: DWII/0186/2005

Dated: 31st January 2006

Office Memorandum

Subject: Consultancy Rules – WII

Governing Body of WII in its XLVth meeting decided to follow the Guidelines for Technology Transfer and Utilization of Knowledgebase (Consultancy) of CSIR for all the Institutional Consultancy assignments undertaken by the WII with effect from 29th October 2004. Accordingly the Consultancy Rules of WII duly approved by the Governing Body in its XLVIIth meeting held on 14th December 2005 are hereby notified for information/application.

The Consultancy Rules of WII have been hosted on the intranet of the Institute.

(P.R. Sinha)
Director, WII

Copy for information and record to:

1. PPS to Secretary,
 2. PPS to DG F& SS,
 3. PPS to Addl. DG (WL)
 4. PS to DIG (WL)
 5. Secretary ICFRE, Dehradun
- } Govt. of India, Ministry of Environment & Forests
Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi- 110 003

PREFACE

As a premier Institute for research and training in areas related to wildlife management, the Institute has come a long way and presently occupies a unique place in national and international arena. With environment and biodiversity conservation taking a centre stage, the Institute is being increasingly called upon to take up consultancy assignments with various client organization including the state and central government. The primary strength for the consultancy services offered by the Institutes derived from the challenging research and training pursuits of its faculty members. In this mode of research/training oriented consultancy, each project may be considered as unique, thus necessitating considerable flexibility in its operation in order to meet the technical and managerial challenges involved.

The consultancies can play an important role in bringing some funds to augment the grant-in-aid from the Govt.; in promoting interaction with outside scholars and others engaged in wildlife conservation and in inducing our experts to get involved in important policy issues while also adding some variety to their work. Due precaution, however, is to be taken to ensure that the main mandate of the institute i.e. training, education and research is not affected on account of consultancy assignments.

Governing Body of WII in its XLVth meeting held on 29.10.2004, decided to follow the guidelines for technology transfer and utilization of knowledgebase of CSIR for all the consultancy assignment undertaken by WII w.e.f. 29.10.2004. Accordingly the consultancy rules of WII based on the guidelines for technology transfer and utilization of knowledgebase of CSIR have been adopted by the Governing Body of WII in its XLVIIth meeting held on 14th December 2005.

Some of the guidelines of the CSIR relating to (i) Scientist Entrepreneur Scheme (ii) Engagement of consultants for business development (iii) CSIR staff to be members on the Board of Directors of Private Sector Companies (iv) Establishing of Business & Marketing Entities by CSIR laboratories and (v) Deputation of scientists along with the CSIR processes released to industry have not been adopted being not relevant to WII at the present. The same, however, can be considered for adoption in future as and when the scenario demands.

It is hoped that the rules/guidelines will go a long way in streamlining the processes and procedure relating to taking up the consultancy projects by this

Institute and enhance capacity of the faculty and other support staff in discharging the mandate of the Institute more effectively.



(P.R. Sinha)
Director

Dehradun

Date: 27th January 2006

1. Contract Research & Development (R & D)

1.1 Definitions and Scope

Contract research shall comprise all R&D activities undertaken through specific contractual arrangement agreed upon for the purpose. The projects to be undertaken should fall within the purview of approved research programmes of the Institute. Contract research shall cover:

Sponsored Projects

Projects wholly funded by the sponsor having specified R&D objectives and well defined expected project output/results, generally culminating in generation of intellectual property. Exception to full funding by sponsor can be made, with the approval of Competent Authority, for specific nationally relevant projects related to Social Welfare and the like. Sponsored projects could be multi-client also, with two or more sponsors sharing the project funding and research outputs.

Collaborative Projects

Projects partially funded by the sponsor, and supplemented by provision of inputs, such as expert manpower, infrastructural facilities or other inputs etc. Collaborative projects could be for upscaling/proving of Institute level know-how, technology development or generation of intellectual property etc. Like sponsored projects, the expected project output/results will be well defined.

Composite Projects

Some projects are composite in nature and envisage diverse inputs, which may be termed contract R&D, consultancy, technical services etc. Such type of projects could, for purposes of WII costing/accounting be split into appropriate contract research, consultancy and technical services components; and approval of Competent Authority be obtained for each component indicating the overall project profile. The contract for and the charge to the client may be for a single composite project.

1.2 Approvals

1.2.1 For Projects

Competent Authority	Projects
Director	: upto Rs.10 lakh
Governing Body, WII	: Beyond Rs. 10 Lakh or Involving: <ul style="list-style-type: none">- foreign sponsors- multi Institute inputs

The project proposals shall be placed before the Competent Authority for consideration and approval in the prescribed proforma (**Annexure-I**). The Competent Authority shall also have the powers to approve the terms and conditions of licensing the intellectual property resulting from contract research to the client/ sponsors.

1.2.2 Contracts

Competent Authority	Contracts
Director	: drawn up substantially as per the model agreement
Chairman, GB	: <ul style="list-style-type: none">a) largely deviating from the model agreementb) with foreign clients or multi-agency projects

1.3 Authorised signatories to contracts

The authorised signatories for all contracts/ agreements shall be the Director. In the absence of Director such documents will be signed by the Head of Office. The senior-most officer from the Finance side and in his absence, the next senior-most officer but not below the rank of Administrative Officer of the Institute shall be the countersigning authority. For multi-agency projects, the signatories shall be the designated officers of the co-ordinating agencies.

1.4 Financial Aspects

1.4.1 Costing of contract research project¹

The charges for contract research project shall comprise of two main components *viz.*:

1.4.1(i) Expenses

- a) Cost of man-days of staff deployed.
- b) Cost of consumables/raw materials/components with 25% overheads.
- c) Cost of physical inputs/services/utilities with 25% overheads.
- d) Equipment usage cost/ cost of equipment procured specifically for the project, if any,
- e) External payment envisaged *e.g.* for hiring infrastructural facilities, experts, computer time, information etc.
- f) TA/DA
- g) Contingencies

Total Expenses = Sum of i(a) to i(g).

1.4.1 (ii) Intellectual fee

To be decided by the Competent Authority (minimum of 33.3% of total expenses)

Project Charges = Total expenses + intellectual fee
i.e. (i+ii) above

¹ 1 Note: -

In case the contract research is to lead to generation of intellectual property, provision and charges for licensing the use of intellectual property to the client should be additionally (clearly) specified (see chapter 3).

Collaborative project is a joint endeavor. Thus while costing WII's inputs for a collaborative project, the intellectual fee should be included in notional project charges. As the- client may bear only a part of the WII's project expenses, the Institute should endeavour to ensure that the balance of project charges are recovered by earnings from licensing the R&D results/intellectual property to the collaborator/third parties.

1.4.2 Explanation

1.4.2 (i) Expenses

- a) Man-days costs are the charges for the time (in days) of S&T staff deployed on the contract research as per prescribed man-day rates for different categories of staff (**Annexure III**).
- b) Cost of consumables/ raw materials/ components: comprise chemicals, glasswares, stationery, raw materials, components and other store items required for the project and should be charged at 100% cost plus overheads @ 25% of the cost (towards expenses for purchase, storage, handling etc.).
- c) Cost of physical inputs/ utilities/ services: should be charged at 100% cost plus overheads @ 25% of the cost (towards installation, maintenance etc.).
- d) **Equipment Usage:**

Existing Equipment: Pro-rata charges for usage based on an annual usage charge @ 20% of cost of equipment and installation. In case of old equipment, where its cost is not readily available, the costing of this component could be decided by the Competent Authority.

New Equipment: The new equipment shall either be provided by the client at his cost as per the specifications given by the Institute or purchased by the Institute and charged to the client with an additional procurement and handling charges of 5% of the cost of equipment. The ownership of the equipment after the completion of the project period would be governed by terms and conditions as may be specified.
- e) **External payments:** Comprise payments towards hiring by the Institute, of outside infrastructural facilities, experts, computer time, information etc. to supplement its expertise/facilities.
- f) **TA/DA:** Comprises of expenses on travel and daily allowances of WII staff visiting/travelling for the work related to the contract research project. In this regard the following guidelines would apply:
 - Allowances for travel on tour (Air journeys, Hotel accommodations, Per-diem, incidentals etc.) should be governed on the basis of agreement made with the client, (as decided in XLVII GB of WII held on 14th December 2005).
 - Client's hospitality, wherever available, may be accepted by the employees at their discretion subject to the DA being limited to

25% in the event of both boarding and lodging being provided free, or 50% if only either boarding or lodging is provided free.

- Air-travel may be allowed for non-entitled staff by the Director, as per applicable rules, on functional basis and if it is expedient to do so in the interest of the project.
- g) **Contingencies:** Provide for any unforeseen expenditure likely to be incurred on the project for which no provision has been made in the cost of project. The quantum of contingency charges would vary for each project as may be mutually agreed between the Institute and the sponsor. However, estimated contingency charges of about 3 to 5% of total project costs are normal.

1.4.2 (ii) Intellectual fee

This reflects charges for WII's investment, over the period of time, in building up and sustaining the extent level of expertise, knowledgebase and facilities. Intellectual fee to be charged should, therefore, be commensurate with quantum and quality of WII's resource inputs and also the likely benefits to be derived by the client on implementation of the project results. There are varieties of ways of estimating and linking the intellectual fees, to project parameters, such as expenses on manpower, inputs etc. Whatever be the method of estimating the intellectual fees, these should in no case be less than 33.3% of the total expenses (see para 1.4.1 (i)) excluding the cost of equipment purchased at the cost to or provided by the client. The intellectual fee for grant-in-aid projects, which do not lead to generation of commercial intellectual property could however be reduced/ waived, at the discretion of the Competent Authority.

1.4.3 Terms of payment

The Institute shall endeavour to obtain an advance on or before signing the agreement as negotiated with the sponsor. The balance amount of payment could be availed in installments, to be negotiated with the client, having regard to the project schedule. The final installment shall be payable after the submission of the project report.

1.4.4 Use of WII Facilities

In case the client's personnel are to make use of the library/ computer/ equipment in the Institute, suitable charges and a suitable interest free security deposit, to be fixed by the Director of the Institute, should be collected from the client. On completion of the project the security deposit may be refunded to the client after deducting for any loss/damage. The decision of the Director on the deductions if any, shall be final and binding on the client.

1.5 Research Output

1.5.1 Publications

The client shall be consulted prior to publishing of any research results arising from the contract research work. The publications shall duly acknowledge the inputs of the client.

1.5.2 Intellectual Property (IP)

i. **Sponsored Research**

The ownership of the intellectual property generated shall be of WII. Obtaining and maintaining the relevant intellectual property rights shall be the responsibility of and at the cost of WII. The decision, whether or not an intellectual property right be obtained, shall be that of the Director of the Institute, which shall be final and binding on the sponsor.

ii. **Collaborative Research**

Intellectual property generated through projects with technical contribution from the collaborator, shall be jointly owned. The expenses for obtaining and maintaining the intellectual property rights shall be borne equally by WII and the collaborator. The decision whether or not intellectual property rights be secured shall jointly be taken by the Director of the Institute and the collaborator.

iii. **Grant-in-aid**

Intellectual property rights in case of government departments and agencies may be as per their standard terms and conditions. However, where the donor has no standard conditions and for non-government agencies, ownership rights shall be that of WII.

1.6 Licensing of Intellectual Property

1.6.1 Sponsored Research

- i. The rights of licensing intellectual property shall rest with WII.
- ii. The sponsor shall be given the first right for commercial exploitation of intellectual property. However, this right shall be exercised by a written communication to the Institute within a pre-specified period of time commencing from the receipt of final report. In the event, the sponsor fails to exercise his option within the specified period, or having done so fails to commercially exploit the intellectual property within the stipulated time-frame, WII shall be free to license the intellectual property to others and the money accruing there from shall be shared equally between WII

and sponsor with a ceiling on the sponsor's share equal to the amount the sponsor had paid to WII as sponsorship charges.

- iii. Wherever feasible, the sponsor shall be given a non-exclusive license failing which an exclusive license for a limited period of time, normally not exceeding 5 years, for commercial exploitation of the intellectual property.
- iv. For the license granted for commercial exploitation of the intellectual property to the sponsor, WII shall charge an adequate amount as fee. This could be a lumpsum and/or recurring royalty.
- v. WII shall have the right to license the intellectual property to any other party on the terms and conditions it may decide in the case, where it has granted non-exclusive license or in case of exclusive license on the expiry of the exclusivity period. In such cases, if the licensing of intellectual property is only by WII without any further assistance of the sponsor, then the money realised shall be shared on a 50:50 basis with a ceiling on the total amount receivable by the sponsor to the amount the sponsor has paid to WII as sponsorship charges. In case WII seeks assistance of the sponsor to license the intellectual property, the sharing of the monies shall be specifically negotiated depending upon the inputs to be provided by the sponsor.
- vi. Notwithstanding the exclusive license granted to the sponsor, WII shall have the right to license the intellectual property during the period of license if:
 - a) there is a proposal before the Government of India for import of the same/similar intellectual property as developed under the sponsored project.
 - b) Government of India desires WII to disclose the intellectual property for its own use.

In such cases the money accruing there from shall be shared equally between the sponsor and WII without any ceiling on the share of the amount receivable by the sponsor.

1.6.2 Collaborative Research

- i. The rights of licensing of intellectual property shall be jointly held by WII and the collaborator.
- ii. The collaborator shall have the first right for commercial exploitation of intellectual property. However, the right shall be exercised by the collaborator by a written communication to the Institute within a pre-specified period of time not generally exceeding six months,

commencing from the receipt of the final report. In such a case, the intellectual property shall be licensed to the collaborator for use, on terms to be mutually decided between the WII and the collaborator.

- iii. In the event, the collaborator fails to exercise the option or fails to commercially utilize the intellectual property within the pre-specified period, WII shall have the right to license the intellectual property to others on terms to be mutually decided between the collaborator and the WII. In such a case, the money accruing shall be shared with the collaborator, commensurate to his inputs in the project and in transfer of technology.
- iv. Wherever feasible, the collaborator shall be given a non-exclusive license, failing which, an exclusive license for a limited period of time, normally not exceeding 5 years, for commercial exploitation of the intellectual property.
- v. The intellectual property can be licensed to others by WII on terms and conditions to be mutually agreed to between the WII and the collaborator in case of non-exclusive license granted and for exclusive license on expiry of the exclusivity period.
- vi. Notwithstanding the exclusive license granted to the collaborator, the WII shall have the right to license the intellectual property, during the period of exclusivity if:
 - a) there is a proposal for import of same/similar intellectual property as developed under the collaborative project;
 - b) Government of India desires WII to disclose the intellectual property for its own use.

The monies accruing shall be shared between WII and the collaborator commensurate with inputs provided by each party to the project and in technology transfer.

1.6.3 Grant-in-aid Projects

Licensing rights of intellectual property in case of government departments and agencies may be as per their standard terms and conditions. However cases where the grantor has no standard conditions and for non-government agencies, licensing rights shall be that of WII.

1.7 Indemnity/Liability

The liability, if any, for WII arising out of or in connection with contract research/IPR licensing shall be subject to a ceiling of the amount received by WII from the client for the Contract Research/ IPR licensing.

1.8 Ownership of Reports/Plans/Guides/Software etc.

The ownership of the above mentioned outputs shall normally be the property of the sponsors. For collaborative and Grant-in-Aid projects, the ownership shall be specifically agreed upon between WII and the collaborator/grantor and so included and specified in the agreement.

1.9 Feedback to Governing Body, WII

Feedback about agreements entered into shall be placed before the Governing Body meeting. Information shall be furnished vide item III of proforma at **Annexure - IV**.



2. Consultancy

2.1 Definition and scope

All consultancy services in WII shall be institutional. Consultancy shall be in an area of expertise of the Institute, preferably its thrust areas. For purpose of definition, there shall be two categories of consultancies viz. Advisory & General consultancy.

2.1.1 *Advisory Consultancy*

Advisory consultancy shall comprise scientific, technical, or other professional advice, provided to a client purely on the basis of available expert knowledge and experience of individual(s), rendered outside the WII and not envisaging use of any facilities of the Institute (including experimental, informational, computational etc.), and also not involving any kind of survey, detailed study or report preparation/submission.

2.1.2 *General Consultancy*

General consultancy shall comprise scientific, technical, engineering or other professional advice / assistance based on the available knowledgebase/ expertise of the Institute, and envisaging only minimum use of the Institute facilities for essential experimentation, computation and other facilities needed to meet the objectives of the consultancy assignment. General consultancy may *interalia* cover:

- Preparation of literature survey/feasibility studies, state-of-the-art technology sources, forecasting/evaluation reports/ management plans etc;
- Interpretation and validation of test results and data, risk and hazard/environmental impact assessment studies etc.;
- Rendering of expert advice in the field of Wildlife Management, Conservation, Management Plans and trouble shooting.

2.1.3 The Competent Authority for approving the consultancy shall have the power to decide on the category of a particular consultancy assignment. Any consultancy assignment, which does not strictly fall under the category of Advisory Consultancy shall be taken up as General Consultancy.

2.1.4 GB, WII in its XLVII meeting held on 14th December 2005, decided that individual consultancies offered by clients on the basis of merit and competence of the faculty members shall be allowed as per the relevant provisions of FR SR.

2.1.5 It should be ensured that financial benefits accruing to staff members from consultancy work may not affect the regular R&D activities of the Institute. A proper balance of the manpower and other resources of the Institute to be deployed between R&D activities, consultancy and technical services should be decided upon by the Training, Research & Academic Council of WII.

2.2 Approvals

2.2.1 For Projects

Competent Authority	Projects
<i>Director</i>	: up to Rs. 25 lakh and not involving the Director or Director level scientist as one of the consultants
<i>Chairman GB, WII</i>	: beyond the powers of the Director or a) involving the Director or a Director level scientist as the sole consultant; b) for foreign sponsor.

The project proposal will be placed before the Competent Authority, for consideration and approval in the prescribed Proforma (**Annexure-II**).

2.2.2 For Contracts

Competent Authority	Contracts
Director	: drawn up substantially as per the model agreement;
Chairman GB, WII	: a) largely deviating from the model Agreement; b) for foreign clients or multi-agency projects.

2.3 Authorised signatories to contracts

The authorised signatories in the Institute for all contracts/ agreements shall be the Director. In the absence of Director, such documents will be signed by the Head of Office. The senior-most officer from the Finance side and in his absence, the next senior-most officer but not below the rank of Administrative Officer of the Institute shall be countersigning authority. For multi-agency projects, the signatories shall be the designated officers of the coordinating Institute.

2.4 Financial aspects

2.4.1 Costing of Consultancy Project

The charges for consultancy project shall comprise of two main components viz.:

2.4.1(i) Expenses

- a) cost of man-days of staff deployed.
- b) cost of physical inputs /services /utilities/ consumables/raw materials/components (if any) with 25% overheads.
- c) Equipment usage cost/cost of equipment procured specifically for the project, if any.
- d) External payments envisaged *e.g.* to outside consultants, for obtaining data, hiring of infrastructural facilities, computer time, information etc.
- e) TA/DA.
- f) Contingencies.

Total expenses = sum of [i(a) to i(f)]

2.4.1 (ii) Intellectual fee

To be decided by the authority competent to approve the project [minimum equal to manpower charges i.e. i(a)].

**Project Charges = Total expenses + Intellectual fee
i.e. (i + ii) above**

2.4.1(iii) Service tax as per prevailing Govt. rates

The total consultancy charges to a client shall be as follows:

- (a) Expenses {2.4.1 (i)}
- (b) Intellectual Fee {2.4.1 (ii)}
Project charges = (a+b)
- (c) Service Tax calculated as per the prevailing rates
- (d) Total charges to be obtained from the client = (a+b+c) above

2.4.2 Explanation

2.4.2 (i) Expenses

Costing of various elements/components contributing to the expenses of the consultancy project shall be similar to that of Contract Research (Reference Chapter 1, para 1.4.2.)

2.4.2 (ii) Intellectual fee

This reflects charges for WII's investment, over a period of time, in building up and sustaining the extant level of expertise, knowledgebase and facilities. Intellectual fee to be charged should, therefore, be commensurate with quantum and quality of WII's resource inputs and also the likely benefits to be derived by the client on implementation of the project results. There is variety of ways of estimating and linking the intellectual fees to project parameters, such as expenses on manpower inputs etc. While there is no ceiling on the upper limit of the intellectual fee to be charged, it should in no case be less than the estimated manpower charges, except in cases of consultancy offered against open tenders, where the intellectual fee could be decided by the Competent Authority keeping in view the potential competition.

2.4.2 (iii) Service Tax

The WII would obtain registration for payment of service tax as per the rules in force and the payment of service tax is to be debited to the project amount.

2.4.3 Terms of payment

The Institute shall endeavor to obtain maximum percentage of consultancy amount as advance in installments. The quantum of installments shall be fixed through negotiations with the sponsor before signing of agreement. However, in cases covered under clauses 2.6.3 and 2.6.4 and consultancy assignment offered against open tender, it may not be necessary to insist on bank guarantee or the terms of payment as above.

2.5 Indemnity / Liability

The liability, if any, for WII arising out of or in connection with Consultancy Services shall be subject to a ceiling of the amount received by WII from the Party for the Consultancy.

2.6 General aspects

- 2.6.1 Contractual obligations of a consultancy project shall be that of WII. Agreements with clients, will thus be executed, on behalf of WII by the Institute and not by an individual consultant or team of consultants. Every care should be taken to avoid any legal complications involving the Institute/WII as a result of the consultancy service.
- 2.6.2 For consultancy services of a minor nature, formal agreement on a stamp paper may be dispensed with and the terms and conditions of consultancy settled through exchange of letters. In case, the Director feels that an agreement would be technically and legally useful, the party may be asked to enter into a legally enforceable agreement. The terms and conditions should include a disclaimer on responsibility of the Institute for the advice/recommendations given in the consultancy.
- 2.6.3 In the case of consultancy services rendered to Government Departments/ Agencies, Public Sector Undertakings, the terms and conditions may be settled through exchange of letters. In such cases, formal agreement on non-judicial paper may not be necessary.
- 2.6.4 WII is often called upon to carry out investigational jobs by Government agencies, Courts of law and Statutory Authorities etc. These jobs may need to be undertaken on an urgent basis and in such cases the Institute shall not, subject to acceptance of payment and other terms by the client in writing, insist on advance installment of payment.
- 2.6.5 The staff involvement for each consultancy project shall be approved by the Director/Governing Body, WII as the case may be. While assigning the consultancy job to a staff member, cognizance shall be taken of his/her workload, qualifications and experience *vis-à-vis* the specific requirements of the consultancy job, annual honorarium likely to accrue to him/her from consultancy etc.
- 2.6.6 As far as possible, the 'team of consultants' selected for consultancy work should have the confidence of the sponsor. In case, the sponsor indicates preference for a particular person(s), the request shall be given due consideration.
- 2.6.7 The Institute should, on the whole ensure a fair distribution of consultancy/work among the eligible staff at all levels and see that it is not confined to specific individuals /groups /levels of staff.

2.6.8 The acceptance of consultancy assignments costing less than Rs.20,000/- should not generally be encouraged. Exceptions, in deserving cases judged by the importance/necessity of assistance to client/service sought, may be made at the discretion of the Director of the Institute.

2.6.9 The total number of days devoted by an individual to consultancy work should not exceed 50 man-days in a financial year.

2.6.10 A copy of the project report for all consultancy jobs undertaken shall be retained for record purposes, with the Director of the Institute, except those which are purely advisory in nature and where no project report is required to be submitted to the client. In such cases, a brief note on the consultancy rendered should be submitted to the Director of Institute for records.

2.7 Feedback to Governing Body, WII

Information on all consultancy projects shall be presented to the Governing Body. Information shall be furnished vide item IV of proforma at **Annexure- IV**.



3. Intellectual Property

3.1 Definition

"Intellectual Property" shall include patent, copyright, registered design, trademark, know-how for a process / plan /design and computer software.

3.2 Types of Intellectual Property

Intellectual Property generated by WII shall be of two types:

3.2.1 *Unencumbered*

- i. Developed, through wholly in-house R&D programmes / projects. In such cases, ownership of intellectual property shall be solely that of WII, and consequently the licensing rights shall be that of WII alone.
- ii. Intellectual property developed through contract research and subsequently rendered unencumbered as per the contractual arrangements with the client. In such cases, licensing of intellectual property by WII would be in accordance with the terms & conditions agreed upon with respect to third party licensing with the client.

3.2.2 *Encumbered*

Developed through contract research *i.e.* with total or partial financial support, and with/without technical inputs from users/clients. In such cases, ownership and licensing of intellectual property for commercial utilization shall be governed by WII's obligations to client in the matter. (Please see chapter 1, para 1.6).

3.3 *Development of Intellectual Property - General Aspects*

- i. Development of intellectual property shall be taken up preferably in consultation with user participation right from initial stages, to ensure commercial viability and successful utilisation.
- ii. Wherever feasible and necessary, the development should be taken to the stage of proving commercial viability. However, as this would not be feasible for all Institute projects, research results of projects, which at a particular stage of consultancy work, may not find potential users, should be adequately protected and shelved till such time that a demand develops for them. However, in case there is a demand for these research results *per se*, they could be leased, on non-exclusive and 'as-is-where-is' basis, in a documented (report) form only, without any guarantees or other liabilities related to technology licensing.

- iii. The Institute may continue with further development of intellectual property already licensed. The method and terms and conditions of licensing of all such developmental work, shall be clearly specified in the licence agreement. Any directly relatable developments with respect to the know-how already referred to the National Research & Development Corporation (NRDC) shall be referred/ assigned to the NRDC as improvements/additions to the already assigned know-how.

3.4 Licensing of Intellectual Property

3.4.1 *Definition*

Licensing of intellectual property shall mean granting the licensee the right to utilise the intellectual property and to make, sell or use the resulting product(s) either for commercial/captive purpose or as otherwise agreed to.

3.4.2 *Method of Licensing*

Licensing of intellectual property involving transfer through format means shall be through specific contractual arrangements. For transfer of intellectual property through only one-time demonstration or supply of only drawings, reports, plans software etc. licensing can be done through implied contractual agreement with no liabilities on WII.

3.4.3 *Channel of Licensing and associated ownership rights*

WII would be free to choose the channel of licensing/commercial utilisation of all unencumbered intellectual property generated, which could be either directly by the Institute themselves, through the National Research Development Corporation (NRDC) or through any other Technology Transfer Agency (TTA) such as Consulting & Design Engineering Organisations etc. Requisite approvals as per guidelines would be necessary in each case of licensing of intellectual property.

3.4.3 (a) *Direct licensing by the Institute*

Intellectual property that can be licensed directly by the Institute would comprise:

- i. unencumbered intellectual property not referred to NRDC.
- ii. all encumbered intellectual property developed under contract research (ref. chapter 1, para, 1.6).

WII should clearly specify in the agreement their obligations and extant commitments to the licensee(s) in each case.

Licensing of unencumbered intellectual property should be generally on non-exclusive basis. However, where despite publicity and conscious efforts for commercial utilization of such intellectual property, it has remained unlicensed for more than three years, it could thereafter, if deemed necessary be offered on a limited exclusive basis to make it more attractive to users/clients.

3.4.3(b) Licensing through the NRDC

Unencumbered intellectual property licensable on non-exclusive basis could at the discretion of the Institute be commercialised through the National Research Development Corporation (NRDC). All intellectual property proposed to be commercialised through the NRDC would need to be assigned to the NRDC. Ownership of the intellectual property so assigned would then vest with the NRDC.

*** Reference of Intellectual Property to NRDC**

Information as per prescribed NRDC proforma in triplicate, on all industrial property sought to be licensed through the NRDC should be placed before the Governing Body of WII, after obtaining due approval of the Competent Authority.

The Institute should while forwarding this information to the GB, WII clearly indicate:

- i. Level of development and transfer of know-how.
- ii. Status of know-how with or without guarantee for technical or commercial viability.
- iii. Assistance and documentation to be given to the licensee.

*** Terms & conditions of licensing of intellectual property by NRDC**

Terms & conditions of licensing recommended to the NRDC by the Institute are indicative only. NRDC, in the interest of ensuring the commercial utilization of the know-how, has the right to alter the terms.

3.4.3(c) Licensing of intellectual property through other TTAs

Only unencumbered intellectual property not referred to the NRDC can be licensed to the TTAs. The ownership rights of all intellectual property to be licensed through shall vest with the WII, while the TTAs shall be assigned only the rights to the specific intellectual property. The liabilities of WII if any, due to licensing of intellectual property shall be subject to a ceiling of the amount it receives for the same.

Licensing through TTAs shall be through formal contractual agreement with the TTA clearly specifying the rights and obligations of WII and the TTA as also the terms & conditions governing the licensing of the intellectual property by the TTA. The terms offered to the TTAs shall not in any case be more favourable than those offered to the NRDC under the existing working arrangement with the latter.

3.5 Pre-licensing aspects

3.5.1 Evaluation of Intellectual Property

A proper technical evaluation of any intellectual property sought to be licensed shall to undertaken, through a suitable mechanism to be decided by the Director. The mechanism could be in-house to the Institute or external or a combination of both and could also differ from case to case. If the technical evaluation is satisfactory, a feasibility report for the utilization of the intellectual property should be prepared.

3.5.2 Legal protection

The Director may set up a suitable mechanism for examining the possibility of legally protecting the intellectual property generated. All protectable intellectual property shall be protected through appropriate legal instruments *e.g.* patent, copyright, registered design, trademark etc.

Industrial property sought to be patented shall be licensed preferably after filing of the complete specifications.

3.5.3 Documentation

In case the whole intellectual property developed is sought to be licensed, either directly or otherwise, the detailed know-how document on the process, technique, design product, the method of its utilisation, quality control aspects, safety and pollution control regulation and other parameters associated with the implementation must be prepared. This document should be available with the Director. The services /assistance to be rendered by the Institute to the licensee for the exploitation of the intellectual property should be clearly specified.

3.6 Post- licensing aspects

3.6.1 Review of intellectual property licensed

Annual review of intellectual property licensed including follow-up with the licensee, shall be conducted by the Institute (in association with the NRDC or TTA as applicable) to assess its utilisation status. Any technological modification/development necessitated and also change in terms /conditions of its licensing can then be considered.

3.6.2 Collection of monies

The Institute would be responsible for prompt collection of monies accrued through licensing of intellectual property directly by it or through TTAs. It should thus evolve a proper mechanism for collecting and monitoring the accrual and realisation of such monies. The mechanism evolved should include annual review of outstanding dues from intellectual property licensing and their recovery from the licensee(s) along with interest on the delayed payments at prevailing bank rates.

3.7 Indemnity/Liability

The liability, if any, for WII arising out of or in connection with IPR licensing shall be subject to a ceiling of the amount received by WII from the licensee for the IPR licensing.

3.8 Financial aspects

3.8.1 Pricing

There is no rigid formula for determining the price of intellectual property and thus estimates would vary from case to case. The price of know-how/intellectual property normally ranges between 2% to 10% of usage in next five years. However, the price would depend on the estimates of opportunity value and "what the user can bear". Besides, the realisation of price could be divided between lumpsum amount and recurring royalty payments. Although it would be in the interest of WII to realise as much of the price as possible through a lumpsum payment, the licensee's interest would be to pay the price only through recurring royalty based on production. Thus, a balance has to be struck between these two components.

The estimates of following factors shall be placed for the consideration of the competent authority to arrive at the price of intellectual property:

- i. Cost of development.
- ii. Estimate of net benefit to be derived by the licensee.
- iii. Size and number of potential licensees.
- iv. Comparative cost of imported intellectual property, wherever applicable/available.
- v. Possibility of intellectual property being pirated.
- vi. Opportunity value.

Price decided for a specific intellectual property should be reviewed periodically, at least every three years for revision, if required.

3.8.2 Explanation

i. Cost of Development

Includes estimated cost of:

Direct inputs

- a) S&T manpower deployed on the project (as per prescribed rates).
- b) Raw materials, consumable components etc. with 25% overheads.
- c) Physical Inputs for the project with 25% overheads.
- d) Equipment usage.
- e) External payments, made if any.
- f) Securing of intellectual property rights.
- g) Cost of publicity.

Indirect inputs

- a) Notional amortisation of investment on the staff, equipment and facilities deployed for the project.
- b) Intellectual inputs.

ii. **Net benefit to be derived by the licensee**

This can be calculated as the money to be saved by the licensee by productivity improvement such as saving in raw materials, energy, time, labour, capital etc. or additional profit to be realised due to better quality of product or reduction in pollution etc. or the net profit from the exploitation of the intellectual property.

iii. **Size and number of potential clients**

Some estimates may be made of the potential market for the IP namely product, process, technique, software etc. and the likely number of licensees for the intellectual property. Sometimes, there may be alternative competing sources for the intellectual property. This should be taken into consideration while determining the number of licensees for the Institute's intellectual property.

iv. **Cost of imported Intellectual Property**

In some cases, the equivalent intellectual property may have been imported or proposed to be imported in the country. The price and level of such technology could be an indicator for fixing the price of intellectual property.

v. **Piracy of Intellectual Property**

Some intellectual property is highly innovative but difficult to prevent from being pirated by others. The price would need to give due recognition to the intellectual property protection that can be accorded to the licensees.

vi. **Opportunity Value**

Opportunity value in terms of money is the estimated amount that can be realised by cashing upon the circumstantial /contingent aspects prompting the utilisation of the intellectual property by the licensee. For purpose of calculations, opportunity value could be expressed either in absolute money value or as a percentage of profits anticipated or of value addition envisaged.

3.9 Approvals

3.9.1 For licensing of unencumbered Intellectual Property

Competent Authority	Projects
Director, WII	: where envisaged payments per licensee do not exceed Rs. 25 lakh over the period of licence.
Chairman, GB, WII	: where envisaged payments exceed Rs. 25 lakh per licensee (based on the recommendation of Director)

The following should be placed for consideration of the competent authority:

- a) estimates of factors considered for arriving at the price of intellectual property vide a para 3.8.1.
- b) technical evaluation and feasibility report prepared vide a para 3.5.1.

3.9.2 Licence Agreements

Competent Authority	Contracts
Director	: drawn up substantially as per the model agreement.
Chairman, GB, WII	: a) largely deviating from the model agreement b) with foreign clients or multi-Institute projects

3.9.3 Authorised signatories to contracts

The authorized signatories for all contracts/ agreements shall be the Director. In the absence of Director such documents will be signed by the Head of Office. The senior-most officer from the Finance side and in his absence, the next senior-most officer but not below the rank of Administrative Officer of the Institute shall be the countersigning authority. For multi-agency projects, the signatories shall be the designated officers of the coordinating agency.

3.10 Feedback to Governing Body, WII

Information on intellectual property generated, licensed and utilised shall be provided to the Governing Body of WII. Information shall be furnished vide items II(a), II(b), & II(c) of proforma at **Annexure -IV**.



4. Technical Services

4.1 Definition

Technical services meant to be rendered to the clients/customers include, assistance of a minor nature based on available knowledge, expertise, skills, infrastructure and facility of the Institute. Technical services shall comprise:

- Training
- Technical assistance of an advisory nature
- Supply of information / database / expertise

4.2 Training

Institute takes up training programmes either on its own or at the specific request of clients. Charges per participant for training programmes arranged by the Institute on its own shall be such that at least all out of pocket expenditure is recovered. Normally, training programme could be a significant source of external cash flow, especially those arranged for international organisations/ agencies, thus due consideration should be given to this factor in charging for training.

4.3 Technical Assistance

Technical assistance shall involve one- time assistance mainly advisory in nature to help in trouble shooting, problem resolving, quality control etc.

No formal contractual arrangements are needed to be concluded with the client for technical assistance sought. However, the scope and objectives of the assistance requested by the customer should be clearly specified and WII's obligations in the service to be rendered clearly stated through proper/ appropriate documentation (*e.g.* letters, joint declaration etc.).

4.4 Supply of Information/Databases

WII has over the years, collected and compiled information and databases in specialised areas, which can be of significant value to clients. In the past, this type of information has often been given free, however, most clients would be willing to pay a price for it. While no rigid guidelines can be laid on the price of supplying this information, the Director must ensure that the price charged

takes into consideration the benefit to be derived by the client on acquisition of the information / database as also the nature of the client. While the Institute may supply the information / database at a modest price to Universities and other State Forests Departments/Agencies; the charges for such information to commercial organisations and international / foreign agencies should be more on commercial basis.

4.5 Financial aspects

Charges for technical services (except for supply of information / databases) shall comprise:

4.5.1(i) Expenses

- a) Manpower (at prescribed rates)
- b) Physical inputs / services / utilities etc. including overheads at 25%
- c) Raw materials / consumables components with 25% overheads
- d) Equipment usage, depreciation / replacement costs
- e) Any other out-of pocket expenditure.

4.5.1(ii) Intellectual fee / opportunity cost

The quantum of intellectual fee or opportunity value shall be at the discretion of the Director considering the nature of client, the benefits accruing and his paying capacity.

Charges = Total Expenses + Intellectual fee i.e. (i + ii) above

4.5.1(iii) Service tax at prevailing Govt. rates

The total charges for the Technical service to the client shall be as follows:

- (a) Expenses { 4.5.1(i) }
- (b) Intellectual Fee { 4.5.1(ii) }
Charges = (a+b)
- (c) Service Tax calculated at prevailing rates of (a+b)
- (d) Total charges to be obtained from the client = (a+b+c) above.

4.6 Indemnity/Liability

The liability, if any, for WII arising out of or in connection with Technical Services shall be subject to a ceiling of the amount received by WII from the client for the Technical Services.

4.7 Competent Authority for Approval

All jobs undertaken under Technical Services and charges thereto shall be approved by the Director.

4.8 Feedback to Governing Body, WII

Information on Technical Services undertaken by the Institute shall be furnished to the Governing Body of the Institute vide item V of proforma at **Annexure – IV**.



5. Utilization of Knowledge Base by Foreign Clients

Preamble

There has been an increasing interest in the WII knowledge base, from clients, not only from developing countries but also developed countries. As per these guidelines, all projects involving foreigners/foreign collaboration in any form will need a first level scrutiny from security & sensitivity angles by the concerned Ministry for clearance by the Secretary of the concerned Ministry/Department or a High Level Committee (HLC) of the Govt. of India depending upon the nature of the project.

5.1 Definition

Foreign Client is deemed to be:

- i. A juridical entity registered/situated outside India;
- ii. All UN and World Organisations/ Bodies such as UNDP, UNIDO, UNESCO, WIPO, CSC etc.;
- iii. NRI and Indian Client seeking to utilise/ exploit WII knowledge base abroad.

5.2 Approvals

5.2.1 For Projects

The proposals for undertaking projects involving foreigners/foreign collaboration by WII and the laboratories after first level of scrutiny by the Director at the Institute shall be referred to ADG (WL) at MoEF, New Delhi for obtaining clearance/approval of the Competent Authority as per the detailed procedure given in **Annexure-VI**.

5.2.2 Contracts

The Competent Authority for approval of contracts in all cases will be Director General, Forests and Special Secretary, MoEF, New Delhi.

5.3 Authorised signatories to contracts

The authorised signatories for all foreign contracts /agreements shall be the Director. In the absence of Director such documents will be signed by the Head of Office. The senior-most officer from the Finance side and in his absence, the next senior-most officer but not below the rank of Administrative Officer of the Institute shall be the countersigning authority. For multi-agency projects, the signatories shall be the designated officers of the co-ordinating agency.

5.4 Financial aspects

5.4.1 *Charging for projects*

The estimates of costs to be taken into consideration for costing of a 'Project' with foreign client will be the same as for the Indian clients and an opportunity charge levied keeping in view the cost that the foreign client would incur internationally or in his country for a similar project. The opportunity charges should normally not be less than two times the Intellectual Fee that could be charged to an Indian client for a similar /same project.

5.4.2 *Pricing*

The pricing of intellectual property shall be done on the same conditions as for Indian client. All the factors enumerated therein shall be taken into account while arriving at the price of the intellectual property however the opportunity value which would depend upon the specialised nature of inputs like raw materials, expertise, size of plant, competition from similar technology from other countries, state-of-art of technology etc. would play a greater role in determining the final price to be offered to the foreign client. Some of the countries, may not have a well developed system for foreign currency remittances and as such royalty collection may be difficult. In such cases, it may be advisable to transfer the technology preferably against lumpsum payments only, while in other cases the charges could be split between lumpsum amount and recurring royalty payment.

5.4.3 *Terms of payment*

The terms of payment by the foreign client could be negotiated and settled to mutually agreed conditions, to be approved by the Director.

5.5 Intellectual property

5.5.1 *Ownership*

The intellectual property generated/acquired from the project shall normally be jointly owned by the foreign client and WII. The Institute and the foreign client shall mutually decide on the territories for obtaining and maintaining the intellectual property rights (IPR) and the sharing of expenses thereof. IPR for India shall however, be filed & maintained by WII.

5.5.2 Licensing

WII and the foreign client shall have exclusive rights for licensing/ commercial exploitation of the intellectual property in their respective countries. For other countries, rights for commercial exploitation will be mutually decided between the Institute and the foreign client. The monies accruing from commercial exploitation shall be shared between WII and the foreign client on mutually agreed basis.

5.6 Indemnity/Liability

The liability, if any, for WII arising out of or in connection with the projects with foreign clients shall be subject to a ceiling of the amount received by WII from the client.

5.7 Feedback to Headquarters

The Institute shall keep ADG (WL) at MoEF, New Delhi informed of any 'Project' negotiated and contracts entered into with foreign clients by submitting a quarterly statement of the details of such project including a copy of the contract agreement.



6. Sharing of Monies Realised with Staff

Preamble

The consolidated guidelines for sharing of monies realised from licensing of Intellectual Property and Intellectual Fees from Contract R&D and S&T Services and Consultancy with the WII staff are as under:

6.1 Intellectual Fees from Contract R&D

Intellectual fee realised from contract R&D contracted is to be shared as follows:

Share of	Fees from contract R&D
WII	60%
Investigators	40%

6.2 Honorarium for Consultancy Services

Remuneration by way of honorarium receivable by staff associated with consultancy work shall be in accordance with O.M.No. F-11(2)- E.II(B)/63 dated 6th May, 1963 of the Department of Expenditure, Ministry of Finance (**Annexure -V**). Thus, an amount upto a maximum of two thirds of the fee portion or of the net surplus (remaining after accounting for all direct and indirect expenditure for the consultancy service) whichever is less is distributable as honorarium to staff.

6.3 Premia/Royalty received from Intellectual Property Licensing

The monies/fees realised from licensing of intellectual property (a) referred to NRDC and (b) directly by the Lab is to be shared as follows:

Share of	Monies realized from licensing	
	Through NRDC	Direct by Institute
NRDC	30%	-
WII (Institute)	30%	60%
Investigators	40%	40%

6.4 Intellectual Fees from S&T Services

The share distributable to staff is twenty per cent of the intellectual fee or net surplus (remaining after accounting for all direct and indirect expenditure for the services) whichever is less, from the S&T Services.

6.5 Pattern of Distribution

6.5.1 Contract R&D, Intellectual Property and S&T Services

- i. The distribution pattern of Investigators' share of monies realised from Contract R&D and S&T services contracted and licensing of Intellectual property developed and referred to NRDC or approved for direct licensing by the Institute is to be as follows :

S.No.	Staff	Share
i.	Innovators & Principal Contributors	40%
ii.	S&T and other staff, who contribute direct inputs to the specific development/activity	35%
iii.	Remaining staff of the Institute	20%
iv.	WII Welfare Fund	5%

The detailed procedure for distribution of monies realised is given in Chapter 7, para 7.1.

6.5.2 Consultancy Services

The pattern of distribution of the permissible honorarium from consultancy services is to be as follows:

- (i) Advisory Consultancy
- | | | |
|---------------------|---|-----|
| Team of Consultants | - | 95% |
| WII Welfare Fund | - | 5% |
- (ii) General Consultancy

The permissible amount of honorarium or 300% of the manpower charges levied, whichever is less, is to be as follows:

Team of Consultants	-	65%
Other S&T Staff	-	15%
Supporting Staff	-	15%
WII Welfare Fund	-	5%

The detailed procedure for distribution of honorarium shall be as per Chapter 7, para 7.2.



7. Procedure for Sharing of Monies with Staff

7.1 Sharing of monies realised from licensing of Intellectual Property, Contract R&D and Technical Services

7.1.1 *Conditions for sharing of monies*

The sharing of portion of monies/fees as specified in Chapter 6 is subject to the fulfillment and compliance of the following:

- a) A format of cost accounting has been put in place and notified by the Institute;
- b) A legally valid agreement has been executed for Intellectual Property licensing /Contract R&D;
- c) The technology transfer/ project has been completed in accordance with the terms of the agreement;
- d) All the monies/fees due have been received in full;
- e) The client has not contested WII's fulfillment of its obligations as defined in the contract/ agreement;
- f) In the event of any legal action/dispute necessitating refund/payment of monies/ fees by WII to the client, the amount paid to the staff is recoverable;
- g) The maximum amount of money receivable by an employee from licensing of Intellectual Property and Intellectual Fee from Contract R&D and S&T Services will not exceed Rs.1 lakh per financial year or his/her salary for the particular financial year whichever is less;

7.1.2 *Categorisation of staff*

- a) Innovators & Principal Contributors may comprise scientists and other S&T staff, who have provided innovative, developmental, design engineering, experimental, data/information, testing/analytical, repair/fabrication, training and business development/marketing inputs for the project/ activity;
- b) S&T and other staff may comprise staff, who have provided direct supporting inputs for the specific project/activity; and
- c) Remaining staff may comprise rest of the staff of the Institute, who have not been included in the category of staff at (a) and (b) above for the specific project/activity.

7.1.3 Maintenance of Project Records

The Head of the Institute shall ensure that the following records are maintained and retained in the Institute:

(i) By Project Leader

a) Project File

Document containing information on a systematic basis on initiation of the idea; date of starting of the project; list of Innovators and Principal Contributors (as defined earlier); responsibilities assigned to the individuals and the extent of their participation (whether whole-time or part-time); significant contributions made by the individuals along with the supporting inputs/contributions of the S&T and other staff.

b) Completion Report

A document listing the outcome of the project/activity including the contributions made by each of the Innovators & Principal Contributors, S&T and other staff. The final record shall be signed by each of the Innovators & Principal Contributors and the Project Leader.

c) Project Cost

Certified expenditure for each project/activity.

(ii) By Innovators & Principal Contributors and S&T and Other Staff

Record Book

A document maintained individually by the Innovators & Principal Contributors, S&T and Other staff listing date of his/her joining the project; extent of participation (whether whole-time or part-time); work allotted and/or undertaken from time to time; contributions or achievement made, verified and countersigned by the Project Leader/ Director.

7.1.4 Distribution of Monies/Fees

- a) A Standing Committee shall be set up by the Director to consider and decide on the share of the Innovators & Principal Contributors, S&T and Other staff from the monies realised from licensing of Intellectual Property, the Intellectual Fees of Contract R&D Projects and S&T Services.
- b) The Project Leader shall recommend to the Standing Committee the share of the individual Innovators, Principal Contributors and S&T and Other staff for a specific project/activity commensurate with the individual's contributions to the project/activity as reflected in the Project Records.

- c) The Standing Committee shall decide the share of each individual [as at (ii) above] in the light of the recommendations of the Project Leader and taking into consideration the Project Records, wherever necessary.
- d) The recommendations of the Standing Committee shall be intimated to each of the Innovators and Principal Contributors and S&T and other staff and also displayed on the Institute and other appropriate notice boards. In case no objections/ representations are received within fifteen days of the date of notification, then the same can be submitted for consideration and approval by the Director.
- e) Representations, if any, against the recommendations of the Standing Committee, within the stipulated time limit, shall be reconsidered by the Standing Committee. The fresh recommendations of the Standing Committee, along with the details of representations shall be put up to the Director for consideration.
- f) The decision of the Director shall be intimated to each of the Innovators & Principal Contributors and S&T and Other staff and displayed on appropriate notice boards. Distribution of the monies/ fees will then be done, if no representations are received against the decision of the Director within thirty days of the date of notification.
- g) Appeals against the decision of the Director, within thirty days of the date of notification, can be made to Chairman, GB, WII through the Director of the Institute. Decision of Chairman, GB, WII shall be final and binding on all concerned.
- h) The portion of the monies/ fees earmarked for the Remaining Staff of the Institute is to be uniform for a salary scale and is to be distributed once a year.
- i) A person is entitled for a share from the monies/fees even in the event of his transfer/retirement/resignation from WII. In the event of death of a worker, his/her legal heir shall be entitled for his/her share of monies/fees.

7.2 Distribution of honorarium for Consultancy Services

7.2.1 Honorarium is payable only to the 'Team of Consultants' and 'Other S&T Staff' providing inputs to the specific consultancy assignment, together hereinafter referred to as 'Group of Staff' and the 'Supporting Staff'. In case, there is no staff under 'Other S&T staff' associated with a consultancy project the share of honorarium earmarked for this category shall then go to the Team of Consultants.

7.2.2 The 'Team of Consultants' shall comprise only such staff members who provide intellectual inputs to the specific consultancy work, while 'Other S&T Staff shall

generally include Group III & IV staff, Research Fellows/Associates who assist the team of consultants with S&T, information, computational, economic and marketing-inputs pertaining to the specific consultancy and the 'Supporting Staff', will comprise all staff in the Institute from the technical groups I, II & III, administration, finance, stores and purchase, who have not been included in the other two categories of staff of any consultancy project for the year of distribution of honorarium. The Director shall have the flexibility to, group the 'Supporting Staff' as (a) those who contributed directly to the consultancy, and (b) the remaining supporting staff. The Director can also apportion between the two groups (a) and (b) above, the honorarium earmarked for the category of Supporting Staff. The distribution of honorarium to group (b) staff is to be uniform for a salary scale and is to be done once a year; however any supporting staff included in Group (a) of a consultancy shall be excluded from Group (b).

- 7.2.3 The names of the 'Group of Staff' to be associated with the 'consultancy project', indicated under each category, along with the proposed share (%) of honorarium 'of each individual member should be included in the project proposal put up to the Competent Authority for seeking approval to the project.
- 7.2.4 Any change in the approved 'Group of Staff' for the consultancy project can be made by the Director, with the revision being ratified by the Governing Body, WII for projects within their competence for approval.
- 7.2.5 The consultancy will be deemed as completed only when the obligations envisaged in the assignment have been fulfilled and all the money due from the client has been received.
- 7.2.6 On the completion of the consultancy, the Project Coordinator shall in consultation with the team of consultants decide the share of honorarium to each member of the "Group of Staff", commensurate with the inputs of each individual member. The share of distribution agreed upon will be intimated to the concerned staff and also displayed on the notice board of the Institute. In case, no objection to /representations against the proposed distribution are received within fifteen days from the date of intimation/ notification the recommended distribution may be taken as final.
- 7.2.7 In case of Advisory Consultancy projects for which the duration of the contract is more than a year, honorarium may be distributed annually, provided the amount due for the year, has been received from the client.
- 7.2.8 The Director would be competent to approve the distribution of honorarium (vide procedure stipulated in para 6 above) in all cases where there is no deviation from the approvals obtained for the distributable amount of intellectual fee and/ or share of honorarium of individual member for a consultancy project.

- 7.2.9 In cases, where there is a deviation in the approved share of honorarium of individual member and/ or the amount of intellectual fee available for distribution, approval of Competent Authority to the revised proposal for grant of honorarium as envisaged by the changed conditions may be obtained prior to distribution of honorarium as per procedure prescribed in para 6 above.
- 7.2.10 Any objections/representations (received within the stipulated period of time) to the distribution of honorarium proposed vide para 6, shall be discussed with the Project Coordinator by either the Director or any Committee setup by the Director for the purpose. The Committee's recommendation would then be placed for consideration/ decision of the Director, WII. The decision of the Director shall be intimated to all concerned staff and displayed on the Notice Board. In case, there is no representation against the decision of the Director within 30 days of its display on the Notice Board, distribution of honorarium as per the GB's decision shall be done.
- 7.2.11 Representations/ objections against the decision of the Director can be made to Chairman, GB within 30 days of the date of its display on the Notice Board (A copy of all such representations should invariably be endorsed to the Director of the Institute). The decision of Chairman, GB in the matter shall be final and binding on all concerned.
- 7.2.12 A member of the consultancy team shall have the option to forego his/her share of honorarium, which shall than lapse to the WII Welfare Fund.
- 7.2.13 There is no ceiling on the maximum amount of honorarium receivable by an individual from consultancy provided that the man-days devoted by the individual on consultancy work in a financial year do not exceed 50 man-days (as stipulated in Chapter 2, para 2.6.9).
- 7.2.14 Any distributions made in disregard of the prescribed procedure and guidelines shall be deemed as unauthorized and liable to recovery with 18% interest.



Annexure -I

PROFORMA FOR APPROVAL OF CONTRACT R&D PROJECT

1. Project

a) Title, Number & Impact Code :

b) Type (Sponsored/Collaborative/
Grants-in-aid)

2. Client / Customer :

a) Name and address :

b) Category (Type & size)
(Govt. Deptt./ Agency/ Voluntary / Cooperative Agency, Research Organisation,
Foreign Firm/Agency, Public/Private Sector, Large / Medium / Small / Cottage
Unit)

3. Objectives, scope and duration
of the project :

4. Present stage of knowledge :

5. Programme of work with phasing,
milestones and S&T inputs of client

6. Project Team (S&T Staff) :

7. a) Benefits to client on Utilisation
of research results

b) Vesting of Intellectual property :

8. Financial aspects :

I Estimated Expenses :

a) On Man-days

Name & Designation	Man-days Rate (Rs./day)	Amount (Rs.)
i.		
ii.		
iii.		
iv.		
v.		

b) Consumables/raw materials/ component : Rs.

c) Services/utilities : Rs.

Overheads @ 25% of (b+c) : Rs.

d) Equipment/computer usage : Rs.
(see para 1.4.1)

e) External payments : Rs.

f) TA/DA : Rs.

g) Contingencies : Rs.

Total expenses	
Sum of I(a) to I(g)	

II. Intellectual fees - : Rs.
(@ ____% of 'I' or minimum 33.3% of 'I')

Total Project Charges (I+II)	Rs.
------------------------------	-----

III. Payments to be received as follows :
(indicate for the installments the amount,
mode, time and bank guarantee)

9. Utilisation of Intellectual :
property generated

Licensing:

- a) Exclusive/non-exclusive
- b) Period
- c) Fee/charges
 - i. Lumpsum (instalments, amount, time, mode, guarantees)
 - ii. Recurring royalty (Period and basis)

10. Remarks

Project Leader
(Signature)

DECISION OF COMPETENT AUTHORITY

Director/ Chairman GB, WII

Signature

CC:

- 1. Director, WII
- 2. Dean, FWS
- 3. Head of Office
- 4. Finance Officer
- 5. Administrative Officer (Stores)/Academic Officer
- 6. Research Coordinator
- 7. Consultancy Team Members



PROFORMA FOR APPROVAL OF CONSULTANCY PROJECT

1. Project Title, Number & Impact Code :
2. Client/Customer :
- a) Name and address :
- b) Category :

(Govt.Deptt./ Agency, Voluntary / Cooperative Agency, Research Org., Foreign firm/Agency, Public/Private Sector; Large/ Medium/ Small/ Cottage/ Tiny Units)

3. Nature (Advisory /General) :
(Justification for classification as Advisory)
4. Objective, scope and duration :
of the project
5. Programme of work with phasing :
and milestones
6. Benefits to client on :
utilisation of project output
7. Financial aspects :

- I. Estimated Expenses
- a) On Man-days

Name & Designation	Man-day Rate (Rs./day)	Amount (Rs.)
i.		
ii.		
iii.		
iv.		
v.		

The scientists/staff included have not rendered consultancy exceeding 50 days in the FY under consideration.

b) Consumables/raw materials/ components	:	Rs.
c) Services/utilities	:	Rs.
overheads @ 25% of b+c	:	Rs.
d) Equipment /computer usage (see para 1.4.1)	:	Rs.
e) External payments	:	Rs.
f) TA/DA	:	RS.
g) Contingencies	:	Rs.
Total expenses		
[Sum of I (a) to I (g)]		
II. Intellectual Fees -	:	Rs.
(minimum = Man-day charges i.e. I (a))		
Project Charges (I+II)	:	Rs.
III Services tax calculated at prevailing rates of (I+II) Total Charges = I + II + III		
IV Payments to be received as follows: (indicate for the installments, the amount, mode, time and bank guarantees)		
8. Honorarium payable		
A. Advisory Consultancy		
Distributable amount upto a maximum of 2/3rd of intellectual fee as follows	:	
Team of Consultants		95%
Welfare fund		5%

B. General Consultancy

Distributable amount upto a maximum of 2/3rd of intellectual fee or 300% of the manpower charges levied, whichever is less as follows:

I. 'Group of Staff' (or the consultancy project)

a) Team of Consultants (65%)

Name & Designation	% share
i.	
ii.	
iii.	
iv.	
v.	

b) Other S&T staff (15%)

Name & Designation	% share
i.	
ii.	
iii.	
iv.	
v.	

c) Supporting staff (15%)

Name & Designation	% share
i.	
ii.	
iii.	
iv.	
v.	

II WII Welfare Fund _____ @ 5%

9. Remarks

Project Leader
(Signature)

DECISION OF COMPETENT AUTHORITY

Director/ Chairman, GB, WII

Signature

CC:

1. Director, WII
2. Dean, FWS
3. Head of Office
4. Finance Officer
5. Administrative Officer (Stores)/Academic Officer
6. Research Coordinator
7. Consultancy Team Members



Annexure - III

MAN POWER CHARGES

The minimum manpower charges for all external work shall be as follows:-

Category of Staff	Manpower rates (Rs.)	
	Per day	Per annum
a) Senior Scientist (S&T personnel of the level of Sc. E and above)	5000	10 lakh
b) Scientist (S&T personnel of the level of Sc. B and upto Sc. D)	3000	6 lakh
c) S&T Assistant (Personnel below the level of Sc. B including Research Fellows)	2000	4 lakh
d) Project Assistant	on actual basis	

Note 1: In cases where Group I & II staff contribute S&T inputs to the project, their manpower charges are to be calculated at 2.5 times the median emoluments of the grade/scale on per day/per annum basis as applicable.

Note 2: The charges shall be effective from the date of adoption of these rules *i.e.* 29.10.2004.

Note 3: These are minimum manpower charges, higher rates could be charged, wherever possible.

Note 4: While working out the manpower charges on the basis of per annum rates for different categories of staff, the number of working days in a year shall be taken as 200.

Note 5: Per day charges will apply where total man-days for the project/assignment are less than sixty, otherwise pro rata per annum man-day charges shall apply.



II. Intellectual Property

II a. Developed & Available for Utilisation

S. No.	Title	Date of Development	At scale (Quantitative)	Through In- house/Contract Projects	Licensing through & terms

* Date when made ready for licensing.

** Channel of licensing *i.e.* Direct by WII / NRDC / TT Agency / Other

IIb. Intellectual Property Licensed

S. No.	Title	Licensee	Licensed through WII /NRDC/others (specify)	Terms of Licence	Effective date of Licence

* also indicate if first licensee

II c. Intellectual Property Productionised & Monies Accured Thereof

S. No.	Title	Licensee	Licenced through WII /NRDC/ others (specify)	Effective date of license	Date of Commencement of Production	Plant capacity / Investment	Money Received Premia/ Royalty

* also indicate if first licensee

III. Contract Research Projects

S. No.	Client Name and Status	Name of Project (Type)	Value of contract (Rs. Lakh)	Money Received during the Quarter (Rs. Lakh)	Date & duration of project	Status of project (New/Cont. / Comp.)	Licensing of know-how envisaged (Yes/No)

- | | | | |
|----------------------------|-------------------------------------|-----------------------------------|---------------|
| SP - Sponsored Project | CV - Co-operative/ Voluntary Agency | RO - Research Organisation | MED - Medium |
| CP - Collaborative Project | PS - Public Sector | FO - Foreign Agency/ Organisation | SM - Small |
| GA - Grant-in-aid Project | PVT - Private Sector | LAR - Large | COT - Cottage |
| GD - Govt. Deptt/Agency | | | |

IV. Consultancy Projects

S. No.	Client's Name and Status	Name of Project	Value of contract (Rs. Lakh)	Money received during the Quarter (Rs. Lakh)	Date & duration of project	Status of project (New/Cont. / Comp.)	Licensing of know-how envisaged (Yes/No)

*GD - Govt. Deptt/Agency

CV - Co-operative/Voluntary Agency

PS - Public Sector

PVT - Private Sector

RO - Research Organisation

FO - Foreign Agency/Organisation

@ LAR - Large

MED - Medium

SM - Small

COT - Cottage

V. Technical Services

V.a. Training

S.No.	Title of training programme	Duration	Number of trainees	Money received for the training

V.b. Other Technical Services

	Number of Clients	Total money received (Rupees)
i. Testing/analysis work		
ii. Training		
iii. Job work		
iv. Supply of information/ databases		
v. Any other service rendered (Please specify).		

**CONSULTANCY WORK BY STAFF OF
GOVERNMENT INSTITUTIONS**

Copy of Office Memorandum No. F-11(2)-II(B)/63 dated the 6th May, 1963 from the Govt. of India, Ministry of Finance (Department of Expenditure), New Delhi addressed to all Ministries/Departments etc.

Subject: Private Consultancy Work by the Staff of Government Institutions.

1. At present, some categories of staff of some Government Institutions (particularly the teaching staff of technological institutions like the Indian Institutes of Technology, Bombay, Madras, Kanpur &, Kharagpur, the Delhi Polytechnic, etc.) are permitted to undertake private consultancy work and to receive fees from private parties in respect therefore, subject to certain conditions.

2. The position in this regard has been reviewed and it has been decided that, with immediate effect, private practice (whether it be in the nature of consultancy work or of some other type of work) should not, except in the types of cases, referred to in paragraph 4 below, be permitted to any member of the staff in any Government institution.

3. The purpose of permitting private practice to officials, viz. to enable them to keep pace with the scientific / technological advances that are taking place in their respective fields and to improve their professional competence, can be served by the institution concerned itself taking up the consultancy work. The following procedures may be adopted in such cases of institutional consultancy:

- i. the institutions taking up the consultancy work will entrust the work to selected staff members;
- ii. as far as possible, the staff members selected for the work should have the confidence of the client;
- iii. the fees received for rendering the consultancy work will be credited to the funds of the institution;
- iv. the institution may sanction suitable honorarium to the member of the staff who actually execute the work. The honorarium should be fixed

having regard to the nature of the work, the amount of the time spent on it and the extent of facilities provided by the institution for the work. But the total amount of honorarium paid to the members of the staff should not exceed 2/3 of the total fees received for the work by the Institution.

4. In the case of an officer appointed on contract, who under the terms of contract, is entitled to have private consultancy practice, these orders will be applied to him from the date following the date of expiry of the present contract but, if the present contract of such an officer is for an indefinite period, these orders will be applied in his case after the expiry of two years from the date of issue/of these orders.

5 The Ministry of Scientific Research & Cultural Affairs, etc. is requested to bring these orders to the notice of the institutions etc. under their administrative control.



**PROFORMA FOR SEEKING SECURITY & SENSITIVITY CLEARANCE FOR
PROJECTS INVOLVING FOREIGNERS/ FOREIGN COLLABORATION**

1. The proposals for undertaking any and all projects involving foreigners/ foreign collaboration by WII after due diligence of scrutiny be referred to ADG (WL) at MoEF, New Delhi for obtaining security and sensitivity Clearance.

- i. Title and short description of the project;
- ii. Name, address, nature of organization and the activities of foreign collaborator/sponsor and more especially of the direct collaborator;
- iii. Details of past collaborations, if any, by the collaborator/sponsor with the WII/other Indian institution(s);
- iv. Details if any, available on R&D projects of sensitive and national security, taken up and/or funded by the sponsor/collaborator in the past in its own country or any other country;
- v. Genesis to the origin of the project;
- vi. Total cost (in Rs. and Foreign Exchange) and duration of project;
- vii. Foreign support/collaboration (details):
 - a. Financial support (Rs. & Foreign Exchange)
 - b. Equipment support
 - c. Technical support
 - d. Manpower training/exchange ((Indian/foreign)
 - e. Data/Informational support
 - f. Miscellaneous/others (use of facilities, ship, computers etc.)
- viii. Justification/need for foreign sponsorship/collaboration and likely benefits (scientific, economic, societal, strategic etc.) for the WII /and India;
- ix. The project involves (give details):
 - a. Referring to or sourcing of strategic/sensitive material/ information;
 - b. Transfer of biological material(s) to the collaborator/sponsor;
 - c. Use of genetically modified organisms;
 - d. Use of environmentally or otherwise hazardous material(s);
 - e. Use of radio-active materials;
 - f. Field surveys/trials/proving/collection/testing (give locations);
 - g. Intellectual Property Rights (IPR) generation/exploitation/ use;

- h. Visits if any, by the personnel of foreign collaborator/sponsor to India; if so, the places/institutions to be visited and likely duration;
- i. Ethical issues in conducting of the project;
- j. If answer to any of the points in (ix) is 'yes', the investigator/proposer to give undertaking to abide by relevant and extant WII/national regulations and guidelines on the subject.
- x. Any conditionals on use of project results for strategic and/or national security uses;
- xi. Any other relevant information not covered above; and
- xii. Endorsement and specific recommendations of Director of the Institute that:
 - The project does not involve any national security and/or sensitivity angles either proximately or remotely now or in the foreseeable future.

OR

- The project involves issues of national security and/or sensitivity (specify) and due diligence has been exercised in the laboratory and measures (specify) put in place to adequately safeguard the security and sensitivity issues.

2. Scrutiny of proposals at the Institute:

Prior to submission of the proposal for clearance as above, the proposal shall be scrutinised at the Institute level by the Director with respect to the following guidelines namely that:

- i. the project is related to national/ WII research priorities and interests;
- ii. there is need for foreign collaboration in the specific field/subject;
- iii. the foreign collaboration is expected to add value or bring benefits to the WII and the nation;
- iv. the field/subject of the project does not have a bearing on sensitive matters - political, regional, religious, communal, social, tribal and/or on security, including industrial and technological and on the country's commercial interests, either proximately or remotely;
- v. the project would not allow access by foreigners to sensitive information or data or material;
- vi. the end-use of the results of the study do not impinge on areas of national security, or on the areas which are 'sensitive', particularly through custody and control over data and its dissemination/ publication to the detriment of national security or interest, now or in the foreseeable future;

- vii. appropriate measures to ensure necessary security have been/will be put in place in case of visits by foreigners to sensitive areas or institutions;
- viii. for projects involving cruise of foreign vessels in Indian EEZ and/or flight-of foreign aircraft over Indian territory clearance of appropriate inter-ministerial group(s)/Ministries/Departments has been obtained and specifically mentioned thereto.

3. Scrutiny of proposals at the Hqrs

The project proposal in the prescribed format alongwith the information on scrutiny at lab. level be referred to ADG (WL) at MoEF, New Delhi for seeking clearance from security & sensitivity angles. The proposal shall be examined and processed by ADG (WL) at MoEF, New Delhi as follows:

- i. Those not involving any security and sensitivity issues will be put up to Secretary, MoEF and DG (Forests) and Special Secretary for his approval on behalf of High Level Committee(HLC) of the Government and the WII informed accordingly within 2 weeks of receipt of full details;
- ii. Those involving security and/or sensitivity aspects will be submitted by correspondence for approval to other relevant Ministries/ Departments/State Governments and processed as follows:
 - a. In case the proposal is cleared by all relevant agencies;

Or

 - b. In case no response is obtained from referred agencies within 6 weeks.

The proposal will be put up to Secretary, MoEF and DG (Forests) and Special Secretary for approval/ clearance on behalf of the HLC and the Institute informed accordingly within 8 weeks of receipt of full details.

- c. In case an agency, prior to the expiry of 6 weeks seeks more time for examination then the proposal would be kept pending for that time and thereafter processed appropriately. The Institute will be kept informed of the position within 8 weeks of the receipt of full details;
- d. In case the proposal is not cleared by any of the concerned agencies, it will be submitted to Secretary, MoEF and DG (Forests) and Special Secretary for permission to forward it alongwith completed prescribed government checklist and MoEF's recommendations to the Competent Authority for the consideration and decision of the HLC. The Institute will be informed of non-clearance of the proposal by any agency within 8 weeks of receipt of the full information.



Recruitment and Assessment
Promotion Rules
for
Group-A Scientific Posts – 2010

March, 2010

NOTIFICATION

1. In exercise of the powers conferred by the proviso of Rule 3 (xvi) (xix) of the Memorandum of Association (MoA) of Wildlife Institute of India, Dehradun, herein after called WII, and in supersession of all the rules in so far as they relate to the Group-A Scientific Posts in WII, Dehradun in the pay scale of Rs.8000-13500 and above, except in respect of things done or omitted to be done before such supersession, Governing Body of WII formulates the following Recruitment and Assessment Promotion Rules for Scientist Group-A.

2. Short title and commencement

(i) These rules shall be called as the 'WII-Scientific Recruitment and Assessment Promotion Rules, 2008.

(ii) These rules shall come into force with effect from the date of notification by the Institute.

3. Applicability

These rules shall govern recruitment and assessment promotions of Group-A scientific posts (Scientist-B to Scientist-G).

4. Definitions

In these rules, unless the context otherwise requires:

(i) **'Appointing Authority'**: means the authority as specified for recruitment of scientists under Rule 6.9.

(ii) **'Annexure'**: means Annexure to these Rules.

(iii) **'Director'** means the Director, Wildlife Institute of India, Dehradun.

(iv) **'Institute'**: means the Wildlife Institute of India, Chandrabani, Dehradun.

- (v) **'Institute's Committee for Selection & Assessment Promotion' (ICSAP)** means the Committee for the recruitment and assessment promotions as specified under Rule 6.4 of Group-A scientific positions from Scientist-B (Rs.8000-275-13500) to Scientist-F (Rs.16400-450-20000) as specified under Rule 6.1.1.
- (vi) **'Institute's Search cum Selection Committee (ISCSC)'** means the Committee for the recruitment and assessment promotions as specified under Rule 6.4 (ii) of Group-A Scientific positions at the level of Scientist-G carrying a pay scale of Rs.18400-22400 as specified under Rule 6.1.1.
- (vii) **'Scientist'** means a scientific officer who is expected to generate, develop, impart, advance, disseminate, diffuse, manage and protect knowledge/methods/techniques and build capacity through training/ research/ design /development/ advisory/ extension/ and networking activities.
- (viii) **Wildlife Sciences:** means all disciplines related to wildlife management and conservation.

All other words and abbreviations which are not defined under these rules, shall have the same meaning and definition/ interpretation as given in the Memorandum of Association and Rules and Regulations of WII Society or any other rules applicable to the employees of WII.

5. Recruitment and Assessment Board

5.1 WII shall establish two separate recruitment and assessment board hereinafter called (i) Institute's Committee for Selection cum Assessment Promotion (ICSAP) for the recruitment and assessment promotion of all Group-A Scientific posts from Scientist-B to Scientist-F level, (ii) For making Direct Recruitment and assessment promotion at the level of Scientist-G carrying a pay scale of Rs.18400-500-22400 there will be a Institute's Search cum Selection Committee, which shall be appointed by the Chairman, Governing Body. The Terms and Conditions of the appointment of the above committees shall be such as may be prescribed by the Chairman, Governing Body.

5.2 The validity of the said Committees shall be three years. However, the members may be changed during the currency of the panel with the approval of Chairman, Governing Body.

5.3 Except for the provisions specified under these rules, the Committee shall be free to devise its own procedures in respect of recruitment and assessment to be made by it.

6. Recruitment

6.1.1 The grades/ scales of pay of scientists covered under these rules shall be such as may be determined by WII from time to time. However, grades/ scales applicable are as under:

S. No.	Designation of the Post	Scale of pay
1.	Scientist B	Rs. 8,000-275-13,500
2.	Scientist C	Rs.10,000-325-15,200
3.	Scientist D	Rs.12,000-375-16,500
4.	Scientist E	Rs.14,300-400-18,300
5.	Scientist F	Rs.16,400-450-20,000
6.	Scientist G	Rs.18,400-525-22,400

6.1.2 Recruitment shall normally be made at the level of Scientists-C (Rs.10,000-325-15,200). Whenever need exists or arises, recruitment at other levels can be made on a specific request from the Director and with the prior approval of the Chairman, Governing Body.

6.1.3 30% of the total sanctioned Scientific Group-A posts shall be reserved for officers on deputation from the Indian Forest Service (IFS). They will be taken on deputation at Scientist-E/F levels. The placement of deputationists in the above grades shall be made in accordance with their seniority consistent with Scientist-E/F levels. However, other terms and conditions prescribed by the MoEF, Government of India, in respect of deputation of Indian Forest Service officers to autonomous organizations would be applicable.

6.2 **Qualifications, disciplines, experience and age limits for direct recruitment:** The minimum qualifications, experience and maximum age limits for direct recruitment to Scientists Group-A at various levels shall be as follows:

Sl. No.	Designation and Scale of pay of the post	Qualification and Disciplines	Experience in required areas	Age limit not exceeding
1.	Scientist-B Rs.8000-13500	Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	Nil	28 years
		OR		
		Ph.D. in any of the above fields	Nil	33 years
2.	Scientist-C Rs.10000-15200	Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	3 years	31 years
		OR		
		Ph.D. in any of the above fields.	1 year	34 years
3.	Scientist-D Rs.12000-16500	Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	7 years	35 years
		OR		
		Ph.D. in any of the above fields.	4 years	38 years
4.	Scientist-E Rs.14300-18300	Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	10 years	38 years
		OR		
		Ph.D in any of the above fields.	7 years	40 years
5.	Scientist-F Rs.16400-20000	Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	13 years	41 years
		OR		
		Ph.D. in any of the above fields.	10 years	43 years
6.	Scientist-G Rs.18400-22400	Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	16 years	44 years
		OR		
		Ph.D in any of the above fields	13 years	46 years

6.3 Relaxations

6.3.1 Relaxation in age limit may be allowed to Institute/ Government/ Autonomous Bodies/ University employees in accordance with the instructions and orders issued by the Government of India from time to time in this regard.

6.3.2 Relaxation in age as per Government of India norms.

6.3.3 The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of applications.

6.3.4 In disciplines other than mentioned under these Rules, such professional or technical qualifications, as are approved by the Government of India for appointment to the scientific posts and services shall be applicable. In cases where a formal Degree or Diploma is not being awarded or has not been approved, the educational qualifications and experience shall be such as may be prescribed by the Chairman, Governing Body.

6.3.5 The period of experience in the requisite discipline/area of work wherever prescribed shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications required for that grade. Period spent in wildlife research will be counted towards experience.

6.4 The constitution of the ICSAP and Search cum Selection Committee for making direct recruitment and Assessment Promotion of Group-A Scientific posts shall be as under:

(i) **ICSAP:** The ICSAP will be constituted by the Chairman, WII-Governing Body. The tenure of ICSAP will be three years from the date of notification. The ICSAP will have the following composition:

Chairperson - An eminent scientist/ forester/ conservationist with adequate experience of field conservation.

Members (3 Nos.) - Eminent scientists/professionals with experience in forestry & wildlife conservation or management/ wildlife biology/ human dimension of wildlife conservation.

- Member* - One representative of Ministry of Environment & Forests, Government of India at the level of Inspector General of Forests
- Member-Secretary* - Director, WII.

(ii) **Institute's Search cum Selection Committee:** The Institute's Search cum Selection Committee will be constituted by the Chairman, WII-Governing Body. The tenure of this committee will be three years from the date of notification. The Institute's Search cum Selection Committee will have the following composition:

- Chairperson* - Additional Director General (WL), Ministry of Environment & Forests, Government of India.
- Members (3 Nos.)* - Three outside experts. (Eminent scientists/ professionals with experience in forestry & wildlife conservation or management/ wildlife biology/ human dimension of wildlife conservation).
- Member-Secretary* - Director, WII (being the Chief Executive of the Institute).

(iii) In addition to the above, two Subject Matter Specialists (SMS) may be co-opted in the Committees. The SMS will not have any fixed tenure but will be invited on a case to case basis. The SMS will be nominated by the Chairman of the Committee.

The quorum for the meeting of the Committee shall be four members including the Chairperson and at least one subject matter specialist. The Chairperson of the Committee may nominate any member of the Committee to act as Chairperson of the Committee in his/her place, if required

6.4.1 Where the posts are reserved for SC/ST candidates or where SC/ST candidates are under consideration along with general category candidates for the posts, a member of SC/ST community shall invariably be included in the Committee. Further, instructions for nomination of female members and members representing the minority community as issued by the Government of India from time to time shall continue to be followed.

6.5 Vacancies for which the selections are required to be made by the Committee shall be decided by the Director, WII. The vacancies shall be advertised by the Institute, as per the prescribed procedures. A copy of the advertisement shall be sent to the Committee as the case may be.

6.5.1 The applications, in response to the advertisement, shall be received at the Institute's headquarters at Chandrabani, Dehradun .

6.5.2 For recruitment of Scientists upto Scientist-F level, the Director, WII shall constitute the Screening Committee. For Scientist-G, the Screening Committee shall be constituted by Chairman, Governing Body. The Committee shall screen the applications received and organize a written test or seminar if considered necessary for short listing the candidates to be called for the interview. The set of applications and recommendations of the Screening Committee shall be sent to the Committee. Approval of relaxation, if any, in respect of age from Chairman, Governing Body shall be obtained by the Director, WII and sent to the Committee.

The Screening Committee for screening the applications for Scientists upto the level of Scientist-F, shall comprise of the following:

- i) Director, WII or his nominee in the pay scale of Rs.18400-22400
- ii) One Officer of the ICFRE in the pay scale of Rs.16400-20000
- ii) One Officer of the WII in the pay scale of 16,400-20,000

The Screening Committee for screening the applications for Scientist-G shall comprise of the following:

- i) One Officer of the MoEF in the pay scale of Rs.22,400-24,500.
- ii) One Officer from ICFRE in the pay scale of 18,400-22,400.
- iii) Director, WII or his nominee in the pay scale of 18,400-22,400.

The quorum of the Screening Committee shall be the Chairperson and one member.

6.5.3 The date and time for holding the meetings of the Committee shall be fixed by the Director, WII in consultation with the Chairperson of the Committee. The letter of invitation/intimation to the short listed candidates for the interview/test shall be issued by the Institute accordingly.

- 6.5.4 Committee shall recommend a panel of candidates in order of merit for each post or group of posts as advertised. All relevant papers in respect of the selections shall be forwarded by the Director, WII to the Chairman, Governing Body.
- 6.5.5 The panel thus prepared by the Committee shall be valid for one year from the date of approval by the competent authority and operated for issuing the offer of appointment to the selected candidates only to the extent of the number of the vacancies advertised. If any of the candidate(s) who have been issued the offer of appointment up to the extent of the notified vacancies does not accept the offer or does not join by the stipulated date, the next candidate on the panel can be offered the post.

6.6 Probation

- 6.6.1 Persons appointed to the posts of Scientist-B shall be on probation for a period of two years. Persons appointed to other grades, viz. Scientist – ‘C’, ‘D’, ‘E’, ‘F’ and ‘G’ shall be on probation for a period of one year, provided that the appointing authority may extend or curtail the period of probation in accordance with the instructions issued by the Government of India from time to time.
- 6.6.2 On completion of period of probation or extension thereof, the scientists shall if considered fit, may be confirmed against the post, if not already confirmed in the entry grade.

6.7 Pay

- 6.7.1 The pay of a candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advance increments if any, could be recommended by the Committee keeping in view the overall merit of the candidate. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceedings of the Committee to establish the rationale and reasoning for the increments recommended.

6.7.2 Up to five advance increments as recommended by the Committee may be granted by the Chairman, Governing Body.

6.8 All Scientists in the service of the Institute shall be liable to serve anywhere in India or outside. Director, WII shall be empowered to transfer any Scientist to any place of work in public interest.

6.9 Appointing Authority

6.9.1 For the posts of Scientists upto the level of Scientist-F, the Chairman, Governing Body shall be the appointing authority.

6.9.2 For the posts of scientists-G and posts in equivalent grades, the appointing authority shall be President, WII-Society.

6.10 Addition to Qualifying Service

6.10.1 Scientists directly appointed to the posts of Scientist-C and above shall be entitled to the benefit of added years of service for the purpose of superannuation pension admissible under Rule-30 of the Central Civil Services (Pension) Rules, 1972 as amended from time to time.

7. Assessments and Promotions

7.1 Promotion of all Scientists governed by these Rules from one grade to the next higher grade, shall be made on the basis of modified Flexible Complementing Scheme. On promotion of a Scientist from one Grade to the next higher Grade, the post held by him/her shall stand upgraded automatically as personal to the Scientist concerned. On vacation of the post by the Scientist, it shall be filled at the level of Scientist-C.

7.1.1 The benefit of assessment promotion under modified FCS to existing scientists having qualification in areas other than those prescribed under this scheme shall continue. However, no fresh direct recruitment of scientists would be made in such subject areas. Scientists in the

disciplines other than those prescribed under the modified FCS may be taken for a fixed tenure against available Direct Recruitment vacancies.

7.2 Promotion up to the level of Scientist – G i.e. of Scientist-B, C, D, E, F shall be made on the basis of:

7.2.1 Preliminary screening by a Screening Committee which takes into account the Annual Performance Appraisal Reports (APAR) recorded for the years covered under the residency period, and interview by the Committee.

7.2.2 The Screening Committee shall be constituted with the approval of the Chairman, Governing Body and comprise of the following:

- i) One Officer of the MoEF in the pay scale of Rs.22,400-24,500.
- ii) One Officer from ICFRE in the pay scale of 18,400-22,400.
- iii) Director, WII or his nominee in the pay scale of 18,400-22,400.

The quorum of the Screening Committee shall be the Chairperson and one member.

7.3 The minimum residency period to be completed in a grade for consideration for assessment shall be as under:

Scales of pay	Designation	Minimum Residency period linked to performance.
Rs.8000-13500	Scientist – B	3 years.
Rs.10000-15200	Scientist – C	4 years.
Rs.12000-16500	Scientist – D	4 years.
Rs.14300-18300	Scientist – E	5 years.
Rs.16400-20000	Scientist – F	5 years.
Rs.18400-22400	Scientist-G	-

7.3(a) The period spent on deputation/foreign service to a non-scientific post and extra ordinary leave availed on personal grounds, shall not count towards the minimum residency period.

7.3(b) In case of permanent absorption of a scientist on deputation in the same grade in WII-Scientific service from other Scientific Departments where Flexible Complementing Scheme is applicable, the entire service of that

Scientist in the same grade including in the parent department shall be counted towards residency period. If an officer comes on deputation on a higher grade into the service and later permanently absorbed in the same grade in the service, the period spent on deputation shall be counted for residency period for consideration for promotion to the next higher grade.

7.3(c)¹ Assessment Promotion of Scientists who are on deputation/foreign services to a scientific post may be considered by the Selection Committee of the Institute on the basis of the performance report of the borrowing organizations.

7.4 All Scientists will be first screened for eligibility on the basis of marks obtained as per criteria in the Annual Performance Appraisal Reports (APARs) placed at **Annexure-A1**. Only those Scientists who satisfy the minimum residency period linked to their performance threshold as indicated in the Table below shall be considered for further assessment.

	Number of years in the grade					
	3	4	5	6	7	8
Minimum averaged percentage of APAR scores for eligibility						
Scientist B to Scientist C	85%	80%	70%	65%	60%	-
Scientist C to Scientist D	-	85%	80%	75%	70%	60%
Scientist D to Scientist E	-	85%	80%	75%	70%	60%
Scientist E to Scientist F	-	-	85%	80%	75%	70%
Scientist F to Scientist G	-	-	85%	80%	75%	70%

7.4.1 Notwithstanding anything contained in these rules, a relaxation of one year in the minimum residency period can be granted to a Scientist C, D & E provided that he/she consistently secures 90% and above marks in the Annual Performance Appraisal Reports (introduced under Rule 8.1) in three successive years in the grade. This provision shall be applicable maximum twice in the career of a Scientist.

¹ Note: Clause 7.3 (c) has been added as per decision taken by the Governing Body in its 54th Meeting held on 30th March 2010.

7.5 Screening Committee

7.5.1 In the case of Assessment Promotions of Scientists-B and above upto Scientist-G, the Screening Committee as constituted under **Rule 7.2.2** above shall review the Annual Performance Appraisal Reports (APARs) and other relevant records of all Scientists completing the prescribed residency period for recommending the candidates for interview by the Committee.

7.6 Assessment Committee

7.6.1 The Assessment Promotion shall be made by the Committee as constituted under Para 6.4 (i) and (ii) above. The quorum of the meeting of the Committee shall be the Chairperson plus three members, with at least one Subject Matter Specialist.

7.6.2 The Committee shall appraise the Scientists on the basis of objective criteria laid down in the APAR. However, there will not be separate marks for interview.

7.6.3 All Scientists will submit a 'Self Assessment' report for the total residency period to Committee providing details of their activities and accomplishments. The 'Self Assessment' report will be reviewed as per same criteria and weightage provided in the APAR and the marks thus obtained would form the basis of their assessment promotion as per the threshold prescribed in para 7.4 above.

7.6.4 The Committee shall submit its recommendations as 'Fit for Promotion' or 'Not yet Fit for Promotion' as per the norms laid down in the modified Flexible Complementing Scheme.

7.6.5 The effective date of promotion for those found eligible for promotion shall be the due date of review of 1st January or 1st July of that year, as the case may be.

7.6.6 In case of a scientist assessed and found fit for promotion but is unable to assume charge of the higher grade on effective date for being away on study leave (combined with any other leave), sanctioned by the competent

authority, for pursuing higher studies or receiving specialized training in professional and technical subjects having a direct or close connection with the WII programs, on resumption he/she may reckon notional seniority in the higher grade from the date of his/her selection to that grade for the purposes of counting of residency period for considering for promotion to the next higher grade provided the Director, WII is satisfied about the performance of the scientist during the course of study/training.

7.6.7 Procedure for Assessment of Scientists who are under Suspension/against whom Disciplinary Proceedings are Pending

The assessment of the Scientists who are under suspension/against whom disciplinary proceedings are pending shall be regulated as per procedures notified by the Government of India.

8.0 Performance Appraisal Reports

8.1 The system of Performance Appraisal shall be in the form of Annual Performance Appraisal Reports (APAR) as per format at **Annexure-A**.

8.2 Those scientists, who leave the service of WII on their own volition including voluntary retirement, shall not be entitled for any assessment over and above the assessment(s) if any, already availed even if it may relate to the period when they were in WII service. However, those scientists who superannuate or pass away while in service shall be considered for assessment from the due date of eligibility. The cases of the deceased shall be decided by the Committee on the basis of their APARs.

9. Power to Relax

The Governing Body may relax any or all the provisions of these Rules wherever considered necessary.

10. Relaxation for SC/ST Candidates

Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions, required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

11. Interpretation

Any question relating to interpretation of these rules shall be decided by the Chairman, Governing Body.

12. Repeal and Savings

WII Group-A Scientific Service Recruitment Rules-2006 for Recruitment and Assessment Promotion of Scientific Staff are hereby repealed insofar as they are consistent with these rules to the extent covered under these rules. These new Rules supersede all the existing Rules related to Recruitment and Assessment promotion of scientists in WII to the extent the existing rules are inconsistent with these rules. All the existing scientists shall be automatically covered under these Rules.

Annual Performance Appraisal Report (APAR) for WII Group–A Scientists

Part 1: Basic Information

1. Identification information (please write clearly)	
Name of the Scientist	
Date of Birth	
Department/ Cell/ Thematic Area	

2. About the evaluation period (and other obligatory information)	
Is it a part year evaluation or full year evaluation?	
Reporting period start date	
Reporting Officer	
Reviewing Officer	

3. Categories information (for the period under evaluation)	
Group and Grade	
Date of appointment to current grade	

4. Education	
Highest educational qualification	
State work experience gained outside WII, if any	
State awards and special achievements, if any.	

5. Leave record	
Please list leave record for the year being evaluated (include all leave other than casual leave)	

Verified by the Head of Office	
Date	

PROFESSIONAL INDEX

Part 2A: Research Component

Table 1: Overall Weightage for Research Component: (a) 50% for Scientist B, C, D.
(b) 40% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c ₁ /c ₂)		No. of Outputs
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above	
			a	b ₁	b ₂	c ₁ = (a*b ₁) *100	
1.	Peer reviewed paper (International)	0.80	0.50	0.40	40	32	
2.	Peer reviewed report (International)	0.40	0.50	0.40	20	16	
3.	Peer reviewed paper (National)	0.60	0.50	0.40	30	24	
4.	Peer reviewed report (National)	0.30	0.50	0.40	15	12	
5.	Research Report	0.30	0.50	0.40	15	12	
6.	Technical Manual	0.30	0.50	0.40	15	12	
7.	Status Survey Report	0.30	0.50	0.40	15	12	
8.	Monographs	0.75	0.50	0.40	37	30	
9.	Book	0.75	0.50	0.40	37	30	
10.	Book Chapter	0.60	0.50	0.40	30	24	
11.	Ph.D. Thesis	0.50	0.50	0.40	25	20	
12.	M.Sc. Dissertation	0.30	0.50	0.40	15	12	
13.	Dissertation (Others)	0.20	0.50	0.40	10	08	
14.	International Seminar/ Workshop Presentation	0.20	0.50	0.40	10	08	
15.	National Seminar/ Workshop Presentation	0.10	0.50	0.40	05	04	

N.B.: Please provide details regarding 'Number of Outputs (d)'. A separate sheet (Appendix-I) may be used.

Part 2B: Teaching and Training Component

Table 2: Overall Weightage for Teaching & Training Component: (a)40% for Scientist B, C, D.
(b)30% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c ₁ /c ₂)		¹ Feedback Rating	² No. of Outputs
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above		
			a	b ₁	b ₂	c ₁ = (a*b ₁) *100		
1.	Teaching Inputs (as reflected in feedback form) ¹	0.50	0.40	0.30	20	15		
2.	Field Tours Inputs (as reflected in feedback form) ¹	0.40	0.40	0.30	16	12		
3.	Development of training material ²	0.40	0.40	0.30	16	12		
4.	Evaluation and Assessment	0.30	0.40	0.30	12	09		
5.	Inputs in other Institutions/ States/ PAs	0.20	0.40	0.30	08	06		

N.B.: Please provide details regarding 'Feedback Rating (d)' and 'Number of Outputs (e)'. A separate sheet (Appendix-II) may be used.

Part 2C: Advisory and Institutional Component

Table 3: Overall weightage for Advisory & Institutional Component: (a) 10% for Scientist B, C & D.;
(b) 30% for Scientist E & above

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c ₁ /c ₂)	
		a	Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above
			b ₁	b ₂	c ₁ = (a*b ₁) * 100	c ₂ = (a*b ₂) * 100
1.	Technical and Advisory Services to MoEF/ State Forest Department	0.60	0.10	0.30	6	18
2.	Technical and Advisory Services to Other Agencies including International	0.40	0.10	0.30	4	12
3.	Planning & Implementation of Institutional Activities	0.70	0.10	0.30	7	21
4.	Wildlife Extension & Outreach Activities	0.60	0.10	0.30	6	18

N.B.: Please provide details of outputs (Serial No. 1, 2, 3 & 4) in a separate Appendix-III.

Signature of the Scientist
Date

Part 3: Evaluation by Reporting Officer

Part 3a: Research Component

Table 1: Overall Weightage for Research Component: (a) 50% for Scientist B, C, D.
(b) 40% for Scientist E & above.

S. No	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c ₁ /c ₂)		No. of Outputs	Marks Obtained	
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above		Scientist B, C, D (Max.: 50)	Scientist E & above (Max.: 40)
			a	b ₁	b ₂	c ₁ = (a*b ₁) *100		c ₂ = (a*b ₂) *100	d
1.	Peer reviewed paper (International)	0.80	0.50	0.40	40	32			
2.	Peer reviewed report (International)	0.40	0.50	0.40	20	16			
3.	Peer reviewed paper (National)	0.60	0.50	0.40	30	24			
4.	Peer reviewed report (National)	0.30	0.50	0.40	15	12			
5.	Research Report	0.30	0.50	0.40	15	12			
6.	Technical Manual	0.30	0.50	0.40	15	12			
7.	Status Survey Report	0.30	0.50	0.40	15	12			
8.	Monographs	0.75	0.50	0.40	37	30			
9.	Book	0.75	0.50	0.40	37	30			
10.	Book Chapter	0.60	0.50	0.40	30	24			
11.	Ph.D. Thesis	0.50	0.50	0.40	25	20			
12.	M.Sc. Dissertation	0.30	0.50	0.40	15	12			
13.	Dissertation (Others)	0.20	0.50	0.40	10	08			
14.	International Seminar/ Workshop Presentation	0.20	0.50	0.40	10	08			
15.	National Seminar/ Workshop Presentation	0.10	0.50	0.40	05	04			

Part 3b: Teaching and Training Component

Table 2: Overall Weightage for Teaching & Training Component: (a) 40% for Scientist B, C, D.
(b) 30% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c ₁ /c ₂)		¹ Feedback Rating	² No. of Outputs	Marks Obtained
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above			
			a	b ₁	b ₂	c ₁ = (a*b ₁) *100			
1.	Teaching Inputs (as reflected in feedback form) ¹	0.50	0.40	0.30	20	15			
2.	Field Tours Inputs (as reflected in feedback form) ¹	0.40	0.40	0.30	16	12			
3.	Development of training material ²	0.40	0.40	0.30	16	12			
4.	Evaluation and Assessment	0.30	0.40	0.30	12	09			
5.	Inputs in other Institutions/ States/ PAs	0.20	0.40	0.30	08	06			

Part 3c: Advisory and Institutional Component

Table 3: Overall weightage for Advisory & Institutional Component: (a) 10% for Scientist B, C & D.;
(b) 30% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c ₁ /c ₂)		Marks Obtained
		a	Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above	
			b ₁	b ₂	c ₁ = (a*b ₁) *100	c ₂ = (a*b ₂) *100	
1.	Technical and Advisory Services to MoEF/ State Forest Department	0.60	0.10	0.30	6	18	
2.	Technical and Advisory Services to Other Agencies including International	0.40	0.10	0.30	4	12	
3.	Planning & Implementation of Institutional Activities	0.70	0.10	0.30	7	21	
4.	Wildlife Extension & Outreach Activities	0.60	0.10	0.30	6	18	

Table 4: Overall score of Professional Index

S.No.	Component	Marks Obtained out of 100
1.	Research	
2.	Teaching and Training	
3.	Advisory and Institutional	
Total		

Signature of the Reporting Officer

Date

Part 4: Integrity and Ethics

Please read the following guidelines before evaluating the scientist for integrity and ethics.

Guidelines issued by the Government of India, Department of Personnel, regarding, "Integrity", vide O.M. No. S1/S/72-ESTT 'A' dated 20 May 1972.

In every form of Confidential Report there should be a column regarding integrity to enable the Reporting Officer to make his remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the manner of making entries in the column relating to integrity:

- a) Supervisory Officer should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the Annual Confidential Report this diary should be consulted and the material in it utilized for filling, in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicious, further action should be taken in accordance with the following sub-paragraphs,
- b) The column pertaining to integrity in the character Roll should be left blank and a separate secret note about the doubts and suspicions regarding the Government servant's integrity should be recorded simultaneously and followed up.
- c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow up action is taken expeditiously.
- d) If, as a result of the follow-up action, a Government servant is exonerated, his integrity should be certified and an entry made in the Character Roll,
- e) If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the Government servant concerned,
- f) There may be cases in which after a secret report/ note has been recorded expressing suspicion about a Government servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to 'confirm' it. In such a case the Government servant's conduct should be watched for a further period, and in the meantime, he/she should as far as possible be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (p") and (e) above,
- g) There are occasions when a Reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for a brief period or has been on a long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

Please comment on the scientist's integrity and standards of ethics:

Signature of the Reporting Officer

Date

Part 5: Decision of the Reviewing and Accepting Officers

1. Remarks of the Reviewing Officer: I agree/I do not agree with the assessment of the Reporting Officer

2. Comments of the Reviewing Officer (*in case of disagreement*)

3. Signature of the Reviewing Officer with designation

4. Place and Date

5. Remarks of the Accepting Officer: I agree/I do not agree with the assessment of the Reviewing Officer

6. Comments of the Accepting Officer (*in case of disagreement*)

7. Signature of the Accepting Officer with designation

8. Place and Date

Part 6. Scientist's Targets for Coming Year and Continual Growth Plan

Scientists should be clear of the expectations against which they will be evaluated. This form provides the scientist and reporting officers to set "stretch'-goals (ambitious but not impossible goals) for achievements for the coming year given the enabling mechanisms and availability of facilities/resources (available and accessible both within or outside the institute. The completion of this form is in the best interest of the scientist, reporting, reviewing and accepting officers and objectivity of the evaluation exercise. This form would be updated at mid-year, to take into account of changed circumstances, if any.

(Please note: While Part 1-5 of the form are to be submitted by January 31st of the year, Part 6 can be completed by February 28th. The scientist can retain the original while the reporting officer can retain a photocopy for future reference.)

S. No.	Professional Index	No. of Outputs/ Activities Planned*
I	Research	
1.	Peer reviewed paper (International)	
2.	Peer reviewed report (International)	
3.	Peer reviewed paper (National)	
4.	Peer reviewed report (National)	
5.	Research Report	
6.	Technical Manual	
7.	Status Survey Report	
8.	Monographs	
9.	Book	
10.	Book Chapter	
11.	Ph.D. Thesis	
12.	M.Sc. Dissertation	
13.	Dissertation (Others)	
14.	International Seminar/ Workshop Presentation	
15.	National Seminar/ Workshop Presentation	
II.	Teaching and Training	
1.	Teaching Inputs	
2.	Field Inputs	
3.	Development of training material	
4.	Evaluation and Assessment	
5.	Inputs in other Institutions/ States/ PAs	
III.	Advisory and Institutional	
1.	Technical and Advisory Services to MoEF/ State Forest Department	
2.	Technical and Advisory Services to Other Agencies including International	
3.	Planning & Implementation of Institutional Activities	
4.	Wildlife Extension & Outreach Activities	

N.B.: Please provide details of outputs/ activities (Serial No. 1, 2, 3 & 4) in a separate Appendix-IV.

2. Please state any other planned activities and proposed achievements that will help you build on capabilities and demonstrate your commitment to values considered important by the Institute.

--

3. In view of your self-assessment, please state your plan for personal growth in knowledge, skills, capabilities and experiences.

Time period (start -end date)	Additional qualifications/ training, gathering of experience, attendance of conferences and field visits etc planned.

Signature of the Reporting Officer	Signature of the Scientist
Date	Date

Recruitment and
Assessment
Promotion Rules –
Technical &
Support Staff

WILDLIFE INSTITUTE OF INDIA
(An autonomous Institute under the Ministry of Environment & Forests, Govt. of India)
CHANDRABANI DEHRADUN

No. A/1-3/XLVII/GB/WII/RRs/Tech. & Support Staff

Dated: 18th April 2006

CIRCULAR

**Sub: Recruitment and Assessment Promotion Rules for
Technical & Support Staff-2006**


The Recruitment and Assessment Promotion Rules for Technical and Support staff have been notified vide No. A/1-3/XLVII/GB/WII/RRs/ Tech. & Support Staff dated 18th April 2006. A copy of these rules is enclosed herewith. The said rules have also been hosted on the Institute's intranet.

2. The rules shall come in to force with effect from 01st April 2006 for recruitment and assessment promotion to Technical & Support staff.

3. All the staff members of Technical & Support Cadre (Group I, II, III & IV) governed by the erstwhile Recruitment & Assessment Promotion Rules of the Institute are requested to give an option whether they are willing to switch over to the Merit and Normal Assessment Scheme (MANAS) as notified vide letter mentioned in para 1 above from the date of its notification i.e. 01st April 2006.

4. The Selection and Assessment Promotion Committee (SAPC) I and II prescribed under the rules will deal with all anomalies relating to past recruitment and assessment promotions within a one year period. The computer personnel who got the EDP package of GOI in 1989 are requested to give an option to (a) either continue with the EDP package which does not have FCS provisions; or (b) to adopt the FCS applicable to technical staff by making appropriate adjustments to be worked out by SAPC. The option should be exercised latest by 19th May 2006.

5. The option as mentioned in para 3 above should be exercised latest by 19th May 2006 and sent to the Administrative Officer in the enclosed Proforma.


(A.K. Bharadwaj)
Head of Office

Distribution:

1. PA to Director, WII
2. Dean, FWS, WII
3. All HoDs, WII
4. Administrative Officer, WII
5. Notice Board

} With a request to circulate the revised Recruitment & Assessment Promotion Rules-2006 and get it noted from all the Technical & Support staff serving in their department and their signature obtained for having noted the same.

WILDLIFE INSTITUTE OF INDIA
(An autonomous Institute under the Ministry of Environment & Forests, Government of India)
Chandrabani, Dehradun

No. A/1-3/XLVII/GB/WII/RRs/Technical & Support Staff Dated: 18th April 2006

**Recruitment and Assessment Promotion Rules for
Technical & Support Staff -2006**

NOTIFICATION

RECRUITMENT RULES

1. In exercise of the powers conferred under Rule 3(xvi)(xix) of the Memorandum of Association, the Governing Body of Wildlife Institute of India formulates the following Recruitment Rules for Technical posts in WII.
2. **Short Title and Enactment**
These rules shall be called the “WII Service Rules, 2006 for Recruitment of Technical and Support Staff” and shall come into force *w.e.f.* the date notified by the Institute.
3. **Scope of the Rules**
These rules shall govern Recruitment and Selection of Technical and Support Staff.
4. **Definitions**
In these rules, unless the context otherwise requires:
 - [a] ‘**Appointing Authority**’ means the authority as specified in Rule 12
 - [b] ‘**Director**’ means the Director, Wildlife Institute of India, Chandrabani, Dehradun.
 - [c] ‘**Grade**’ means a level in a Group with a prescribed pay scale for a post in Group.
 - [d] ‘**Group**’- means a set of grades referred to in Rule 6.
 - [e] ‘**Governing Body**’ means the Governing Body (GB) of Wildlife Institute of India.
 - [f] ‘**Institute**’ means the Wildlife Institute of India (WII), an autonomous Institute of the Ministry of Environment & Forests, Government of India.

- [g] **‘Service’** means service in WII.
- [h] **“Technical Staff”** means staff as defined in Rule 5.1.
- [i] **‘Support Staff’** means staff as defined in Rule 5.2.

5. Technical and Support Staff - Definitions thereof

5.1 Technical Staff means staff who are expected to use existing scientific and/or technical knowledge/ methods/techniques towards solution of technical problems.

5.2 Support Staff means staff who are expected to provide skilled assistance to technical staff.

6. Groups

The entire Technical and Support staff is divided in four groups, namely: Groups I & II (Support), Group III (Engineering/Architecture) and Group IV (Technical)

Group-I: Technical-I Attendants in any Laboratory, Museum, Workshop, Library, Animal Keeping, Computer & GIS, Herbarium, Horticulture, Maintenance, Audio-visual Unit, Reprographic Unit, etc.

Group-II: Technical-II staff in any Laboratory, Museum, Workshop, Library, Animal Keeping, Herbarium, Horticulture, Maintenance, Artist, Audio-visual Unit, Reprographic Unit, etc. In addition, the inducted Drivers in Technical Service.

Group-III Technical-III staff in Engineering/Architecture Section

Group-IV: Technical-IV staff in any Laboratory, Herbarium, Artist, Audio-visual, Workshop, Library, Horticulture, Museum, Animal Keeping, Computer & GIS, Editor, etc.

6.1 Each Group has a number of Grades. The groups are described in Roman numerals and the grades in Arabic numerals. For example, I (2) refers to the second grade in Group I and III(5) refers to the fifth grade in Group III.

6.2 The Groups and Grades are as follows:

Group	Grade	Pay Scale (Revised & pre-revised)
I	1	Rs.2550-55-2660-60-3200 (Rs.750-940)
I	2	Rs.2650-65-3300-70-4000 (Rs.800-1150)
I	3	Rs.3050-75-3950-80-4590 (Rs.950-1400)
I	4	Rs.4500-125-7000 (Rs.1350-2200)
II	1	Rs.3050-75-3950-80-4590 (Rs.950-1400)
II	2	Rs.4500-125-7000 (Rs.1350-2200 & Rs.1400-2300)
II	3	Rs.5500-175-9000 (Rs.1640-2900)
II	4	Rs.6500-200-10500 (Rs.2000-3500)
III	1	Rs.4500-125-7000 (Rs.1400-2300)
III	2	Rs.5500-175-9000 (Rs.1640-2900)
III	3	Rs.6500-200-10500 (Rs.2000-3500)
III	4	Rs.8000-275-13500 (Rs.2200-4000)
III	5	Rs.10000-325-15200 (Rs.3000-4500)
III	6	Rs.12000-375-16500 (Rs.3700-5000)
IV	1	Rs.4500-125-7000 (Rs.1400-2300)
IV	2	Rs.5500-175-9000 (Rs.1640-2900)
IV	3	Rs.6500-200-10500 (Rs.2000-3500)
IV	4	Rs.8000-275-13500 (Rs.2200-4000)
IV	5	Rs.10000-325-15200 (Rs.3000-4500)
IV	6	Rs.12000-375-16500 (Rs.3700-5000)
IV	7	Rs.14300-400-18300 (Rs.4500-5700)

7. Recruitment

Recruitment will normally be made only at the lowest grade in each Group. However, if a special need exists or arises, recruitment in higher grades in Groups – II, III & IV can be made in the Institute on specific recommendations of Director and with prior approval of the Chairman, Governing Body, WII.

8. QUALIFICATIONS, EXPERIENCE & AGE LIMITS FOR RECRUITMENT

8.1 The minimum qualifications/experience and maximum age limits for recruitment at various levels are as follows:

Group & Grade	Qualification	Experience in years	Age limit in years
Note: The period of experience in the requisite discipline/area of work where prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualification for that Group/Grade and actual working experience in the relevant field in analogous post or one grade below.			
GROUP-I Rs.2550-3200 (Rs.750-940)	SSC/10 th standard in science with 50% marks in the aggregate or ITI Certificate of 2 years duration in relevant field.	Nil	28
<hr/> GROUP – II <hr/>			
GROUP-II(1) Rs.3050-4590 (Rs.950-1400)	SSSC/HSC/12 th in science with 60% marks in aggregate/ ITI Certificate of 2 years duration in relevant field.	Nil	28
GROUP-II(2) Rs.4500-7000 (Rs.1350-2200/ Rs.1400-2300)	SSC/10 th standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in relevant trade.	Six	28
	OR SSSC/HSC/12 th with relevant technical subjects and a min. of 60% marks in aggregate.	Six	28
GROUP-II(3) Rs.5500-9000 (Rs.1640-2900)	SSC/10 th standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in relevant trade.	Nine	30
	OR SSSC/HSC/12 th with relevant technical subjects and a min. of 60% marks in aggregate	Nine	
GROUP- II(4) Rs.6500-10500 (Rs.2000-3500)	SSC/10 th standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in relevant trade.	Twelve	35
	OR SSSC/HSC/12 th with relevant technical subjects and a min. of 60% marks in aggregate	Twelve	

Group & Grade	Qualification	Experience in years	Age limit in years
GROUP – III			
GROUP-III(1) Rs.4500-7000 (Rs. 1400-2300)	Ist Class 3-year Diploma in Civil Engg./ Architecture or its equivalent.	Nil	28
GROUP- III(2) Rs.5500-9000 (Rs.1640-2900)	Ist Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil)	Three Nil	28
GROUP-III(3) Rs.6500-10500 (Rs.2000-3500)	Ist Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil)	Five Two	30
GROUP-III(4) Rs.8000-13500 (Rs.2200-4000)	Ist Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil)	Eight Six	35
GROUP-III(5) Rs.10000-15200 (Rs.3000-4500)	Ist Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil)	Ten Six	40
GROUP – IV			
GROUP-IV(1) Rs.4500-7000 (Rs.1400-2300)	Ist Class B.Sc. (Sci.)/Ist Class B.Lib. Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent	Nil	28
GROUP-IV(2) Rs.5500-9000 (Rs.1640-2900)	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent. OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Two Three Nil	28

Group & Grade	Qualification	Experience in years	Age limit in years
GROUP-IV(3) Rs.6500-10500 (Rs.2000-3500)	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent	Five	30
	OR		
	Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent.	Six	
GROUP-IV(4) Rs.8000-13500 (Rs.2200-4000)	OR		
	M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Three	
	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent	Eight	35
GROUP-IV(5) Rs.10000-15200 (Rs.3000-4500)	OR		
	Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent.	Nine	
	OR		
GROUP-IV(6) Rs.12000-16500 (Rs.3700-5000)	M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Six	
	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent	Eleven	40
	OR		
GROUP-IV(7) Rs.14300-18300 (Rs.4500-5700)	Ist Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent.	Twelve	
	OR		
	M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Nine	
GROUP-IV(8) Rs.16500-21000 (Rs.5000-7500)	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent	Fourteen	40
	OR		
	Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent.	Fifteen	
GROUP-IV(9) Rs.18750-24000 (Rs.5500-8000)	OR		
	M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Twelve	
	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent	Seventeen	45
GROUP-IV(10) Rs.21000-27000 (Rs.6000-8500)	OR		
	Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent.	Eighteen	
	OR		
GROUP-IV(11) Rs.23250-30000 (Rs.6500-9000)	M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Fifteen	
	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent	Seventeen	45
	OR		
GROUP-IV(12) Rs.25500-33000 (Rs.7000-9500)	Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent.	Eighteen	
	OR		
	M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Fifteen	

8.2 Cases of equivalence of qualifications may be decided as per the list notified by CSIR and updated from time to time. Cases not covered in the aforesaid list shall be referred to the Chairman, Governing Body for determination of equivalence.

8.3 Relaxation:

Relaxation in age limit as per Government of India norms.

9. Constitution of Selection and Screening Committees

9.1 For recruitment to Group-I, II (1) to II (4), III (1) to III (3) and IV (1) to IV (3).

The Selection Committees mentioned below shall be constituted by the Director, WII in respect of Group-I, II (1) to II (4), III (1) to III (3) and IV (1) to IV (3).

Chairman	To be nominated by Director, WII	Common to all Committees
Member (one)	Dean, WII or equivalent	
Member (one) Member Secretary	Head of Office, WII	
Members (two)	Two experts from related areas, one of whom will be from outside the WII system.	

Quorum: Chairman, Dean, WII or equivalent and at least one Expert in the concerned discipline.

In respect of Group III (4) to III (6) and Group IV (4) to IV (6) the Selection Committee will be constituted by the Chairman, Governing Body as under:

Chairman	A scientist/forester/administrator at the level of Additional Secretary to GOI to be nominated by Chairman, Governing Body	Common to all Committees.
Member Secretary	Director, Wildlife Institute of India	
Members (three)	Dean and one faculty member from WII and one faculty member from a sister institution in Dehradun.	

Quorum: Chairman, Director, WII, Dean and one faculty member.

10. Procedure for Recruitment

10.1 Notification of Vacancies: Posts in the pay scale of Rs.4500-7000 (Pre-revised Rs.1400-2300) and above will be advertised and given wide publicity.

10.1.1 Posts in the pay scales below Rs.4500-7000 (Pre-revised Rs.1400-2300) will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered along with eligible Departmental Candidates. However, in the event of non-availability of candidates from Employment Exchange, the posts shall be advertised in local news papers and a copy of the advertisement be sent to the Employment Exchange.

10.2 Screening of Applications

Applications received will be scrutinized by a Screening Committee to be constituted by the Director, WII. The Screening Committee will adopt objective criteria for short-listing the candidates to be called for interview and/or trade tests. As far as possible a minimum of 3 candidates per post should be short-listed for interview and/or trade tests.

10.3 Selection Procedure

10.3.1 The candidates as recommended by the Screening Committee will be invited for interview and/or trade tests. Intimation to candidate for this purpose should be sent at least 21 days in advance of the date fixed for interview and/or trade test, by registered/speed post.

10.3.2 A duly constituted Selection Committee under these rules will interview the candidates to evaluate their suitability for the posts.

10.3.3 For filling up a post, a panel of selected candidates in each discipline will be prepared. If a candidate who is at the top of the merit list does not report or does not accept the appointment, the next on the panel can be offered the post. The validity of the panel will be for a period of one year. However, where a departmental candidate has been selected for the post, no other candidate will be kept on panel for that particular post.

10.3.4 After the Selection Committee has finalized its recommendations, these will be approved by the Appointing Authority. Thereafter, usual procedure, as laid down, will be followed before the appointment letter is issued.

11. Not applicable

12. Appointing Authorities

12.1.1 For the posts of Group III (4) to III (6) and Group IV (4) to IV (6) the Appointing Authority shall be the Chairman, Governing Body.

12.1.2 For Group-I, II (1) to II (4), III (1) to III (3) and IV (1) to IV (3), the Appointing Authority shall be the Director, WII.

13. Special Provisions

13.1 Where the posts are reserved for SC/ST candidates or where the SC/ST candidates are applicants for the posts, it must be ensured that a Member belonging to SC/ST Community is nominated on the Selection Committees/ Screening Committee for posts upto the level of Technical Group III(4). Similarly, a member belonging to SC/ST category will be associated in all selections beyond the grade of Rs.8000-13500 (Rs.2200-4000 pre-revised) where SC/ST candidates are under consideration along with general candidates. Instructions for nomination of female members and members representing the minority communities as issued by WII/Gol from time to time will continue to be followed.

13.2 In case the suitable candidates are not available through direct recruitment, the Appointing Authorities in regard to technical posts may make appointments on deputation/foreign service terms; failing which on short-term contract.

14. Fixation of Pay

14.1 The pay of a candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advance increments if any should be recommended only in rare exceptional cases keeping in view the merit of the candidates. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceedings of the Selection Committee. The proceedings should unambiguously establish and convince anyone of the high quality of the candidate's work/performance/achievements for whom the advance increments have been recommended.

A maximum of three increments can be granted to a candidate on the recommendations of the Selection Committee by the Director of Institute in respect of selection for which he is the appointing authority. Beyond three and upto five increments can be granted on the recommendations of the Selection Committee by the Chairman, Governing Body. Beyond five and up to seven increments can be granted on the recommendations of the Selection Committee by the President, WII-Society.

15. Probation

Probation period for direct recruits shall be one year extendable twice by further period of a maximum of six months on each occasion. If the performance of the person is not found to be good, his/her services are liable to be terminated as per Govt. of India Rules.

16. General Instructions

16.1 In regard to matters not specified herein above, the technical employees of the Wildlife Institute of India will be governed by the relevant rules/orders issued by the Government of India from time to time and CCS Conduct Rules.

17. Power to relax

Where the Governing Body is of the opinion that it is necessary or expedient in the interest of the Institute to do so, it may, by order for reasons to be recorded in writing, relax any of the provisions of these rules.

18. Saving

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Caste, Scheduled Tribes, OBC, Ex-servicemen, female candidates and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.

Merit and Normal Assessment Promotion for Technical and Support Staff, 2006

0. GENERAL INSTRUCTIONS

- 0.1 The Merit and Normal Assessment Scheme (MANAS) will come into operation from the date as notified by the Institute. All pending cases of assessment falling due prior to the date of commencement of these rules, shall be decided according to the old recruitment and assessment promotion rules.
- 0.2 The employees of Wildlife Institute of India governed by erstwhile Recruitment and Assessment Promotions Rules of the Institute shall be given an option to switch over to the MANAS from the date of its coming into effect. The option shall be exercised within the period prescribed by the Institute.
- 0.3 Assessment to a higher grade does not necessarily imply higher perks, such as office space, telephone, stenographic assistance, furniture, etc. which will continue to depend upon functional needs subject to relevant instructions issued from time to time.
- 0.4 Assessment is distinct from promotion under the DPC system and does not necessarily result in change of work pattern or higher supervisory status or power, though it does lead to an expectation of higher level of scientific and/or technical performance.
- 0.5 Services rendered in the following situations, if any, will be computed for determining the eligibility for Normal Assessment:-
 - 0.5.1 Service rendered in a Sponsored Project/Scheme.
 - 0.5.2 Periods of leave including Extraordinary Leave (EOL) to the extent it counts for earning increments; and the period spent on deputation/Foreign Service.
 - 0.5.3 EOL granted for a full-time assignment within or outside the country.
 - 0.5.4 Ad-hoc/Supernumerary service provided under rules followed by regular appointment without break.
 - 0.5.5 For foreign assignment/deputation, study leave, EOL which has not resulted in break of service where no ACRs/APARs are available, average of percentage of marks as obtained for interview (including Trade Test) for all

group will be counted for Normal Assessment only. If the ACRs/APARs for the said period are available, then the rating given by the outside organization will be converted into 7-Point Scale, For this purpose at least three ACRs/APARs written in WII are required.

- 0.5.6 Period spent on prestigious fellowships will be considered for Merit Assessment provided ACRs/APARs for atleast two years written in the WII are available.

The period spent on official deputation for which full salary has been paid and treated as duty will also be considered for Merit Assessment.

The Merit Assessment will come into effect from the date notified by the Institute.

- 0.5.7 Period spent on Sabbatical Leave will count for Normal Assessment only.

- 0.6 Employee who take voluntary retirement or superannuates or dies in service will be considered for assessment from due dates of his/her eligibility if it falls on an earlier date. For deceased employees, marks will be awarded *pro-rata* on the basis of the marks awarded for ACRs/APARs plus Peer Review, as the case may be.

- 0.7 It shall primarily be the responsibility of the Director/Head of Office/Administrative Officer to ensure that the guidelines of the scheme are correctly followed.

- 0.8 No advance increments will be admissible either on normal or merit assessment. Pay will be fixed as per normal rules notified by the Government of India from time to time.

1.0 Groups with Qualifications for Assessment

- 1.1 **Groups:** The entire Technical and Support Staff (including Engineering and Architectural staff) are divided in four Groups, namely Groups I & II (Support Staff), Group III (Engineering/ Architectural) and Group IV (Technical Staff). Each Group has a number of grades. The Groups are described in Roman numerals and the Grades within the Groups are described in Arabic numerals. For example, I (2) refers to the second grade in Group I and IV (5) refers to fifth grade in Group- IV. The assessments under MANAS are based on the Grade held in a particular Group and do not depend on seniority and designation.

1.2 Induction

1.2.1 A Non-Technical departmental staff member acquiring skills and found fit, through a suitable trade test for entry into Group I may be considered for induction provided vacancy exists at the lowest grade. The Trade Test shall be conducted by a Committee constituted by Director, WII, comprising of the following:

- a) A member from outside the WII system;
- b) A member from a sister organization under MoEF covering relevant area;
- c) A member from within the WII.

One of the members of the above Committee shall be nominated as the Chairman by Director, WII. This emphasizes the need for imparting in-house training to staff members. If found fit, they shall be placed in that particular grade in Group I which is closest to their present salary grades. Such induction should be justified and approved by the Director of the Institute. In such cases the entire service rendered by the staff members in the Non-Technical category will be taken into consideration for computing the period of service towards eligibility for assessment to the next higher grade. However, the effective date of assessment of such staff will be from the date of induction.

1.2.2 A Non-Technical departmental employee can be considered for induction in Group II subject to the following conditions:

- a) Induction may be done before the employee attains the age of 50 years;
- b) Induction should be made against an available vacancy in Group II by the Committee as constituted under para 1.2.1 above;
- c) Induction in all the grades in Group II should be need-based and in the discipline in which the vacancy is required to be filled. Employees with technical qualifications which are laid down for direct recruitment in Group II will be given preference;
- d) The employee should have undergone at least six months structured in-house training or training imparted by an outside professional agency approved by State/Central Government and should qualify a Trade Test conducted by a duly constituted Committee as mentioned at (b) above;
- e) The period of service for assessment to a higher grade will count from

the date of induction but an employee will get the benefit of computing two years or the actual number of years of service rendered in the grade immediately before induction, whichever is less, towards the residency period only for the first chance of assessment in Group II;

- f) Inductees will be placed in the equivalent/segmented grade and if grade does not exist, then in the nearest higher grade.

Explanation: If a Non-Technical employee in the grade of Rs.1200-2040 is inducted in the Technical cadre, then his pay will be fixed in the grade of Rs.1350-2200, there being no equivalent grade in Gr.II. Likewise, if a Non-Technical employee in the grade of Rs. 1400-2600 is inducted into technical cadre, then his pay will be fixed in the grade of Rs.1640-2900, there being no equivalent grade in Group II.

- g) The pay will be fixed as per rules, *i.e.* at the same stage and if there is no such stage then at the next higher stage without giving the benefit of fixation as per relevant GOI rules in this regard.
- h) In the case of Drivers, the residency period for their assessment will count from the date of their induction in technical stream. Guidelines for induction of the drivers are given at **Annexure-I.**

Induction under above categories will come into effect from the date as notified by the Institute.

- 1.3 For assessment promotion within the same group, the restriction of minimum Qualifications and experience will not apply for the existing employees.

1.4 **Equivalence of Qualifications**

- 1.4.1 New cases of equivalent of qualifications, if required, will be decided by the Chairman, Governing Body.

- 1.4.2 While deciding the equivalence of qualifications, it is to be ensured that only those degrees/diplomas/certificates which are relevant to the areas of work to be performed and are recognized by appropriate government agencies or have been obtained from Govt. recognized educational Institutes are taken

into consideration. The qualifications which have been recognized at the national level by the competent relevant bodies of the Govt. of India, *i.e.* UGC and AICTE and are relevant to technical activities being carried out by the WII only should be recognized for recruitment and assessment purposes in WII. The equivalence of qualification available/decided from time to time will be up-dated periodically.

1.4.3 A list of qualifications treated equivalent to those required for induction/fresh recruitment in various Groups is annexed as **Annexure II** to these Rules.

2.0 Merit and Normal Assessment

2.1 The Assessment Scheme envisages Normal and/or Merit promotion on the basis of prescribed thresholds. Merit Assessment shall be restricted to really outstanding Technical Staff without dilution of quality; and the criterion of "Training and Research" work will be the guiding factor. Eligibility criteria should ensure that only the very meritorious Technical and Support staff qualify for Merit promotion.

2.1.1. The MANAS supersedes the existing WII Assessment Scheme for Technical and Support Staff.

2.1.2 The Merit Assessment Scheme is applicable to Group-IV(3) upto IV(6), provided the incumbents possess entry level qualifications of Scientist-B (Rs.8000-13500) and are engaged in Training and Research activities. However, the condition of 1st class will not apply.

2.1.3 Only those Technical Staff in the aforementioned Groups, who in their ACRs/APARs secure at least 225 marks in preceding three years and 300 marks in preceding four years, as the case may be, will be eligible for consideration under the scheme. For assessment under the aforementioned merit scheme, thresholds will be as prescribed in paras 2.2.3 and 2.2.4.

2.1.4 The provisions of merit assessment will be applicable with effect from the date as and when notified by the Institute.

2.2 Eligibility and Thresholds: The eligibility and thresholds for Normal Assessment shall be as follows:

2.2.1 Group-I

Group & Grades	Scale of pay	Eligibility for assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold <i>i.e.</i> Minimum Marks	
			Normal assessment	Merit assessment
I(1)	Rs.2,550-3,200	7, 8, 9, 11 and after remaining for one year at the maximum of the grade.	60	NA
I(2)	Rs.2,650-4,000	-do-	60	NA
I(3)	Rs.3,050-4,590	-do-	70	NA
I(4)	Rs.4,500-7,000			NA

2.2.2 Group -II

II(1)	Rs.3050-4,590	7, 8, 9, 11 and after remaining for one year at the maximum of the grade	60	NA
II(2)	Rs.4500-7,000	-do-	70	NA
II(3)	Rs5500-9,000	-do-	75	NA
II(4)	Rs.6500-10500			NA

*The pre-revised scales of Gr.II(2) (Rs.1350-2200)/II(3) (Rs.1400-2300) have been merged to the revised scale of Rs.4500-7000 with effect from 1.1.96 and such cases are to be regulated as per CSIR letter No. 17/66/94-PPS dated 2.8.2000.

2.2.3 Group-III

Group & Grades	Scale of pay	Eligibility for assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold <i>i.e.</i> Minimum Marks	
			Normal Assessment	
			5 yrs.	
III (1)	Rs.4500-7000	5,6,7,9 and after remaining for or year at the maximum of the grade	60	
III (2)	Rs.5500-9000	-do-	60	
III (3)	Rs.6500-10500	-do-	70	
III (4)	Rs.8000-13500	-do-	75	
III (5)	Rs. 10000-15200			

2.2.4 Group-IV

Group & Grades	Scale of pay	Eligibility for Assessment (yrs.)	Threshold <i>i.e.</i> Minimum Marks		
			Normal Assessment	Merit Assessment	
		(No. of years required to be completed in the existing Grade)	5 yrs.	4 yrs.	3 yrs.
IV (1)	Rs.4500-7000	5, 6, 7, 9 and after remaining for one year at the maximum of the grade	60	NA	NA
IV(2)	Rs.5500-9000	-do-	60	NA	NA
IV(3)	Rs.6500-10500	-do-	70	80	90
IV(4)	Rs.8000-13500	-do-	75	85	90
IV(5)	Rs.10000-15200	-do-	75	85	90
IV (6)	Rs.12000-16500	5, 6, 8 and at the maximum of the grade	75	85	90
IV(7)	Rs.14300-18300				

*Consequent upon implementation of the recommendations of Fifth Central Pay Commission (V CPC), the concept of "after remaining for one year at the maximum of the grade" in the pre-revised scale shall be determined and admissible only to those employees, who have availed all the other chances of assessment admissible under the MANAS before 1.1.96 except the last chance on reaching the maximum of the grade, which becomes due after 1.1.1996. In all other cases eligibility for last chance will be determined with reference to revised pay scales only.

2.2.4.1 Staff in Group IV (6), who possesses the entry level qualification of Scientist-B, will only be eligible for assessment to Group IV (7). The condition of first class will, however, not be insisted upon in these cases.

2.2.4.2 Staff in Group III (5) possessing qualifications of B.E./B.E. (Arch.) or equivalent will be eligible for consideration for assessment promotion to the revised grade of Rs. 12000-16500 on remaining for one year at the

maximum of the grade Group-III (5) as a one-time event. Such positions on vacation will revert to the lowest grade in Group III.

- 2.2.5 A non-functional selection grade in the revised scale of Rs.14300-18300 will be applicable for giving encouragement to the especially meritorious persons in the scale of Rs.12000-16500 provided they have spent at least one year at the maximum of the scale of Rs.12000-16500. When promoted, they shall carry the post with them. The post will revert to the grade of Rs. 12000-16500 on vacation.

2.3 Special Provision

- 2.3.1 For second and subsequent chances of Normal Assessment, up to 5 (five) marks will be awarded for each year of experience in the interview marks, to reach the minimum prescribed threshold, provided the APAR for that year is 'Satisfactory'. Marks will be given on this account only for a maximum period of 3 (three) years.

- 2.3.2 Those employees who have acquired entry level qualifications of the next Group may be assessed to the next higher Grade in the same Group, two years earlier than the normal prescribed period of assessment, provided they attain the prescribed threshold. If an assessee is not recommended for promotion during first time, this will be treated as the first chance due on completion of five years and he/she will get his/her chance(s) as in subsequent years as per table for Group IV. This benefit will be allowed only under Normal Assessment and not under Merit Assessment.

Such benefit is admissible only to those employees who acquire entry level qualification of next higher Group by undergoing the full process of acquiring the relevant higher qualification after joining WII service, *i.e.* taking admission in the course of study after joining with due permission of the competent authority.

This chance is admissible once in the same group and will not be adjusted against the chances available for normal assessment under MANAS.

- 2.3.5 Employees who subsequently acquired the entry level qualifications of the next higher Group to the one in which they were placed could be considered along with others, who apply in response to advertised posts. Such employees, if found fit for selection, will be permitted to carry their posts to the higher Group, if so required over and above the number of outside candidates selected against the posts advertised. Wherever posts are not advertised in a particular year or, if advertised, does not cover the

specialization of particular Technologists of the above category, special interviews may be arranged for them as a one-time measure. Their selection will be on acquiring comparable level qualifications expected in open recruitment to such positions.

2.4 Relaxation in thresholds for SC/ST category: Relaxation of 10% marks in prescribed thresholds will apply only for Normal Assessments of SC/ST category.

2.4.1 Wherever relaxation is provided, it will be ensured that the cumulative effect of this relaxation will not have the effect of bringing the threshold below the "Satisfactory" level as described in the 7-point scale in para 5.2.3.

2.5 Re-classification of Posts: The re-classification of posts, on the recommendations of the Director, WII will require prior approval of the Chairman, WII Governing Body.

2.6 Time Schedule for Assessment: The assessment period will be the financial year and assessments will be done once in a year. Only eligible employees up to 31st March of the year will be considered for assessment. As far as possible assessments should be completed by 30th September of the year.

3.0 PANELS OF EXPERTS

3.1.1 The Director, WII and/or the Chairman, Governing Body will lay down and decide the areas for preparing Panels of Experts for constitution of Selection and Assessment Promotion Committees as under: -

- a) Director, WII - SAPC II below the pay scale of Rs.8,000-13,500
- b) Chairman, Governing Body - SAPC I for WII Technical Staff in the pay scale of Rs.8000-13500 and above

3.1.2 Area-wise Panels of Experts will be prepared separately for each Group with the approval of the Director/Chairman, Governing Body. For this purpose, suggestions will be obtained from the Technical Staff working in the area and Members of the Faculty. The Panels should be sufficiently large and will comprise both internal (WII) and external experts including scientists and technologists.

3.1.3 An Expert should have at least 7 years of supervisory /leadership experience.

3.1.4 The Panels of Experts will be valid for a period of three years after which they will be reconstituted. Additional names can be added to the Panels with the approval of the Director/Chairman, Governing Body during this period.

4.0 CONSTITUTION OF ASSESSMENT COMMITTEES

4.0 The Assessment Committees will be constituted area-wise from the approved Panels of Experts.

4.1 The Assessment Committees will be constituted by the Director in respect of posts below the pay scale of Rs.8000-13500 as under:-

Chairman	From a sister organization under MoEF	Common to all Committees
Member (one)	Dean, WII or equivalent	
Member Secretary	Head of Office, WII	
Member (Two)	Two Supervisory level experts, one of whom will be from outside the WII system.	

Quorum: Chairman, Dean, WII or equivalent and at least one Expert in the concerned discipline.

4.3 In respect of the post in the pay scale of Rs.8000-13500 and above, the Assessment Committee will be constituted by the Chairman, Governing Body as under:

Chairman	A scientist/forester/ administrator at the level of Additional Secretary to GOI with adequate experience of field conservation	Common to all Committees.
Member Secretary	Director, WII	
Members (Four)	Dean, two faculty members from WII and one member from sister institutions in Dehradun.	

Quorum: Chairman, Director, WII, Dean and at least one Expert in the concerned discipline.

In addition to the above, two subject matter specialists should be co-opted in each of the committees from the Panel of Experts as per the requirement of each fresh assessment promotion.

- 4.4 The Assessment Committees which are considering the assessee of reserved categories shall invariably include an expert of SC/ST category. If such an expert is not available in the approved area-wise Panel of Experts, an outside member of SC/ST category shall be associated as a full-fledged member over and above the normal constitution of the Assessment Committee.
- 4.5 All the members on the Assessment Committees should normally be at least one rank higher than the grade for which assessment is being done.
- 4.6 The Accepting Authority for the recommendations by the SAPC-I would be the Chairman, Governing Body, WII being the Appointing Authority. The Accepting Authority for the recommendations by SAPC-II would be the Director, WII, being the Appointing Authority in their cases.

5.0 SELF-ASSESSMENT AND PERFORMANCE APPRAISAL REPORT, WORK REPORT

5.0 The 'Work Report' (WR), "Self-Assessment Report" (SAR), and "Annual Performance Appraisal Report (APAR)" in the scheme, will be defined as under:-

5.1.1 Work Report (WR): Report of an assessee on the work done by him/her during the entire period, on the basis of which he/she is to be considered for assessment. This will be applicable only for groups III & IV.

5.1.2 Self-Assessment Report (SAR): An assessee's statement of work done during a year as contained in Part-1 of APAR.

5.1.3 Annual Performance Appraisal Report (APAR): Report of Appraisal of annual performance.

5.2 Annual Performance Appraisal Report (APAR) is applicable to employees of all Groups; proforma of which are annexed as **Annexure-III**.

5.2.1 APAR proforma comprises two parts:

Part-I: Self-assessment report by the assessee and its appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will not be confidential and will carry 75% weightage and will be communicated to the employee.

Part-II: Assessment/Appraisal of behavioural aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

5.2.2 The total APAR marks in a year will be 100.

5.2.3 APAR marks will be awarded according to rating of the assessee on a seven-point scale, as under:-

Outstanding	100 marks
Excellent	90 marks
Very Good	75 marks
Good	60 marks
Satisfactory	50 marks
Fair	35 marks
Poor	20 marks

5.2.4 The Institute will notify the Reporting and Reviewing Officers. The Reporting Officers shall normally be at least one rank higher than that of the assessee. The Reviewing Officers should be senior and wherever possible should be of a rank higher than that of the Reporting Officer.

5.2.5 New Proformae for APAR will come into force *w.e.f* 2006-07 onwards.

5.2.6 For all assessments falling due on or before 1.4.2006, the available CR gradings will be converted into 7-point scale in MANAS as per CSIR circular No.17 (65) p-42/90-PPS (Pt.II) dated 21.12.1990.



6.0 PROCEDURE FOR ASSESSMENT

- 6.1 For assessments, marks will be apportioned as follows in respect of Group I, II, III & IV:
- i) APAR : 50% marks (weightage)
 - ii) Interview (Performance : 50% -do-
including Trade Test in
Gr.I, II, III & IV
- 6.2 Lists of those being considered for Merit and Normal Assessment have to be prepared and placed before the Assessment Committee in an alphabetical order by the Director, WII.
- 6.2.1 The self-assessment reports and work reports of the assessee without the remarks of the Reporting/Reviewing Officer(s) will also be placed before the Committee. Non-submission of work report by the assessees will be treated as willful disinterest and the assessee will be considered as having forfeited that chance of assessment and no experience marks as per para 6.4 below will be admissible in subsequent chance.
- 6.3 Marks will be awarded by the Committee for each assessee after the interview. The APARs will then be seen and their marks added by the Assessment Committee.
- 6.4 The marks for experience wherever applicable, will be added thereafter.
- 6.5 The Assessment Committee will prepare separate lists (proceedings) for Merit and Normal Assessment promotion in alphabetical order.
- 6.6 Lists (proceedings) as above will be placed before the competent authority for approval. The competent authority will also be informed about the assesses, whose results are yet to be finalized for whatever reason.
- 6.7 The assessees, whether promoted or not, should be informed of the result of the assessment.
- 6.8 Assessment of Technical employees is effective from due dates. In the case of backlog of assessments, an employee is required to be assessed retrospectively, *i.e.* from the date when he had become due for assessment on completion of the prescribed residency period.
- 6.9. The procedure for assessing of Technical and Support Staff, who are under suspension/ against whom disciplinary proceedings are pending, shall be as under:

- 6.9.1 If on the date of meeting of the Assessment Committee, an employee is (a) under suspension; (b) against whom a charge sheet has been issued and disciplinary proceedings are pending; or (c) against whom prosecution has been launched/sanctioned, the findings of the Assessment Committee will be kept in sealed cover irrespective of the fact that the Assessment is due from the date when none of these contingencies was in existence. Likewise, if the assessment has taken place but any of the contingencies as mentioned above arises before issue of orders, the findings of the Committee in respect of that employee will be kept in sealed cover. However, if the employee is completely exonerated or suspension is held unjustified upon conclusion of the proceedings, findings in the sealed cover would be acted upon and the employee allowed the benefit of notional promotion from due date, if recommended for promotion. In so far as the payment of arrears for the period of notional promotion is concerned, the question or the extent thereof will be decided by the appointing authority by taking into consideration all facts and circumstances of disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it shall record reasons for doing so after affording opportunity to the employee concerned by issuing a notice to show-cause there-against.
- 6.9.2 In case the disciplinary proceedings result in imposition of penalty of "censure" or "recovery from pay of the whole or part of any pecuniary loss caused by the official's negligence or breach of orders" to the Institute the case would be placed before the same Assessment Committee(s) for the relevant year(s), as far as possible, which will review it with reference to the original recommendations kept in the sealed cover(s), the circumstances leading to disciplinary action and the penalty imposed; and after taking into consideration all the aspects, give specific recommendations for promotion or otherwise from the due date(s). Even if the employee is recommended for assessment promotion from his due date, his pay on promotion will be fixed notionally from the due date but actual monetary benefit shall accrue to him only from the date following the date of imposition of any of these penalties.
- 6.9.3 The same procedure as in para 3 above shall be followed in the case of penalty of "reduction to a lower stage in the time scale of pay" as specified in Rules 11 (iii) (a) of CCS (CCA) Rules is imposed, except that the monetary benefit of the assessment promotion shall accrue to the Officer after expiry of the penalty.

- 6.9.4 In case the penalty of "withholding of promotion" is imposed, the disciplinary authority while passing the orders will clearly indicate therein the date of effect of the penalty and also the date on which the said employee shall become due for his assessment consequent upon imposition of the aforesaid penalty, implying thereby the shifting of due date by the period of penalty. The findings in the sealed cover shall, in such a case, will not be acted upon and the assessment shall be taken up afresh from the shifted due date. The monetary benefit will accrue only with effect from the date following the date of issue of such orders *i.e.*, the orders for imposing penalty, if the employee is recommended for promotion. However, he will get notional benefit from the shifted due date of assessment promotion.
- 6.9.5 In the event of penalty of "withholding increments of pay", is imposed, the sealed cover(s) containing findings of the Assessment Committee(s) will be placed before the same Assessment Committee(s) for relevant years, as far as possible. In case, the employee was recommended for promotion by the earlier Committee, the Committee after considering the penalty and the charges against the employee will give its recommendation whether the employee is to be promoted from his original due date or otherwise. In case, he has not been recommended by the earlier Committee then his case for the next chance will be processed as per provisions of the assessment scheme(s). The Assessment Committee while considering such cases will take into consideration the penalty imposed upon the employee and the facts of the case and thereupon give its recommendation. In case the employee is recommended for promotion he will get his promotion notionally from his due date with actual financial benefit from the date following the date of expiry of the penalty.
- 6.9.6 In the event of imposition of penalty of "reduction to a lower time-scale of pay/grade/post or service" the sealed cover will not be opened and the employee will be assessed only from the date following the date of expiry of the penalty.
- 6.9.7 However, in case disciplinary proceedings/court case result in imposition of the major penalties of "compulsory retirement/removal/dismissal" under Rule 11 of CCS (CCA) Rules, 1965, the sealed cover(s) will not be opened and the employee will cease to be entitled to the assessment which had become due to him.
- 6.9.8 The above procedure will be applicable to the cases of assessments of employees governed under MANAS as well as erstwhile recruitment rules of the Institute.

6.9.9 In the event of imposition of penalty of reduction to a lower stage for a specified period as specified in Rules 11(v) of CCS(CCA) Rules, the sealed cover will not be opened and the employees will be assessed only from the date following the date of expiry of penalty.

6.10 Methodology for clearing backlog: Normally an employee should be assessed for only one chance in a year. In case, it is necessary to hold assessments for more than one chance in a year due to backlog or otherwise, it would be necessary to:

- a) have separate Assessment Committees for each of the years;
- b) get separate Work Reports;
- c) do separate assessments for each year in a separate sitting; proceedings of each Assessment Committee meeting be drawn separately for each year.

7.0 FASTER TRACK PROMOTION

7.1 An employee, on promotion under this scheme, shall move from one Grade to another within the same Group. Movement from one Group to another on assessment is not permissible except under faster track assessment in the following cases:

- (a) The staff in position as on 20.03.1986 who had acquired the qualifications prescribed for entry level for the next higher Group of grades upto 31.12.1986;
- (b) The staff appointed to various scientific/technical posts possessing entry level qualifications prescribed for the next higher Group of grades upto 31.12.1986; and
- (c) The staff who had been selected by the Selection Committee upto 31.12.1986 but could not join their posts by the above stipulated date for want of completion of essential formalities of verification of character and antecedents and medical examination by the competent medical authority and possessing entry level qualification prescribed for the next higher Group of grades at the time of their appointment.

(Procedure for Faster Track Promotion is given at **Annexure-IV**).

Annexure-I

GUIDELINES FOR INDUCTION OF DRIVERS INTO TECHNICAL STREAM

The post of Driver belongs to Administrative (Non-Technical) Cadre. As such the recruitment for the post of Driver should be made in *i.e.* non-technical cadre only. However, they could be inducted into the technical cadre provided they have received demonstrable maintenance training on the engines and have acquired technical skill and experience in repair and maintenance of vehicles and are willing to work on the maintenance side when they do not have driving duty.

Those, who have not so far acquired such training/skill, may be given the required practical training for a period of not less than three months in any Institute/Government/Non-Government Organization where such facilities exist.

After satisfactory training and on their being found fit for induction on the basis of a suitable trade test, by an appropriate Committee (comprising three experts - one each from outside the WII system, sister Organization under MoEF and from within the Institute, they may be inducted into technical cadre. The drivers thus inducted into technical cadre will become entitled to the benefit of:

- (i) retirement at the age of 60 years; and (ii) assessment scheme applicable to Group-II Technical employees of WII.

The period of service for their assessment to the next higher grade will count from the date of their induction into technical stream.

On vacation of the post by the individual concerned due to resignation, retirement, death etc. the vacancy will occur and be filled up in non-technical cadre only.



Annexure-II

LIST OF RECOGNISED EQUIVALENT QUALIFICATIONS

SI.No	Qualifications	Equivalent to
1.	MVS Course from BITS, Pilani - De-recognised w.e.f. 14-12-2001 vide CSIR Lr.No.17/66/EQV/94 dated 14.12.2001	M.Sc. degree
2.	Diploma in Process Instrumentation from the Institute of Paper Technology, University of Roorkee (After B.Sc. degree)	M.Sc. degree
3.	Ph.D. degree obtained after B.Sc. or M.Sc.	Ph.D. degree
4.	Diploma in Photography awarded by the Indian Air Force - De-recognised w.e.f. 14-12-2001	3-Years Diploma in Photography Entry level qualification for Gr.IV
5.	M.A. or Ph.D. in technical translation (other than Indian Language) provided these qualifications have been obtained after B.Sc. in any branch of science and the person concerned is engaged in scientific or technical translation from English into any other foreign language or from any other foreign language into English. - De-recognised w.e.f. 14-12-2001	Entry level qualification for Scientist B
6.	M.Sc. awarded on the basis of dissertation	M.Sc. degree in 1st Class being entry level qualification for Scientist B
7.	B.V.Sc	M.Sc. degree
8.	Two years Diploma in Draftsmanship in respect of those Sr. Draftsman (Selection Grade) who were in position as on 1-2-1981 - De-recognised w.e.f. 14-12-2001	Entry level qualification for Gr. IV
9.	National Trade Certificate/Diploma after one and half years academic study followed by six months in-plant training in respect of those Sr. Draftsman (Selection Grade) who were in position as on 1-2-1981 - De-recognised w.e.f. 14-12-2001	Entry level qualification for Gr. IV

Sl.No	Qualifications	Equivalent to
10.	Associateship Diploma of the Institution of Chemists (India) obtained by examination - De-recognised <i>w.e.f.</i> 14-12-2001	M.Sc. degree
11.	Associate Membership Examination of the Indian Institute of Chemical Engineers	Degree in Chemical Engg.
12.	M.Com.	M.Sc. for recruitment to Gr.IV in P.M.E. Cell (Not applicable to WII)
13.	PG Degree in Statistics/ Mathematics/ Computer Sciences	M.Sc. for recruitment to Gr. IV in respective areas
14.	PG Degree in Economics/Geography	M.Sc. for recruitment to Gr.IV depending upon the relevance of the area of work decided by RC of the Lab./Instt.
15.	Two years Certificate course in Sr. Surveyor's Examination awarded by the West Bengal-Survey Institute prior to 1987-88 - De-recognised <i>w.e.f.</i> 14-12-2001	Three Years Diploma in the technical subject prescribed as the entry level qualification for Gr.IV
16.	Certificate in General Nursing & Midwifery of 3-1/2 years duration awarded by the Rajasthan Nursing Council - De-recognised <i>w.e.f.</i> 14-12-2001	-do-
17.	Two years course of Diploma in Business Management with <i>one</i> year course of Master of Management Science - De-recognized <i>w.e.f.</i> 14-12-2001	M.Sc.
18.	Master's degree in Library & Information Science has been treated as equivalent to entry level qualification of Scientist B vide CSIR letter No. 17/66/94-PPS dated 21.1.2004.	
19.	Intermediate plus training as Forest Ranger/Deputy Ranger and Certificate in Wildlife Management from Wildlife Institute of India, Dehradun	Entry level qualification for Field Technical Officer Gr.IV(2) of WII Technical Service
20.	M.A. English with Hindi as optional subject at Graduation and with Diploma in Journalism	Entry level qualification for Editorial post in Group IV of WII Technical Service



List of Recognized Qualifications and Effective Dates Communicated After Notification of MANAS

1	Two year Diploma in Engg. awarded by Ad hoc Boards of Technical Education prior to 1959 -w.e.f. 14-6-1995 - De-recognised w.e.f. 14-12-2001	3-Year Diploma in Engg./Tech Entry level qualification for Gr.IV
2	Post-Graduate Diploma in Pulp & Paper from Indian Institute of Paper Technology, Saharanpur- w.e.f. 14-6-1995	M.Sc.
3	5-Year Diploma from Sir JJ School of Arts, Mumbai followed by clearing the Examination in the prescribed subjects (w.e.f. 24-7-1996) - De-recognised w.e.f. 14-12-2001	B.Arch. degree
4	M.Sc. degree in Life Sciences of 3-year duration obtained after B.Sc. from BITS, Pilani -w.e.f. 14-10-1999 - De-recognised w.e.f. 14-12-2001	M.Sc.
5	Master degree in Mathematics M.A. (Math.) obtained after B.Sc. - w.e.f. 8-10-1999	M.Sc.
6	B.Sc. degree in Engg. Technology obtained after 3-year Diploma in Civil Engg. from BITS, Pilani- 14-10-1999	B.Tech/B.E.
7	Pass in Section "A" & "B" Examination of Institution of Engineers (I), Kolkata	B.Tech./B.E.
8	Associate Membership Examination of Indian Institute of Metals, Calcutta obtained after B.Sc. - w.e.f.14-10-1999	BE.
9	Associate Membership Examination of Indian Institute of Ceramics, Kolkata obtained after Diploma in Ceramics Engg. of 3-year duration -w.e.f. 25-10-1999	B.Tech./B.E.
10	1st Class 3-Year Diploma Licentiate Examination in Printing & Graphic Arts obtained from State Council of Engg. & Technical Education - w.e.f. 25-10-1999	3-Year Diploma in Engg./ Tech. (Entry level qualification for Gr.IV)
11	MBA degree obtained from IGNOU after B.Sc. with not less than 65% marks w.e.f. 31.8.01	M.Sc. for Recruitment and Assessment for Business Development and/or Resource Planning Monitoring and Evaluation Divisions(Not applicable to WII)
12	MS Degree from Anna University/IIT w.e.f. 31.8.2001	M. Tech.

NB: 1. These qualifications could be considered equivalent if the same have been obtained with the division/percentage of marks as prescribed in the WII Service Rules, for Recruitment of Technical and Supporting Staff.

2. These qualifications would be considered equivalent in respect of any candidate only if the same is of direct relevance to the work/job assigned to him/her within the areas/disciplines relevant to the mandate of the Institute.



Annexure-III

APAR PROFORMAE FOR GROUPS-II, III, AND IV

The existing proformae will continue till such time as revised proformae for these groups are prepared and notified.

However, the existing Note 1 in the proformae which relates to communication of grading to the employee may be replaced with the following:-

"Critical appraisal of the Reviewing Officer/Normalization Committee and grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. Representation of the employee will be considered by the competent authority and the employee will be informed of the final decision. No further representation shall lie against the final decision of the competent authority. If necessary the employee may seek an- interview with the competent authority."

OPERATIVE SCALES (OLD AND REVISED)

OLD SCALES	REVISED SCALES
Rs.750-12-870-14-940*	Rs.2550-55-2660-60-3200
Rs.800-15-1010-20-1150*	Rs.2650-65-3300-70-4000
Rs.950-20-1150-EB-25-1400	Rs.3050-70-4590
Rs. 1200-30-1560-EB-40-2040	Rs.4000-100-6000
Rs. 1350-30-1440-40-1800-EB- 50-2200	Rs.4500-125-7000
Rs. 1400-40-1800-EB-50-2300	
Rs. 1640-60-2600-EB-75-2900	Rs.5500-175-9000
Rs.2000-60-2300-EB-75-3200-100-3500	Rs.6500-200-10,500
Rs.2200-75-2800-EB-100-4000	Rs.8000-275-13,500
Rs.3000-100-3500- 325-4500	Rs. 10,000-325-15,200
Rs.3700-125-4700-150-5000	Rs.12,000-375-16,500
Rs.4500-150-5700	Rs. 14,300-400-18,300
Rs.5100-150-5700-200-6300	Rs. 16,400-450-20,000
Rs.5900-200-6700	Rs. 18,400-500-22,400
Rs.5900-200-7300	

*EB is not applicable w.e.f. 1.1.1993

**WILDLIFE INSTITUTE OF INDIA
ANNUAL PERFORMANCE APPRAISAL REPORT FOR GROUP -I & II**

From to.....

PART - I

PARTICULARS OF THE EMPLOYEE

(To be furnished by the Administration)

1. Name (In Block Letters):
2. Date of Birth:
3. Date of Joining in WII:
4. Department
5. Present Post:
 - a) Designation:
 - b) Group & Grade:
 - c) Date of appointment to the present post:
 - d) Date of Joining the Department
6. Reporting Officer:
7. Reviewing Officer:
8. Qualifications (Academic/Scientific/Technical)
- 9.

Degree/Diploma/Certificate	Year	Subject & Specialization

10. Leave Record (Other than casual leave)

Verified by:

Signature of COA/AO with Date

Signature of the Employee
with Date

PART II
PERFORMANCE APPRAISAL

Part II (A)
SELF-ASSESSMENT BY THE EMPLOYEE

Period (From to)

1. Programmes/Activity(ies)/Project(s):
(Give titles)
2. Status in the Programme(s) Activity(ies)/ Project(s)
Please tick the relevant Box

Team Member(s)

Technical Support

General Assistance

3. Tasks assigned during the period:
(Please give information in the format enclosed)
4. Tasks completed during the period:

(Please give information in the format enclosed)
5. Any specialized work done or distinguished service rendered:
6. Please state whether the annual return on immovable property (if applicable) for the proceeding calendar year filed within the prescribed date *i.e.* 31st January of the year following the calendar year. If not, the date of filling the return should be given.

Signature of the Employee
with Date

II (B) APPRAISAL BY THE REPORTING AND REVIEWING OFFICERS

Reporting Officer:

- a) Name (In block Letters):
- b) Designation:

Critical Appraisal by the Reporting Officer:

Grade awarded by the Reporting Officer:
(Seven-point scales to be inserted).

Signature of the Reporting Officer
with Date

Appraisal by the Reviewing Officer:

a) I accept the self-assessment report of the employee except for the following:

b) Grade awarded by the Reviewing Officer:

Signature of the Reviewing Officer
with Date

Note:

- i. Critical appraisal of the Reviewing Officer and Grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. The reply of the employee is to be placed on record whenever necessary. The employee may seek an interview with the Head of the Institution/Designated Authority.
- ii. If the assessee has served under more than one Reporting Officer during the period, appraisal by each Reporting Officer should be given using xeroxed copies of this page only.

Part II (C) *DECISION OF THE ACCEPTING OFFICER

Remarks by the Accepting Officer:

Final Grade Awarded:

Signature of the Accepting Officer with Date

* The part is to be filled only in case of Difference in opinion.

**WILDLIFE INSTITUTE OF INDIA
ANNUAL PERFORMANCE APPRAISAL REPORT**

PART III: BEHAVIOURAL ASPECTS

Period: From to.....

(Completed form is to be returned to the Administration for record and necessary action)

1. Name of the Employee :
(In Block Letters)
2. Designation:
3. Department:
4. Employee's profile:
(Please ✓ mark the relevant box)

Attributes (Marks)	Outstanding (5)	Very Good (4)	Good (3)	Satis- factory (2)	Poor (1)
a) Intelligence & Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Creativity & Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Sense of responsibility/discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Punctuality and Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Integrity : (As per guidelines issued by Govt. of India)

6. Final Marks:

Signature of the Reporting Officer
with Date

Signature of the Reviewing Officer
with Date

- I Please read carefully the attached guidelines before filling up this column.
- II If the employee is reporting to more than one Reporting Officer, each Reporting Officer will fill separate form. Arithmetic Mean of the marks given by each Reporting Officer will be the final marks.
- III Final marks obtained in the Behavioral Aspects will not be communicated to the employee. However, marks obtained by the employee which fall under the category “**Poor**” as well as adverse remarks on “**Integrity**” shall be communicated.

WILDLIFE INSTITUTE OF INDIA

PART IV

FINAL MARKS IN ANNUAL PERFORMANCE APPRAISAL REPORT

Period from:to.....

1. Name of the Employee:
(In block letters)

2. Final Marks (to be computed by apportioning relative marks of Part II and III)

Marks in part II (out of 75)

Marks in part III (out of 25)

Total Marks (out of 100)

Signature of Reviewing Officer
with Date

**GUIDELINES ISSUED BY GOVT. OF INDIA, DEPARTMENT OF PERSONNEL,
REGARDING "INTEGRITY" VIDE O.M. NO. 51/5/71-ESTT. "A"
DATED 20TH MAY, 1972.**

In every form of Confidential Report there should be a column regarding integrity to enable the Reporting Officer to mark his/her remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the matter of making remarks in the column relating to integrity:-

- a) Supervisory Officer should maintain a confidential diary in which instances which creates suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally. At the time of recording the APAR, this diary should be consulted and the material in it utilised for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicion further action should be taken in accordance with the following sub-paragraphs.
- b) The column pertaining to integrity should be left blank and a separate secret note about the doubts and suspicions regarding the Government servant's integrity should be recorded simultaneously and followed up.
- c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow-up action is taken expeditiously.
- d) If, as a result of the follow-up action, a Government servant is exonerated, his/her integrity should be certified and an entry made in the Character Roll.
- e) If, suspicions regarding his/her integrity are confirmed, this fact can also be recorded and duly communicated to the Govt. servant concerned.
- f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Govt. servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the Govt. servant's conduct be watched for a further period, and in the meantime, he should, as far as practicable be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.

- g) There are occasions when a Reporting Officer cannot in fairness to him and to the Govt. servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Govt. servant in a remote station and the Reporting Officer has not been the occasion to watch his/her work closely or when a Govt. servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Govt. servant's work for sufficient time to be able to make any definite remark, or that he has heard nothing against the Govt. servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

APAR is applicable to Employees of all Groups and all Grades and will consist of two parts:

Part I: Self Assessment Report by the assessee and its Appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will be open and non-confidential and will carry 75% weightage and will be communicated to the employee.

Part II: Assessment/Appraisal of behavioral aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

The total APAR marks in a year will be 100.

APAR marks (**Part I**) will be awarded according to assessee's rating on a seven-point scale, as under:-

Outstanding	-	100 marks.
Excellent	-	90 marks.
Very good	-	75 marks.
Good	-	60 marks.
Satisfactory	-	50 marks.
Fair	-	35 marks.
Poor	-	20 marks.

TASK ASSIGNED DURING THE PERIOD COVERED BY THE REPORT

(To be filled in the beginning of the year or later whenever task is assigned)

Name of the Employee:

(In block letters)

Reporting Period

From..... to.....

1. General Tasks:

2. Special Tasks:

Signature of the Employee

with Date

Signature of the Reporting Officer

with Date

TASK COMPLETED DURING THE PERIOD COVERED BY THE REPORT

(To be filled at the end of the Reporting Period)

Name of the Employee:

(In block letters)

Reporting Period

From..... to.....

1. General Tasks Completed: (Give details)

2. Special Tasks:

Signature of the Employee

with Date

Signature of the Reporting Officer

with Date

WILDLIFE INSTITUTE OF INDIA

**THE ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
FOR GROUP III & IV**

Reporting Period: From..... to.....

PART – I

PARTICULARS OF THE EMPLOYEE

(To be furnished by the Administration)

1. Name (in block letters) :
2. Date of Birth :
3. Date of Joining WII :
4. a) Department :
- b) Programme(s)/activity(ies) :
5. Present Post:
 - a) Designation:
 - b) Group & Grade:
 - c) Date of appointment to the present post :
 - d) Date of joining the Division/Area/Section:
6. *Reporting Officer:
7. *Reviewing Officer
8. Qualifications (Academic/Scientific/Technical) in reverse chronological order.

Degree/Diploma/Certificate	Year	Subject	Specialization

9. Membership of Professional Societies

Name of the Society	Class of Membership

11. *Leave Record (other than Casual Leave):

Varified by:

Signature of HOO/AO
With Date

Signature of Employee
with Date

NOTE: * These columns will be filled by the Administration

PART - II

II (A) SELF ASSESSMENT BY THE EMPLOYEE

(From To)

1. Programme(s)/Activity(ies)/Project(s) (give details) (Please tick the relevant boxes)

	Coordinator	Leader	Member of Team	Tech.
Support				
i)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Type of work engaged in & time devoted Months

a) Research & Development	<input type="checkbox"/>
b) Design & Development	<input type="checkbox"/>
c) Testing, Evaluation, Calibration & Maintenance/Management Of facilities	<input type="checkbox"/>
d) Documentation, Publication, Library & Translation	<input type="checkbox"/>
e) Technical service	<input type="checkbox"/>
f) Engineering Services	<input type="checkbox"/>
g) Information, Liaison, HRD	<input type="checkbox"/>
h) Teaching/ Training	<input type="checkbox"/>

- i) Field Work
- j) Editorial Services
- k) Any other (Please specify)

4. Tasks assigned during the period covered by the Report
[Give information in the format enclosed]

5. Work done during the period covered by the Report
[Give information in the format enclosed]

6. Technical output

6.1 Technical know-how, Expertise & Technical Service Contributed.

a) Software/Programmes/New Data Base/ Alogrith Developed/Applied

b) Technical Manuals, Test Reports/ Analytical/ Reports prepared (give full particulars including fee realized)

c) Design & Drawing/ Flow Charts Developed

d) Consultancy assignments undertaken (if any)

e) Training offered/organized

- f) Repair & Maintenance (Job work) undertaken

- g) Technical Assistance rendered (give details)

- h) Membership of Technical Committees (give full particulars)

- i) Any other (give details)

6.2 Research publications, Technical Reports, Conference Papers and Invited Lectures etc.

- a) Paper published or accepted for publication in Scientific/Technical Journals (give full particulars)

- b) Paper presented in organized Conferences/Symposia/Seminars etc. (give full particulars)

- c) Books, Monographs, Chapters in Books, Reviews & Bibliographies published in the open literature etc. (give details)

- d) Internally published Scientific/Technical Reports

e) Invited lectures delivered

f) Any other (give details)

6.3 Output relating to Technical Support Services

a) Workshop and other Technical Support Services (give details)

b) Operation & Maintenance of Sophisticated Equipment/Facilities

c) Other Technical Support Services (give details)

6.4 Output relating to other Technical Services

a) Organizing of Meetings/Perspective Analysis and other services (give details)

b) Information/Publication/Documentation/Library/Translation services provided (give details)

c) Manpower and Human Resource Development (give details)

d) Any other (give details)

6.5 Inputs in imparting Training/ Teaching/ field exercise(s)/filed Surveys

a) Training/Teaching inputs

b) Inputs as resource person

c) Contribution towards undertaking field exercise/visit to field areas on tour or research work(s)/workshop(s)

d) Field Area(s) visited during the period

7. Honours/Awards/Distinctions/Citations received during the period (give details)

8. Additional Qualifications obtained/Training received (give details)

Please state whether the Annual Return on Immovable Property for the preceding calendar year was filled within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Signature of the Employee with Date

5. Appraisal by the Accepting Officer

- a) I accept the self-assessment report of the employee except for the following:

- b) Grade awarded by the Accepting Officer (Seven point scale to be used)

Signature of the Accepting Officer
with Date

Note:

- i) Critical appraisal of the Reviewing Officer and Grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. The reply of the employee is to be placed on record whenever necessary. The employee may seek an interview with the Head of the Institute/Designated Authority.

- ii) If the Assessee has served under more than one Reporting Officer during the period, appraisal by each Reporting Officer should be given using Xeroxed copies of this page only.

**II (C) DECISION OF THE DIRECTOR OF THE INSTITUTE
OR DESIGNATED AUTHORITY***

1. Remarks by the Director of the Institution or Designated Authority

2. Final Grade Awarded:

Signature of the Director of the Institute
Or Designated Authority with Date

* The part is to be filled only in case of difference in opinion.

**WILDLIFE INSTITUTE OF INDIA
ANNUAL PERFORMANCE APPRAISAL REPORT**

PART III BEHAVIOURAL ASPECTS

Period: From to.....

(This completed form is to be returned to the Administration for record
and necessary action)

1. Name of the Employee (In block letters):
2. Designation:
3. Division/Area/Section :
4. Employee's profile:
(Please ✓ mark the relevant box)

Attributes/Aspects (Marks)	Outstandin (5)	Very Good (4)	Good (3)	Satis- factory (2)	Poor (1)
i) Intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) Creativity & Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv) Sense of Respon- sibility/Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v) Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. INTEGRITY: (As per guidelines issued by Govt. of India)

2. Final Marks in the Behavioural Aspects:

Signature of the Reporting Officer

Date:

Signature of the Reviewing Officer

Date:

Signature of the Accepting Officer

Date:

- I Please read carefully the attached guidelines before filling up this column.
- II If the employee is reporting to more than one Reporting Officer, each Reporting Officer will fill separate form. Arithmetic Mean of the marks given by each Reporting Officer will be the final marks.
- III Final marks obtained in the Behavioral Aspects will not be communicated to the employee. However, marks obtained by the employee which fall under the category "Poor" as well as adverse remarks on Integrity shall be communicated.

WILDLIFE INSTITUTE OF INDIA

PART IV

FINAL MARKS IN ANNUAL PERFORMANCE APPRAISAL REPORT

Period from:to.....

1. Name of the Employee:
(In block letters)

2. Final Marks (to be computed by apportioning relative marks of Part II and III)

Marks in part II (out of 75)

Marks in part III (out of 25)

Total Marks (out of 100)

Signature of Reviewing Officer or
Designated Authority with Date

I agree with the assessment of the Reviewing Officer.

Signature of Accepting Officer
with Date

**GUIDELINES ISSUED BY GOVT. OF INDIA, DEPARTMENT OF PERSONNEL,
REGARDING "INTEGRITY" VIDE O.M. NO. 51/5/71-ESTT. "A" DATED 20TH MAY,
1972.**

In every form of Confidential Report there should be a column regarding integrity to enable the Reporting Officer to mark his/her remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the matter of making remarks in the column relating to integrity:-

- a) Supervisory Officer should maintain a confidential diary in which instances which creates suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally. At the time of recording the APAR, this diary should be consulted and the material in it utilised for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicion further action should be taken in accordance with the following sub-paragraphs.
- b) The column pertaining to integrity should be left blank and a separate secret note about the doubts and suspicions regarding the Government servant's integrity should be recorded simultaneously and followed up.
- c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow-up action is taken expeditiously.
- d) If, as a result of the follow-up action, a Government servant is exonerated, his/her integrity should be certified and an entry made in the Character Roll.
- e) If, suspicions regarding his/her integrity are confirmed, this fact can also be recorded and duly communicated to the Govt. servant concerned.
- f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Govt. servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the Govt. servant's conduct be watched for a further period, and in the meantime, he should, as far as practicable be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.

- g) There are occasions when a Reporting Officer cannot in fairness to him and to the Govt. servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Govt. servant in a remote station and the Reporting Officer has not been the occasion to watch his/her work closely or when a Govt. servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Govt. servant's work for sufficient time to be able to make any definite remark, or that he has heard nothing against the Govt. servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

APAR is applicable to Employees of all Groups and all Grades and will consist of two parts:

Part I: Self Assessment Report by the assessee and its Appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will be open and non-confidential and will carry 75% weightage and will be communicated to the employee.

Part II: Assessment/Appraisal of behavioral aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

The total APAR marks in a year will be 100.

APAR marks (**Part I**) will be awarded according to assessee's rating on a seven-point scale, as under:-

Outstanding	-	100 marks.
Excellent	-	90 marks.
Very good	-	75 marks.
Good	-	60 marks.
Satisfactory	-	50 marks.
Fair	-	35 marks.
Poor	-	20 marks.

TASKS ASSIGNED DURING THE PERIOD COVERED BY THE REPORT

(To be filled in the beginning of the year or later whenever task is assigned)

Name of the Employee:

(In Block Letters)

Reporting Period

From _____ to

1. General Technical Tasks:

2. Special Tasks:

3. Other than Technical Tasks

Signature of the Employee

with Date

Signature of the Reporting Officer

with Date

TASK COMPLETED DURING THE PERIOD COVERED BY THE REPORT

(To be filled at the end of the Reporting Period)

Name of the Employee:

(In block letters)

Reporting Period

From..... to.....

1. General Technical Tasks:

2. Special Tasks:

3. Other than Technical Tasks

Signature of Employee
with Date

Signature of the Reporting Officer
with Date

Annexure - IV

PROCEDURE FOR FASTER TRACK PROMOTION

1. There may be staff members in Group-I possessing qualifications prescribed for entry level to the next higher group of trades. Such persons shall be assessed for consideration for promotion to the next higher grade in the same group of grades. If they do ' not get promoted the first time, they will be eligible for assessment next year. In all they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the entry level pay of the next group of grades, they shall be deemed to have crossed over to the next higher Group of grades. If their pay, on such promotion, is less than the entry level pay of the next higher group of grades, they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of the next higher Group of grades or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to crossover to the next higher Group of grades if their pay reaches the entry level pay of the next higher Group. Up to 100% of the eligible persons may be promoted each time.

For example, if there are persons occupying positions in Group-1(2), *i.e.* in the scale of Rs.210-290 (pre-revised) or close to it with qualification of Matriculation/SSLC plus 2 years experience or 1TI certificate which are entry level qualifications for Group-II, such persons may be assessed and if found fit be placed in Grade-I(3), *i.e.* Rs.225-308 (pre-revised). When they spend 7 years in the grade of Rs.225-308 (pre-revised) or reach the basic pay of Rs.260/- whichever is earlier, they may be assessed and if found fit be brought on to Grade-I(4) *i.e.* Rs.260-350 (pre-revised), thus bringing them to the entry level grade of Group-II.

2. The staff members in Group-II who have qualifications prescribed for entry level to the next higher Group-IV shall be assessed for consideration for

promotion to the next higher grade in the same Group of grades. If they do not get promoted the first time, they will be eligible for assessment next year. In all, they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the pay of the entry level grade of next higher Group, they shall be deemed to have crossed over to this Group of grades. If their pay on such promotion is less than the pay of the entry level grade of Group-IV(I), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Groups IV or the minimum stipulated period in newly promoted grade of assessment to next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group, whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to cross over to the next higher Group of grades *i.e.* Group-IV, if their pay reaches the entry level pay for this Group. Upto 100% of the eligible persons may be promoted each time.

- 2.1 For example, if there are persons occupying positions in the grade of Rs.260-350 (pre-revised) or close to it with qualifications of a Bachelors Degree in Science or Library Science etc. or a Diploma in Engg. of 3 years duration, which are entry level qualifications for Group-IV grades, such persons may be assessed; and if found fit, may be placed in the grade of Rs.330-560 (pre-revised). When they spend 7 years in the grade of Rs.330-560 (pre-revised) or reach the basic pay of Rs.380/-whichever is earlier, they may be assessed and if found fit be brought on to the grade of Rs.380-640 (pre-revised) and when they reach the basic pay of Rs.425/- in the grade of Rs.380-640 or have spent 7 years in the grade, whichever earlier, they may be assessed and if found fit be placed in the grade of Rs.425-700 (pre-revised) thus bringing them to Group-IV, grade-1 *i.e.* Grade-IV(I).
- 3 The staff members in Group-IV of grades who have qualifications prescribed for entry level to the next higher *i.e.* Scientist-B grades shall be assessed for consideration for promotion to the next higher grade in the same Group of grades *i.e.* Group-IV. If they do not get promoted the first time they will be eligible for assessment next year. In all, they shall be given three assessment

chances, if on such internal assessment promotion, their pay when fixed is equal to or higher than they entry level pay of level of Scientist-B, they shall be deemed to have crossed over to this Group. If their pay on such promotion is less than the entry level pay of Scientist-B, they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Scientist-B or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and permitted to crossover to the lowest grade of Group-A Scientific Posts, if their pay reaches the entry level pay of Group-A Scientific Posts.

- 4 The assessment committee for assessment under the faster track scheme may be constituted in accordance with the provision of chapter - 4 of the revised MANAS.
- 5 The Assessment Committee shall assess the merit of the employee on the basis of his qualifications, achievements, record of work, ACRs for the period. If, however, an employee reaches the maximum of the next higher grade during the same period for which he has already been assessed and promoted, then his ACRs for that period will not be taken into consideration again. In such cases, the Committee may judge the overall suitability of the assessee to hold the next higher grade on the basis of record and quality of his work and performance during interview.
- 6 The threshold as prescribed in the MANAS will not apply in these cases.



Rules for Award of
Fellowship to
JRFs/SRFs/TAs & RAs



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

No. A/2-13/2004-WII

Dated: 29th December, 2005

CIRCULAR

It is informed that the Governing Body of WII in its XLVII Meeting held on 14.12.2005 at New Delhi, has approved the **age relaxation for women candidates** for the award of research fellowship (JRF/SRF/TA) at WII up to a maximum of 5 years. In this regard, please find attached herewith the revised rules for the award of fellowship to research personnel at WII.

(Dr. K. Sankar)

Research Coordinator

To:

- 1. All Faculty Members.*
- 2. Dean FWS - for kind information.*
- 3. Director, WII - for kind information.*
- 4. Concerned File.*

GENERAL

Wildlife Institute of India (WII) seeks to create a cadre of trained wildlife managers, ecologists and socio-economists and help generate information on biological, managerial and human aspects of wildlife conservation. The Wildlife Institute of India's research, guided by its "Training, Research and Academic Council (TRAC)", addresses applied and basic research in different ecological and geographic regions of the country. Wildlife Science is a fast developing subject in India and yet to be recognised as a subject by the UGC for National Entrance Test (UGC-NET) and other national entrance examinations. The research demands in this discipline are both academic, applied and management oriented and therefore, essentially require field aptitude. The norms/guidelines for engagement of research personnel and research fellows developed by DST, UGC, CSIR are helpful to a great extent and have been used as the basis for selection of researchers in the discipline of Wildlife Science and award of fellowships at Wildlife Institute of India.

Rules/Guidelines for the selection of JRFs/SRFs and other research personnel (Technical Assistants and Research Associates) at WII have evolved since 1986 as per the directives of TRAC and the Institute's Governing Body (GB). Hence, this attempt to consolidate the existing approved rules and guidelines for the engagement of research personnel and award of fellowships at the Wildlife Institute of India.

JUNIOR RESEARCH FELLOWSHIP (JRF)

1.1 ELIGIBILITY

1.1.1. Educational Qualifications: A candidate seeking selection as JRF must possess M.Sc. (Botany/Zoology/Forestry/ Statistics/ Life Science/Experimental Biology/Environmental Sciences/ Biological Sciences/Wildlife Science or any subject relevant to Wildlife Sciences) or A.I.F.C. or M.V.Sc. or M.Sc. Agriculture or M.A. (Sociology/Economics/Mass Communication/Anthropology and Psychology) degree from a recognised University with a minimum of 60% aggregate marks.

Desirable Qualifications: The desirable qualifications will be specifically determined by the individual project needs.

1.1.2 Age: The candidate shall not be more than 28 years of age for the award of Junior Research Fellowship as on the stipulated last date of receiving applications at the Institute in response to WII's advertisement. Upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/OBC/Women and physically handicapped applicants.

1.1.3 Selection Procedure

- a) Positions will be advertised in any of the national newspapers having multiple editions and through other channels at least three months prior to the dates on which the candidates are to be called for the oral interview. The calls for the interview must be sent at least six weeks in advance.
- b) The screening of applications for calling candidates for interview will be done by a 'Screening Committee' consisting of the Principal Investigator (PI) of the project, Research Coordinator and two faculty members of the institute. This committee would be proposed by the Dean, Faculty of Wildlife Science and approved by the Director, WII. Applicants who have already cleared/passed the National Entrance Test (NET) for JRFs conducted by UGC/CSIR/ICAR and/or have experience in Wildlife Science or Wildlife research will be given preference. The following criteria will be used for short listing the candidates for attending the interview:

S. No.	Item	Maximum Marks
1.	UGC/CSIR/ICAR NET passed candidates	10 Marks (fixed)
2.	Percentage of marks in Post Graduate Degree	10 Marks
3.	Percentage of marks in Graduate Degree	05 Marks
4.	Specialization relevance in P.G. Degree	10 Marks
5.	Research Experience – (Publications, Paper Presented in Workshops/Seminars/Symposiums/Conferences)	07 Marks
6.	Extra Curricular Activities – a). Participation and awards in games, sports, trekking, mountaineering, NCC, NSS etc., b). Participation and awards in Literary and Cultural activities	05 Marks 03 Marks

- c) The candidates selected by the Screening Committee will be called for interview. The 'Expert Committee' recommended by the Dean, FWS and approved by the Director, WII, for interviewing the candidates will consist of the Dean, Faculty of Wildlife Science, External Subject Expert (1), the Research Coordinator, two senior Faculty Members (Senior Reader and above) and concerned P.I. of the Project.
- d) During the interview the committee should test the candidate for his/her knowledge of the subject, aptitude for wildlife research, creative ability and sincerity. The interview will be of 10 Marks in total.

Final selection of the candidate will be based on the total marks obtained from screening of application as per the criteria mentioned above in point 'b' (50 Marks) plus the Interview marks (10 marks).

- e) One way travel expenses to the candidates in General Category and both ways expenses to the candidates in SC/ST/OBC category will be payable to those who are called for interview. The expenses will be limited to second-class rail/bus fare by the shortest route from his/her place of residence to Dehra Dun. Candidates are expected to join within 45 days from the date of issue of the fellowship award letter failing which the award may be cancelled. However, in exceptional

circumstances the Director, WII may grant appropriate extension to the deserving candidate.

1.1.4 Fellowship and Tenure of JRF:

The present fellowship amount of JRF is 8,000/- per month for initial two years. However, in the case of candidates having veterinary background the fellowship amount is Rs. 9,500/- p.m. The fellowship amount will be enhanced as per the revisions made by the Deptt. of Science & Technology (DST), GOI from time to time.

1.1.5 Upgradation of Junior Research Fellow (JRF) to Senior Research Fellow (SRF):

On completion of two years of tenure, a Junior Research Fellow can apply for upgradation to Senior Research Fellowship and enhancement of fellowship with a fellowship amount of Rs. 9,000/- per month. The application of suitable candidates duly forwarded by the supervisor(s) will be evaluated by an 'Expert Committee' consisting of the Dean, two senior faculty members, and the Research Coordinator. The committee's recommendation would need to be approved by the Director, WII. Detailed progress reports duly supported by reports of publications along with the recommendations of the Expert Committee are to be forwarded by the Dean, Faculty of Wildlife Science to the Director for approval for issuing extension/upgradation order.

SENIOR RESEARCH FELLOWSHIP (SRF)

2.1 ELIGIBILITY

2.1.1. Educational Qualifications: A candidate seeking selection as SRF must possess M.Sc.(Botany/ Zoology/ Forestry/ Statistics/ Life Science/ Experimental Biology /Environmental Sciences/ Biological Sciences/Wildlife Science or any other subject relevant to Wildlife Sciences) or A.I.F.C. or M.V.Sc. or M.Sc. Agriculture or M.A. (Sociology/Eco-nomics/Mass Communication/Anthropology and Psychology) degree from a recognised University with a minimum 60% aggregate marks and at least 2 years research experience after Post-Graduation.

Desirable Qualifications: The desirable qualifications will be specifically determined by the individual project needs.

2.1.2 Age: The candidate shall not be more than 32 years of age for the award of Senior Research Fellowship as on the stipulated last date of receiving applications at the Institute in response to the WII's advertisement. Upper age limit may be relaxed up to 5 years as in case of candidates belonging to SC/ST/OBC/Women and physically handicapped applicants.

2.1.3 Selection Procedure

- a) Positions will be advertised in any of the national newspapers having multiple editions and through other channels at least three months prior to the dates on which the candidates are to be called for the oral interview. The calls for the interview must be sent at least six weeks in advance.
- b) The screening of applications for calling the candidates for interview will be done by a 'Screening Committee' consisting of the PI of the project, Research Coordinator and two faculty members of the institute. This committee would be proposed by the Dean, Faculty of Wildlife Science and approved by the Director, WII. Applicants who have already qualified the National Test conducted by UGC/CSIR/ICAR and WII for JRFs and/or have experience in wildlife research science will be given preference. The following criteria will be used for short listing the candidates for attending the interview:

S.No.	Item	Maximum Marks
1.	UGC/CSIR/ICAR NET passed candidates	10 Marks (fixed)
2.	Percentage of marks in Post Graduate Degree	10 Marks
3.	Percentage of marks in Graduate Degree	05 Marks
4.	Specialization relevance in P.G. Degree	10 Marks
5.	Research Experience – (Publications, Paper Presented in Workshops/Seminars/ Symposiums/ Conferences)	07 Marks
6.	Extra Curricular Activities – a). Participation and awards in games, sports, trekking, mountaineering, NCC, NSS etc., b). Participation and awards in Literary and Cultural activities	05 Marks 03 Marks

c) The candidates short-listed by the Screening Committee and approved by the Director will be called for interview. The 'Expert Committee' recommended by the Dean, FWS and approved by the Director, WII, for interviewing the candidates will consist of the Dean, Faculty of Science, External Subject Expert (1), the Research Coordinator, two Senior Faculty Members (Senior Reader and above) and concerned P.I of the Project.

d) During the interview the Committee should test the candidate for his/her knowledge of the subject, aptitude for wildlife research, creative ability and sincerity. The interview will be of 10 Marks in total.

Final selection of the candidate will be based on the total marks obtained from screening of application as per the criteria mentioned above in point 'b' (50 Marks) plus the Interview marks (10 marks).

e) One way travel expenses to the candidates in General Category and both ways expenses to the candidates in SC/ST/OBC category will be payable to those who are called for interview. The expenses will be limited to second-class rail/bus fare by the shortest route from his/her place of residence to Dehra Dun. Candidates are expected to join

within 45 days from the date of issue of the fellowship award letter failing which the award will be cancelled. However, in exceptional circumstances the Director, WII may grant extension.

2.1.4 Fellowship and Tenure of SRF:

The SRF shall be entitled to get a fellowship of Rs. 9,000/- per month. However, in the case of candidates having veterinary background the fellowship amount will be Rs. 10,000/- p.m. The fellowship amount will be enhanced as per the revision made by DST, GOI from time to time. The tenure of SRF will be initially for a period of 2 (two) years. It can be extended further on the basis of research work /achievements adjudged by the 'Expert Committee' consisting of Dean, two senior faculty members and the Research Coordinator. The case for extension of fellowship beyond 2 (two) years shall be recommended by the Dean, FWS along with the Expert Committee's report to the Director, WII for approval.

TECHNICAL ASSISTANTS (TAs)

The TA addresses the specific needs of various research programmes of the institute and his/her position is important, particularly for short-term projects (<2 years) for certain research/survey/consultancy projects, where it would not be possible to engage regular JRFs/SRFs.

3.1 ELIGIBILITY

3.1.1. Educational Qualifications: A candidate seeking selection as a TA must possess M.Sc. (Botany/Zoology/Forestry/Statistics/Life Science/Experimental Biology/Environmental Sciences/ Biological Sciences/Wildlife Science or any subject relevant to Wildlife Sciences) or A.I.F.C. or M.V.Sc. or M.Sc. Agriculture or M.A. (Sociology/Economics/Mass Communication/ Anthropology and Psychology) degree from a recognised University or other equivalent degrees with a minimum of 55% aggregate marks.

Desirable Qualifications: The desirable qualifications will be specifically determined by the individual project needs.

3.1.2. Age: The candidate shall not be more than 28 years of age for the award of TA as on the stipulated last date of receiving applications at the Institute in response to WII's advertisement. Upper age limit may be relaxed up to 5 years as in case of candidates belonging to SC/ST/OBC/Women and physically handicapped applicants.

3.1.3 Selection Procedure

- a) Positions will be advertised in one of the regional newspapers and through circulars to Institutions and Universities and also on WII's website at least two months prior to the dates on which the candidates are to be called for the oral interview. The calls for the interview must be sent at least four weeks in advance.
- b) The screening of applications for calling candidates for interview will be done by a 'Screening Committee' consisting of the PI of the project, Research Coordinator and two faculty members of the institute. This committee would be proposed by the Dean, Faculty of Wildlife Science and approved by the Director, WII. The following criteria will be used for short listing the candidates for attending the interview:

S.No.	Item	Maximum Marks
1.	Percentage of marks in Post Graduate Degree	10 Marks
2.	Percentage of marks in Graduate Degree	10 Marks
3.	Specialization relevance in P.G. Degree	10 Marks
4.	Research Experience – (Publications, Paper Presented in Workshops/ Seminars/ Symposiums/ Conferences)	10 Marks
5.	Extra Curricular Activities – a). Participation and awards in games, sports, trekking, mountaineering, NCC, NSS etc., b). Participation and awards in Literary and Cultural activities	05 Marks 05 Marks

- c) The candidates selected by the Screening Committee will be called for interview. The 'Expert Committee' recommended by the Dean, FWS and approved by the Director, WII, for interviewing the candidates will consists of the Dean, the Research Coordinator, two senior Faculty Members (Senior Reader and above) and concerned P.I of the Project.
- d) During the interview the committee should test the candidate for his/her knowledge of the subject, aptitude for wildlife research, creative ability and sincerity. The interview will be of 10 Marks in total. Final selection of the candidate will be based on the total marks obtained from screening of application as per the criteria mentioned above in point 'b' (50 Marks) plus the Interview marks (10 marks).
- e) One way travel expenses to the candidates in General Category and both ways expenses to the candidates in SC/ST/OBC category will be payable to those who are called for interview. The expenses will be limited to second-class rail/bus fare by the shortest route from his/her place of residence to Dehra Dun. Candidates are expected to join within 45 days from the date of issue of the fellowship award letter failing which the award may be cancelled. However, in exceptional circumstances the Director, WII may grant appropriate extension to the deserving candidate.

3.1.4 Fellowship and Tenure of TA:

The fellowship to TA will be 6,400/- per month for a period of 1 (one) year. Presently, this amount is equivalent to 80% of fellowship amount payable to JRF selected through a National Test. This amount will be enhanced in similar proportion of enhancement of fellowship to JRFs as per the revision made by DST, GOI from time to time. The fellowship can be extended for one more year only by the Director, WII, based on the satisfactory performance assessment at the end of 1st year by the P.I of the TA and recommendation of the Dean, FWS.

RESEARCH ASSOCIATE (RAs)

4.1 Scope and objective:

This scheme envisages providing opportunities and support to outstanding research workers to do research work independently at post-doctoral level. The main objective is to utilize the skills and competence of post-doctoral fellow for research at higher level of scholarship. The fellowship will be tenable at WII, Dehradun, and also at the sites of field based research projects.

4.2 Eligibility:

Research Associateships are intended for research workers preferably below the age of 40 years who have obtained a doctorate (Ph.D) degree in Zoology/Botany/Wildlife Sciences/ Environmental Sciences/ Forestry/ Experimental Biology/ Biological Sciences/Life Sciences/ Social Sciences in so far as it is relevant to studies in human dimensions aspect of wildlife management, have published research work to their credit and have already shown evidence of independent research work. Age relaxation up to a maximum of 5 years would be available to the candidates belonging to SC/ST.

4.3 Selection:

- a) The position of Research Associates will be advertised in any one of the national newspapers having multiple editions and through other channels at least three months prior to the dates on which the candidates are to be called for the oral interview. The calls for the interview must be sent at least six weeks in advance.
- b) The screening of applications for calling candidates for interview will be done by a 'Screening Committee' consisting of the PI of the project/Nodal Officer/Cell In-charge/ concerned Head of Department, Research Coordinator and two senior faculty members of the Institute. This screening committee would be proposed by the Dean, Faculty of Wildlife Science and approved by the Director, WII. The following criteria will be used for short listing the candidates for attending the interview:

S.No.	Item	Maximum Marks
1.	Specialization relevance in Ph.D Degree	20 Marks
2.	Research Experience – (Publications, Paper Presented in Workshops/Seminars/ Symposiums/ Conferences)	20 Marks
3.	Extra Curricular Activities – a). Participation and awards in games, sports, trekking, mountaineering, NCC, NSS etc., b). Participation and awards in Literary and Cultural activities	05 Marks 05 Marks

- c) The candidates short-listed by the Screening Committee and approved by the Director will be called for interview. The 'Expert Committee' recommended by the Dean, FWS and approved by the Director, WII for interviewing the candidates will consist of the Director, WII as Chairman, Dean, Faculty of Science, External Subject Expert (1), two Senior Faculty Members (Senior Reader and above), the Research Coordinator and concerned P.I of the Project.
- d) During the interview the Committee should test the candidate for his/her knowledge of the subject, aptitude for wildlife research, creative ability and sincerity. The interview will be of 10 Marks in total.

Final selection of the candidate will be based on the total marks obtained from screening of application as per the criteria mentioned above in point 'b' (50 Marks) plus the Interview marks (10 marks).

- e) One way travel expenses to the candidates in General Category and both ways expenses to the candidates in SC/ST/OBC category will be payable to those who are called for interview. The expenses will be limited to second-class rail/bus fare by the shortest route from his/her place of residence to Dehra Dun. Candidates are expected to join within 45 days from the date of issue of the fellowship award letter failing which the award may be cancelled. However, in exceptional circumstances the Director, WII may grant appropriate extension to the deserving candidate.

4.4 Fellowship and Tenure of Research Associates (RAs): The Research Associateship will be awarded in three categories carrying the following consolidated emoluments. Research Associates may be fixed at any one

of the three categories, depending upon the qualifications and experience. The Selection Committee may decide the level in which a particular associate should be placed. The fellowship amount to RAs will be enhanced as per the revision by DST, GOI from time to time. A 'Term of Reference' (ToR) highlighting description of expected research work, contributions to be made, responsibilities assigned and envisaged outputs from the selected RA will be prepared by the Institute at the time of joining and the said ToR will be signed by the RA and countersigned by the respective supervisor(s) and approved by the Director, WII.

RA-I Rs. 11,000/- per month, consolidated.

RA-II Rs. 11,500/- per month, consolidated.

RA-III Rs. 12,000/- per month, consolidated.

4.5 The payment of fellowship will be authorised by the concerned supervisor on receipt of necessary documents/certificates/undertaking from the candidate.

4.6 Conditions of Award:

- a) The Associate will do whole time research work and will not enjoy any other part time employment during the tenure of the Associateship. However, his/her services could be utilized by the authority for teaching purpose provided it will not affect the research programme and he/she should not accept any extra remuneration for this purpose.
- b) The Research Associateship will be tenable initially for a period of three years extendable for another term not exceeding two years. The fellowship will take effect from the date of joining by the fellow at WII, or field research stations.
- c) The Associate will work under the supervision of a faculty member of the Institute. The Associate shall submit, through the Supervisor/Faculty with whom he/she is associated, half yearly progress report of his/her research work. The Associate shall submit a comprehensive report to the Institute before the expiry of Associateship free of cost and a copy of the published work if any, and an abstract in about 500 words of the research work done during the tenure of Associateship through the supervisor/concerned faculty.
- d) If an Associate wishes to leave the Associateship before the end of tenure, it should be done with the prior approval of the Director, WII. He/she should also obtain prior permission of the authority for

appearing at any examination/interview by any Institute/Organisation/University.

- e) If the Director, WII is not satisfied either with the progress of the research work or the conduct of the Fellow, the Institute may terminate the Associateship at any time without any notice and assigning any reason.
- f) The award of fellowship does not imply any assistance or guarantee for subsequent appointment in WII to the beneficiary.
- g) Leave for a maximum period of thirty days in a year in addition to general holidays may be taken by an Associate on the recommendation of his supervising faculty and with the approval by the Director, WII. Women awardees would be eligible for maternity leave at full rates for a period, not exceeding three months only, once during the tenure of the award.
- h) The Associate may, in special case, be allowed by the Institute leave without Associateship for a period not exceeding three months during the tenure of award on the recommendations of the supervisor/concerned faculty. The period of leave without Associateship will count towards the tenure of Associateship.
- i) A Research Associate will be eligible to claim TA/DA as admissible to the officers of the WII drawing the same salary in accordance with the rules of the Institution for any tour undertaken by him/her during the tenure of fellowship. However, tours shall be undertaken only in connection with his/her approved research programmes/ or presentation of research results in a conference/seminar/symposium, etc. No TA/DA will be admissible for stay at the field station and travel within the defined study area.
- j) Due authorship will be given to RA who have contributed to research papers and patents. The PI of the Project/concerned faculty supervisor will be responsible for a fair and just authorship order. In case of any dispute, the Dean, FWS will be responsible to resolve it amicably.
- k) The Research Associate will be allowed to work on an approved Research Project by the Training, Research and Academic Council of the Institute. Candidates will submit a proposed plan of research work to be undertaken under WII fellowships. Institute/TRAC can also suggest a suitable project to the selected Research Associate.

4.7 House Rent Allowance

Single seated hostel accommodation will be provided to all Research Associates as far as possible. In case, the Research Associates cannot be accommodated as above, they would be entitled to House Rent Allowance (HRA) on the basis as admissible to employees of WII, receiving equivalent salary.

4.8 Medical Facilities

Health facilities will be available to the Research Associates on the basis as that for other Junior/Senior Research Fellows of the Institute.

APPLICATION FORM FOR THE RESEARCH ASSOCIATESHIP (RA)

Category: General/SC/ST/OBC/Physically Handicapped, please indicate

1. Name of the applicant: _____

Present Postal Address (*Pin Code, Phone, Fax & e-mail*)

Permanent Residential Address (*Pin Code, Phone, Fax & e-mail*)

Nearest Railway Station for undertaking the Journey _____

2. Date of birth _____ Age in years _____

3. If belonging to Scheduled Castes/Scheduled Tribes, state name of the Caste/Tribe _____. A photo copy of the original caste certificate issued by competent authorities may be attached.

4. (a) Academic Achievements:

Examination Passed	Year	University	Subject	Division with percentage of marks of grade along with copies of mark sheet and certificate	Encl. No.
Higher Secondary Bachelor's Degree Master's Degree Ph.D.					

- (b) Creative Achievement (State briefly your bio data as research worker/giving details of research papers, participation in Seminar, Symposium, Conference, etc.).

5. Have you had any scholarship/fellowship before applying for this award? (If so, please give its source, value, period and details of work done under that award)

Name of the Scholarship	Awarding Agency	Period		Amount
		From	To	

6. Employment held so far (up to date):

Name of the Employer	Position held	Period		Emoluments per month
		From	To	

7. Research publications, title of the publication, year of publication, journal, etc., may be indicated (reprints may be enclosed).
8. Title of Ph.D. thesis, name of the guide and an abstract of Ph.D. thesis in about 500 words (in a separate sheet) may be submitted.
9. Seminar/Symposium/Workshop/Conference attended.
10. Extracurricular activities.

11. Name and address of three persons in other University/Research Institutes actively engaged in some areas of research to whom a reference could be made.
 - 1.
 - 2.
 - 3.

12. Certified that:
 - (a) I have not received and do hereby undertake not to receive any financial assistance from any agency, whatever.

 - (b) I have understood all conditions of award and I agree to abide by those conditions.

 - (c) I shall submit an undertaking regarding conditions of award at the time of accepting the fellowship.

 - (d) Information furnished above are correct to the best of my knowledge.

Place:

Date:

(Signature of the Applicant)

**WILDLIFE INSTITUTE OF INDIA
P.BOX NO. 18, CHANDRABANI, DEHRADUN**

SUMMARY SHEET

Application for

SERIAL No.

Category:

Subject:

1. Name
2. Date of birth
3. Address (with pincode)
4. Qualifications

Division

Year

- (a) B.Sc.
- (b) M.Sc.
- (c) Ph.D.

5. Broad subject area
6. Ph.D. Topic
7. Publications (Number)
(Papers published in Journals & Proceedings/Reports)
8. Experience:

Year
Designation

Type

From	To	Teaching UG/PG	Research
(a)	Years		
(b)	Years		
(c)	Years		

(Signature of the Applicant)

**TERMS AND CONDITIONS FOR THE AWARD OF
JUNIOR & SENIOR RESEARCH FELLOWS (JRF/SRF)**

1. Mr./Ms. _____ is hereby awarded the Junior Research Fellowship/Senior Research Fellowship (JRF/SRF) based on his/her selection in the National Test conducted by the Institute in _____. The award of JRF/SRF is subject to the relevant Rules & Regulations of the Institute. Further, the Selection Committee has tentatively recommended to assign him/her the research project entitled:

2. He/She will be working under the supervision and guidance of:

3. A copy of the research proposal can be obtained from his/her supervising faculty at the time of his/her joining this Institute.
4. The salient provisions of the awarded fellowship are as under:
 - (i) **Duration :**
The fellowship is on purely temporary basis, initially for a period of years from the date of his/her joining at this Institute. However, it can be terminated without notice or without assigning any reason thereof, if his/her performance is not found to be satisfactory, purely at the discretion of the Institute Management.
 - (ii) **Emoluments :**
A consolidated amount of _____ only per month will be paid to him/her as fellowship.
 - (iii) **DA, CCA, HCA, etc. :**
He/She will not be entitled to these allowances.
 - (iv) **House Rent Allowance & Medical Benefits:**
He/She will be provided either the hostel accommodation or a suitable accommodation at the place of field research station. In absence of such facility he/she will be paid HRA and medical benefits as per the rules of the WII. For this purpose, the amount of fellowship will be taken as basic pay.

Hostel facilities at WII – He/She is required to deposit **Refundable Caution Money of Rs. 2,500/-** and **Hostel Mess Advance of Rs. 1200/-** at the time of occupying a room in the WII, hostel.

- (v) **Leave and other service benefits:**
He/She will be entitled to avail the usual benefits of casual leave.
 - (vi) **Bonus and LTC** : Not admissible
 - (vii) **Retirement benefits** : Not admissible
 - (viii) He/She will not be entitled to any **travelling allowance** for joining this Institute.
 - (ix) Award of fellowship will be subject to his/her being found medically fit. For this purpose he/she is required to submit a medical fitness certificate issued by a Registered Medical Practitioner at the time of his/her joining.
 - (x) At the time of joining the Institute he/she will have to submit two financial sureties from responsible persons (viz. Group 'A' and 'B' employees of Central Government/State Government/Autonomous Institutions under Central/State Government, Universities, etc.) for Rs. 10,000/- (Rupees Ten thousand only) each. Proforma for the financial security is enclosed. At the time of joining, he/she shall be required to produce copies of documents related to educational and professional experience, certificate regarding his/her release from his/her present employer, if any.
 - (xi) The present offer may be extended beyond _____ years only for such a period as may be required by the Institute for its research work. This does not give any right or priority to him/her for any ad-hoc or regular employment in the Institute. The offered fellowship can be terminated at any time by one month's notice given by either side namely, the research fellow or the Director, WII. However, the Director, Wildlife Institute of India reserves the right of terminating his/her fellowship forthwith or before the expiry of the stipulated period of notice by making payment to him/her a sum equivalent to the fellowship amount for the period of notice or un-expired portion thereof.
5. After joining this Institute he/she may be required to participate in the course work..... The course work will start w.e.f..... and on the completion of course work period he/she will be able to start the research work of assigned project.

6. If this offer of fellowship is acceptable to him/her on the aforesaid terms and conditions, he/she should communicate his/her acceptance on or before to this office and join this Institute on or before..... positively. In the case of failing to do so, this offer of fellowship will be automatically treated as cancelled.

7. The Research Fellow is not an employee of the Institute and the Fellow cannot claim any rights, benefits, facilities, perks or perquisites, as are available and as admissible to the Regular/Confirmed employees of the Institute. Neither can the fellow claim the same as of right.

Encl: As above

(Director/Dean)

Distribution:

1. Research Coordinator,
2. Concerned Supervising Faculty,
3. Project File &
4. Personal File

**BOND FOR AWARD OF RESEARCH FELLOWSHIP TO
RESEARCH FELLOWS**

NOW ALL MEN BY THESE PRESENTS THAT we,
_____ S/o/D/o/W/o
_____ resident of
_____ in the
district of _____ and
at present employed as _____ in
the Ministry office of _____
(hereinafter called "the obligor") and Shri/Ms. _____
son/daughter of Shri _____ and
Shri/Ms _____ son/daughter
of Shri _____ who have accepted to act as sureties on
behalf of obligor do hereby undertake to jointly and/or severally bind ourselves
and our respective heirs, executors and administrators to pay to the Chairman,
Governing Body Wildlife Institute of India (hereinafter called "the Institute") on
demand a sum of Rs. 10,000/- (Rupees ten thousand only) on account of obligor
having been awarded research fellowship _____
from _____ to _____
at _____ at the cost of the
Institute in terms of the Ministry of Finance Office Memorandum No. F.21(1)-E.II
(A)/61, dated the 24th November, 1961, together with interest thereon from the
date of demand at Institute rates for the time being in force on Government loans
or, if payment is made in a country other than India, the equivalent of the said
amount in the currency of that country converted at the official rate of exchange
between that country and India.

This bond has been executed and signed at
_____ on this _____ day
of _____ two thousand and _____.

Whereas the above obligor
Mr./Mrs./Ms. _____ is engaged to conduct
research by the Institute as a Research Fellow.

NOW AS PER THIS BOND THE WRITTEN OBLIGATION IS SUCH THAT if in the event of the above bounden obligor Shri/Ms. _____
_____ resigning from research fellowship without completing the research assigned before the expiry or termination of the period of fellowship or at any time within the fellowship period after his/her joining the fellowship or in the event of his/her removal or dismissal from fellowship for any kind of misconduct during the prescribed period. The obligor and sureties shall forthwith refund to the Institute on demand the said sum of Rs. 10,000 (Rupees ten thousand only) on account of the obligor having failed to carry out the awarded research fellowship successfully as aforesaid together with interest thereon from the date of demand at Government of India rates for the time being in force on Government loans.

And upon the above bounden obligor Shri _____
and Shri _____ and Shri _____
the sureties aforesaid making such refund the above written bond shall be void and of no effect otherwise it shall remain in full force and effect and will vest right with the Institute Management to initiate legal proceedings for the recovery of the said amount.

PROVIDED ALWAYS that the liability of the sureties herein under shall not be impaired or discharged by reason of time being granted by the Institute or by any forbearance act of omission of the Institute or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Institute to sue the said obligor first before suing the above bounden sureties Shri _____ and Shri _____ or either of them for amount due herein under.

In witness whereof, these presents this bond has been signed by a duly authorised officer on behalf of the Chairman, Governing Body and by the other person(s) party hereto.

Signed and delivered by the above obligor,
Sh./Smt/Ms. _____ in the presence of _____

_____. Signed and delivered by the surety above named
Shri _____ in the presence of
_____. Signed and delivered by the surety above named
Shri _____ in the presence of
_____ For and on behalf of the Chairman, Governing Body.

**SELF-ASSESSMENT BY JUNIOR RESEARCH FELLOW
ON COMPLETION OF TWO YEARS OF TENURE**

1. Name of the Junior Research Fellow :
2. Project Title :
3. Principal Investigator(s) :
of the project
4. Date of Joining WII and Designation :
5. Date of Joining WII as Junior Research Fellow :
6. Date of Project initiation :
7. Date of commencement of field study :
8. Publications after joining WII project :
Give a brief list & enclose copies of each
9. Conferences/Seminars/Workshops
attended – Details of participation
10. Details of project report(s)
submitted to Project Supervisor
11. Award received, if any, give details :
12. Brief account of Project progress
Attach a separate sheet, if required
(about 300 words)
13. Confidential report by the Project
Principal Investigator and his/her
Recommendations

Date:

**Signature
(Principal Investigator)**

14. Committee's Remarks :
15. Committee's Recommendations :
to the Director, WII
16. Signature(s) of Committee Members :

**SELF-ASSESSMENT BY SENIOR RESEARCH FELLOW
ON COMPLETION OF TWO YEARS OF TENURE**

1. Name of the Senior Research Fellow :
2. Project Title :
3. Principal Investigator(s) of the project :
4. Date of Joining WII and Designation :
5. Date of Joining WII as Senior Research Fellow :
6. Date of Project initiation :
7. Date of commencement of field study :
8. Publications after joining WII project :
Give a brief list & enclose copies of each
9. Conferences/Seminars/Workshops attended – Details of participation :
10. Details of project report(s) submitted to Project Supervisor :
11. Award received, if any, give details :
12. Brief account of Project progress Attach a separate sheet, if required (about 300 words) :
13. Confidential report by the Project Principal Investigator and his/her Recommendations :

**Date:
Investigator)**

**Signature
(Principal**

14. Committee's Remarks :
15. Committee's Recommendations to the Director, WII :
16. Signature(s) of Committee Members :

**TERMS AND CONDITIONS FOR THE AWARD OF
TECHNICAL ASSISTANTSHIP (TA)**

1. The engagement is for an occasional nature of work and is purely on temporary basis for a fixed period of _____ months(s). However, the same can be extended by the Institute for _____ months, depending upon the exigencies of work at its sole discretion.
2. During the term of engagement, you will be paid a fellowship of Rs. _____ (Rupees _____) per month.
3. Even during the said period of _____ months(s) or during the extended period, your engagement can be discontinued without giving any notice and without assigning any reason thereof.
4. On the expiry of the said period or at the end of the extended period, your engagement will automatically come to an end.
5. Your engagement is purely occasional and does not entitle you to any regular employment in the services of the Institute.
6. You will be entitled to usual casual leave. You will not be entitled to any other kind of leave.
7. Your fellowship as shown in **para-2** above is consolidated and all inclusive. You will not be entitled to any other allowances, bonus, LTC and/or retirement benefits as are admissible to regular employee of the Institute.
8. You will be provided either the hostel accommodation or a suitable accommodation at the place of field research. In absence of such facility, you will be paid HRA as per the rules of WII, for this purpose the amount of fellowship will be taken as basic pay. You will also be entitled to medical benefits as per the rules of WII.

For **Hostel facilities at WII** – You are required to deposit **Refundable Caution Money** of **Rs 2500/-** and **Hostel Mess Advance** of **Rs 1200/-** at the time of occupying a room in the WII hostel.

9. You will discharge your duties diligently under the supervision of faculty _____.
10. You are assigned the following research project:

11. During the engagement, your fellowship will be governed by the office orders, rules and regulations of the Institute passed from time to time as are/or will be made applicable to research personnel (TA) from time to time.
12. At the time of joining the Institute he/she will have to submit two financial sureties from responsible persons (viz. Group 'A' and 'B' employees of Central Government/State Government/Autonomous Institutions under Central/State Government, Universities, etc.) for Rs. 10,000/- (Rupees Ten thousand only) each. Proforma for the financial security is enclosed. He/She will also produce at the time of joining copies of documents related to educational and professional experience, certificate regarding his/her release from his/her present employer, if any.
13. Your acceptance of engagement will be deemed to be your unreserved acceptance of the above terms and conditions.

I have carefully read the terms and conditions of my engagement as specified above and I do accept the contract engagement in full recognition of the application of these terms and conditions of my contractual engagement as Technical Assistant.

**Date:
Signature)**

(Name &

I thank you for your offer for engagement as _____ conveyed through the Office Memorandum No. _____ dated _____ and hereby convey my acceptance of the offer. I have gone through and understood the terms and conditions laid down in the said memorandum and hereby agree to them as conditions of my engagement as Technical Assistant. I also hereby report for duty in the forenoon/afternoon of _____.

Yours faithfully,

Date:

(Name & Signature)

**PRESCRIBED PROFORMA FOR THE
ENGAGEMENT OF TECHNICAL ASSISTANTS (TA)**

Name of the Project:

1. Shri/Smt./Ms. _____ is hereby engaged on purely temporary basis as Technical Assistant _____ project of the Wildlife Institute of India, Dehra Dun on a fellowship of Rs. _____ (Rupees _____) per month with effect from the forenoon/afternoon of _____ as _____ with the approval of competent authority.
2. The period of engagement will be for a period of _____ months(s).
3. The terms and conditions governing engagement as Technical Assistant of Shri/Smt./Ms. _____ are enclosed. The same may please be signed and returned.

(PRINCIPAL INVESTIGATOR/PROJECT SUPERVISOR)

GENERAL TERMS & CONDITIONS OF FELLOWSHIP (JRF/SRF/TA)

1. The award of fellowship does not imply to the awardee any assurance of guarantee for subsequent employment in the institute.
2. The following are the obligations that a research personnel (JRF/SRF/TA) is expected to meet under the fellowship grants:
 - a. He/she must be a full time research worker and submit him/herself to the discipline regulation of the institute in which he/she is working. The supervisor may ensure regular attendance of the research personnel by keeping an attendance register.
 - b. In case, of the research personnel desiring to appear for any competitive examination, he/she must inform the Director, WII in writing and obtain written approval before applying. He/she should submit his/her application through the concerned Principal Investigator (PI) and Dean, FWS.
 - c. Each researcher shall be required to submit a half yearly report and a detailed annual report on the progress of his/her work to his/her supervisor. The project supervisor/investigator shall submit a copy of the progress report to the Office of the Research Coordinator. Once a research fellow accepts the fellowship and joins the Institute, it is obligatory for him/her to continue the fellowship for the normal tenure.
 - d. No research personnel shall discontinue his/her fellowship without the prior approval of the concerned supervisor/investigator of the project and the Director, WII. In case, he/she wants to discontinue, his/her fellowship prior to the completion of the tenure or the attainment of original objective of the research, he/she must submit his/her resignation to the Director, WII through his/her project supervisor/investigator at least one month in advance indicating specific reasons for not continuing the fellowship for the full term. In case he/she leaves the fellowship without prior approval of the Director, WII, he/she will be liable to make such refund as may be decided by the Director, WII. The fellowship shall cease from the date stipulated by the Director, WII while accepting the resignation.
 - e. Before the termination or resignation of the fellowship, a research personnel must furnish a detailed report of the research work done during the entire tenure through the supervisor/investigator to the Director, WII.
 - f. Research personnel may apply to register for the award of Ph.D. degree in any University provided the Ph.D. work to be undertaken does not interfere

with the research work assigned to the awardee. The Institute would normally encourage research personnel to register themselves for Ph.D. registration. A copy of the Ph.D. thesis shall be deposited with the Library of the institute.

- g. The Fellowship amount payable to research personnel (JRF, SRF, and TA) is exempted from the payment of the Income Tax.
- h. Any kind of paid or honorary part-or-fulltime employment or private even in honorary capacity is not permissible during the tenure of the fellowship at the Institute.
- i. Leave travel concession (LTC) will not be admissible during the fellowship tenure.

TRAVEL RULES

A research personnel is eligible to claim TA/DA as admissible to the officers of WII drawing the same salary in accordance with the rules of the Institute for any tour undertaken by him/her during the tenure of the fellowship. However, tour shall be undertaken only in connection with his/her approved research programmes or presentation of research results in a conference/seminar/symposium etc. duly approved by the Director, WII.

LEAVE

1. Research personnel (JRFs/SRFs/TAs) will be entitled to avail usual casual leaves during the fellowship tenure. He/she will seek prior approval from the concerned supervisor. No carrying over of the leave to the next year is permitted. The Director, WII under special circumstances may consider sanction of leave without fellowship. In case a research personnel proceeds on leave before termination of fellowship, he/she must join back duty before the expiry of tenure, failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave.
2. A prior approval of the Director, WII is mandatory for the research fellow to visit a foreign country for attending conference, seminar, symposium, etc., related to the research activities of the project.

ACCOMMODATION/HRA

All research personnel may be allowed hostel accommodation at the institute. Where the hostel accommodation is not possible, house rent allowance (HRA) will be paid as per the rules of the Institute subject to the condition that HRA payable, in no case, shall be more than the rates payable to Central Govt./WII Employee(s) in that area. The basis for calculating HRA will be the actual fellowship amount paid to the research personnel.

MEDICAL BENEFITS

All research personnel will be provided medical benefits as per the rules of the Institute. This will be limited to the research personnel only and not for his/her

family members/dependents. The Institute will obtain Life/Personal Accident insurance coverage as decided from time to time.

BOOKS AND BOOK ALLOWANCE

For making aware the Research Personnel (JRF/SRF/TA) with the up-to-date development of the scientific research, the Institute will make available field guides, technique manual, etc. from Institute library. In addition, Research Personnel will receive a book allowance @ Rs. 2000/- per researcher for purchasing relevant books, periodicals, research publications, etc. to their project. This book allowance may further be relaxed up to Rs. 3,000/- during total length of research project for the similar purpose on recommendation of the Supervising Faculty from contingency. The research personnel may use their rational freedom but supervisor shall ensure proper utilization of the same. If warranted, the supervisor will recommend disallowing of any unjustified purchases and in such cases, the amount will be recovered from research personnel. However, since the books, etc. so purchased will be the property of the Institute. It will be the responsibility of the research personnel to maintain proper account of the books and deposition of the same in the Institute's Library after completion of the research project. Respective supervising faculty will ensure the stock entry of books and its subsequent return.

FIELD EQUIPMENT

For research purpose the institute will issue following equipment/kits to each research fellow as per the field conditions of the research project and also subject to having budgetary provisions. These items will be Institute's property: (a) Camera with lenses (s) and tripod; (b) Binocular; (c) Tent; (d) Compass; (e) Calculator; (f) Thermometer (Max. & Min.); (g) Sleeping bag; (h) Ruck-sack; (i) Torch; and (j) Raincoat. The supervising faculty will ensure return of the non-consumable items at the time of conclusion of the project.

FIELD DRESS ALLOWANCE

Research personnel (JRF/SRF/TA) are allowed to avail field shoes and uniform from the project fund. The amount not exceeding Rs.2,500/- may be sanctioned for field dress/uniform (Olive Green) to research personnel.

CONTINGENCY GRANT

The contingency grant as approved in the project by the TRAC will be fully controlled by the Supervisor but will be subject to usual scrutiny in finance. The Supervisor will be fully responsible for its utilization and he/she will be free to recommend disallowing of any unjustified expenditure. The Director on recommendations of the Supervising Faculty can sanction advances.

PUBLICATION/PATENT

The results of research work will be encouraged to publish in standard refereed journals as well as other popular forms of scientific documentation at the discretion of the Principal Investigator. Due authorship will be given to all researchers and other team members, who have contributed to research papers and patents. The PI of the project will be responsible for a fair and just authorship order. In case of any dispute, the Dean, FWS will be responsible to resolve it amicably. Due acknowledgement will be given to all funding agencies in all publications arising out of research work conducted at WII. The right to commercial exploitation of the results and patent arising out of the investigation will, however, rest exclusively with WII. In case of projects funded by other agencies or collaborative research project(s), the commercial exploitation of the results and patent arising out of the research work will be worked out as per the Memorandum of Understanding (MoU) signed between the collaborating parties or as per the guidelines of the concerned funding agency.

IDENTITY CARD

Institute will issue an identity card to each Research personnel. Research personnel will be able to obtain identity card from the administrative section before leaving for field station. For this purpose each research personnel should furnish requisite information to the administration section.

TRANSPORT FACILITY

While drawing the research project, the concerned faculty will visualize the need for the transport for the project i.e. jeep, motorcycle, bicycle and make requisite

necessary provisions in the budget. Both for POL and its maintenance and in the event of having jeep/motor cycle, the researcher will require to maintain logbook, which will be, scrutinized by the concerned supervising faculty and Finance Section as and when required. Purchase of vehicles, however, will require further approval from the Governing Body.

SUPPORT PERSONNEL

The Institute allows hiring field assistant(s) and driver(s) locally at the field research site as provisioned in the research project duly approved by the TRAC. Salary and wages for such hired support personnel will be in accordance with the approved rates by the TRAC from time to time.

OBLIGATIONS TO OTHER AGENCIES

Research personnel (JRF/SRF/TA/RA) engaged by the Institute while they have been permitted to avail their fellowship directly from DST/CSIR/UGC, etc. based on qualifying the corresponding national entrance test are obliged to abide by the terms and conditions of such agency in addition to the general terms and conditions of award of fellowship by the Institute.

RELAXATION

Any relaxation in the general terms and conditions of the fellowships would require the approval of the Director, WII and in all matters decision taken by the Director, WII will be final.



Emeritus Scientist Scheme (ESS)



**भारतीय वन्यजीव संस्थान
Wildlife Institute of India**

No. WII/RES/Prof. EMERITUS/B.5(A)

Dated: 1st May, 2006

CIRCULAR

The Training, Research and Academic Council (TRAC) and Governing Body (GB) of the Institute have approved the Emeritus Scientist Scheme (ESS) at WII. The objective of the ESS is to promote superannuated outstanding scientists to pursue research, write books/monographs etc., in their respective fields of specialization in Wildlife Science, Conservation and Management. The required number of positions under this scheme and subject areas of the Professor Emeritus to be engaged shall be decided by the competent authority in due course. The ESS is hereby notified for information of all concerned and shall be applicable with effect from 14th December, 2005.


(Dr. K. Sankar)
Research Coordinator

To:

- 1. Director, WII - for kind information.**
- 2. Dean FWS - for kind information.**
- 3. All Faculty Members.**
- 4. Finance Officer**
- 5. Administrative Officer**
- 6. Internal Audit Officer.**

GUIDELINES FOR EMERITUS SCIENTISTS SCHEME (ESS) AT WILDLIFE INSTITUTE OF INDIA

Objective

To promote superannuated outstanding scientists to pursue research, write books/monographs etc. in their respective fields of specialisation in Wildlife Science, Conservation and Management.

Who can submit a proposal

A scientist who has been actively engaged in scientific research & management during the preceding five years of superannuation.

When and how to submit a proposal

Request for grant under ESS may be made in the proforma prescribed (please see Section A, B & C attached herewith) at any time during the year. The application may be submitted to the Director, Wildlife Institute of India.

The application would be referred to a set of subject area referees engaged in the general area of research of the concerned superannuated scientist. The proposal along with the comments of the referees would be referred to the TRAC of Wildlife Institute of India for its consideration.

The originators of the approved ES grant proposals would be intimated immediately after the recommendations of the referees are accepted by the TRAC. The quantum of the grant approved in the form of honorarium to the scientist, number of research Fellowships/Associateships, contingency and equipment, if any, will be communicated through a sanction letter alongwith the terms and conditions governing the scheme. No graded posts are sanctioned for the operation of a scheme.

The offer of Emeritus Scientistship will be valid for one year from the date of issue of sanction letter, or from the date of superannuation whichever is later, and if the ES does not join within a year, it will be deemed cancelled and withdrawn. If an ES accepts any other fellowship or assignment, honorarium or employment, his sanction will be deemed withdrawn. No lien will be allowed. The Scientist can apply again, if he wishes to pursue research at a later stage. However, ES are encouraged to seek funds from various other sources to support their research and other activities

besides the support available from WII under the ES scheme. Proposals in collaboration with WII's scientists are subject to TRAC approval.

Areas of research support

Wildlife Science, Management and Conservation in the broadest sense of the terms.

Components of grant

Honorarium, project assistant, office space, HRA, travel support and contingency.

Items not allowed out of grant

Furniture/office equipment.

Mechanism of implementation and monitoring -

The PI is required to submit annually comprehensive report in prescribed proforma to the TRAC for renewal of the project for the next year. In addition, progress report will be submitted twice, once after about two and half years to decide on extension beyond initial three years and finally before termination. Other relevant information is given in the table below:

Activity/ Scheme Contact Person & E-mail Address	Eligibility Qualification / age	Selection Procedure	Normal time for application	Amount / Stipend / Grant	Tenure
1	2	3	4	5	6
<u>Emeritus Scientist Scheme</u>	Eminent Superannuat ed scientists	Evaluation by referees and the TRAC	Any time during the year	Rs. 10,000/- pm (honorarium) a suitable contingency grant & Project Assistant. HRA or Accommodation as per availability at WII &/or eligibility at time of superannuation	3 years; extendable by 2 more years up to 65 years of age

ES are encouraged to submit research proposals in collaboration with scientists from WII for consideration of TRAC. These proposals should be submitted separately.

Contact Address

The Director
Wildlife Institute of India
Post Box No. 18, Chandrabani
Dehradun 248001
E-mail: dwii@wii.gov.in

**APPLICATION FOR GRANT UNDER
EMERITUS SCIENTIST SCHEME AT WILDLIFE INSTITUTE OF INDIA
(10 Copies of Project Proposal should be submitted to Director, Wildlife
Institute of India)**

SECTION A: (GENERAL)

1. Name, date of birth & address of the scientist:

Name:	Date of Birth
Address (Host institute)	
Address for Correspondence	

2. Title of the Research Proposal:

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3. Broad Areas of proposed research:

--

4. Names and addresses of four research scientists actively engaged in the general area of the proposed research:

a)	b)
c)	d)

5. Available Institutional facilities:

a)At the present Institute
b) At the Institute where ES proposes to work (if different) :

6. Proposed budget:

Year	1 st Year	2 nd Year	3 rd
(a) Staff Project Assistant			
(b) Contingency <ul style="list-style-type: none"> • Chemical, samples, glassware etc. • Field supplies • Information search (from data bases) • TA/ DA rates applicable based on position at superannuation • Vehicle hire/POL • Any other 			
(c) Equipment (item-wise) 1. 2. 3. 4. 5.			
(d) Total			

7. Justification of Budget (for each position, item of equipment and contingencies).

8. Certificate

I have read the conditions of “Grants to Emeritus Scientist” and agree to abide by these.

Signature & date

9. Declaration and attestation to be carried out:

I agree to provide all facilities to the applicant:

Name of the Institution:

Authority of the Institution:

Signature with date:

Seal:

SECTION B

BIODATA OF THE SCIENTIST

10. Biodata

a. Name			
b. Designation (before superannuation) Date of superannuation			
c. Full Official Address, Telephone, Fax, E-mail			
d. Date of birth			
e. Highest Degree University/ Institute Date			
f. Research specialisation: (Major Scientific fields of interest):			
g. Research experience during the last 5 years of service			
Institution	Year	Nature of work done	No. of papers published
h. List of Honours & Awards conferred, with dates:			

SECTION C

DETAILED ESS PROPOSAL

Your description should be comprehensive and brief and should in no case exceed 10 pages .

Information to be given below must illuminate the research ground to be covered through this project. The research objectives and the scientific perspective against which the project has been conceived should be clearly exposed to enable the Referees to arrive at a scientific judgement regarding it.

Give the particulars in the format shown below and send 10 (ten) copies of the entire project to the following address:

The Director
Wildlife Institute of India
Post Box No. 18, Chandrabani,
Dehradun-248001
Uttaranchal

11. Title of the project
12. Summary of proposed work (up to 150 words)
13. Detailed research plan or programme

List of publications with full bibliographic details of papers highlighting those in Science Citation Index [SCI] journals, reports and books in last 10 years (use asterisks to identify publications relevant to this proposal). Also mark 10 best publications from the list.

Purchase Procedure

2006

**WILDLIFE INSTITUTE OF INDIA
CHANDRABANI, DEHRADUN**

No.: DWII/0161/2005

28
Dated : 25th April 2005

CIRCULAR

The significant growth in the responsibilities/activities of the Institute has necessitated manifold increase in expeditious procurement of varied material resources. A need was felt to evolve its own policies on Materials Management, streamline and consolidate procedures and remove adhocism while adhering to current Government policies rather than depending upon assorted instructions issued from time to time. This is likely to obviate procedural delays on one hand and to ensure effectiveness, efficiency and economy in procurement on the other. Accordingly the PURCHASE PROCEDURE for the Institute has been prepared on the lines of CSIR.

The procedure is to be followed with immediate effect. In case of any doubt on the interpretation of this procedure, matter can be referred to the I.A.O. or the undersigned for any clarification/modification.


(P.R. Sinha)
Director

Distribution –

1. DEAN, FWS
2. Head of Office
3. All HoDs
4. All Faculty members
5. All Sectional Heads
6. Guard File

WILDLIFE INSTITUTE OF INDIA
CHANDRABANI, DEHRADUN

No. DWII/0161/2005

Dated: 02nd November 2006

CIRCULAR

Sub: Revised Purchase Procedure – WII

Please refer to the circular of even number dated 28th April 2005 whereunder the Purchase Procedure-2005 of the Institute (based on CSIR) was notified.

2. Recently, the Government of India have amended the rules relating to the Procurement of goods/services and published in the Twenty First Edition (2006) of the General Financial Rule (GFR) which has also been adopted by the CSIR. The amendments issued by Government of India/adopted by CSIR have accordingly been incorporated in the Purchase Procedure of the WII as approved by the Governing Body, WII during its XLIX meeting held on 26th October 2006.

3. As directed, revised Purchase Procedure – 2006 is hereby notified and hosted on the website of the Institute as a part of "Compendium of Rules & Regulations". A copy of the revised Purchase Procedure – 2006 is enclosed herewith.



(IJ Malhotra)
Internal Audit Officer

Distribution:

1. PA to Director
2. PA to Dean
3. PA to Head of Office
4. All HoDs/Faculty Members
5. All Sectional Heads
6. Guard File

PURCHASE PROCEDURE – 2006

1.0.0 Introduction

Provision of adequate and timely supply of material to indentor is of prime importance for carrying out meaningful scientific research, successfully running of academic courses as well as for meeting the targets set for completion of various in house & sponsored projects in our Institute. On the other hand, any public procurement will not only have to be made in fair and transparent manner but will also have to fall in line with the canons of financial propriety. The purchase procedure given in the succeeding paragraphs strives to achieve both these ends.

1.1.0 General principles of Purchase and Code of Ethics

The authorities delegated with the powers of the approval and processing of purchases in the Institute shall maintain the standards of financial propriety. The decision for purchase will be based on the recommendations of an appropriate committee, thus ensuring transparency and objectivity. The standards of financial propriety as mentioned in Rule 6(1) of General Financial Regulations of Govt. of India, are as under:

- (i) Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- (ii) The expenditure should not be prima facie more than the occasion demands.
- (iii) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (iv) Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people unless –
 - (1) a claim for the amount could be enforced in a Court of Law, or
 - (2) the expenditure is in pursuance of a recognized policy or custom.
- (v) The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.
- (vi) The responsibility and accountability of every authority delegated with financial powers to procure any item or service on Govt. account is total and indivisible. The Govt. expects that the authority concerned will have the public interest uppermost in its mind while making a procurement decision. This responsibility is not discharged merely by the selection of the cheapest offer but must conform to the following yardsticks of financial propriety:
 - (1) Whether the offers have been invited in accordance with the governing rules and after following a fair and reasonable procedure in the prevailing circumstances.
 - (2) Whether the authority is satisfied that the selected offer will adequately meet the requirement for which it is being procured.
 - (3) Whether the price on offer is reasonable and consistent with the quality required.

- (4) Above all, whether the offer being accepted is the most appropriate one taking all relevant factors into account and in keeping with the standards of financial propriety.
- (vii) The items required to be purchased under the ambit of the rules & procedures outlined in the Purchase Procedure includes all articles, material, commodities, furniture, fixtures, raw material, spares, instruments, machinery, equipment etc., purchased or otherwise acquired for the use of WII but excludes books, publications, periodicals, etc. for a library.
- 1.2.0:** The SPC-I/SPC-II in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement. The procedure to be followed in making public procurement must conform to the following yard sticks, (i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the Institute. The specifications so worked out should meet the basic needs of the Institute without including superfluous and non-essential features, which may result in unwarranted expenditure. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory-carrying costs, (ii) Offers should be invited following a fair, transparent and reasonable procedure, (iii) The SPC-I/SPC-II should be satisfied that the selected offer meets the requirement in all respects and satisfy itself that the price of the selected offer is reasonable and consistent with the quality required, (iv) At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations, which weighed with it while taking the procurement decision.

2.0.0 Stages of Procurement

The procurement of material in our Institute can be divided into the following distinct stages:

- a) Finding the Budget
- b) Prioritisation of purchase of equipment, machinery etc. for the financial year for WII budget on creating the buildup facility, project needs & priorities of sponsored projects.
- c) Placing of the Indent by the scientist and other officers concerned after verifying the non availability in stock.
- d) Consideration of the indents by the respective Standing Purchase Committee (SPC).
- e) Calling for tender/ quotations and processing of tender papers by the Store section.
- f) Evaluation of the tenders/ quotations by the respective SPC.
- g) Submission of the papers to the competent authority for sanction.
- h) Placement of orders.
- i) Arrival of equipment and its installation.

3.0.0 Finding the Budget:

No purchase will be made in the Institute unless there is a specific budget provision for such a purchase. However, processing of indents for purchase of equipments can be done by the Institute even without specific budget allocation for the current year provided such cases are cleared for administrative processing by the Director but final order shall only be placed after allocation of the budget.

4.0.0 Prioritisation of purchase of equipment, machinery etc.

For items to be procured out of WII funds, the Director of the Institute will appoint a committee at the beginning of every financial year to correctly assess the requirement of equipment, machinery, plant etc. for various projects/activities including infrastructure requirement and other items of maintenance. This committee will be chaired by a scientist of sufficient seniority. The committee will consult all heads of departments, get their requirements for the year and prioritise the list of purchases to be made in that year. The committee shall check the availability of such equipment in the Institute, its performance and the rationale for procurement of another piece of equipment. This list will be circulated to all concerned by 30th April of relevant financial year. All purchases that are made during the year from WII funds will normally be in accordance with this list.

5.0.0 Placing of the indent by the scientist/ other officials

Whenever an indent is placed by the scientist/ other concerned official, he has to ensure that the following details accompany it

- a) a detailed description of the equipment/item including summary of its function and detailed specifications including whether the requirement is fresh or additional or replacement.
- b) the details, such as, the useful life of equipment, availability of spares, arrangement for maintenance etc.
- c) the estimated cost of equipment and that of spares, last purchase price if any,. (to be given separately).
- d) the list of available vendors, their addresses, past experiences if any and their website wherever available.
- e) A certificate to the effect that the item is of proprietary nature, if it has to be bought from a known, single source. (This certificate shall be given by the indenter, which shall be duly approved by the Project Investigator /HoD. Both shall be responsible, if the certificate is found to be incorrect).
- f) a description of space requirement for the equipment, the installation area and other infrastructural requirements such as, power, civil works etc. wherever applicable.
- g) The approximate period required for the equipment to become operational from the date of its arrival.
- h) Tentative inspection schedule.
- i) Emergency purchase certificate, in case of purchase is to be made on emergent basis.
- j) Budget provision certificate duly linking with the Project/ scheme/Grant in Aid.

(Note: The indenter will submit his indent type written. No hand written indent will be accepted. No addition/alteration will be generally made in the indent. In case, this becomes necessary on rare occasions, the indenter will affix his initials on the corrections/additions made.

6.0.0 Recording of no-stock certificate by the Stores Department

6.1.0 The indent together with its enclosures will be sent to the Stores Department which will verify its stock, render a no-stock certificate wherever applicable and check it for correctness of details and place it before the relevant Standing Purchase Committee.

7.0.0 Standing Purchase Committee

There shall be two Standing Purchase Committees, namely SPC-I and SPC-II in the Institute to be nominated by the Director.

8.0.0 Standing Purchase Committee-I

8.1.0 Standing Purchase Committee-I (SPC-I) will consider procurement of items which are needed on an on-going basis, such as, general chemicals, glassware, sanitary stores, hard-ware items, paints, oils, lubricants, photographic material, stationary items, soaps, detergents and other cleaning material, building materials, electric goods and electronic components required for maintenance and replacement, spare parts, Liveries, computer consumables and course material/camp equipment costing upto Rs. 2.00 lacs. For all these items, a minimum and maximum level will be maintained by SPC I which should be clearly indicated when the indent comes up for consideration before the SPC-I. The provision of para 26 may be observed.

8.2.0 The SPC-I will also consider procurement of furnishing, decorative items, crockery, cutlery, bed Linen, curtains and other items of minor value.

8.3.0 The SPC-I will function under the chairmanship of Head of Office. There will be five members, namely one HoD (to be nominated by Director), user officer, Finance Officer & Internal Audit Officer. Administrative Officer/Academic Officer (as the case may be) will act as member secretary. The senior most member will act as alternate chairman in the absence of Chairman. Presence of all members for the meeting is mandatory. In case of dissent by any member including finance member, the Director shall record reasons in writing while giving his decision. This committee will meet as and when necessary.

8.4.0 The SPC-I will devise its own methods within the ambit of the extant rules & regulations on the subject for making purchases. However, its function will broadly include the following:

- a) It will decide periodicity of procurement of the repetitively needed items by fixing the minimum and maximum levels.
- b) It will make relevant specification for such purchases.
- c) It will decide the mode of procurement. The detailed procedures and practices in this regard are given at 11.0.0.

8.5.0 Purchases without calling for quotations up to Rs. 15000/- without any ceiling on any occasion may be made by the Head of Office. Further, these powers can be exercised without reference to SPC-I/SPC-II and the requisite certificate as per Annexure "A" should be furnished by the officer exercising these powers.

9.0.0 Standing Purchase Committee-II (SPC-II)

- 9.1.0 The SPC-II will consider procurement of major one-time purchases, such as computers, equipments, machinery, plants, special accessories & spares, and furniture items costing more than Rs. 2.00 lacs. This committee will also consider regular/annual maintenance contracts of these items wherever applicable.
- 9.2.0 Emergency purchases of items coming under purview of SPC-I will be handled by SPC-I and for items coming under the purview of SPC-II will be handled by SPC-II.
- 9.3.0 The SPC-II will be constituted by the Director under the chairmanship of Dean. The other members' will be two scientific officers, Finance Officer, Internal Audit Officer & Administrative Officer / Academic Cell who will act as member convenor also. The senior most member will act as alternate chairman in the absence of Chairman. The concerned indentor/project leader or officer nominated by the Project Leader shall be co-opted as a member of the committee in case the SPC so desires. The co-opted member can only advise the committee.
- 9.4.0 The quorum will be 50% with the proviso that the presence of Chairman, FO or IAO, one HoD and Administrative Officer / Academic Cell is mandatory. In case of dissent by any member, the Director shall record reasons in writing while giving his decisions. The SPC-II will meet as and when required.
- 9.5.0 The SPC-II will go through carefully the specifications given by the indentor and make it as broad-based as possible in order to induce competition. The very purpose of the SPC-II is to ensure that fair chance is given to every genuine competitor. Thus, restrictive clauses and tailor-made clauses that suit a particular or a Group of suppliers should be avoided. It may also request the Director, if necessary, to constitute a Technical Committee with experts from outside to finalise specifications of special items of procurement.
- 9.6.0 The SPC-II shall device its own methods and procedures within the ambit of the extent rules and regulations for making purchases as quickly as possible. As regards the mode of purchase the detailed procedure and practices in this regard are 11.0.0.
- 9.7.0 The Chairman of the SPC-II will forward the recommendations of the SPC to the competent authority for approval through a check list for equipments costing more than Rs. 10.00 lakhs.
- 9.8.0 Emergency purchases valuing more than Rs. 15,000/- may be recommended by SPC-I/SPC-II by constituting a sub Committee either by collecting hand quotations and placing it before the SPC-I/ SPC-II or by deciding the purchase on the spot after surveying the market within the sanctioned amount. For this the sub Committee will be the user, representatives of member Finance and Stores & Purchase. For this purpose the Sub-Committee has to furnish a Certificate as per Annexure-C.
- 9.9.0 For purchase of goods costing above Rs. 15000.00 and up to Rs. 100000.00 only on each occasion and without any ceiling may be made on the

recommendations of a duly constituted local purchase committee consisting of three members of an appropriate level as decided by the Director. The requisite certificate as per Annexure “B” should be furnished and the indenter should ensure availability of funds before sanctioning the expenditure. Indenter must enclose the indent, quotation of the firm selected by the duly constituted Committee along with terms & conditions and the requisite certificate and forward to the Purchase Section for further necessary action. The Administrative Officer/Academic Officer thereafter has to place purchase order as recommended without reference to SPC-I/SPC-II.

10.0.0 Indents

- 10.1.0 They shall be thoroughly checked in order that they are strictly raised as per the Purchase Procedure. The Administrative Officer / Academic Cell should not normally accept indents, which are faulty or incomplete and return such indents to the indenter within two working days. Minor defects in the indents, however, should be set right by discussions with the indentors.
- 10.2.0 The Administrative Officer / Academic Cell shall ensure while purchasing office equipment that the provisions of official Language Act 1963 are complied with.
- 10.3.0 The Administrative Officer / Academic Cell shall check that items sought to be imported do not fall within the restrictive list contained in the Exim policy.
- 10.4.0 The Administrative Officer / Academic Cell shall satisfy himself if necessary by verifying from Finance Officer that funds are available commensurate with the delivery schedule.
- 10.5.0 The Indenter/PI/HOD shall ensure that the specifications suggested by the indenter confirm to the latest BIS specifications wherever applicable.
- 10.6.0 Since speed is of the essence, the Administrative Officer / Academic Cell while vetting the indents must play a facilitating role. This role is to guide the indenter in order that the right item is bought at the right price. If necessary, he could help the indenter raise the indent in the correct manner by giving him relevant inputs.

11.0.0 Mode of Procurement

- 11.1.0 The SPC must select after deliberation one of the following modes of procurement:
 - a) Open tender - by advertising in the press.
 - b) Limited tender - by sending written enquiries to known, reputed suppliers.
 - c) Single tender - by sending written enquiries to a single supplier if it is in the knowledge of the indenter that the stores/equipment required is manufactured only by that supplier and none else.
- 11.2.0 Advertised or open tender must be resorted to when the purchase value is beyond Rs. 25.00 lakhs. Splitting of indents, in order to bring it outside the ambit of open tender method is strictly prohibited. In addition, a demand should not be deliberately divided to avoid necessity of obtaining sanctions of higher authority.

- 11.2.1 With a view to effecting some economy, NIT must be hosted on the web site of the Institute with pointer advertisement in a National daily only having wide circulation. The website must also contain the detailed bidding documents which can be downloaded by the prospective or interested bidders free of cost. The NIT published by the Institute should provide a link with WII Website.
- 11.2.2 The notice inviting tenders shall be short, clearly worded and unambiguous. It should give a brief description of the item/ equipment to be procured, the qualification requirement for the supplier, the last date upto which tender papers shall be supplied (when required) the date of receipt of completed tenders, the date, time and venue of opening of tenders. Detailed technical specifications should not be given in the notice at all; they should only be given along with the tender papers. In addition, the notice can be put in the website of the Institute and or other dedicated websites for such purposes.
- 11.3.0 Limited Tender Enquiry method may be adopted for purchases between Rs. 1.00 lakh to Rs. 25.00 lakhs and sent to the prospective bidders by speed post/registered post/courier/e mail. Details of Limited Tender Enquiry valuing beyond Rs. 10.00 lakhs must be hosted on the web site. Any Unsolicited bids received against such limited tender method which are hosted on the web should also be considered subject to fulfillment of the terms & conditions of the limited tender.

However, this method can be followed even in procurement of material worth more than twenty five lakhs when:

a) The Indenting Officer certifies that the demand is urgent and any additional expenditure incurred through open advertisement shall not be fruitful.

OR

b) When the sources of supply are definitely known and the possibility of fresh sources of supply being available is remote.

OR

c) It is not in public interest to adopt the open tender method.

However, such mode of procurement should be approved by the Director after the specific recommendations of SPC-I/SPC-II.

- 11.3.1 In all such cases, the invitation to bids must be sent to parties of comparable reputation and market share. For instance, if the requirement is for the installation of air-conditioning system and the intention is to get it done from major firms, such notices must be sent only to reputed national or multi national firms and not to local manufacturers/ agencies. On the other hand, if the intention is to encourage local manufacturers/ agencies, queries should be sent to local manufacturers/agencies only and not to major firms. This is necessary to ensure proper comparison.
- 11.3.2 Global tenders may be issued by the SPC if it is felt that bidding from the indigenous source through open tendering shall not result in competitive prices. In such cases, in addition to the open tendering procedures, copies of the NIT may be sent to the embassies of the countries where such manufacturers are located by giving them at least six weeks time so that they can forward the

notice to the prospective bidders in their countries. The NIT/suitable communication should also be sent through e mail to the Indian embassies abroad where potential sources exist.

11.4.0 All purchases made on proprietary basis are on single tender basis while items procured on single tender basis need not be necessarily proprietary in nature.

Purchases on proprietary basis: Purchases on proprietary basis can be resorted to only when:

- (a) It is in the sure knowledge of the indenter that the item to be procured is manufactured only by a particular manufacturer and there is no other option except to purchase this item.
- (b) Spares, accessories, consumables etc need to be procured which require to be compatible to the existing sets of equipment or for standardization of machinery.

PAC form as per Annexure "D" should be signed by the indenter and submitted along with the indent. Quotations have to be called for by the Administrative Officer/Academic Officer directly, without referring to SPC-I/ SPC II. Such quotations can be received by FAX/ e-mail, courier etc irrespective of value. The Administrative Officer/Academic Officer can in the case of purchase of items which are proprietary in nature, can also download the price from the web site of the firm and process for further necessary action.

Purchases on single tender basis Purchases on single tender basis can be resorted to only during emergency situations, when the required goods are necessarily to be purchased from a particular source. In such situations the reasons for such decision is to be recorded and approved by the Director.

Purchases on single tender basis should be kept to the barest minimum and must be approved by the Director on specific recommendations of the SPC-I/SPC-II only after he satisfies himself that such procurement is unavoidable.

The Indenter should furnish a certificate as per annexure "E" and submit it along with the indent.

11.5.0 The Administrative Officer/ Academic Officer will call for tenders for items costing less than Rs. 25.00 lakhs on limited tender basis and items costing more than Rs. 25.00 lakhs on open tender basis. All other cases including cases of purchase through single tender will be put up to the SPC for the decision.

11.6.0 In case of purchase financed by foreign loan/ aid, the procedure prescribed in the loan/ aid agreement shall be followed. In the absence of any such procedure in the relevant agreement, the normal procedure shall be followed.

11.7.0 The SPC may recommend procurement of certain items from Kendriya Bhandar/Super bazaar/ NCCF and other co-operative societies recognized by the Govt. of India for purchases costing more than Rs. 5000.00. The Director of

the Institute is authorised to take a decision whether or not such items be bought under the process outlined in para 11.1.0 above.

Note: As per MoE & F letter No. 18011/4/2005-AVU dated 09th March 2006, Purchases from NCCF & Kendriya Bhandar should be made only on the basis of competitive bidding as has been clarified by the CVC.

11.8.0 The following cases need not be referred to the SPCs and can be decided by the Competent Authority after obtaining concurrence from Finance and sanction of competent authority.

- a) Repeat Orders
- b) Orders against DGS&D rate contracts.
- c) Procurement from Kendriya Bhandars, Super bazaars etc. costing upto Rs. 5000.00
- d) Amendments to all purchase orders not involving financial implications.

11.9.0 The following time limit may be allowed to the bidders so that they can quote their best possible prices:

- i) Limited tender - Three weeks.
- ii) Open tender - Four weeks.
- iii) Global tender - Six weeks.

However, it should be ensured that adequate competition exists and fair chance is given to all the interested bidders to enable them submit their offers in time.

12.0.0 Tender documents and EMD

12.1.0 The tender documents which comprise the detailed technical specifications, conditions of contract, the proforma in which the tender is to be submitted and such other material as may be, sold at the rate of Rs. 300/- irrespective of the estimated cost for open tenders which are inclusive of postage/ courier charges and VAT, if any, levied by the Govt. In case tender document is downloaded directly by any prospective or interested bidder, then no tender document fee is leviable. All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the appropriate chapters as below:

Chapter-1	Instructions to bidders
Chapter-2	Conditions of Contract
Chapter-3	Schedule of Requirements
Chapter-4	Specifications and allied technical details
Chapter-5	Price Schedule (to be utilized by the bidders for quoting their prices)
Chapter-6	Contract form
Chapter-7	Other standard forms if any, to be utilized by the purchaser and the bidders.

Further, SPC-I/SPC-II may decide on the merits of each case the need to conduct a pre bid conference and indicate accordingly in the tender documents.

12.2.0 The tender document for purchase of equipment must include a clause that the successful bidder shall furnish an unconditional Performance bank Guarantee valid till 60 days after the warranty period from a scheduled bank for 10% or higher if decided by the Competent authority of the order value within 15 days of the placement of order for orders where full payment is to be made on L/C or on delivery, failing which the contract shall be deemed as terminated. In cases

where part payment is made on delivery & part on installation, the performance BG shall be asked for at the time of release of final payment. In rare cases where goods have been procured on proprietary basis etc. the matter of non-furnishing of performance Guarantee, if any, may be brought to the notice of the competent authority for his decision.

- 12.3.0 It shall be clearly mentioned in the tender document for purchase of equipment that if the vendor have supplied identical or similar equipment to other Govt. Departments the details of such supplies for the preceding three years shall be given together with the prices eventually or finally paid.
- 12.4.0 An earnest money deposit for all procurement costing more than Rs. 2.00 lakhs must be collected at the rate of 2% to 5% of the estimated value as may be decided by the SPC. The EMD shall always be collected by DD or bankers Cheque or bank guarantee. The EMD of unsuccessful bidders shall be returned within 15 days of the award of the contract. All tenders received without EMD shall be summarily rejected. Firms registered with DGS&D, NSIC and Govt. Public Undertakings who are exempted from payment of EMD may be allowed exemption. But it must be verified that such registration include the item they are offering which are manufactured by them and not for selling products manufactured by other companies. In rare cases however, if the bidder is well known and highly reputed, the matter may be brought to the notice of the competent authority for his decision.
- 12.5.0 Purchase of equipment from abroad shall be made directly from the manufacturer or their authorised agents in India. It shall not be bought from the sub-agents of authorised agents. It shall be clearly stated in the tender documents that purchases made for scientific purpose are exempt from Customs / Excise duty.

13.0.0 Receipt of Tenders

- 13.1.0 Tenders are received either through post or through courier or by hand. The tenders shall be dropped in the tender box, which shall remain locked, and its keys with the Administrative Officer.
- 13.2.0 If a tender, received in a cover without any superscription about its contents, is opened by any official receiving it, he shall himself mark on the cover the tender number and the date of its receipt and the date of its opening and shall sign it and cause it to be delivered to the Administrative Officer / Academic Cell before the opening date.
- 13.3.0 Tenders for items costing less than Rs. 2.00 lakhs and are received in open condition or through fax or e-mail or telegram or telex within the due date and time shall not be rejected but shall be accepted at the risk of the bidder if the same is presented to the Administrative Officer / Academic Cell before the expiry of the due date and time.

14.0.0 Late/Delayed Tenders

- 14.1.0 Tenders received after the specified time and date of opening are treated as "Late" while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as "Delayed".

14.2.0 Such tenders shall be marked as late/delayed as the case may be and filed. They shall not be opened at all and be returned to the bidders in their original envelope without opening.

15.0.0 Postponement of the tender opening date

15.1.0 Requests for the postponement shall not normally be entertained. In rare cases however, if the response to a notice is poor, a decision to postpone the opening date of the tender by a minimum 15 days may be taken by the competent authority. The time extension so granted may be intimated to all concerned so that adequate response is received.

15.2.0 In case where the response to limited tender method in respect of materials costing more than Rs. 2.00 lakhs is poor (if the response is only from two or less bidders, it is considered poor), then open tender method shall be resorted to. The bidders who responded to the limited tender enquiry must be informed that their tenders shall also be considered along with the tenders received through open enquiry. If a decision is taken to change the specification to make it broad-based, the bidders who had responded to limited enquiry shall be asked to bid again as per the revised specifications. Any exception to this should have the approval of Director.

16.0.0 Opening of the Tenders

16.1.0 The tenders shall be opened by a committee constituted for the purpose. Separate notice of opening of the tender need to be sent to the bidders before opening of the commercial bid as per para 18.0.0 below. Opening of the tenders without informing the bidders is strictly prohibited for the limited & open tendering process.

16.2.0 The officer opening the tender shall read out the following particulars only for the information of the representatives attending the tender opening.

- a) Tender number
- b) Name of the firm
- c) Description of the item to be purchased
- d) Price
- e) Whether the price is inclusive of taxes & duties or exclusive
- f) Discount offered.
- g) Delivery Schedule.
- h) Any other extra charges quoted for packing, transport etc.
- i) Terms of delivery
- j) Warranty obligations.

16.3.0 All the pages of the tender has to be initialed by the tender opening committee. Alterations/ corrections in the tenders should be initialed legibly by the officers opening the tender and dated. A similar procedure shall be followed wherever any erasing/ cutting is observed.

16.4.0 Any correction in the price quoted in the tender both in the words and figures shall be circled in red ink by the representative of finance and signed. The members of the tender opening committee shall endorse this. In addition, a list of the representatives of the bidders present at the time of opening shall be prepared who shall write their name and the bidder they represent under their signature.

16.5.0 If there is any discrepancy between the price quoted in figures and words, whichever is the higher of the two shall be taken as the bid price.

17.0.0 Evaluation of the Tenders

17.1.0 A neat comparative statement of the tenders opened shall be caused to be made by the store section. It shall contain details like rate, delivery schedule, make, taxes etc. and finally the quoted price. The final landing cost of Purchase after all discounts, taxes must be mentioned on the comparative statement for indigenous items and FOB price for imported items. Where there is no mention of packing, forwarding, freight, insurance charges, such offers shall be rejected as incomplete. This condition must be indicated in bold letters in the tender document/ enquiry itself. The comparative statement shall be without any cuts and erasers and shall neatly give the quoted price both in figures and in words. The Store section shall be directly responsible if the statement is later found to be shabby and with additions, alterations, cuts and erases. When bids are received in different currencies, the comparative statement shall clearly give the exchange rate on the date of opening of the bid and the quoted price in rupees.

17.2.0 After the order is placed separate photocopies of the comparative statement may be taken and kept in a presentable form to be produced on demand by audit/ vigilance inspection.

17.3.0 Evaluation of tenders must be done in a scientific and logical manner. It is not always necessary that the lowest quoted price shall finally emerge as the lowest evaluated price. It may be that the lowest bidder has not quoted according to the specifications and has left out certain items asked for. His bid eventually may not even be responsive. Thus evaluation of tenders is a serious exercise which should not be done mechanically: Extraneous considerations, that is, considerations that were not mentioned in the technical and of other specifications, shall not be a cause for rejecting a tender as non responsive.

17.4.0 If the bidder has quoted certain optional items, these items should not be taken into consideration for the evaluation of the bid. Wherever two bid system is followed, the SPC can arrive at a basket of items to be procured which may well be different from what they had initially advertised. In all such cases, the parties who have been found technically suitable should be asked to quote for all these items.

17.5.0 Conditional tenders shall not be accepted.

17.6.0 A tender shall not be rejected simply because certain details which do not have appreciable bearing on the price quoted are missing. In such case a quick reference could be made with the approval of the SPC, to the concerned bidder for proper evaluation of the tender.

17.7.0 The evaluation report shall clearly bring out

- a. the technical acceptability of the offer
- b. the reasonability of the price quoted
- c. the reasonability of the delivery period offered.

No tender shall be technically rejected on flimsy grounds or on such vague grounds as unsatisfactory service during earlier purchases without providing any documentary proof. The reasonability of the price quoted can only be arrived at by making formal inquiries with other clients who have made similar purchases and by taking into account last purchase price. There should not be any negotiations. Negotiations if at

all shall be an exception and only in the case of proprietary items or in the case of items with limited source of supply. Negotiations shall be held with the lowest evaluated responsive bidder. Counter offers tantamount to negotiations and should be treated at par with negotiations. Negotiations can be recommended in exceptional circumstances only after due application of mind and recording valid, logical reasons justifying negotiations. In case of inability to obtain the desired results by way of reduction in rates and negotiations proved infructuous, satisfactory explanations are required to be recorded by the Committee who recommended the negotiations. The Committee shall be responsible for lack of application of mind in case its negotiations have only unnecessarily delayed the award of work/contract. The overall time frame for awarding the work/contract should be within the validity period of the tender/contract. In case L-1 backs out then re tendering should be done.

18.0.0 Separate evaluation of technical and financial bids.

- 18.1.0 Two envelope system (technical & financial separately) will be adopted as per the advice of the SPC. However, all scientific equipments costing more than Rs. 5 lakhs shall be purchased by adopting two-envelope system either through open tender or through limited tender.
- 18.2.0 In this system the bidders are asked to send their technical specifications with EMD and financial bids in two separate sealed envelopes. The technical bids are opened first and analysed for acceptability either by the SPC itself or by a separate technical Committee. The tenderers could also be called for discussion and could also be allowed to modify their technical bids to suit the organisations requirement. The idea is to arrive at a threshold level of acceptability above which all the bidders shall be treated on par. Those whose technical specifications do not reach the threshold level of acceptability shall be rejected as technically unsuitable. The bidders who finally emerge as technically acceptable shall be allowed to withdraw their price bids and send again a revised bid in a sealed envelopes or to adhere to the original price bid sent. These price bids shall be opened, evaluated and the contract awarded to the lowest evaluated bidder.
- 18.3.0 It must be normally ensured that at least two or more bidders become technically suitable in all such cases unless there are compelling technical reasons to decide otherwise. If only one bidder emerges as technically suitable, it may lead to complaints that the specifications were tailor made to suit a particular bidder.
- 18.4.0 In rare cases when such an eventuality arises, the SPC/ technical committee should give cogent and detailed reasons as to why such a choice is being made. In all such cases, if other parties make representations, it is the responsibility of the Director to explain to them the technical reasons for rejecting their bids.

19.0.0 Audit of Purchase Proposals

The finance member of the SPC (either IAO or FO) shall ensure that all the financial parameters are fully complied with before according his concurrence.

20.0.0 Placement of order

Once the purchase proposal is approved by the SPC and the competent authority accords the expenditure sanction, Administrative Officer / Academic Cell shall prepare the purchase order and arrange to send it to the vendor. The

purchase order shall contain the make and model of the item with description, rate, quantity ordered, Amount and terms & conditions like Delivery schedule, Place of Delivery, Payment terms, taxes & duties, any other charges like packing, forwarding, transportation, insurance etc., discounts offered by the firm, warranty period, training if any etc. Orders for imported stores should be on FOB basis. In case the Institute desires to import the stores on CIF basis, approval of the Director shall be obtained with full justification. Suitable clauses like Fall Clause, Option clause for repeat order, Arbitration Clause, force majeure Clause and Liquidated damage Clause etc. may be incorporated in the supply order wherever applicable. The order shall also contain the inspection procedures to be followed for inspecting the ordered goods for acceptance and the probable time needed for inspection. Orders for equipments shall be despatched to the vendor in two copies with an instruction that the vendor has to return one copy duly signed as a token of the acceptance of the order. In case the order confirmation is not received within twenty-one days, it shall be presumed that the vendor has not accepted the order and further action has to be initiated as per the conditions given in the tender document etc. The copies of orders shall be distributed to Indenting division and Finance (inksigned copy) as soon as the orders are placed.

21.0.0 Buy-back purchases

21.1.0 With the approval of the Director, the existing old item (s) may be replaced with a new and better version. The Institute may trade the existing old item while purchasing the new one. For this purpose, a suitable clause should be incorporated in the bidding documents so that the prospective and interested bidders formulate their bids accordingly. Depending upon the value and the condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard be suitably incorporated in the bidding document. Further, suitable provision should also be kept in the bidding document to enable the purchaser either to trade or not to trade the item while purchasing the new one. The mode of procurement should be in conformity with clause 11.0.0. The buy-back price should be indicated separately by the bidder and once the purchase is completed, the original value of the item be written off from the books of the Institute.

22.0.0 Follow up of orders

Once order has been placed, it is the duty of Administrative Officer / Academic Cell to ensure that the vendors supply what has been ordered in time. He shall continuously be in touch with the stores department and in the event of the material not being received in time; he shall contact the vendor immediately and ensure that the material is received as quickly as possible. He shall also keep a list of vendors who are habitual defaulters and who supply sub-standard material, in order that prompt action is taken to blacklist such vendors.

23.0.0 Receipt of materials

The receipt of all ordered material has to be made in the stores section and a report of such receipts must be sent to the indenter next day. Similarly information like transit of materials, clearance from Air/Sea port/ transporter/ vendors go-down etc. has to be intimated to the user depts. Heavy and large items can be unloaded by the stores at the place of its final installation.

Stores should maintain a Daily Receipt Register (DRR) centrally which should include all relevant information about the receipt of materials in a computer. A print out can be sent to the User Group immediately and a copy of the same can be retained as DRR.

24.0.0 Inspection of the materials

The indenter shall inspect the materials as soon as it arrives and shall normally adhere to the schedule given by him at the time of placing the indent. Normally the concerned indenting division should ensure completion of inspection within ten days of receipt of advise from the stores. For imported equipments the packing may be opened in the presence of the Indian agent to avoid short/damaged supply due to improper packing. In any case the inspection shall be completed within the validity period of the insurance policy so that the claims for shortage/ damage if any, can be lodged with the insurance company. Failure to inspect the material within the time schedule shall make the Indenter and the concerned Project leader responsible for the loss. Once the inspection is complete and the indenter certifies the inspection report, Stores should ensure that the bill containing the stock entry reference and copy of the inspection report alongwith sanction order is sent to accounts within four working days for payment and then the accounts must arrange payment to the vendor within five days from the date of receipt of bill. If for any reason, the payment is held up beyond the period stipulated, the matter shall be brought to the notice of the Director for his decision.

24.1.0 Depending on the cost and nature of the goods to be purchased, it may also be necessary to enter in to maintenance contract(s) of suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are especially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.

25.0.0 Advance Payments

25.1.0 While the normal mode of payment is 100% within 30 days after receipt and acceptance of materials in good condition (within 30 days after satisfactorily installation & commissioning of equipment), there may be occasions when a reputed supplier insists on advance payment. In all such cases, the SPC concerned shall decide on a case to case basis what percentage of payment could be made to the vendor in advance against equivalent bank guarantee from a scheduled bank. In no case shall the advance payment thus made exceed 90% of the price. The remaining percentage shall be released only after receipt and acceptance of material in good condition or after satisfactorily installation and commissioning of the equipment.

25.2.0 There may also be cases when payment against delivery which is commonly in practice for smaller value items and with traders who supply against cash/ cheque. This payment against delivery is much safer than payment through bank against documents as material itself is received against payment instead of documents. Such terms should be allowed. However, the purchase officer should ensure that the material is inspected and found acceptable as per requirement.

- 25.3.0 In case of imports, when payment against sight draft / advance dollar draft is a condition, such payments may be allowed after approval of the Director subject to the limit prescribed by the RBI.
- 25.4.0 In case of Annual maintenance contracts/ repairs, advance payment sufficient to cover one-year AMC charges can be allowed by the sanctioning authority. In cases where the AMC payment is for more than a year specific approval of the Director shall be obtained.
- 25.5.0 Any other payment terms can be accepted in exceptional cases on the approval of Director with concurrence of Finance.

26.0.0 Rate contracts

- 26.1.0 Rate contracts should not be entered for stores if the annual requirement is less than Rs. 10000.00. Rate contracts should be entered into based on open tendering for items for which there is a regular demand.
- 26.2.0 The period of currency shall normally be one year. The contract shall remain alive for supply of stores ordered during the currency of the contract. No extension of the rate contract is required for this purpose.
- 26.3.0 Rate contract should be placed only on registered and or reputed manufacturers or their authorised distributors who are capable of supplying the stores as required. Once the rate contract is finalized the same should be hosted on the web site of the Institute, detailing the salient features.
- 26.4.0 In addition to all the usual terms & conditions, the following clauses should be included in all rate contracts.
- a) **Fall Clause:** The price charged for the stores supplied under the rate contract should in no event exceed the lowest price at which the party sells the stores of identical description to any other person during the period of the contract.
 - b) The stores shall be supplied within a period of fortnight for supplies against ex-stock deliveries. In case the firm does not supply the items within the stipulated time schedule, the cancellation of the purchase order can be considered.
 - c) Parallel rate contracts for similar items can be placed at any time during the period of rate contract with one or more parties.
 - d) The rate contract can be terminated at any time by giving one months notice.

27.0.0 Miscellaneous

- 27.1.0 The operation of the above procedure shall be in super cession of all existing rules& instructions. In respect of areas, which are not covered in the above procedure, the provisions contained in the GFR/ relevant Govt. orders on the subject shall be operative.
- 27.2.0 A few formats (page 21 onwards) for the Indents, Proprietary certificate, Emergency certificate and BG formats etc. are enclosed.
- 27.3.0 In case of any doubt on the interpretation of this procedure, matters can be referred to the Director, WII whose decision shall be final.
- 27.4.0 The procedure may be reviewed at suitable intervals for further modifications.
- 27.5.0 The Chairman, Governing Body may relax any of the provisions outlined in this procedure.

Purchase Indent

INDENT NO. _____

DATE: _____

1.0 The following items are required for _____ division/ project and may kindly be procured. *(Separate items to be indented for each class).*

Sl.No. Detailed specification of the stores

Quantity

Estimated cost

2.0 Certified that to the best of our knowledge, the items indented are the proprietary item of M/s _____ and is marketed by their only authorized distributor M/s _____ in India. We shall be held responsible in case the certificate is found to be incorrect.

3.0 The requirement could not be anticipated earlier, is emergent in nature. The items are required for Project no. _____ a sponsored/ Inhouse project and the deadline for delivery is _____. The consequence if the item is not procured within the dead line is _____.

4.0 The details about the life of the equipment, availability of spares, ease of maintenance etc.

5.0 The delivery of the item is required by _____.

6.0 The availability of funds
- Name of project/Grant in Aid
- Budget Provision
- Whether necessary fund is a varilable to process this item. Yes/ No
(This should commensurate with the delivery Schedule)

7.0 The installation requirements like area, power, civil works etc. are ready Yes/ No.

8.0 The list of available vendors, their addresses and websites wherever available.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

- 9.0 The inspection schedule for the item is as under:
- 10.0 Certified that the item is not available in stores.

Signature of the indentor

Head of Deptt./ Project Investigator

Certificate from Store Section:

- 1.0 Indent serial No. as per purchase register:
- 2.0 Certificate about fund availability:
- 3.0 The Proprietary certificate/ emergency certificate if applicable furnished:
- 4.0 whether the item is a restrictive item as per the EXIM policy:
- 5.0 Whether the provisions of officials language Act has been complied with:
- 6.0 Whether the enquiry needs to be sent by fax/ speed post/ e-mail owing to urgency:
- 7.0 Whether samples are required:
- 8.0 Whether delivery required in batches:
- 9.0 Whether the delivery schedule as per indent is realistic. If not, please intimate indentor. :
- 10.0 Whether training required:
- 11.0 Whether clubbing of demand is possible:
- 12.0 Any other conditions that is required:
(* strike out if not applicable)

Certified that the above informations have been collected after discussion with the Project leader.

Recommended for inviting Limited tender/ open tender.

Dealing Asst.

Store Officer

Recommendation of the SPC:

SPC I/ II met today i.e. on _____ and decided the following mode of tender.

a) Limited tender - as the demand is urgent and additional expenditure incurred through press advertisement will not be fruitful.

Or

The sources of supplies are definitely known and the possibility of fresh sources of supply being available is remote.

Or

It is not in public interest to adopt the open tender method.

b) Single tender - as the item is proprietary in nature.

c) Procurement from Kendriya Bhandar/ Super bazaar/ NCCF/ other co-op. stores. even though the cost is more than Rs. 5000.00.

d) Any other mode:

* Please tick the approved mode.

Member Member Member Member Member Member Chairman

Mode of tender approved

Approving authority

BID SECURITY FORM

Whereas _____¹ (*hereinafter called “the Bidder”*) has submitted its bid dated _____ (*date of submission of bid*) for the supply of _____ (*name and/or description of the goods*) (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE _____ (*name of bank*) of _____ (*name of country*), having our registered office at _____ (*address of bank*) (hereinafter called “the Bank”), are bound unto _____ (*name of Purchaser*) (hereinafter called “the Purchaser”) in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20 _____. THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form;

OR
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee shall remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

1 *Name of Bidder*

PERFORMANCE SECURITY FORM 0

To: (Name of Purchaser)

WHEREAS _____ (Name of Supplier) hereinafter called "the Supplier" has undertaken , in pursuance of Contract No. _____ dated, _____ 20____ to supply _____ (Description of Goods and Services) hereinafter called "the order". **AND WHEREAS** it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order. **AND WHEREAS** we have agreed to give the Supplier a Guarantee: **THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of _____ (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of _____ (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the _____ day of _____ 20_____.

Signature and Seal of Guarantors

Date _____ 20_____

Address _____

All correspondence with reference to this guarantee shall be made at the following address:

(Name & address of the Institute)

BANK GUARANTEE FORM FOR ADVANCE PAYMENT

To: *(name of Purchaser)*

(address of Purchaser)

(name of Contract)

Gentlemen:

In accordance with the provisions of the Purchase Order no. _____, dated _____, M/s _____, *(name and address of Supplier)* (hereinafter called "the supplier") shall deposit with *(name of Purchaser)* a bank guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of *(amount of guarantee * (in words))*. We, the *(bank or financial institution)*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to *(name of Purchaser)* on his first demand without whatsoever right of objection on our part and without his first claim to the Supplier, in the amount not exceeding *(amount of guarantee)* (in words)*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between *(name of Purchaser)* and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the contract until _____.

Yours truly,

Signature and seal :

Name of bank/ financial institution :

Address :

Date : _____

* An amount is to be inserted by the bank or financial institution representing the amount of the Advance Payment.

Annexure 'A'

PURCHASE OF GOODS WITHOUT QUOTATIONS

(For Purchase of goods up to the value of Rs.15, 000 (Rupees Fifteen Thousand only.)

"I Shri/Ms. /Dr. _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Project Leader/Administrative Officer/ Academic Officer

Date:

Annexure 'B'

PURCHASE OF GOODS BY DEPARTMENTAL/DIVISIONAL COMMITTEE

(For Purchase of goods valuing between Rs. 15000/- to Rs. 1.00 Lakh only)

"Certified that we, the members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question. Accordingly we enclose the quotation no.....dated of M/s. for placing Purchase Order.

Member

Member

Member

Name:

Designation:

Department:

Date :

Annexure 'C'

EMERGENCY PURCHASE CERTIFICATE

(For Purchase of goods valuing more than Rs. 15,000/- to be furnished by Sub-Committee)

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods purchased are of the requisite specification and quality, and have been purchased from a reliable supplier at a reasonable price".

(Indentor)

(Representative of Purchase)

(Representative of Accounts)

Date:

'ANNEXURE

-D' PROPRIETARY ARTICLE CERTIFICATE (PAC)

(To be submitted by the indentor along with the indent)

Certified that to the best of our knowledge, the items indented vide indent
No..... datedare manufactured by
..... M/s
..... only.
There is no other option for the Institute except to purchase this item(s). I/We shall be
held responsible in case the certificate is found to be incorrect.

Signature of Indenting
Officer Designation:

Signature of Head of Department

Date :

Annexure 'E'

SINGLE TENDER CERTIFICATE

(For procurement from a single source basis only during emergency)

The items indented are necessarily to be purchased from M/s..... for the following reasons:

Date :

(Signature with date and designation of the Indenting Officer)

Signature of Head of Department

House Allotment Rules

**WILDLIFE INSTITUTE OF INDIA
CHANDRABANI, DEHRADUN**

No. A-11/36/92-WII

Dated: 16th June 2006

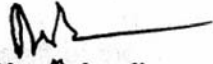
NOTIFICATION

The House Allotment Rules of WII were reviewed by the Governing Body, WII during its XLV meeting held on 29th October 2004 and it was decided that the eligibility and priority criteria with regard to type of accommodation should be revised based on the revised pay scales by the Director, WII at his level.

2. Accordingly the eligibility, priority criteria and schedule of rates for the License Fee have been revised as per Government of India norms and revised House Allotment Rules of WII are notified herewith (Annexure-I).

3. The existing houses have also been reclassified as per the criteria fixed by the Government based on the living area. The reclassification of houses shall be as under:

Sl. No.	Type of quarters as per existing classification	Total Number of quarters	Living area (Sq. Mtrs.)	Quarters reclassified as per criteria fixed by the Government based on the living area
1.	Type-I	24	32.44	Type-II
2.	Type-II	16	41.65	Type-II
3.	Type-III	12	63.34	Type-III
4.	Type-IV	16	81.54/84.48	Type-IV Special
5.	Type-V	13	141.36 (except servant unit)	Type-V (B)
6.	Type-VI	01	208.72 (except servant unit)	Type-VI (B)


(A.K. Bhandwaj)
**Professor &
Head of Office**

Distribution:

1. Dean, FWS
 2. All Faculty members
 3. All Sectional Heads
 4. Notice Board
 5. Guard File
- } (For circulation to all the employees working under them)

RULES FOR ALLOTMENT OF RESIDENTIAL ACCOMMODATION OF WILDLIFE INSTITUTE OF INDIA

1. Background:

Presently, there is no regional centre of Wildlife Institute of India and therefore accommodation is available in Headquarter, Dehradun only, which is limited in number. There is also little or no scope of transfer of permanent staff outside the HQ, except under special circumstances. It means that the accommodation may not be available to all wait-listed staff and WII faculty and staff may have to avail accommodation below their entitled class. Also, under the normal circumstances once the accommodation is allotted to an employee, he/she will continue to occupy the same for a long period. In view of the above, it is not possible to apply the GOI Rules as such and suitable rules are required to deal with the above. These rules are not exhaustive and the GOI Rules may be referred on the items which are not covered under these rules, as and when needed.

The power for relaxation of any rule(s) are fully vested with Director of the Wildlife Institute of India.

2. Short Title and Commencement :

These rules will be called the “Allotment of Residences to Faculty and staff in Wildlife Institute of India, Chandrabani, Dehradun.

3. Definitions:

In these rules, unless the context otherwise requires:

- (a) “Dehradun” mean the campus of the Wildlife Institute of India, Chandrabani, Dehradun.
- (b) “Eligible Officer” means an officer borne on the regular staff of the Wildlife Institute of India, Dehradun who has been declared as eligible for accommodation under these rules.
- (c) “Emoluments” means the emoluments as defined in Fundamental Rules 45-C, but does not include the compensatory allowances:

- (d) “Estate Officer” means the Head of Office/Registrar of the Wildlife Institute of India.
- (e) “Family” means the wife or husband, as the case may be, and children, step children, legally adopted children, parents, brothers or sisters who ordinarily reside with, and are dependent on the officer.
- (f) “License Fee” means the sum of money payable monthly in accordance with the provisions of the Fundamental Rules in respect of a residence allotted under these rules.
- (g) “Subletting” includes sharing of accommodation by an allottee with another person with or without payment of license fee by such other person.
Explanation: Any sharing of accommodation by an allottee with near relation shall not be deemed to be subletting.
- (h) “Temporary transfer” means a transfer which involves an absence for a period of not exceeding four months.
- (i) “Type” in relation to an officer, means the type of residence to which he/she is eligible.

4. Accommodation:

- 4.1 The residential accommodation in Block-I and IV main campus will be available to faculty members only.
- 4.2 The residential accommodation in Block-III will be available to staff other than faculty of the Institute.

5. Classification of residence*

An officer will be eligible for allotment of a residence of the type as per S.R. 317-B-5 which is as follows:

* Amended as per the directives given by GB in its XLV meeting held on 9th October 2004.

Type of Residence	Eligibility range of Pay as per GOI Norms
I	Less than Rs. 3050
II	Less than Rs 5500 but not less than Rs. 3050
III	Less than Rs. 8500 but not less than Rs. 5500
IV	Less than Rs. 12000 but not less than Rs. 8500
IV-Special	Not less than Rs. 10000
V-A	Less than Rs. 15100 but not less than Rs. 12000
V-B	Less than Rs. 18400 but not less than Rs. 15100
VI-B	Reserved for the Director, WII

6. Application for allotment:

- 6.1 Every officer who is desirous for new/change of accommodation shall submit his/her application in such form and manner and by such date, as may be specified by the Estate Officer (Vide Annexure–I ‘A’ & I ‘B’).
- 6.2 An officer who is joining the Institute on transfer or on first appointment may submit his/her application to the Estate officer within a month of his/her joining duty and his application will be considered as per priority date.

7. Validity of waiting list:

The validity of application and waiting lists for allotment and change of all type of residence will be specified by the Estate Officer on the recommendations of the House Allotment Committee.

8. Priority Date^{*}:

Priority date of an officer in relation to a type of residence to which he/she is eligible under the provisions of SR 317-B-5, means the earliest date from which he has been continuously drawing emoluments relevant to a particular type or a higher type in a post in WII in respect of type V

^{*} Amended as per the directives given by GB in its XLV meeting held on 9th October 2004.

accommodation, and the date from which he has continuously been in service in respect of type I to type IV accommodation.

- 8.1 Provided that where the priority date of two or more officers is the same, seniority among them shall be determined by the emoluments, the officer in receipt of higher emoluments taking precedence over the officer in receipt of lower emoluments; where the emoluments are equal, by the length of service; and where both the emoluments and length of service are equal, on the basis of the scale of pay of the officer, the officer working in a post having higher scale of pay taking precedence over the officer in receipt of lower scale of pay.
- 8.2 Provided that in the case of an officer on deputation to foreign service, the period of foreign service shall be included for the purpose of determination of his/her priority date. The priority date for WII faculty member on deputation will be counted with effect from the date of joining the institute.
- 8.3 The allotment one category below the entitled class will be not more than the ration 3:1 (eligible class/higher class) in residence in type I to III, while in higher type of residence the allotment may be made irrespective of number of residences, depending upon the acceptance by the officer.

Explanatory Note: While considering the applications for allotment of house one category below the entitled class, the current position of occupancy in terms of the pay scale of occupants on that point of time would be taken in to account.

9. Reservation of quarters for SC/ST:

Statutory requirement for reservation for SC/ST will be applicable as per GOI norms from time to time.

10. Sequence of allotment of residence:

The residence will be allotted as per sequence of number of residence and number of the employee in the list.

11. Change of residence:

In normal case, change of residence in the same type will be discouraged. Director, WII may consider applications for change in exceptional circumstances on the recommendations of the House Allotment Committee.

12. Employee on deputation:

The staff and officer (other than faculty members) who join the Institute on deputation, the accommodation will be available as per priority date taking into account the length of service in respect of Type-I to IV accommodation.

13. Maintenance of tenure pool for faculty members coming on deputation:

13.1 This facility is only available in Block-I and Block IV of the faculty accommodation for Type-IV and Type-V residences.

13.2 30% of the available residences i.e. (3 Type V and 5 Type IV) will be kept in the tenure pool.

13.3 The faculty members joining the Institute on deputation who are not provided with their entitled class accommodation, a leased accommodation will be considered by the Institute according to the guidelines issued vide Office Memorandum No. 12017/2/86-Trg.(TNP) dated 31st March, 1987 of the Department of Personnel and Training, Govt. of India.

13.4 One Type VI residence will be reserved for Director, WII and one Type V residence will be reserved for the Head of Office/Registrar, WII.

14 No officer shall be allotted a residence under these rules if the wife or the husband, as the case may be, of the officer has already been allotted a residence unless such residence is surrendered.

Provided that this sub-rule shall not apply where the husband and the wife are residing separately in pursuance of an order of judicial separation made by any court of law or where judicial proceedings for separation are under consideration of a court of law.

15. Where two officers working in WII are in occupation of separate residences allotted under these rules, marry each other, they shall within one month of their marriage, surrender one of the residences.
16. If one of the residences is not surrendered as required by the rule (16), the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type, the allotment of such one of them as the Estate Officer may decide shall be deemed to have been cancelled.

17. Out of turn allotment:

Normally, no out of turn allotment of quarter will be made. However, under the special circumstances Director, WII may exercise his discretion in the best interest of the Institute.

18. Non-acceptance of allotment of offer or failure to occupy the allotted residence after acceptance:

- (a) If an officer fails to accept the allotment of a residence within five days from the receipt of the allotment order or after acceptance fails to take possession of the residence within 15 days from the date of receipt of the order of allotment he/she shall not be eligible for another allotment of residence for a period of one year from the date of the allotment order.
- (b) If an officer occupying a lower type residence is allotted or offered a residence of the type for which he/she is eligible, he/she may on refusal of the said allotment or offer of allotment, be permitted to continue in the previously allotted residence on the following conditions, namely:-
 - (j) that such an officer shall not be eligible for another allotment for a period of six months from the date of the allotment order for the higher class accommodation;
 - (ii) while retaining the existing residence he/she shall be charged the same license fee which he/she would have had to pay under FR 45-A in respect of the residence so allotted or offered or the license fee payable in respect of the residence already in his/her occupation, whichever is higher.

19. Period for which allotment subsists and the concessional period for further retention:

- (i) An allotment shall be effective from the date on which it is accepted by the officer and shall continue in force until:
 - (a) the expiry of the concessional period permissible under sub clause (ii) after the officer ceases to be on duty in the eligible office, or
 - (b) it is cancelled by the Estate Officer or is deemed to have been cancelled under any of the provision of these rules, or
 - (c) it is surrendered by the officer, or
 - (d) the officer ceases to occupy the residence.
- (ii) Vacation of the quarter: No one will be allowed to retain the Institute's accommodation on payment of normal rent beyond the period of two months after attaining the age of superannuation, completion of deputation period, resignation/termination etc. In case of death of an employee the family members may be allowed to retain the quarter on payment of normal rent for a maximum period of three months.

20. Provision relating to license fee:

- (i) Where an allotment of accommodation or alternative accommodation has been accepted, the liability for license fee shall commence from the date of acceptance.
- (ii) An officer who, after acceptance, fails to take possession of that accommodation within 15 days from the date of receipt of the allotment order, shall be charged license for from such date upto a period of one month or upto the date of re-allotment of accommodation, which ever is earlier.
- (iii) The officer to whom a residence has been allotted is liable to pay the water and other conservancy charge as fixed from time to time alongwith the license fee.
- (iv) Where an officer, who is in occupation of a residence, is allotted another residence and occupies the new residence, the allotment of the former residence shall be deemed to be cancelled from the

date of occupation of the new residence. He/she may, however, retain the former residence without payment of license fee for that day and the subsequent day for shifting.

- (v) The schedule of rates as per extent GOI norms for the license fee is given below:

Type of Residence	License Fee per month (w.e.f. 01st July 2004)
I	143.00
II	183.00
III	265.00
IV	293.00
IV-Special	387.00
V-A	520.00
V-B	632.00
VI-B	924.00

Note:

- i Servant quarters – Rs. 36.00 and garage – Rs. 22.00 extra.
- ii. The above license fee will be revised from time to time as per GOI instructions.

21. Sub-letting:

Sub-letting of Institute's quarter in any form will not be permitted. Any unauthorized activity especially commercial activity within the Institute campus or in its building including housing will not be permitted. It will lead to cancellation of house allotment.

22. Surrender of an allotment and period of notice:

An officer may at any time surrender an allotment by giving intimation so as to reach the Estate Officer at least ten days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the eleventh day after the day on which the letter is received by the Estate Officer or the date specified in the letter, whichever is later. If the officer fails to give due notice he/she shall be responsible for payment of license fee for ten days or the number of days by which the notice given by him/her falls short of ten days unless the Estate officer accepts the notice for a shorter period.

23. House Allotment Committee:

Director of the Institute will constitute a 5 Member House Allotment Committee which will be chaired by the Estate Officer and other members will be nominated by the Director including one external member. In very exceptional circumstances, Director may use his discretion in respect of house allotment for any category by recording reasons thereof.

24. Saving:

These rules are not exhaustive and the GOI Rules may be referred on the items which are not covered under these rules, as and when needed.

ANNEXURE-I 'A'

**APPLICATION FOR TYPE IV/V ACCOMMODATION
(FACULTY MEMBERS)**

1. Name :

2. Designation :

3. Present Scale of Pay :

4. Date of appointment in the present scale :

5. Present basic pay and date of continuous drawing the scale of pay :

6. Date of joining the Institute :

7. Whether officer is willing to accept lower category accommodation (i.e. Type-IV) in case of non-availability of entitled class. :

Date

(Signature)

ANNEXURE-I 'B'

**APPLICATION FOR TYPE –I TO IV ACCOMMODATION
(STAFF MEMBERS)**

1. Name :

2. Designation :

3. Date of joining the Institute :

4. Present Scale of Pay :

5. Date of continuous drawing the scale of pay :

6. Present basic pay and date of continuous regular service. :

7. Whether officer is willing to accept lower category accommodation in case of non-availability of entitled class. :

Date:

(Signature)

Guidelines for Internship Programme



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

No. A/1-3/XLIX/GB/WII/2006(C)

Dated: 15th January, 2007

CIRCULAR

In pursuance of the decision taken in the XLIX Meeting of the Governing Body of WII, held on 26th October 2006, the approved Guidelines for Internship Programme at WII, is hereby notified and a copy of the same is attached herewith for information.

(Dr. K. Sankar)
Research Coordinator

1. Objective

In order to attract motivated and talented students to work in the field of wildlife conservation, the Institute has initiated an Internship Programme (IP). The objective of the internship programme is two fold viz. (i) to provide a framework by which graduate and post-graduate students from diverse academic backgrounds may work in the Institute for a short period to enhance their educational experience through practical work assignments; and (ii) to provide the Institute's faculty with the assistance of highly motivated and talented students to execute work in key thematic areas in wildlife conservation. Under IP, interns with good analytical and research aptitude and capable of hard and diligent work under the guidance of Institute's faculty will be selected.

2. Eligibility

- 2.1 Students studying in recognized colleges, universities and institutions of higher learning are eligible to apply for the IP.
- 2.2 Applications for the IP must be duly forwarded by the Principal/Dean/ Registrar of the College/University/Institution, in which the student is currently studying.

3. Duration

The duration of the internship will be for a maximum period of six months .

4. Caution Money

- 4.1 On getting admission to the IP, the candidate will have to deposit a refundable caution money as mentioned below:

Duration	Course/purpose	Caution money (Indian Student)	Caution money (Foreign Student)
6 months	Internship Programme	Rs. 1,000	US \$ 25

- 4.2 The caution money will be returned after obtaining a 'No Dues Certificate' from all concerned sections including hostel and mess. Otherwise, deductions from the amount of caution money will be made for any outstanding dues.

4.3 Once the fee is deposited, the candidate will be issued an identity card from the Institute valid for the duration of the internship. The candidates will be eligible to have access to computer and GIS facilities, laboratory and library.

5. Access to facilities

5.1 The candidate joining the IP will be eligible to use Institute's Computer & GIS facilities, Library and Documentation centre, Laboratory and Herbarium.

5.2 The candidate joining the IP may be issued a maximum of two documents at any time by the library. Cost of photocopying will have to be borne separately as per the prevailing rate of the Library or Riso room.

6. Accommodation

6.1 Candidate admitted to the IP can apply for hostel accommodation separately in the prescribed application form. A fee of Rs. 500/- per month will have to be paid by the candidate.

6.2 Mess bill and other charges pertaining to boarding will have to be paid separately by the candidate.

7. Facilitation

7.1 For the specified and approved field component by the Dean, FWS, the WII will facilitate the procurement of necessary permission and other documents and will liaise with the concerned Forest Departments. However, all costs/expenses on travel, lodging and board, and field expenses will have to be borne by the candidate. The candidate himself/herself will ensure availability of funds for such purpose.

7.2 Candidates admitted to WII for above mentioned internship will not be normally issued any equipment.

- 7.3 The WII will not be responsible for any casualty/mishap including any type of accident and resultant death or injury to body or any other type of loss of property, etc. to the candidate while staying at WII campus or in field or during tour/transit.
- 7.4 The Institute will provide no medical facility to the above candidates. It is advised that the candidates may obtain their individual insurance (life, accident and medical) to cover any exigencies. No medical bill of the candidate(s) will be reimbursed by the WII.
- 7.5 Foreign students will have to arrange on their own the grant of visa for travel and stay in India.

8. Conduct

- 8.1 The conduct of the candidates in the campus as well as in field should always be orderly and dignified. Candidates should abide by the rules and regulations of the Institute and concerned field organizations at all times.
- 8.2 Candidates will have to give an undertaking in a prescribed format for any loss, damage or mishap happening to the candidate himself/herself while staying at WII campus or field or during tour/transit.
- 8.3 The candidate himself/herself will be responsible for the proper conduct and the admission will be cancelled if the candidate is found to disobey Institute's rules, norms, guidelines, and indulge in any unwarranted activities, which harm WII's reputation. The Director, WII has the right to modify any provision stipulated in the present rules.

9. No dues

- 9.1 On completion of the internship, the candidate will submit one copy of his/her output to the Institute's library and concerned supervisor(s) without which "no dues" certificate will not be issued.
- 9.2 On successful completion of Internship, the Dean, FWS, will issue a certificate of work done by the candidate, on the recommendation of the concerned faculty member.

10. Number of seats

The number of seats for the internship programme will be limited to a maximum of 6 positions per year. These positions will be advertised in WII's website <www.wii.gov.in> during January and July, every year.

11. Selection

11.1 The duly filled-in application form for the Internship Programme in the prescribed format (hard copy) shall be sent to the Dean, Faculty of Wildlife Sciences, Wildlife Institute of India, P.O. Box 18, Chandrabani, Dehra Dun – 248 001.

11.2 A committee comprising of the Dean, Research Coordinator and two scientists will select the candidates for the Internship Programme and recommend for approval of the Director, WII.

12. Saving and Repeal

12.1 The Director, WII reserves the right to modify, alter, delete, amend or add any of the rules or regulations contained herein.

12.2 The Director, WII may terminate the internship of a candidate at any time, if he/she is found defaulter in any rules/regulations of the Institute.



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

Annexure - I

Admission form for Internship Programme (IP)

PART I: Personal History Form

Surname (Family name):				<i>Affix a recent stamp size photograph</i>
First Name:				
Date of Birth:		Age: <i>(In years)</i>		
Nationality:		Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Passport No.:		Place of Issue:		
Passport Date of Issue:		Passport Expiry Date:		
Home Address:				
Home Telephone No.:				
Fax No:				
E-mail Address:				
Mobile phone No:				
Name and Address of the College, University, Institution in which currently studying				

PART II: Statement of interest

	Please provide a statement of interest in about 500 words (use separate sheet) indicating the proposed work to be done during the internship period. The applicants are requested to see the Institute's faculty profile and their area of interest, and list of ongoing research projects on the website <www.wii.gov.in>
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PART III: Undertaking

Undertaking	(a)	<i>All information furnished by me is complete and correct</i>		
	(b)	<i>The WII will not be held responsible for any mishap, damage, loss, injury to me in the campus or during the course of field work.</i>		
	(c)	<i>I understand that the Director, WII has right to cancel my internship in case my behavior and conduct are not found satisfactory</i>		
Date of application	Date		Signature	

PART IV: Acceptance

Approval of the Dean		Date			Signature	
Copy	<i>Library</i>		<i>Computer & GIS Cell</i>		<i>Laboratory</i>	
	<i>Forensic laboratory</i>		<i>Herbarium</i>		<i>NWD Cell</i>	
	<i>ENVIS Centre</i>		<i>Hostel Warden</i>		<i>Academic Cell</i>	

PART V: Details of fees

Caution Money	Amount	Bank Draft/Cash Receipt Details

**Rules for Senior
Research Associateship
(SRAship)**



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

No. A/1-3/XLIX/GB/WII/2006(B)

Dated: 15th January, 2007

CIRCULAR

In pursuance of the decision taken in the XLIX Meeting of the Governing Body of WII, held on 26th October 2006, the approved Guidelines for Senior Research Associateship at WII, is hereby notified and a copy of the same is attached herewith for information.


(Dr. K. Sankar)
Research Coordinator

1. Objectives

The Wildlife Institute of India (WII) is a premier research and training institution in the field of wildlife conservation. In order to address the emerging needs for conducting wildlife surveys and research on various issues related to wildlife conservation; monitoring and evaluation; documentation and dissemination of the research outputs for the managers of the Protected Areas, policy makers and other stakeholders, the Institute needs the services of competent young scientists. The Senior Research Associateship (SRAship) would provide placements to young and qualified scientists with outstanding academic record for a period of three years. The Senior Research Associates (SRAs) would work in identified thrust areas forming part of the research plan of the Institute. This would also help in building a cadre of young scientists in the field of wildlife conservation in the country whose expertise could be utilized for efficient management of Protected Areas at the national as well as international levels.

2. Age Limit

The maximum age limit for the engagement of Senior Research Associateship (SRAship) shall be forty (40) years.

3. Minimum Qualifications

The minimum qualifications and experience required for consideration for selection for the Senior Research Associateship are Doctorate in Life Sciences/ Social Sciences/ Humanities, followed by one year of research/ teaching/ and related experience in the field of wildlife conservation.

4. Selections

Selections of the Senior Research Associateship will be made as per the following procedure:

- a) The positions of SRAs will be advertised in any one of the national newspapers at least one month prior to the last date of submission of applications in the prescribed format (**Annexure-I**). The call letters for the interview will be sent at least three weeks in advance to the short-listed candidates.

- b) The screening of applications for short-listing the candidates for interview will be done by a 'Screening Committee' consisting of the Principal Investigator (PI) of the project/Nodal Officer/Cell In-charge/concerned Head of the Department, Research Coordinator and two senior scientists of the Institute. The Constitution of the Screening Committee will be proposed by the Dean, Faculty of Wildlife Science and approved by the Director, WII. The following criteria will be used for short-listing the candidates for appearing before the interview:

S. No.	Item	Maximum Marks (50)
1.	Relevance of Ph.D Degree for Wildlife Conservation	10 Marks
2.	Research Experience – (Peer reviewed national and international publications, Papers presented in Workshops/ Seminars/ Symposiums/ Conferences at the national and international level)	20 Marks
3.	Weightage for project proposal based on the report of two reviewers	20 Marks

- c) The candidates short-listed by the Screening Committee will be called for personal interview. The 'Expert Committee' for conducting the interviews will consist of the Dean, Faculty of Wildlife Sciences, as Chairman, one External Subject Matter Specialist, two Senior Scientists, Research Coordinator and concerned Officer In-charge/ Nodal Officer, and will be approved by the Director, WII.
- d) The Expert Committee would evaluate the candidate for his/her knowledge of the subject and aptitude for wildlife research. The interview will be of 10 Marks. Final selection of the candidate will be based on the total marks obtained as per the criteria mentioned in para 4 'b' above (50 Marks) plus the Interview Marks (10 Marks).
- e) Two way travel expenses will be paid to the candidate(s), selected for the position(s) of Senior Research Associateship. The expenses will be limited to actual sleeper class rail/bus fare by the shortest route from his/her place of stay/residence. Candidates are expected to join within 30 days from the date of issue of the SRAship award letter, failing which the award may be cancelled. However, in exceptional circumstances, the Director, WII, may grant extension for appropriate period to the deserving candidate(s).

5. Emoluments

The basic pay of a SRA will be equivalent to the lowest basic of Scientist 'B' (which is currently Rs. 8,000 per month) plus dearness pay, dearness allowance, house rent allowance and other medical facilities as applicable to Group 'A' Scientist in the Institute. No annual increment(s) to the basic pay would be admissible. However, in deserving cases, the Director may fix higher emoluments in the pay-scale of Scientist-'B' (Rs. 8000-275-13500) on the recommendations of the Expert Committee.

6. Tenure

The tenure of the SRA shall be for a period of three years. No extension of the tenure would be granted except in deserving cases with prior approval of the Governing Body.

7. Report

The SRA will be required to submit annual progress report(s) and completion report at the end of the stipulated tenure. He/she may also be required to take up teaching and training activities in the Institute.

**APPLICATION FORM FOR AWARD OF
SENIOR RESEARCH ASSOCIATESHIP (SRASHIP)
BY THE WILDLIFE INSTITUTE OF INDIA**

Annexure-I

Please affix a recent
passport size
photograph

1. Name of the applicant:.....

A. Present Postal Address with *Pin Code*.....

.....
.....
.....

Tele/Mobile/ Fax

Email

B. Permanent Residential Address with *Pin Code*

.....
.....
.....

Tele/Mobile/ Fax

Email

C. Address on which communication is to be sent: Present address/Permanent address.

.....
.....
.....

Nearest Railway Station for undertaking the Journey.....

2. Date of birth..... Age in years.....

3. Academic Records:

Examinations Passed	Year	University	Subject	% of marks
Higher Secondary				
Bachelor's Degree				
Master's Degree				
Ph.D.				

4. Have you received any scholarship/ fellowship before? *(If so, please give its source, value, period and details of work done under that award)*

Name of the Scholarship	Awarding Agency	Period		Amount
		From	To	

5. Employment(s) held so far (up to date):

Name of the Employer	Position held	Period		Emoluments per month
		From	To	

6. Research publications. Please enclose copies of reprints.

S.No.	Title	Year	Name of the Journal etc.

7. Title of Ph.D. thesis, name and address of the guide. *(An abstract of Ph.D. thesis in about 500 words is to be enclosed in a separate sheet)*.....

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8. Seminars/Symposiums/Workshops/Conferences attended at the National/ International Levels

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.....

.....

9. Extracurricular activities. *(Details should be given in a separate sheet)*.....

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.....
.....

10. National Parks, Sanctuaries & Forest areas visited. (*A paragraph indicating interest in the field of wildlife conservation & research should be given in a separate sheet*).....

.....
.....
.....

11. Title(s) of research proposal(s) (choose any two as per the advertised list)

.....
.....
.....

12. Describe in detail (*on a separate sheet*) the research proposal(s) you would like to pursue, and attach to the completed application. The proposal(s) should include introduction, review of literature, objectives, methodology and outputs/ outcomes to be achieved in three year period.....

.....
.....
.....

13. Testimonials from two referees who are familiar with your recent research work may be attached. They should contain highlights of your research achievements and specific dates of joining and leaving the position(s) held. Please give the names, designations, and addresses of referees:

(i).....
.....

(ii).....
.....

14. Declaration

I have read the terms and conditions of the Senior Research Associateship. I accept and agree to abide by these if the SRAship is offered to me. I certify that to the best of my knowledge and belief the particulars given in the application are correct. I shall abide by the final decision taken on my application by the WII. If at any time during the tenure of the SRAship, it comes to the notice of WII that the candidate had given false information or tried to suppress the facts in the application form, , the SRAship would be liable to be terminated).

Place:.....

Date:..... **Signature of the candidate**

***[Please send the completed form along with all enclosures to the
Dean, Faculty of Wildlife Sciences, Wildlife Institute of India,
Chandrabani, Dehra Dun – 248 001 (Uttaranchal)]***

Fax : +91-(0)135-2640117

E-mail : vbm@wii.gov.in; dean@wii.gov.in

Website : <http://www.wii.gov.in/>

Phone : +91-(0)135-2640304(Off.);
+91-(0)135-2640111 to 2640114 Ext.: 202(Off.)