

GANDHI SMRITI AND DARSHAN SAMITI

REPORT ON ORGANISATIONAL RESTRUCTURING, MANPOWER ASSESSMENT AND REVIEW OF BYE LAWS OF SAMITI



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GOVERNMENT OF INDIA

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

DEPARTMENT OF PERSONNEL & TRAINING

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FOREWORD

ISTM is a premier Institute of Government of India with mandate to train government officials in office procedure, knowledge management, behavioural management, financial management, human resource management etc and do research and consultancy studies. The faculty of this Institute is experienced and competent with deep insights in their respective subject areas. It has been a matter of privilege for ISTM to avail of the opportunity to use this knowledge and experience in facilitating the functioning of Gandhi Smriti and Darshan Samiti.

We hope, restructuring and reforms suggested by the consulting team of ISTM in its report would amply meet the needs of the Samiti.



Dr Sunita H Khurana
Director, ISTM

June, 2017

COMPOSITION OF PROJECT TEAM

MENTOR / GUIDE

Dr. Sunita H Khurana, Director, ISTM

TEAM

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- 2) Dr. A.N. Chakravarty, ex Joint Director, ISTM & External Advisor
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SECRETARIAL ASSISTANCE

- 1) Ms. Kanwaljeet Kaur, D.E.O
- 2) Ms. Gayatri Joshi, D.E.O

EXECUTIVE SUMMARY

1. Introduction

1.1 Gandhi Smriti and Darshan Samiti (GSDS), an autonomous organisation under Ministry of Culture, vide its communication No. F.10-40/2013/GSDS/1027 dated 28th January 2015 (Annexure I), requested ISTM to undertake a comprehensive study on review of the manpower strength of the Samiti with reference to recruitment of staff from time to time, the power, authority and functions of various functionaries and need to bring conformity with the changes in its nature of activities, including a review of its Memorandum of Association and Service Bye-Laws. A study team comprising Shri K. Govindarajulu, Joint Director, ISTM, Dr AN Chakravarty, and Shri LS Negi former faculty members, ISTM, as External Advisors was constituted by Director, ISTM vide ISTM O.M. No. A-33018/22/2015-ISTM dated 31st March 2016, to do this work.

2. Aims, Objectives and Scope of study

2.1 As per the terms of reference issued by GSDS in respect of the study, aims of the study are as follows:-

- i. To review the staff strength of various units of the Samiti, rules and procedure followed in recruitment of various officers and staff of GSDS engaged in the work pertaining to various units of the Samiti;
- ii. Suggested remedial measures to meet the present needs.

In order to achieve the stated aim, the study team, set the under mentioned objectives:

- i. Re-assessing manpower need of the organisation based on the present need and future programmes projected by the Samiti;
- ii. Prepare sample Job Description for identified grades /posts;
- iii. Review the existing Recruitment Rules and suggest modifications in existing Recruitment Rules, if any;
- iv. Review existing Memorandum of Association, Bye-Laws and Service rules to suggest modifications, if required.

3. Methodology

3.1 On the basis of the preliminary survey of the various activities and staff structure of the Organisation, the team decided to adopt the methodology comprising following stages:

- i. Review of previous studies conducted by ISTM team relating to staff assessment of GSDS in the past;
- ii. Collection of data on recruitment-procedure followed in various units, staff deployment, supervision and decision making levels
- iii. On site Assessment of work-load in respect of different activities .
- iv. Review the existing Memorandum of Association Bye-laws, Service Rules and best practices followed in other similar autonomous bodies.

4. Data Collection

4.1 The data collection was carried out broadly in four stages viz.,

- i) preliminary survey of organisation functioning and discussion with the Officers of the Samiti
- ii) Observation by on-site visit to various museum and work places and record of details of functions of the various functionaries ,
- iii) collection of factual data on various functions, staff strength and item-wise work-load, and
- iv) Periodical discussion with the Director, GSDS, and other officers.

5. Data Analysis and Findings

5.1 Analysis of data collected through records, reports, observation and discussion with officers and staff of the Samiti at both the campuses, indicated following facts:

- (1) Against the sanctioned strength of 137 posts in various categories in 2011, as of now 8 posts have been abolished. Out of the remaining 129 posts, 63 are filled up in various grades, The nature of appointment of these officers and staff is classified into following categories:

- a) on 'regular basis' in the prescribed pay band with grade pay;
- b) 'till further orders' in the regular pay band with grade pay,
- c) on 'contractual' and 'daily wage' basis and paid consolidated amount
- d) as 'Volunteers', at present 36, initially engaged as trainees on monthly stipend, now receiving monthly consolidated salary since 2005/2006
- e) 23 Srijan staff on consolidated monthly wages.

(2) Srijan Programme is a Vocational-cum-Educational training programme launched in 2002 to impart vocational training to under-privileged students. In this programme, srijan staff of 23 persons are at present working as resource persons and engaged on a consolidated remuneration. They are classified in three categories i.e those working for full time (17), working two days in a week for one hour (3) and working half day daily (3). In most of the cases proper records of their engagement i.e. terms and conditions of engagement, duration, qualification, experience etc., were not maintained. Details of Srijan staff is given in ANNEXURE 3.4

(3) There is no formal structure of the organization at the functional level under Director. Manpower management is mostly on ad-hoc basis. There are employees working without regular appointment for years. Appointments were made even without posts / designations or against re-designated posts in order to accommodate the incumbent.

6. Recommendations

Restructuring of Manpower

6.1 In order to set the house in order, it is considered imperative to provide the Samiti a proper structural framework to facilitate assessment of required manpower for various units keeping in view the need of inter-dependence between different units on one hand, and effective supervision and unity of command on the other. Accordingly, it

is recommended that entire Samiti headed by the Director may be divided into five Divisions headed each by an officer with professional /specialized qualification and experience in respective discipline, reporting to the Director (the Executive head of the Samiti) as depicted in the proposed Organisation Chart at ANNEXURE 4.1

Assessment of Manpower Division–Wise

6.2 The posts of Sr. Assistant, Assistant and Jr. Assistant may be grouped in one cadre of Dealing Assistants and can be rotated among different divisions periodically. Similarly, posts of Guides and Sr. Guides may also form a cadre of Guides and promoted from Guide to Sr. Guide.

6.3 GSDS projected a consolidated requirement of manpower for the entire Samiti which is placed at ANNEXURE 4.2. The Study Team, however, made the assessment of manpower for each Division / Unit keeping in view the structure, nature of work and work-load, as also the number in each grade proposed by GSDS mentioned above. The assessed strength of each division as against the proposed strength are indicated in Table – I below:

Table 1- Manpower Assessment of Gandhi Smriti and Gandhi Darshan Samiti				
	Grade Pay	Proposed	Assessed	Remarks
VICE CHAIRMAN'S OFFICE				
PS to VC*	4600	1	1	Co-terminus with the
Jr. Assistant*	1900	1	1	Office of Vice-Ch'man
Attendant	1800	1	1	
DIRECTOR'S OFFICE				
Director'	7600	1	1	
Personal Assistant Gd C	4200	1	1	
Receptionist (Assistant)	2400	1	1	
Attendant	1800	1	1	
				07

ADMINISTRATION DIVISION				
Administrative Officer	6600	1	1	
Superintendent	4600	2	2	1 each for Estt & Estate
Sr. Assistant	4200	3	3	
Assistant	2400	1	3	
Jr Assistant	1900	0	1	
Steno "D"	2400	1	1	
Jr. Hindi Translator	4200	1	1	
Staff Car Driver	1900	5	5	
Jr Asstt (Security Supervisor)	1900	6	6	
Attendant (Office)	1800	3	3	
Asstt (Hostel Warden)	2400	1	1	
Attendant (Hostel)	1800	27	11	
Jr. Asstt (Leave Reserve)*	1900		3	*for entire Samiti
Attendant (Leave Reserve)*	1800		3	(44)
FINANCE & ACCOUNTS				
Fin & Accounts Officer*	5400	1	1	
Sr. Assistant	4200	2	1	
Assistant*	2400	0	2	Including 1 Cashier
Jr. Assistant	1900	1	1	
Attendant	1800	2	2	
07				
PROGRAMMES & EXHIBITION				
Programme Officer	6600	1	1	
Sr. Assistant(Programme)	4200	1	1	
Assistant (Programme)	2400	1	1	
Steno Gd 'D'	2400	1	1	
Jr. Asstt (Coordinator)	1900	1	1	
Curator				
Curator	4600	1	1	
Asstt Curator	4200	2	2	
Guide Supervisor	2800	2	2	
Sr Guide	1900	14	14	

Guide **	1800	45	30	(including 4 leave reserve)
Sr. Photographer	2400	1	1	
Jr. Photographer	1900	1	1	
Sr. Artist	2400	1	1	
Jr. Artist	1900	1	1	
Attendant	1800	3	3	
61				
Senior Research Officer	6600	0	1	New post
Research Officer	5400	1	1	
Sr. Asstt (Research)	4200	1	1	
Asstt (Research)	2400	1	1	
Steno 'D'	2400	1	1	
Jr. Assistant	1900	0	1	
Editor (Hindi)	4200	1	1	
Asstt Editor	2400	2	2	
Attendant	1800	2	2	
11				
LIBRARY				
Asstt Lib Info Officer	4600	1	1	
Lib Info Asstt	4200	2	1	
Library Clerk	1900	1	1	
Library Attendant	1800	1	1	
				04

**Over and above the assessed strength of guide there may be an occasion of excess need of guides. To meet such a contingency Samiti may maintain a panel of trained guides (Volunteers) who can be engaged on daily /hourly honorarium basis as per need of specific event /ceremony

Information & Communication Technology				
IT & Sys manager	5400	1	1	
DEO Gd D (Programme)	4200	1	1	
DEO GdB	2800	2	2	
DEO Gd A	2400	2	2	
Attendant	1800	1	1	(07)

Srijan				
Product Designer	1900	3	3	
Production Assistant	1800	15	9	one each -male, female, books and 2 Tihar Jail
Jr. Assistant (Billing)	1900	1	1	
Jr. Assistant (Sales)	1900	7	5	One each male, female, books + 2 for Tihar
Attendant (Sales)	1800	2	2	
Attendant (Packing)	1800	3	3	
			(23)	
		192	164	

Job Description

6.4 The sample Job Description of some of the posts in Samiti has been prepared and placed at ANNEXURE- 3.6. Job description for all other posts may be prepared on the similar lines.

Recruitment Rules

6.5 Recruitment Rules for all the posts recommended in Chapter 4 be prepared in terms of the guidelines issued vide Department of Personnel & Training OM No. AB.14017/13/2013-Estt.(RR) dated 31st March 2015 and notified in consultation with Ministry of Culture in order to maintain uniformity in respect of common posts with other autonomous bodies of the Ministry.

Memorandum of Association and Bye-Laws

6.6 The Memorandum of Association being a statutory document relates to constitution of the organization, reflecting its stated name, location, aims and objectives, membership, composition and powers of various committees, convening of meetings, Audit and Accounts , dissolution etc. and, therefore, it is for the members of the “Samiti” to review and consider any amendments therein.

6.6.1 Various provisions of the Bye-Laws have been reviewed. The suggested amendments to bye-laws are in two parts – (a) comparative statement indicating existing provisions vis a vis proposed additions/deletions/amendments at ANNEXURE 3 and (b) statement showing draft after incorporating the proposed additions/deletions/amendments at ANNEXURE 3.8.

Induction and in Service Training

6.7 All members of staff and officers need to be exposed to periodical in-service training in order to upgrade their awareness in all aspects management of activities of the Samiti in general, and their respective professional skills of their jobs in particular. The persons posted to Finance and Accounts need to be trained in professional course of Cash & Account at ISTM.

6.7.1 Persons working as dealing hands viz. Jr Assistant, Assistant and Sr. Assistants may be rotated by deployment to different divisions /unit of the Samiti in order to enhance their employability from lower to higher posts on promotion etc. within the Samiti and in turn increase their efficiency. Similarly, all attendants may also be rotated among various division /units to get experience about the work being handled in other units of Samiti.

Implementation of Recommendations

6.8 Implementation of the suggested restructuring of Samiti is subject to certain reforms and preparatory action as summarized below:

- i) Restructuring of Organisation into distinct divisions renaming /re-designation of certain levels /posts;
- ii) Amendment to relevant provisions of the Recruitment Rules consequent on acceptance of suggested changes;
- iii) Strict adherence to job description of the post while allocation of work;
- iv) Framing of training plan ensuring regular training to all employees periodically;
- v) Job oriented scientific performance management system.

CHAPTER– 1

INTRODUCTION

The Context

1.1 Gandhi Smriti and Darshan Samiti (GSDS), was set up in 1984, by merger of Gandhi Darshan at Rajghat, and Gandhi Smriti at 5, Tees January Marg, New Delhi, as an autonomous body under the Ministry of Culture, Government of India. The basic aim and objective is to propagate the life, mission and thoughts of Mahatma Gandhi through various socio-economic and cultural programmes among various segments of society.

1.1.1 In the beginning, the work in GSDS was mainly upkeep of the museum and pavilions in the Samiti extending guide services to the visitors thereto. Over the years, the Samiti has evolved to an organisation with multifaceted activities and functions, and hence, there has been a felt need of revisiting the various segments and institutions under the Samiti, its structure, manpower, facilities, etc. Accordingly, the Samiti vide its communication No. F.10-40/2013/GSDS-1027 dated 28 January 2015 at Annexure 1.1, requested ISTM to undertake a comprehensive study on review of the manpower strength of the Samiti with reference to recruitment of staff from time to time, the power, authority and functions of various functionaries and need to bring conformity with the changes in its nature of activities. It was also suggested that a review of Memorandum of Association, Bye-Laws, Service rules and regulations of Service may also be covered in the proposed study.

The Study Team

1.2 Director, ISTM, accepted the task of undertaking the Study by ISTM, and constituted a core team comprising S/Shri K. Govindarajulu, Rajiv Kundi, and Chandan Mukherjee, faculty members of ISTM and Dr. A N Chakravarty, Shri L.S. Negi and Shri Yashwant Singh as External Advisors. ISTM O.M. No. A-33018/22/2015-ISTM dated 31st March 2016 is at Annexure 1.2. Subsequently, consequent on repatriation of S/Shri Chandan Mukherjee and Rajiv Kundi from ISTM, and Shri Yashwant Singh's withdrawal from the Team, the composition reduced to Shri K Govindarajulu, faculty member and

- ii. Collection of data on recruitment-procedure followed in various units, staff deployment, supervision and decision making level and delegation of financial and administrative powers;
- iii. Collection of data on nature and volume of work by on-site assessment;
- iv. Assessment of work-load in respect of different activities;
- v. Review existing Memorandum of Association Bye-laws, Service Rules. and best practices followed in other similar autonomous bodies.

After completion of the study, the findings of the study and proposed recommendations were discussed with the Director and Administrative Officer of GSDS. They made certain suggestions with additional facts. The matters were re-examined and necessary changes have been carried out where feasible and justified.

Constraints

1.5 No constraint was placed by the management on the study team for its smooth functioning and availability of necessary data and information from time to time.

1.5.1 An accurate and scientific assessment of work norms, based on number of staff members was not possible as most of posts such as guide, volunteer have no norms and so had to be based on estimation.

1.5.2 The requisite information came in bits and pieces with time gap, which created constraint on the study team causing delay in completing the task.

Chapterisation of the Report

1.6 The proceedings of the entire study and findings with rationale and recommendations have been enumerated in five Chapters viz.,

- i) Chapter 1: **Introduction** enumeration of context and scope of the study,
- ii) Chapter 2: **Structure and Functions of the Organisation**,
- iii) Chapter 3: **Collection and Analysis of data**,

- iv) Chapter 4: **Restructuring, Manpower and Recommendations –**
Review and recommendations

A summary of report titled “Executive Summary” has been placed in the beginning of this report.

CHAPTER 2

OBJECTIVES, STRUCTURE AND ACTIVITIES OF SAMITI

Objectives

2.1 Gandhi Smriti and Darshan Samiti (herein after called the Samiti) was formed in September 1984 by the merger of Gandhi Darshan at Rajghat and Gandhi Smriti, at 5, Tees January Marg, as an autonomous body under the Ministry of Culture. The broad objectives of the Samiti are

- i) To plan and carry out activities for the promotion of Gandhian ideals and philosophy,
- ii) Promote initiatives to create awareness on the life and message of Mahatma Gandhi through educational media and different forms of Art, Culture and Technology,
- iii) To develop and preserve a library of books including rare books, literature, photographs , films and documents,
- iv) Promotion of volunteerism for Gandhian work and betterment of Society, and
- v) Focus on empowering the marginalized through different activities related to philosophy and ideals of Mahatma Gandhi.

Structure

2.2 The Prime Minister of India is the ex-officio Chairperson of the Samiti which is a nominated body of senior Gandhians and representatives of various government departments. These nominated members of the Samiti guide it in its activities. The management and affairs of the Samiti are entrusted to its Executive Committee (EC) headed by a Chairman who is also the Vice-Chairman of the Samiti. Presently, Hon'ble Minister of Culture is functioning as Vice-Chairman of the Samiti and Chairman of the EC. EC has full powers and authority to do all acts, matters, things and deeds necessary for the purpose of the Samiti, subject to such directions as may be issued by the Samiti from time to time. The Executive Committee have also powers to appoint

various sub-committees to aid and advise it on matters considered necessary. The Chief Executive Officer of the Samiti is the Director.

Locations and the Functions

2.3 The Samiti functions from two campuses

(a) **Gandhi Smriti** housed in the Old Birla House at 5, Tees January Marg, New Delhi, where Mahatma Gandhi had lived for 144 days from 9 September 1947 till his epic life ended on 30 January 1948. The Old Birla House was acquired by the Government of India in 1971 and was converted into a National Memorial of the Father of the Nation and was opened to the public on August 15, 1973. The Memorial consists of :

1. **Visual Aspects** of the memory of Mahatma Gandhi and his noble ideals
2. **Educative Aspects** to focus on certain values of life that made Gandhi, the Mahatma, and
3. **Service Aspects** to promote activities in order to sub-serve certain felt needs.

(b) **Gandhi Darshan, Rajghat**, the second campus is situated adjacent to the Mahatma Gandhi Samadhi at Rajghat. It was twenty one years after the Mahatma's martyrdom that the nation decided to observe his birth centenary in 1969 in a way worthy of the Pilgrim of Peace. It was then the thirty-six acre campus came into being. Thirteen Indian states and seven foreign countries joined hands in creating the Gandhi Darshan International Exhibition with main objective of interpretation of Gandhi's message, gospel of truth and principle of non-violence against the background of the modern world. Today two exhibitions exist in Gandhi Darshan – *My Life is My Message* and *Freedom Struggle* in clay models.

2.3.1 In the pavilion entitled ***My Life is My Message***, hundreds of archival photographs have been arranged on the walls, along with brief textual narratives. There

is also a model of the house in which he was born, as well as the actual army vehicle in which his body was transported for cremation to the grounds, now known as Rajghat.

2.3.2 The pavilion on ***Freedom Struggle*** comprises clay models on different aspects of the freedom movement led by Gandhiji.

2.3.3 In 1994, during the 125th Birth Anniversary of Gandhiji, the then Prime Minister announced setting up of International Centre of Gandhian Studies at Gandhi Darshan, Rajghat. On January 30, 2000, President KR Narayanan unveiled a Column declaring the entire Campus as the ***International Centre of Gandhian Studies and Peace Research (ICGSR)*** with the purpose of providing research and guidance facilities to scholars from India and abroad, documentation of various peace initiatives and various inputs on Gandhi and allied subjects at one place. Till date the Centre has not been able to pursue it in right earnest and is mainly used for exhibition on Gandhi. It has conference halls, camping facilities for major national and international meets, a library, children's corner, photo unit and a publications division.

2.3.4 The facilities available at Gandhi Darshan, Rajghat are

- i) A Library and Documentation Centre with over 17000 books by and on Gandhi, related subjects.
- ii) Comprehensive walk-in exhibition entitled 'my Life is My Message'
- iii) Conference, seminar and lecture halls with all facilities
- iv) International Hostel for scholars-in-residence
- v) Permanent photographs and books related to Mahatma Gandhi
- vi) Dormitories with facilities to accommodate 100 persons
- vii) Publication Division: Apart from books, it publishes a Journal and a News Magazine
- viii) Photo Unit
- ix) Camping facility for major national and international meets
- x) Open space for contact programmes

Regular Programmes and Activities

2.4 Every year the Samiti focuses on a particular thematic thrust area and organises different activities and programmes around the theme to:-

- a) bring attitudinal changes/ development through practical applications of Gandhian philosophy and values.
- b) promote initiatives to create awareness on the life and message of Gandhi through educational media like **exhibition**, films, Gandhiana, posters, radio docu- drama etc.
- c) promotion of **volunteerism** for constructive work.
- d) reach the un-reached with the life and message of Mahatma Gandhi specially in far flung areas.
- e) develop capacities of children and youth for imbibing Gandhian values and Gandhian work.
- f) focus on empowering the marginalized through **vocational training** programmes and other livelihood initiatives as part of Gandhian constructive work
- g) conduct inter-disciplinary **research** on different aspects of Gandhian philosophy.

2.4.1 The regular programmes and activities undertaken by the Samiti are

- a) Guiding visitors to the **Gandhi Smriti** comprising one Museum having 07 Sections and one Multimedia Gallery having 11 wings and **Gandhi Darshan** comprising two Museums having 7 Wings.
- b) Interaction with “children with special abilities” in Gandhi Smriti and Gandhi Darshan
- c) Charkha Spinning, and
- d) Film shows on Gandhi, freedom movement and national leaders

2.4.2 SRIJAN- Gandhi Smriti Skill Development Centre : Srijan imparts vocational training to children through its regular creative activities like tailoring , embroidery, pottery, mime, yoga and music besides vocational courses recognized by the National

Institute of Open Schooling (NIOS). School drop outs and the underprivileged section of the society are the prime beneficiaries of these programmes. 'SRIJAN'- Gandhi Smriti Siksha Kendra was launched on October 1, 2002, for women and children who wish to develop some hobby and vocational skills, with following objectives:-

- i) All round development of child;
- ii) Transforming them into patriotic and useful citizens of our country
- iii) Preparing them for achieving moral and spiritual values with the help of knowledge
- iv) Providing them vocational skills so that they can become financially self-sufficient in future.

(Vocational training to under-privileged students is imparted in Certificate in Computer Application{CCA}, Tailoring and Embroidery, Pottery, Yoga, Spinning and weaving, Music, Jan Swasthya and Mime. Some of the courses are recognised by the **National Institute of Open Schooling (NIOS)**)

2.4.3 E-Governance/Digitization: With its own website where regular updating of the activities / programmes is carried out, the Samiti maintains a Facebook & Twitter account "Gandhi Smriti and Darshan Samiti" which is regularly updated. Photographs of events / programmes are on the Facebook. While the website provides all information in public domain for use of the people to gain knowledge and collect inputs for their research of other works, the Facebook is an active platform for visitors across the world to understand the functioning of the Samiti. As part of the "E-Granthalaya" of the NIC, the process of providing an online database of the books of the Gandhi Smriti and Darshan Samiti Library has been planned.

CHAPTER 3

DATA COLLECTION AND ANALYSIS

A. Data Collection

3.1 The entire process of data collection was carried out broadly in four stages viz.

- i) Preliminary survey of functioning of the organisation and discussion with the officers of the Samiti on the problems and shortcoming faced by the organisation in the existing office setup and staff strength;
- ii) on-site visit to various sites, and details of functions of the various functionaries;
- iii) collection of factual data on various functions, staff strength and item – wise work-load, relating to last one year, and
- iv) Periodical discussion with the Director, GSDS on progress and findings on the study, and collected progressively revised data and projections. The team had meetings with Director, GSDS on 16th November, 2015 at ISTM, 21st January, 2016, 6th June 2016, 5th January 2017 at Gandhi Darshan and an on-site visit and discussion on 19th January, 2017 at Gandhi Smriti. The last set of information was received on 9th February, 2017.

3.1.1 The furnishing of requisite information has been rather slow and in bits and pieces. This caused visible delay in processing and in turn completion of the task within estimated time-line.

Information Collected through Survey & Documents

3.2 After issuance of the project directives dated 7 December, 2015, three members of the study team visited the Gandhi Darshan Campus at Rajghat on 21 January, 2016, in order to assess the issues, problems, nature of staff employed and quantum of the work involved. The team held discussions with the Director, and other officers of the Samiti. Following documents were collected:

1. Report of the Work Measurement study conducted by a team of participants of BMS course at ISTM

2. Details of the existing nature and number of employees including officers on regular basis and otherwise in various discipline
3. Duties and Responsibilities of various posts
4. Details of Recruitment Rules wherever existing
5. Copies of the existing Bye-laws and Memorandum of Association of the Samiti
6. Organisation Chart (Existing) at ANNEXURE 3.1

3.2.1 A Work Measurement Study to assess the staff requirement of the organisation was last undertaken by a Study Team of the Institute of Secretariat Training and Management in August- September 2011. The Study Team made various recommendations on fixation of staff strength in various grades, abolition/ creation of posts, outsourcing of some jobs, revision of the Recruitment Rules, restructuring of the cadre. The Work Study Team assessed staff strength at 92 against the then sanctioned strength of 137. Extract is at Annexure -3.2.

3.2.2 It was informed that out of 137, only 08 posts (Coordinators-2, Dark Room Asstt.-1, Guide-2, Head Security Guards-2, Sr Attendant-1) were abolished and hence the present sanctioned strength is 129. However, no action was taken by GSDS on other recommendations of the Study Team.

Existing Structure of GSDS

3.3 The organizational structure of the Samiti has been discussed in Chapter 2. Director, as the Chief Executive Officer, is assisted by the following functional units to run the Samiti:

- (i) **Programme Unit:** Conceptualizing, Developing, organizing and coordinating programmes and events
- (ii) **Research Unit:** Organisation and coordinating Youth Camps, Charkha Yagya .
- (iii) **Exhibition Unit:** Management of exhibitions.

- (iv) **Photo Cell:** Photography, Videography, Graphic designing for invitation cards, Backdrops, exhibition packets.
- (v) **Library:** Procurement and Maintenance of Library books, newspapers, journals, documentation of Ghandian, historical and contemporary works, working in various socio- economic academic and cultural programmes organized by the Samiti like seminars, discussions, workshops, debates, summer school youth camps, exhibitions, translation works, annual report
- (vi) **Administration Unit:** Establishment, General Administration including house keeping, procurement, Accounts, payments of grants and coordination work including that of Executive Committee meetings and programmes.
- (vii) **Accounts Unit:** Salary, Medical, GPF, LTC, Advances, and other Bills, PBR, other receipts/payments and all financial transactions of the organization.
- (viii) **Store:** Inventory management – Procurement, Receipt, and Custody.

3.3.1 On June 6, 2016, the Study Team had a detailed discussion with Director GSDS regarding rationalization of the structure and assessment of posts at various levels: Following points emerged:

- a) Though at present, the Minister of Culture is the Vice-chairman; his staff requirement is met by Ministry. Whenever full-time VC is in position he will have to be provided personal staff for his office. As per norms, one Private Secretary (PB 2+ GP 4600) and one Attendant and one Jr Assistant may be considered keeping view that it is an independent office. Organisation Chart (Existing) of GSDS is at ANNEXURE 3.1
- b) Administration, headed by Administrative Officer, is looking after- Establishment, Administration, IT, Stores and Estate
- c) Programmes Unit, headed by Programme Officer is looking after- Programme, Photo Unit, Exhibition ,Management of exhibitions Research, Publication and library
- d) Finance and Accounts Officer looking after Budget, Finance and Accounts

- e) Separate IT unit for e-governance, Facebook etc. 2 posts Guide lecturers re-designated as Technical Associates have been adjusted in this unit.
- f) Some posts need to be identified and re designated/ upgraded to Sr. Assistant, Assistant and DEO etc,
- g) Instead of Guide Lecturer, appointment of Guide Supervisor may be considered.
- h) Estate Manager may be of Assistant level
- i) Post of Curator may be upgraded and post of Artists may be retained.
- j) Additional posts of Coordinator are required.
- k) Publication Unit should be needed by person trained in editorial work.
- l) Post of Projector Operator may be reviewed.
- m) Post of Photography Assistant and Dark Room Assistant, Head Security Guard, Security Guards may not be required. Outsourcing of Security may be looked into and one dealing hand may be able to supervise security arrangements.
- n) Library requires upgradation as per prescribed norms.

3.3.2 After assessing the nature of activities and quantum of work in those activities and examining the work allocation to different job holder, sanctioned strength of each unit and persons in position, the team decided to have an on-site evaluation of the activities. The team made a broad assessment of the work-load based on the data available in Work Measurement study report prepared by the ISTM team, as there has not been any major change of activities. The team visited various museums and work units to make an on-site assessment of persons required in position irrespective of volume of work.

Existing Manpower

3.4 At present, against the sanctioned strength of 137 posts in various categories in 2011, only 63 posts are filled up in various grades and eight (08) posts have been abolished. The nature of appointment of these officers and staff is classified into following five categories:

- i) Holding posts on regular basis in the prescribed pay band with grade pay;
- ii) Appointed 'till further orders' in the regular pay band with grade pay,
- iii) Working on contractual and daily wage basis which are being paid consolidated amount and have been working in GSDS for many years.
- iv) Another category of persons appointed as Volunteers, initially engaged as trainees on monthly stipend, now receiving monthly consolidated salary since 2005/2006.
- v) Srijan staff on consolidated monthly wages.

The number of posts in various categories of appointment is summarized in Table 3.1 below:

Sl. No.	Nature of appointment/ employment	Number appointed
1	Holding posts on regular basis	35
2	Appointed # "till further orders" in the regular pay scale/grade	19
3	Working on contract basis	09
4	Volunteers	36
5	Srijan Staff	23

Detailed list of appointees in respect of items 1, 2 and 3 above is at Annexure 3.3

Note: Category iv & v does not form part of sanctioned strength of 137

3.4.1 In 2003, Two Memoranda of Collaboration (MOC) were signed by Samiti with IGNOU to run educational courses with IGNOU and provide infrastructural support to the Regional Centre of IGNOU. As per Memorandum of Collaboration, under the aegis of International Centre of Gandhian Studies and Research (ICGSR) at Gandhi Darshan, Samiti was supposed to run educational courses in collaboration with IGNOU. In August 2003, to meet the manpower requirement and other facilities for this project, GSDS had proposed to Department of Culture (now Ministry of Culture) for creation of two posts of Research Associate (equivalent to University lecturer pay scale) and two posts of

Research Assistants. The Department of Culture approved the proposed project subject to the condition that proposed expenditure of Rs.15.00 lakhs is to be met from within the Samiti's own budget and courses be run on self-sustaining basis without additional funds. However, in order to assist GSDS in this project one post of Research Associate was created in the pay scale Rs.8000-13500 (pre-revised) Group 'A' and the present incumbent was appointed on ad hoc basis, w.e.f 8th August 2006 till further order. Since then she continues to hold this post in PB III with grade pay of Rs.5400/-.

3.4.2 In pursuance of the decision taken by Executive Committee in its meeting held on 18 February, 2011 the Memoranda of Collaboration with IGNOU were terminated and notice served on them to vacate the premises under their occupation.

3.4.3 The appointment of those working on contract basis against regular posts on consolidated wages pertains to the year 2003 onwards, apparently without proper job assignment and terms of contract.

Youth Volunteers

3.5 Most of the volunteers were appointed during the year 2005 and 2006 on a contractual basis for 6 months' period. On the basis of available records, about 25-30 youth from orphanages and institutions based on slums in Delhi were engaged. The first batch of volunteers (12) were trained and engaged w.e.f. 1st April, 2005 for a period of six months in running of 'Multi-Media Exhibition.' which was put up by Birlas at Gandhi Smriti. The second batch of 24 volunteers are being engaged from august 2006. These volunteers were paid honorarium of Rs 4000 cover daily expenses including travel cost during the first 6-month training/engagement period.

3.5.1 Their engagement was extended after every 6 months and the number of volunteers also continued to rise from 25-30 in the beginning of March 2005 to 52 in May, 2007 and at present the number is 36. Later, during a discussion with the Director on 5th January, 2017 on the tentative (draft) findings of the study, it was revealed that these volunteers are now working as Guides as well as deployed to other jobs after

proper guidance and training to interact with the visitors to the museum on life and time of Gandhi. It was also indicated that the Samiti would need many more Guides for its museum, multi-media exhibitions etc.

Programme Srijan

3.6 This is a Vocational-cum-Educational training programme launched in 2002 to impart vocational training to under-privileged students. Under this programme, courses on various skills/crafts like Computer, Tailoring and Embroidery, Pottery, Yoga, Spinning and weaving, Music, Jan Swasthya, Mime etc of six months to one year duration are conducted mostly with the assistance of visiting faculty members, renowned in their respective fields:-

i) Computer: This is a one hour's duration course recognised by National Institute of Open Schooling (NIOS). In initial stages used to be about 45 students in the class which used to increase to more than 70 during summer camps. However, at present there are only 4-5 students.

ii) Tailoring and embroidery: Tailoring unit is a recognised centre of the National Open School. During the year 2004 to 2009, the fashion designers of National Institute of Fashion Technology volunteered to help this unit to develop khadi clothes. Volunteers from NIFT have now stopped assisting this unit. The number of students given vocational training both in tailoring and embroidery is on decline. The number of students which used to be around 40-50 for these classes is presently 22 students in tailoring and 09 students in embroidery. This unit has therefore, switched its focus more on functioning as a full fledged production center in making and selling Khadi clothes. The clothes made in this Unit are sold in Samiti's Khadi sale counter at Gandhi Darshan and other exhibitions organized by the Samiti. A new counter has also recently been opened at Gandhi Smriti.

iii) Pottery: The Pottery training used to consist of imparting skills to make clay, execute coil work, cut work, mould work, ornaments making, wheel work and coloring. Classes of two hours duration each, were held every day from 10 a.m. to 5 p.m. and in each shift there were about 6 to 7 students. During summer

vacation, each batch used to have about 20 students and the duration of the classes used to be reduced to one hour. The pottery instructors were sent to different institutions to give orientation in pottery. The potter's wheel is still there in Gandhi Smriti. But for the past four years or so the course has been discontinued due to lack of students. Instructors (two) have been hired to impart training have been deployed to look after the book sale counter in Gandhi Darshan and help the book store. They were also sent as charkha trainers in different schools or asked to give demonstration when any students group visits GSDS. However, recently after review of activities this unit has been revived. Both the instructors employed there are now functioning on potters' wheel and developing many items which are placed for sale at Gandhi Smriti sale counter.

iv) Yoga: This course was run in Gandhi Smriti. Classes of one hour duration each were held from 10 a.m. onwards till 5 p.m. with students capacity of 25 in each class. During Summer Schools, almost 50-60 students used to be enrolled. However, at present there are only 06 students enrolled as part of NIOS and they prepare themselves for the examination. Since, no Yoga classes are held anymore. Hence, the yoga teacher is presently posted in the Stores Unit of Gandhi Darshan.

v) Spinning and weaving: There are no formal classes or regular training programmes anymore for the past four years or so. Orientation in spinning is given in schools whenever there is a specific request or some school group comes to GSDS.

vi) Music: The programme aimed at imparting training to students in classical music with a special focus on favorite bhajans of Mahatma Gandhi. It is a six months course. Many of these students give exams through Gandharva Mahavidyalaya. The GSDS music group has been invited for invocation by several organizations including Government bodies like the National Foundation for Communal Harmony. About 25 students used to take classes daily Presently about 10-15 students are taking classes.

vii) Jan Swasthya: This is a recognized course of the National Open School. About 2 students are presently enrolled in this programme.

viii) Mime: The mime classes of one hour duration thrice a week attracted about 10-15 students. During summer vacations there used to be about 20 students. A large number of performances on mime focusing on different Gandhian values were developed. The mime team was also invited from time to time by different organizations like the Ministry of Health and Family Welfare, UN Volunteers etc to perform. Also mime workshops were held during various camps etc. At present there are no students for the mime class. The mime instructor is asked to take classes during camps and training programmes.

3.6.1 In programme srijan, staff of 23 persons are at present working as resource persons and engaged on a consolidated remuneration. They are classified in three categories i.e those working for full time (17), working two days in a week for one hour (3) and working half day daily (3). In most of the cases proper records of their engagement, terms and conditions of engagement, duration, qualification, experience etc. were not maintained. There are cases where even application was not obtained. There are cases of continuation of the incumbent even after expiry of the extended period of contract. Some of them are still retained even though there is no regular work for them under Srijan Programme. They are posted in other branches without any designation like Stores for assisting Store-In-charge, computer section, museum, dispatch, khadi shops, exhibition book sales, Gandhi Smriti etc. Details of Srijan staff is given in Annexure 3.3.5

Information and Communication Technology

3.7 The Samiti is active in E-Governance/ Digitization with its own Website where regular updating of the activities/programmes is carried out. At present there are two posts of Technical Associate (IT) which were created by re-designation of two posts of Guide Lecturer. These Technical Associate (IT) have been assigned the following duties and responsibilities:

- (i) Website Maintenance:** Regular updating of website through CMS and VPN and uploading of relevant information related to Seminars, Workshops, forthcoming events, etc

(ii) Computer System Maintenance: Handling all Software/Hardware related issues of approximately 50 computers of GSDS, troubleshooting and networking of all the computers

(iii) E-Governance: Working as Moderator for Government website www.mygov.in, online submission of various reports/tenders, E-Procurement, uploading of tenders, and recently launched GeM (Govt. e-Market) portal procurement through it

(iv) Other Administrative Duties: Maintaining and managing biometric attendance of all the employees of GSDS

(v) Social Media: Maintaining YouTube channel and updating Twitter/Facebook page for GSDS regularly

(vi) Other Duties:

a) Designing Backdrops, Booklets, Newspaper Advertisements, Invitation Cards, Identity Cards, Exhibition Panels, Signage Board and other designing works related to programs of the Samiti

b) Scanning of Negative of Photographs and Newspaper clippings, Retouching and Restoration of old photographs related to the organizations for use in programs and sending them to the Ministry and other organizations on demand

c) Preparing graphical presentation for programmes of the organization for final presentation in Ministry

d) Conceptualization of Annual Reports

e) Photography, Videography and Video editing in Adobe programs

i) Library

ii) File movement

iii) Online submission of queries/information, RTI, Public Grievance Portal, Reports of Hindi (Rajbhasha), quarterly & annual reports

i) Store – E-procurement

ii) Biometric Attendance

3.7.1 GSDS has proposed creation of a separate IT Cell with adequate staff component to meet their requirement for maintaining website, data base, curretting resources and other related e-governance activities. Additional activities like Accounts, NPS, library, file movements RTI etc to be taken up. The staff for the proposed Cell may include:

- a) Recruitment of two posts of IT professionals in addition to capacity building of existing staff in IT
- b) Technical persons (4) for coding/data management/ hardware/ software
- c) Coordination with the IT Cell of MoC for publicity of GSDS activities

Administrative and Financial Powers

3.8 So far as administrative and financial powers relating to pay and allowances, superannuation, promotion, demotion, retirement benefits, discipline, conduct and other conditions of service are concerned, Samiti employees are governed by the GSDS Bye Laws. In the absence or inadequacy of any provision in these regulations and rules, the provisions available in respect of Central Government employees, are adopted.

Manpower Requirement Proposal Received in February 2017

3.9 A tentative restructuring of the Samiti and assessment of manpower was discussed with Director, GSDS on 5th January 2017. In response to that GSDS provided certain additional information projecting the needs of the Samiti in coming years. A detailed note on proposal for augmentation of manpower received on 9th February is placed as Annexure 3.4.

Gandhi Smriti

3.9.1 The Gandhi Smriti is very important international museum in New Delhi, where the Hon'ble President, Hon'ble Vice-President, Hon'ble Prime Minister, Hon'ble Ministers along with ambassadors, high commissioners and other dignitaries lead the nation to pay homage to father of nation on 2nd October and 30th January every year.

This complex has a beautiful multimedia gallery being run with active collaboration of Aditya Birla Group. At first floor, a pergola exhibiting the important events of Mahatma Gandhi's life and Martyr's column where Bapu was assassinated apart from Gandhiana book sale counter and Srijan show room are housed. The whole museum is situated in approx. 5 Acres of land. The management of museum and other places require good number of manpower. Keeping in view it's nature, importance and visitor's profile requirements proposed by GSDS are as follows: -

Table 3.2 - Requirement of Guides		
S.No	Venue /place of deployment	Number of Guides
1.	Receptionist at Gate No.2	01
2	Gandhi Smriti – Museum – 7 Wings	14
3.	Gandhi Smriti – Multimedia Gallery – 11 Wings	22
4.	Gandhi Smriti - Photo Exhibition on Life of Gandhiji	02
5.	Museum Pavilion No.1 – 7 Wings	14
	Museum Pavilion No.4	04
	Leave /Contingencies Reserve	10%

International Centre for Gandhian Research (ICGR):

3.9.2 As the course in collaboration with IGNOU did not kick off, EC of GSDS decided to part ways with IGNOU. It was decided to begin certificate, diploma and post-graduate diploma courses in collaboration with different universities and institutions of repute. At present GSDS has got letters from universities to conduct various courses as listed below. The names of collaboration universities are written against the courses as follows:

- | | |
|---|-----------------------|
| i) Servant leadership & Gandhian Values
University, North America | - Cardinal Stritch |
| ii) Gandhi King and Nonviolence | - Stanford University |
| iii) International Non-violence Summer Institute
Island, Kingston | - University of Rhode |
| iv) PG Diploma in Peace & Conflict Management
Antarrashtriya Hindi Vishwavidyalaya, Wardha | - Mahatma Gandhi |

To manage the international programmes and different courses, a programme officer, one research officer (Programme), one research officer (Academics), one research associates, one programme executive and one Coordinator is required. The present incumbent of the post of Research Associate will also be fully engaged with this activity.

Future Programmes & Expansion

3.9.3 The Current Year is 125th birth anniversary of noted Gandhi Economist Dr.J.C. Kumarappa apart from this 2017 happens to be 100th year of Champaran Satyagraha. In 2019, the world will be celebrating 150th birth anniversary of Mahatma Gandhi, his wife Kasturba and in 2019, we will also be organising 75th death anniversary of Kastur Bai. To commemorate 150th birth anniversary of Ba and Bapu, GSDS is planning to open “150 Interpretation Centre” in world which will be run by organisations where it is opened.

3.9.3.1 To commemorate the 150th birth anniversary of Ba and Bapu, GSDS is also planning to construct a huge museum at Gandhi Darshan, which will be managed by Guides already suggested.

Regional Centres

3.9.4 In accordance with aim and objective of the GSDS, it has become necessary to expand it’s programmes and activities throughout country at the grass root level. It will be appreciated that having one office at Delhi, it is very difficult to cover the geographical boundary of the country including North East for which special funds are allocated. In view of practical difficulties, five Zonal Centres are proposed with following staff structures each:-

For one Zonal Centre

Deputy Director	01	- GP 6600
Research Officer	01	- GP 5400
Research Assistant	01	- GP 2400
Co-ordinator	01	- GP 1900
Peon	02	- GP 1800

Name of Zonal Centres

North Zone, East Zone, West Zone, South Zone and North East Zone

B. DATA ANALYSIS

JOB-DESCRIPTION

3.10 There are no formal job description of various posts /jobs ever since the setting up of the Samiti. In the name of Job description for various posts Samiti made available a document containing the post-wise duties and responsibilities of large number of posts, of which some are existing and some are not. The nature of duties and functions of the job holder in feeder posts need to be taken into account while framing recruitment rules for the higher posts.

3.10.1 The work allocation to an incumbent of a post needs to be as per the job description. However, even in this respect, several anomalies and gaps in the present structure were noticed. The channels of submissions, delegation of financial and administrative powers at various levels are not well defined. There are no prescribed formats for job descriptions for various levels of posts leading to overlapping of functions. It was noticed that every individual post has one unique designation even when the job of one post is similar to the other post e.g. the duties, responsibilities and qualifications are similar for one post Library Assistant and another that of Assistant Librarian, Office Assistant and Office Assistant –cum –Cashier and like that many more. Since every post is an isolated post, one cannot see a channel of promotion.

3.10.2 There is no organized Finance and Accounts Branch to look after the work of financial management, Audit, preparation of annual accounts, financial powers related work etc. This work requires specialized knowledge and skills to man these activities. At present, these functions are performed by general staff posted on ad hoc basis. The team was informed that in the absence of professionally qualified persons within the organization, there is no one to advise the Director on day to day expenditure matters to ensure financial discipline. The sample Job Description of some of the posts in Samiti has been prepared and placed at ANNEXURE- 3.6. Job description for all other posts may be prepared along similar lines.

ISTM Work Measurement Study Report

3.11 It was informed that out of 137, only 8 posts (Coordinators-2, Dark Room Asstt.-1, Guide-2, Head Security Guards-2, Sr Attendant-1) were abolished and hence the present sanctioned strength is 129. However, no action was taken by GSDS on the recommendations of the Study Team. The reason for non-implementation of the recommendations, as stated by GSDS is that the report was very hurriedly prepared by a team consisting of junior trainees from ISTM. There were many other issues which were discussed with the Team but these were not taken care of in the said report. The report was not accepted by the Executive Committee as it did not meet the needs of the organization relating to review of Recruitment Rules, Memorandum of Association, Bye-Laws etc which have now been included in the terms of reference given to present Study Team.

3.11.1 On examination of the report on Work Measurement Study carried out by ISTM Basic Management Course participants team in September 2011, the study team observed that the three weeks study was conducted by a six member team under guidance and supervision of a team of qualified faculty members following the Staff Inspection Unit (Ministry of Finance) staffing norms. The task to the team was to complete work measurement study of Gandhi Smriti and Darshan Samiti. Therefore, many issues that GSDS Executive Committee wanted to be examined issues in mind were beyond the scope of the study, and for that reason non-implementation of the assessed staff strength do not hold much ground in the present context.

General Irregularities in Appointments

3.12 General principles of personnel administration contemplate drawing up of rules and procedure to regulate the recruitment and service conditions of the employees appointed in any public organization. It is because of this the entire process of recruitment is executed as per established procedure prescribed in the Recruitment Rules of the organization concerned.

3.12.1 There has not been any cadre review or restructuring of the organization ever since its establishment. As a matter of fact there is no cadre of officers and staff. Manpower management is mostly on ad-hoc basis. It is noticed that there are employees working without regular appointment for years. There have been appointments even without posts/designations or against re-designated posts in order to accommodate the incumbent.

International Centre for Gandhian Research

3.13 It was informed that when in February 2011, the Memoranda of Collaboration with IGNOU were terminated and notice served on them to vacate the premises under their occupation. Meanwhile the Hon'ble VC, GSDS & HCM instructed the director to prepare for celebration of 150 Birth Anniversary of Mahatma Gandhi in 2019 in anticipation of high staff requirement the post of Research Associate has been continued which would impact the staffing structure of the organization. Hence the Research Associate was continued all these years since 2006.

3.13.1 Generally, posts created for implementation of specific schemes are co-terminus with the projects. However, since the present incumbent post of Research Associate has been employed till further order, GSDS allowed her to continue indefinitely with the justification that she was helping in other activities and schemes. It is believed that the person has not been performing any work attached to the post to which she was appointed. It is noted by the study team that the present Research Associate has been continued on the rolls of the Samiti for last more than 10 (ten) years as a helping hand without any approved job (post) with the distant hope that if and when some new dimensions to the activities of Samiti may emerge by 2019, she could be appointed on regular basis.

3.13.2 The Director, GSDS has now informed that GSDS has got letters from different institutions/ universities from India and abroad to conduct courses. For the purpose of running these courses, requirement of posts has been projected (para 3.8.3 above). In this regard it is observed that in the absence of full details of the scheme like the

number of courses, nature of contribution by the collaborating Universities/institutions, it is neither possible nor desirable to assess the requirement of manpower. In such cases, it is advisable to formulate a composite proposal including staff component and other logistics while deciding the nature of collaboration. Therefore, until the time the scheme is firmed up, the existing incumbent Research Associate may be posted as Research Associate in the Research & Documentation Division till the scheme regarding ICGR is finalised and new post of Research and Documentation Officer is filled.

Zonal Centres

3.14 It is appreciated that Samiti has national objectives and desires to have centers in other parts of the country to expands its programmes. However, since assessment of the manpower need of each of the zonal center was not within the scope of the project task, it was not carried out, nor is it desirable to recommend staff uniformly on a common scale for all the proposed centers without assessment of the specific needs of each depending upon its geographical and social impact.

Engagement of Youth Volunteers

3.15 As mentioned in para 3.4.3 above, initially volunteers were trained and engaged for a period of six months for management of Multi-Media Exhibition, on payment of stipend. The initial stipend of Rs. 4000/- to these volunteers was reviewed and increased from time to time. At present the first batch 12 volunteers are drawing Rs 15,608 and second batch of 22 volunteers are drawing 13, 214, since April 2015 which is the last pay revision. According to GSDS no training can be extended or stretched for indefinite period. Nor can persons be given employment under euphemism- 'training' for undefined duration. The recruitment of trainees for volunteers was not restricted to orphanages or slums as initially intended but number of them have come on consideration other than provided in the scheme.

3.15.1 On record, no assessment regarding requirement, duties and responsibilities, deployment of the volunteers has ever taken place especially those deployed in the Multi-Media Exhibition, and a decision about their future was ever taken. At a later stage

the Samiti decided to use these volunteers as guides in the museum at Gandhi Smriti and Gandhi Darshan, some of them are being deployed in other units of the organisation at both the campuses, in the absence of inadequate staff in such units.

Some of the volunteers are now in false hope that in due course of time they would be absorbed in regular service and have been requesting for regularization of their services in the Samiti, in spite of making them it clear that their contractual engagement by Samiti is no assurance for permanent employment as no sanctioned posts of volunteers exist. They have been advised to seek better opportunities elsewhere. Besides regularization there is also demand for increase in their remuneration on more frequent basis.

3.15.2 It is noted that though there is no clarity regarding, description, definition, purpose, nature of engagement and payment made to volunteers, the scheme was intended essentially to impart training and engage for a defined period of 6 months, and by implication the volunteers should have been kept on stipend only for a definite period and rotated by another group or batch to take their place without any repetition. Further, there are various schemes like the scheme of National Youth Corps (NYC) implemented by NYKS (Nehru Yuva Kendra Sangathan) after amalgamating the two volunteer schemes into a new scheme. This Scheme is to enable young men and women in the age group of 18-25 to serve up to two years in nation building activities, for which they receive a suitable honorarium. Similarly, volunteers' schemes run and operated by other institutions are also time bound i.e. for defined period of 1 to 2 years which are not salaried but volunteers get stipend/suitable honorarium. Even UN Volunteers scheme provides living allowance only. After expiry of the prescribed period, the stipend/ honorarium or allowance is stopped and the volunteers are replaced without repetition in future by other batch of new volunteers.

3.15.3 The Study Team, after discussion with the Officers of GSDS is of the opinion that these volunteers are now required for performing the job of guides and may be deployed only in the museums. These volunteers may, therefore, be formally recruited, appointed and designated as Guides. For this purpose, GSDS will have to frame

Recruitment Rules after deciding required qualification, age, Job Description and publish this in Employment News for recruitment /empanelment as Guide. The Samiti may require more Guides than the existing number in position (i.e. Volunteers). The existing ones may be asked to apply along with new applicants. A relaxation of age limit may be made in the case of existing ones. All appointment will be from prospective dates.

3.15.4 As no Staff norms exist for guides The Study team, therefore, visited both the campuses and also collected the data regarding visitors. There were 6.47 lakh (foreign and domestic) visitors during the calendar year 2016. Considering the location, area and activities of various pavilions of the museum, the requirement of Guides is assessed at 44 including 4 as leave reserve.

3.15.5 There should be a regular cadre of guides in the prescribed pay scale with career progression. The assessed cadre strength of 44 guides may have two grade designated as Guide and Senior Guide in PB I with Grade Pay of Rs.1800 and Rs.1900 with ratio of 2:1 respectively. Therefore, out of 44 number of Guides, 31 inclusive of leave reserve shall be Guide (GP Rs 1800) and 13 shall be in Sr. Guide (GP Rs 1900). Samiti may also maintain a panel of trained guides (in addition to number of guides on its pay roll), In order to meet future contingencies of requirement of additional guides for a day or two. Such guides may be engaged on daily /hourly remuneration.

3.15.6 GSDS may provide foundational training for the new recruits and regular in-service training to other guides to upgrade their professional skills in all aspects of museum management; visitor management, conservation and handling of objects, design and display like multi-media display and interactive technologies to communicate the museum's vision and narrative to all visitors, as prevailing in other museums in the country.

Appointments on Contract

3.16 Generally, casual workers and persons on contract or daily wages are not recruited for work of regular nature. They are engaged only for work of casual or seasonal or intermittent nature, or for work which is not of full time nature for which regular post cannot be created.

3.16.1 Hence, regularization of the services of the persons who have been working on temporary basis till further orders, or on contractual basis or as daily wagers in GSDS for years, not appointed following the procedure laid down in their recruitment rules, is a matter of concern. It is also difficult to say at this stage, whether any advertisement was issued in the newspaper or the employment exchange notified as regards the vacancies. There are instances when persons have been engaged even without designations and without identifying the vacant posts against which such appointments were made.

Appointments “Till Further Order”

3.17 There are 19 persons appointed “till further order”. It was informed that those appointed “Till further orders” are entitled to Pay and allowances like DA,CCA , leave, etc as applicable to regular appointees. It is also observed that most of these employees were recruited during the year 2006 to 2008. Appointments till further orders are temporary and appointees have no right to permanent appointment till ordered. Their services can be terminated without showing any reason by giving notice or salary in lieu thereof. The appointees cannot have any grievance of non-compliance of the principles of natural justice. When appointments were made in contravention of statutory rules and by ignoring essential qualifications, the appointments are irregular and any scheme for regularization of such appointments cannot prevail over statutory rules.

3.17.1 However, question of regularization of services of employees may arise in two contingencies. First, if on any available clear vacancies which are of a long duration appointments are made on ad hoc basis or daily-wage basis by a competent authority

and are continued from time to time and if it is found that the incumbents concerned have continued to be employed for a long period of time with or without any artificial breaks, and their services are otherwise required by the institution which employs them, a time may come in the service career of such employees who are continued on ad hoc basis for a given substantial length of time to regularize them so that the employees concerned can give their best by being assured security of tenure. But this would require one precondition that the initial entry of such an employee must be made against an available sanctioned vacancy by following the rules and regulations governing such entry. Second type of situation, where the question of regularization may arise when the initial entry of the employee against an available vacancy is found to have suffered from some flaw in the procedural exercise though the person appointing is competent to effect such initial recruitment and has otherwise followed due procedure for such recruitment.

3.17.2 Govt. of India Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) Office Memorandum No. 49019/1/2006-Estt dated the December, 2006 issued in this regard may be relevant which provides that Constitution bench of the Supreme Court in civil appeal No. 3595- 3612/1999 etc. in the case of Secretary State of Karnataka and Ors. Vs. Uma Devi and others the Supreme Court in para 44 of the aforesaid judgement dated 10.4.2006 has directed that the Union of India, the State Governments and their instrumentalities should take steps to regularize as a one time measure the services of such irregularly appointed, who are duly qualified persons in terms of the statutory recruitment rules for the post and who have worked for ten years or more in duly sanctioned posts but not under cover of orders of courts or tribunals. The Apex Court has clarified that if such appointment itself is in infraction of the rules or if it is in violation of the provisions of the Constitution, illegality cannot be regularized.

3.17.3 Irrespective of the irregularities committed by GSDS in the appointment of the above category of employees the fact remains that these persons have continued to work in the organization for more than ten years or so and some of them have been

appointed against regular vacancy and have been occupying the posts since their appointment in whatever capacity (i.e temporary till further order or contract basis etc) except the post of Research Associate, which is stated to have been created under plan scheme specific to the project. Therefore to avoid any litigations and hardship to these employees the question of regularization of their services may have to be considered by GSDS on merits in the light of the principles settled by courts in their judgment, in consultation with their administrative Ministry concerned.

Before, Samiti initiate action on the above lines, the job descriptions of all new and existing posts will be decided and at least draft recruitment rules for each is formulated.

Srijan Staff

3.18 In view of the fact that most of the activities except production function of Tailoring and Embroidery unit, are either discontinued or there are hardly sufficient number of students to justify viability of engaging full time resource persons. The continued engagement of these persons without justification of work for which they were initially engaged and that too in the absence of specific terms and conditions of their engagement is not desirable either in the interest of Samiti or persons engaged. It is observed that except production and sale of Khadi in Tailoring and Embroidery Unit which may be strengthened with regular staff in prescribed pay grades, there is hardly any need to have full time resource persons on consolidated remuneration for other activities. GSDS may review these activities under programme srijan and resource persons may be engaged only in respect of ongoing activities. They may be paid hourly fixed rates of honorarium or alternatively they may be engaged initially at fixed rate of monthly honorarium, for a fixed period of three/six months/one year depending on the need, which may be further extended from time to time, after review. There need to be specified educational qualification, age limit etc and selection procedure so that equal opportunity is available to all desirable persons of the society.

3.18.1 The Study team assessed that there is need to strengthen and stream line the functioning of Tailoring and Embroidery Unit and make it self sustaining production unit. After discussion with Officers of GSDS the manpower requirement for this unit is assessed as below:

Table 3.3 Assessment of staff for Srijan				
Sl.No	Designation	Pay Band I & GP	No of Posts	Remarks
1	Production Designer	PB I GP 1900	3	One each for male, female and embroidery.
2	Production Assistants	PB I GP 1800	9	Engaged in cutting stitching etc
3	Billing Assistant	PB I GP 1800	1	
4	Sales Persons	PB I GP 1800	5	One each for male, female and book counters, and 2 for Tihar Jail
5	Attendants(sales)	PB I GP 1800	2	Helping Sales counters
7	Attendants (Packaging)	PB I GP 1800	3	Packing outgoing consignments
	Total		23	

Recruitment Rules

3.19 Present recruitment rules have neither been framed / modified in line with the guidelines on the subject issued by Department of Personnel & Training from time to time nor keeping in view of the job description of the posts. Even the provisions of the existing Rules were not followed in some cases. It is observed that many of the designations are not matching with duties & responsibilities and scales of pay. The post and designation are not with standard nomenclature as prevailing in other autonomous

bodies of Government of India or even of Ministry of Culture. The recruitment rules need to be streamlined as per established HR practices, and proposed cadre restructuring.

Recruitment Rules for all the posts recommended in Chapter 4 be prepared in terms of the guidelines issued vide Department of Personnel & Training OM No. AB.14017/13/2013-Estt.(RR) dated 31st March 2015 and notified in consultation with Ministry of Culture in order to maintain uniformity in respect of posts common with other autonomous bodies of the Ministry.

Memorandum of Association and Bye-Laws

3.20 The **Memorandum of Association** being a statutory document relates to constitution of the organization, reflecting its stated name, location, aims and objectives, membership, composition and powers of various committees ,convening of meetings, Audit and Accounts , dissolution etc. and, therefore, it is for the members of the “Samiti” to review and consider any amendments therein.

3.20.1 Bye-Laws: It was informed that the “Samiti”, like other autonomous bodies under the Ministry of Culture, is following Central Government Rules, Regulations and instructions in service and financial matters except to the extent its bye-laws have specific provisions. Therefore, in case of some rules governing service conditions and financial matters even one line of adoption of relevant Central Government Rule may be sufficient. Accordingly, various provisions of the Bye-Laws have been reviewed. The suggested amendments to bye-laws are in two parts: –

- (a) Comparative statement indicating existing provisions and proposed additions / deletions / amendments at ANNEXURE 3.7
- (b) Statement showing draft after incorporating the proposed additions / deletions / amendments at ANNEXURE 3.8.

CHAPTER 4

RE-STRUCTURING, MANPOWER & RECOMMENDATIONS

Restructuring of Manpower

4.1 Keeping in view some of the principles of organization like, hierarchy, division of work, span of control, unity of command, delegation and responsibility & authority, it can be noticed that GSDS has been deprived of a sound structural framework in terms of those principles. It is noticed that, while the powers and position of Chairperson, Vice-Chairperson of the Samiti are well defined, the operational structure of the Samiti under the Director, the Chief Executive Officer, has not evolved, over the years, on the basis of human resource management principles. The way the study team received, during the study. The proposal of posts and related information, it was apparent that the concept and significance of “division of work” is missing. The nomenclature of designation of different posts are not reflecting the duties attached thereto on one hand, while similar set of duties have been given different designations. Every post looks like an isolated single post without any visible hierarchical position. Apparently, rules of selection and recruitment were not observed in most of the appointments over many years in the past. These give impression that posts were filled not in order to carry out the duties and functions attached to them, but were created to provide a job to a needy. Hence, there were cases where, in the absence of posts, persons were appointed without any post / designation in complete disregard of the basic norms of public financial propriety.

4.1.1 In order to set the house in order, at the first place, it is considered imperative to provide the Samiti a proper structural framework to facilitate assessment of required manpower for various units keeping in view the need of inter-dependence between different units on one hand, and effective supervision and unity of command on the other. Accordingly, it is recommended that entire Samiti headed by the Director may be divided into five Divisions headed each by an officer with professional /specialized qualification and experience in respective discipline, reporting to the Director (the

Executive head of the Samiti) as depicted in the proposed Organisation Chart at ANNEXURE 4.1

Formation of Cadres

Dealing Assistants Cadre

4.2 As mentioned above, each Division will be headed by professionally /academically qualified officer, who will function with the support and assistance of junior functionaries under supervision /guidance of the Division head. Amongst these junior functionaries, those who have basic general qualification and are capable to function in any of the Divisions with little guidance and training may be deployed as an Assistant in any Division. These persons should be trained to deal with work pertaining to general to General Administration or Research & Development. All such Assistants will constitute a cadre of Dealing Assistants comprising Sr. Assistant, Assistant and Jr. Assistant in the ratio as 2:3:5. Such generalists cadre, in the pattern of Central Secretariat Service is existing in many of the autonomous organizations under Ministry of Culture and others. In such a cadre a University Graduate/ Senior Secondary/Matriculation pass will enter the Samiti as Jr. Assistant and further higher posts of Assistant and Sr. Assistant will be filled by promotion from next lower grade. Total cadre strength of Assistants comprising Jr. Assistant, Assistant and Sr. Assistant will be placed in a ratio of 5:3:2 respectively. The post of Superintendent may be filled by promotion from Assistant Cadre. In the cadre of assistants, Stenographers Grade D and Grade C, subject to fulfilling educational qualification and experience, can also be inducted by promotion.

Guides' Cadre

4.2.1 One of the primary activities of GSDS in achieving its objectives, is spreading the message of Mahatma Gandhi to the public at large particularly those who visit Samiti's museum and events through different media. In carrying out that activity effectively through Exhibitions and Museums, Guides play an important role. A trained

and informed Guide can interact with the visitors effectively and satisfy the inquisitive children with the knowledge about life and message of Mahatma.

4.2.2 The study team recommends forming a regular cadre of guides in the prescribed pay scale with career progression. The assessed basic (optimum) cadre strength of 44 guides (including 4 leave reserve) may have two grades designated as Guide and Senior Guide in PB I with Grade Pay of Rs.1800 and Rs.1900 in ratio of 2:1 respectively. Therefore, out of these, 44 Guides (GP Rs 1800) will be 30 and Sr. Guides (GP Rs 1900) 14. It seems desirable to have 02 Guide Supervisors to look after arrange the deployment of Guides as well as train them in their task performance. Samiti may maintain a panel of Volunteers (trained guides) who can be engaged on daily /hourly honorarium basis as per need of specific event /ceremony.

4.2.3 Guides may be exposed to regular in-service training to upgrade their professional skills in all aspects of museum management such as visitor management, conservation and handling of objects, design and display including multi-media display and interactive technologies to communicate the museum's vision and narrative to all visitors. Selection procedure of such Guides need to be reviewed.

Assessment of Manpower : Division–Wise

4.3 GSDS suggested a consolidated requirement of manpower (designation-wise) for the entire Samiti this suggested requirement in summarized form along with assessed strength with recommended designations are placed at ANNEXURE 4.2.

4.3.1 The assessment of manpower for each Division /Unit keeping in view the structure, nature of work and work-load, is indicated in following Tables:-

(i) VC's Office and Director's Office: The strength of VC's office and Director's office is maintained status quo as shown Table 4.1:-

Table No. 4.1				
	Grade Pay	Assessed strength		
Vice Chairman's Office				
PS to VC*	4600	1	*Co-terminus with office of VC	
Jr. Assistant*	1900	1		
Attendant*	1800	1		
Director's Office				
Director'	7600	1		
Personal Assistant	4200	1		
Receptionist (Assistant)	2400	1		
Attendant	1800	1		

(ii) Administration and Finance &Accounts

Administration and Finance &Accounts Units are the most important units of any organisation. To ensure financial propriety and discipline and no conflict of interest. Finance & Accounts need to be independent and separate from all other units. Assessed strength and composition of Administration Division and Finance & Account are given in Table 4.2 and 4.3 respectively:-

Table – 4.2				
Administration Division	GP	Assessed Strength		
Administrative Officer	6600	1		
Superintendent	4600	2*	1 each for Estt& Estate Sections	
Sr. Assistant	4200	3		
Assistant	2400	3		
Jr. Assistant	1900	1		
Steno "D"	2400	1		
Jr. Hindi Translator	4200	1		
Staff Car Driver	2400	5		
Jr. Asstt (Security Supervisor	1900	6	2 Campus X 3 Shifts	
Attendant (Office)	1800	3		
Hostel Warden	4200	1	\$Guest House-3, Dormitory-3, Cottage-3 each during day time and one each during night & Auditorium-2	
Attendant (Hostel)	1800	11\$		
Jr. Assistant (Leave Reserve)	1900	3*	*For entire Samiti	
Attendant (Leave Res)	1800	3*		

Table – 4.3			
Finance & Accounts			
	GP	Assessed Strength	
Finance & Accounts Officers	5400	1	New Post
Sr. Assistant*	4200	1	* Must complete Cash & Accounts course at ISTM
Assistant (Cashier)*	2400	2#	
Jr. Assistant	1900	1	# including one as Cashier
Attendant	1800	2	

(iii) Programme & Exhibition

The Exhibition Unit, hitherto part of Research Unit may be placed in Programme Division under supervision of the Programme Officer in order to achieve effective and optimum use of the manpower in both the units. The composition and staff strength of Programme & Exhibition is given below in Table 4.4

Table 4.4			
Programme & Exhibition Division			
	GP	Assessed Strength	
Programme Officer	6600	1	
Sr. Assistant (Programme)	4200	1	
Assistant (Programme)	2400	1	
Steno Grade 'D'	2400	1	
Jr. Assistant (Coordinator)	1900	1	
Curator	4600	1	
Assistant Curator	4200	2	
Guide Supervisor	2800	2	
Sr. Guide	1900	14	
Guide	1800	30	
Sr. Photographer	2400	1	
Jr. Photographer	1900	1	
Sr. Artist	2400	1	
Jr. Artist	1900	1	
Attendant	1800	1	

(iv) Research & Documentation

Present Research Unit, is renamed as Research & Documentation Division befitting the functions and activities of this Division. This is the most important unit in terms of dependence of other units and activities on it. Accordingly, this Division needs

guidance and advice by a senior Researcher in Gandhian life and philosophy. A new post of Senior Research Officer may be created in PB III Grade Pay 6600, and filled by person with relevant knowledge and experience. The Exhibition part has been shifted to Programme Division and Library is placed under this Division, and staff for Library has been recommended as per Department of Personnel & Training norms. The composition and strength of Research & Documentation Unit is given below in Table 4.5

Table 4.5			
Research & Documentation Division			
	GP	Assessed Strength	
Senior Research Officer	6600	1	New post
Research Officer	5400	1	
Sr. Asstt (Research)	4200	1	
Asstt (Research)	2400	1	
Steno 'D'	2400	1	
Jr. Assistant	1900	1	
Editor (Hindi)	4200	1	
Asstt Editor	2800	2	
Attendant	1800	2	
Assistant Library & Info Officer	4600	1	
Lib Info Assistant	4200	1	
Library Clerk	1900	1	
Library Attendant	1800	1	

(v) Information & Communication Technology (ICT)

In order to strength the existing IT Cell a new post of IT and Systems Manager in the Grade Pay of Rs 5400 is recommended and the unit is renamed as Information & Communication Technology Division. The technical staff has been assessed and designated on the basis of norms for IT work prescribed by Department of Personnel & Training. Some of the work relating to general administration may be shifted to Admn (Estt& Housekeeping) Section under Administration after providing requisite training to the Assistants there. The composition of ITC Division is given below in Table 4.6

Table 4.6		
Information & Communication Technology Division		
		Assessed
IT & Sys Manager	5400	1
DEO* Gd D	4200	1
DEO* Gd B	2800	2
DEO* Gd A	2400	2
Attendant	1800	1
* Data Entry Operator		

(vi) Srijan Staff

Staff assessed for SRIJAN PROGRAMME is as given in the table 4.7.

Table 4.7			
Srijan Staff	Gd Pay	Assessed	
Product Designer	1900	3	1 each male, female and embroidery
Production Asstt	1800	9#	
JrAsstt (Billing)	1900	1	
Jr. Asstt (Sales)	1900	5	1 each male, female, books and 2 for Tihar Jail
Attendant (Sales)	1800	2	
Attendant (Packing)	1800	3	
# Additional ProductionAsstt may be engaged, if needed, on job rate basis			

4.3.2 The total number of Sr. Assistant, Assistant and Jr. Assistant in the Assistants cadre, and total number of Attendants assessed are distributed to various Division /Units as under in Table 4.8:

Table 4.8 -Distribution of Assistants and Attendants					
	SrAsstt	Asstt	Jr. Asstt	Attendant	Remarks
VC's Office			1	1	
Dir Office		1		1	
Administration	3	4	7	14	
Fin & Accounts	1	2	1	2	
Programme	1	1	1	3	

Research & Docu	1	1	1	2	
ICT	-	-	-	1	
Srijan	-	-	6	5	
Leave Reserve*	-	-	3	3	*For entire Samiti
Total	6	9	20	32	

4.3.3 All members of staff and officers need to be exposed to periodical in-service training in order to upgrade their skills in all aspects of management of activities of the Samiti in general, and their respective professional skills of their jobs in particular. The persons posted to Finance and Accounts need to be trained in professional course of Cash & Account at ISTM.

4.3.4 Persons in the Assistant cadre viz. Jr Assistant, Assistant and Sr. Assistants may be rotated by deployment to different Divisions /Unit of the Samiti in order to enhance their employability from lower to higher posts on promotion etc. within the Samiti and in turn increase their efficiency. Similarly, all Attendants may also be rotated to different division /units to get the experience of work in other units of Samiti.

Job Description

4.4. The work allocation to an incumbent of a post needs to be as per the job description. However, even in this respect, several anomalies and gaps in the present structure were noticed. The channels of submissions, delegation of financial and administrative powers at various levels are not well defined. There are no prescribed format for job descriptions for various levels of posts leading to overlapping of functions. The sample Job Description of some of the posts in Samiti has been prepared and placed at ANNEXURE- 3.6. Job description for all other posts may be prepared on the similar lines.

Recruitment Rules

4.5 Once the decision on the manpower strength and re-structure of the organisation recommended in paragraphs 4.1 to 4.3 above is taken by the competent authority, it will first be necessary to finalize the Recruitment Rules for all the posts as

per new Pay Band and Grade Pay of each post in consultation with the Ministry of Culture. Job description of each post may be kept in view while preparing draft recruitment rules. Recruitment Rules for all the posts recommended be prepared in terms of the guidelines issued vide Department of Personnel & Training OM No. AB.14017/13/2013-Estt.(RR) dated 31st March 2015 and notified in consultation with Ministry of Culture in order to maintain uniformity in respect of common posts with other autonomous bodies of the Ministry. The model recruitment guidelines for certain common disciplines in Department issued by Department of Personnel & Training should be followed. Few examples are given in the Table 4.9.

Table 4.9 - Example of recruitment rules modifications				
Designation	No of Posts	Grade Pay existing/proposed	Changes recommended	Extent of modification Recommended
1	2	3	4	5
Sr. Research Officer	1	6600	New- post	Promotion of Research officer, failing which by deputation
Finance & Accounts Officer	1	5400	Vacant	Direct Recruitment failing which by deputation from organized Accounts Service /SAS Accountant
Superintendent	2	4600	New post in lieu of the post of Office Supervisor	100% by promotion from the grade of Sr. Assistant with eight year service in the grade on regular basis
Asstt. Library & Information Officer	1	4600	New post by upgradation of the post of Librarian	As per model recruitment guidelines of DoP&T
Other posts in Library	4			-do-
IT & Systems Manager	1	5400	New post	By promotion from the Grade of DEO Grade D failing which by deputation
DEO Gd D	1	4200		As per model Recruitment guideline of DoP&T
DEO Gd B	2	2800		
DEO Gd A	2	2400		
Senior Assistant	6	4200	Cols 1,2 &3 in ANNEXRE 4.2 posts have been Assessed and renamed in cols 4,5&6 thereof	100% by Promotion from Assistant with 5 years since.
Assistant	9	2400	-do-	25% Direct Recruitment and 75% by promotion from the grade of Junior Assistant with 5 Years
Junior Assistant	20	1900	-do-	90% by Direct Recruitment and 10% from MTS possessing prescribed qualification for Jr. Assistant
PS/Steno Grade I	1	4600		100% by promotion from Steno Gd C
Steno Gd C	1	4200		Promotion from Gd D

4.5.1 In addition to the above modifications, it is advisable to review the rules for all the posts included in this cadre review and consolidated Recruitment Rules may be notified. While amending the Recruitment Rules, it may be ensured that the composition of Departmental Promotion Committee is incorporated as per the policy guidelines issued by Department of Personnel & Training.

Implementation of Recommendations

4.6 Implementation of the suggested restructuring of Samiti is subject to certain reforms and preparatory action as summarized below:

- i) Restructuring of Organisation into distinct Divisions by renaming /re-designation of certain levels /posts
- ii) Amendment to relevant provisions of the Recruitment Rules consequent on acceptance of suggested changes
- iii) Review and rationalize delegation of administrative and financial powers
- iv) Strict adherence to job description of the post while allocation of work
- v) Framing of training plan ensuring regular training to all employees periodically
- vi) Policy of effective and compulsory inter-division transfer on promotion.
- vii) Job oriented scientific performance management system.

No. F.10-40/2013-14/GSDS/1027
New Delhi dated the 28 January, 2015

Shri Umesh Kumar,
Director, ISTM,
Government of India
Department of Personnel & Training,
Administrative Block, JNU Campus,
(Old), Olof Palme Marg,
New Delhi-110067

**Subject: Review of Memorandum of Association and Rules & Regulations,
Recruitment Rules, Bye-laws, Service Rules etc. in GSDS.**

Respected Sir,

I would like to inform you that GSDS was set up by the Govt. in 1984 by the merger of two erstwhile organisations viz. Gandhi Smriti Samiti at 5 Tees January, Marg, and Gandhi Darshan Samiti at Rajghat, New Delhi to propagate Gandhian Ideals among various segments of society. In the beginning the work in GSDS was mainly offering guidance to the visitors and upkeep of museum and pavilions. Over the years it has evolved and become multi-faceted. It has thus become imperative to review staff strength viz.-a-viz. Recruitment Rules of various posts and "Power, authority and function of administrative functionaries of GSDS". Review of old Recruitment Rules also becomes necessary to ensure that the educational qualification and experience prescribed for appointment to the post match with duties and responsibilities of the post in order to bring conformity with the change in position.

The matter relating to review of Recruitment Rules of various posts etc. was placed before the Executive Committee in its meeting held on 26.09.2014. In fact, EC members observed that ISTM be approached to get a comprehensive study conducted that not only covers these aspects but goes further and review the Memorandum of Association and Rules and Regulations and service rules and hence this letter to you.

With best regards,

Yours faithfully,





फासं. / FILE NO: No.A-33018/22/2015-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26185312; टेलीफैक्स / FAX - 011-26104183

New Delhi, the 31st March 2016

OFFICE MEMORANDUM

Subject: Consultancy project for Gandhi Smriti and Darshan Samity (Ministry of Culture) for Recruitment Rules and Bye-Laws- regarding.

The undersigned is directed to say that ISTM has taken up a project for reviewing of Memorandum of Association and Rules & Regulations, Recruitment Rules, Bye-Laws, Service Rules etc., in Gandhi Smriti and Darshan Samity (Ministry of Culture). The Project Work is to be done with the help of a Project Team.

2. The Project Team, as mentioned above, is constituted with the following Members:

ISTM Faculty: Shri K. Govindarajulu, Joint Director, ISTM
Shri Chandan Mukherjee, Deputy Director, ISTM
Shri Rajeev Kumar Kundi, Deputy Director, ISTM

External Advisors: Dr. A N Chakravarty, Joint Director (retd), ISTM
Shri L.S. Negi, Deputy Director (retd.), ISTM
Shri Yeshwant Singh, Deputy Director (retd.), ISTM

3. The Project Team will work under the overall supervision of the Director, ISTM. The Team is expected to complete all activities and submit its final report by the end of May, 2016 to the Director, ISTM. Terms and conditions for External Advisors are given in the Annexure.

4. This issues with the approval of Director.

Encl. Annexure.


(Chandan Mukherjee)
Deputy Director
Tel. 26185312

To:
1. External Advisors as indicated above
2. JD(KGR)/DD(RKK)
3. PS to Director, ISTM for information

(Annexure to ISTM OM No No. **A-33018/22/2015-ISTM** dated 31/03/2016)

Terms and Conditions for the External Domain Experts

1. The Consultancy Team will devise their own procedure in carrying out their task
2. The External Domain Experts will work as Expert Advisors to the study team in achieving the objectives of the study project till the submission of the final report.
3. They will participate in the team meetings at ISTM as well as during discussion with the client organisations at its Headquarters and other offices outside Delhi, if required.
4. Provide guidance in preparation of the work plan and questionnaire for data collection.
5. Participate in conducting interviews with selected sample groups and analysis of collected data.
6. Provide guidance and advice, and facilitate preparation of the Report on TNA and training modules for the client organisation.
7. Facilitate preparation of the final report on the study project and presentation and discussion with the client organisation.
8. Any other work related to study assigned by the Director, ISTM
9. Each External Expert will be paid by ISTM a lump sum Consultancy Fee of Rs 75,000/- (rupees Seventy-fivethousands only) for the entire work. They will also be reimbursed local travel expenses at the rate of Rs. 5,000 (rupees five thousands only) per month (maximum up to four months) during the course of the study and submission of study report. Usual deductions on account of Income Tax will apply.



No. F. 10-40/2013-14/GSDS/393
GANDHI SMRITI AND DARSHAN SAMITI
GOVT. OF INDIA,
MINISTRY OF CULTURE

Gandhi Darshan, Rajghat,
New Delhi, dated the 7th December, 2015

PROJECT DIRECTIVE

Subject: Review of Memorandum of Association and Rules and Regulations, Recruitment Rules, Bye-Laws, Service Rules, etc., in Gandhi Smriti and Darshan Samiti, Delhi.

1. PREAMBLE

1.1 The Gandhi Smriti and Darshan Samity, Delhi, (GSDS) was formed in September 1984 by the merger of *Gandhi Darshan* at Rajghat and *Gandhi Smriti*, at 5, Tees January Marg as an autonomous body, and is functioning under the constructive advice and financial support from the Ministry of Culture, Government of India. The Prime Minister of India is its Chairperson and it has a nominated body of senior Gandhians and representatives of various government departments to guide it in its activities. The basic aim and objective of the Samiti is to propagate the life, mission and thought of Mahatma Gandhi through various socio-educational and cultural programmes.

1.2 A Memorandum of Association was registered at the time of its inception in 1984. The GSDS also have drafted their own Recruitment Rules for various posts and created Bye-Laws for Office Management, Personnel Management and other Service related issues. However, it has been felt by the GSDS that those rules are required to be updated and amended, keeping in view the modifications in rules and regulations in similar organisations. It was also felt that there was no laid down work norm as per the designation/ grade of the post, nor there were acceptable cadre structure providing consistent recruitment / promotional avenues for all grades of employees, resulting to dissatisfaction and lack of motivation among the lower and middle level officers, in the organisation. Accordingly, with a view to do away with the apparent imbalances in number of posts in each grade, and deal with many other aberrations in the whole

personnel and financial management system, it has been decided to have problem studied by a professional team of management consultants, and to assign the task to the Institute of Secretariat Training & Management (ISTM), Government of India, New Delhi.

1.3 The Team deputed by ISTM will commence its work with collection of basic data from December, 2015 and will undertake visits in GSDS with a view to study the system of work process and manpower utilization in this organisation.

2. SCOPE OF THE STUDY

The task will involve all or many of the following activities during the course of the study

- a. Evolving work –norms, discipline, grade and designation wise
- b. Review the work-load.
- c. Prepare Job Description and Job specification for each grade /post
- d. Manpower assessment (grade wise) at various levels based on the work load norms.
- e. Re-structuring of the organisation based on work load norms and Manpower assessment.
- f. Review of existing Bye-Laws, Service rules, Rules & regulations and Memorandum of Association.
- g. Review the existing Recruitment Rules and suggesting modifications in existing Recruitment Rules, if any.

3. COMPOSITION OF THE TEAM

On behalf of ISTM, the key persons of the team will be Shri K.Govindarajulu, Joint Director and Shri Chandan Mukherjee, Deputy Director and faculty experts of ISTM and Dr. A.N. Chakravarty and Shri Yashwant Singh, as External Experts. Shri Chandan Mukherjee, Deputy Director will be the Nodal Officer in respect of ISTM for this Study.

4. LIAISON AND ADMINISTRATION

Md. S.A. Jamal, Administrative Officer of GSDS would be the Nodal Officer for the team during its study and will provide necessary administrative support to the team

5. REPORTING

The Team will discuss its tentative findings with the undersigned and submit final report by the end of February, 2016.

A handwritten signature in blue ink, appearing to read 'D. Gan', with the date '07/12/2015' written below it.

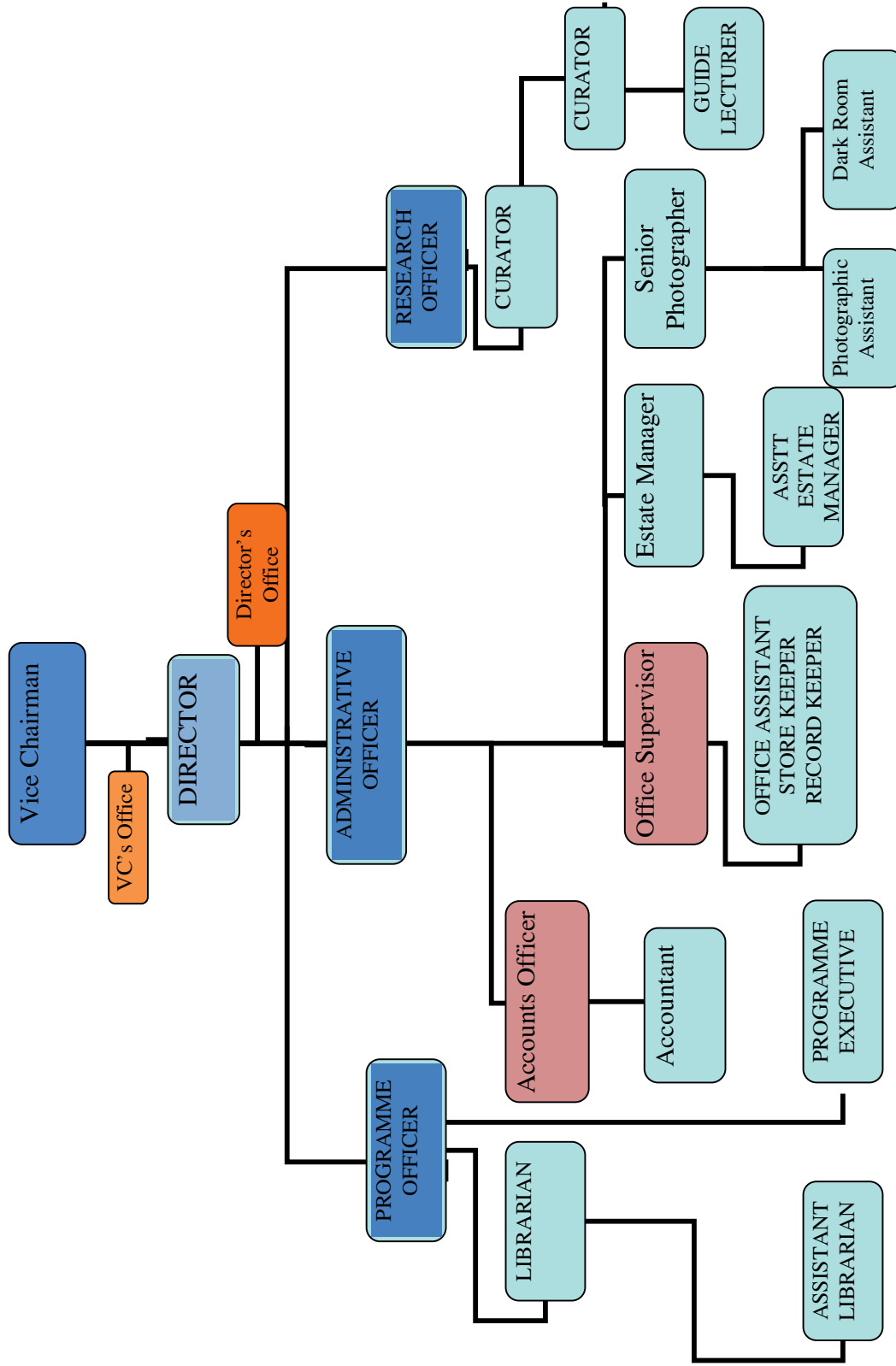
Director

Gandhi Darshan and Darshan Samiti

Distribution:

1. ISTM, New Delhi (Shri Chandan Mukherjee, Deputy Director)
2. ISTM, New Delhi (Shri K.Govindarajulu, Joint Director)
3. All officers and staff in Gandhi Darshan and Darshan Samiti.

ORGANISATION CHART (EXISTING) OF GANDHI SMRITI ANDARSAN SAMITI



ANNEXURE-3.2

RECOMMENDED GSDS STAFF STRENGTH BY ISTM WORK STUDY TEAM

Sl. No	Designation/Pay Band +Grade Pay(Rs)	Sanctioned Strength	In Position	Vacant	Recommendation (+) Creation/(-) Abolition	Total Strength fixed
1	Director PB III + 7600	1	1	0		1
2	Administrative Officer PB III+6600	1	1	0		1
3	Programme Officer PB III+6600	1	1(on Contract)	0	Appointment be made on Regular Basis	1
4	Research Officer PB III+5400	1	1	0		1
5	Accounts Officer PB II+4200	1	0	1	May be filled up at the earliest	1
6	PA to Director PB II+4200	1	0	1	May be filled up at the earliest	1
7	Curator PB II+4600	1	0	1	May be filled up at the earliest	1
8	Artist PB II+4200	1	0	1	May be Abolished	0
9	Office Supervisor PB II+4200	1	1	0		1
10	Estate Manager PB II+4200	1	0	1	Be filled up on regular basis	1
11	Librarian PB II+4200	1	1	0		1
12	Store Keeper PB I+2800	1	0	1	Be filled up on regular basis	1
13	Photographer PB I+2800	1	0	1	Be filled on regular basis	1
14	PA Administrative Officer PB II+4200	1	0	1	Be filled up on regular basis	1
15	Guide Lecturer	3	2 (filled by	1	1 post be filled	3

	PB I +2800		Technical Assistants after re-designation		up on regular basis	
16	Accountant PB I +2800	1	0	1	Be filled up on regular basis	1
17	Asstt. Estate Manager PB I +2800	1	0	1	1 additional post be created and posts be filled up on regular basis Plus	2
18	Hindi Assistant PB I+1900	1	1	0		1
19	Programme Executive PB I+2800	2	2	0		2
20	Coordinator PB I+2800	4	0	4	Be filled up at the earliest-2 Be Abolished-2	2
21	Assistant Editor PB I+2400	1	0	1	Be Abolished	0
22	Stenographer PB I+2400	3	2	1	Vacant post be filled up on regular basis	3
23	Office Assistant PB I+2400	1	1	0		1
24	Accounts Assistant cum Cashier PB I+2400	1	1	0		1
25	Assistant Store Keeper PB I+2400	1	1	0		1
26	Guide PB I+1900	13	8 (1 working as Asstt Estate Manager)	5	Vacant posts be filled up on regular basis	13
27	Driver PBI+1900	4	4	0		4
28	Electrician PBI+1900	1	0	1	Be filled up on regular basis	1
29	LDC/Typist PBI+1900	3	3	0		3

30	Receptionist PBI+2400	1	0	1	Be filled up on regular basis	1
31	Project Operator PBI+1900	1	0	1	Be filled up on regular basis after revision of qualification	1
32	Assistant Cashier PBI+1900	1	1	0		1
33	Photographic Assistant PBI+2400	1	0	1	Be filled up on regular basis after revision of qualification	1
34	Assistant Librarian PBI+1900	1	1	0		1
35	Library Assistant PBI+1900	2	2	0	Be Re- designated as LDC	2
36	Dark Room Assistant PBI+1900	1	0	1	Be Abolished	0
37	Carpenter PBI+1900	1	0	1	Be Abolished	0
38	Mason PBI+1900	1	1	0	Be Abolished after retirement of the incumbent	0
39	Record Keeper PBI+1800	1	1	0		1
40	Attendant PB I+1800	3	0	3	Be filled up on regular basis	3
41	Jamadar PB I+1800	1	1	0		1
42	Head Security Guard PB I+1800	3	0	3	Be Abolished	0
43	Peon* PB I+1800	1	0	1	Be filled up on regular basis	1
44	Security *Guards(Re-deg as Peon) PB I+1800	1	1	0		1
45	Attendant PB I+1800	1	1	0		1

46	Attendant/Sales Assistants PB I+1800	12	12	0	5 filled on DW basis be filled on regular basis	12
47	Helper to Mason PB I+1800	1	1	0	Be Abolished after retirement of the incumbent	0
48	Helper to Electrician PB I+1800	1	1	0		1
49	Helper to Carpenter PB I+1800	1	1	0	Be Abolished	0
50	Farash	1	1	0		1
51	Security Guard PB I+1800	28*	9*	19	Vacant posts be abolished immediately and filled up after retirement of the incumbents	0
52	Mali PB I+1800	2	1	1	Vacant post be filled up	2
53	SafaiSewak PB I+1800	16	16#	0	6 outsourced posts be abolished immediately and other after retirement of the incumbents	0
	Upper Division Clerks PB I GP 2400	0	0	0	Creation of 3 new posts	3
	Hostel Warden PB I GP 2400	0	0	0	Creation of 1 new post	1
	Attendants /Peon (MTS)	0	0	0	Creation of 4 new post in addition to existing 9 posts of attendants /jamadar/peon	4
	Security Supervisor	0	0	0	Creation of 2 new post	2
	Total	137	82	55		92
	Sr.Volunteers-!2 (Fixed Rs 8500/-)	Not specified	36		Not on regular strength. The number of volunteers to be decided as per requirement on temporary basis	

	Volunteers - 24(Fixed 7200)			depending on the duration of the occasions.
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Note:

*1. As per details given In Chapter 3 Analysis of Data the number of post is 28 (sl. No. 92 to 119) and number of incumbents is 9 whereas in the summary in Chapter 4 at sl No 51 it indicated as 29 and 8 respectively. The figures in Chapter 3 have been adopted according to which the total sanctioned strength is 137.

2. As per details given In Chapter 3 Analysis of Data out of 16 posts 10 (sl NO 123-132) are filled by regular incumbents whereas in the summary in Chapter 4 at Sl.No 53 the figure is shown as 9 . The figures in Chapter 3 have been adopted according to which the total sanctioned strength is 137.

WORK STUDY TEAM'S RECOMMENDATIONS FOR REGULARIZATION, ABOLITION, CREATION AND RE-DESIGNATION OF POSTS

A. Regularisation of posts:

1. **Programme Officer:** The job of Programme Officer is of regular nature . Therefore, recommended for regularization of appointment.
2. **Electrician :** Although CPWD is responsible for electrical works the post is required to meet the exigencies in case breakdowns as CPWD takes its own time after lodging complaints.
3. **Project Operator and Photographic Assistant :** There is no projector to be operated due to technological developments. Old process of photography is also not prevalent. Qualification prescribed in the existing RRs is not suitable to meet the present day requirement in view of changed technology. RRs may be revised accordingly before filling the posts.

B. Abolition:

1. **Artist :** GS and DS basically being art galleries exhibits are mostly photographs and paintings which hardly require artist. The curator with the assistance of photographer may look after preservation of photographs and paintings.
2. **Coordinator:** Only two posts are required for coordination work i.e. one for each of the two campuses.
3. **Assistant Editor:** No editing work.

4. **Dark Room Assistant:** Post has become redundant in view of technological advancement which does not required dark room.
5. **Carpenter and helper to Carpenter:** Posts not required as this work is carried out by CPWD.
6. **Mason and helper to Mason :** Posts are superfluous as the work is done by CPWD and there is exigency in this type of work.
7. **Head Security Guards and Security Guards :** Since the security job has been outsourced vacant posts be abolished immediately and filled up posts after retirement of the incumbents.
8. **SafaiSewak :** Since work has been outsourced vacant posts be abolished immediately and filled up posts after retirement of the incumbents

C. Creation:

1. **Asstt. Estate Manager:** Instead of one supervisory post in this grade to supervise maintenance and cleanliness at both the campuses there may be one in each of the two campuses for proper maintenance.
2. **Upper Division Clerks :** To cope up with increased work load in Accounts, Research and Administration units and also to provide promotional avenues to LDCs one post in each of these units be created in GP Rs 2400/-
3. **Hostel Warden:** Since a number of guests stay in the hostel during various occasion one post of Hostel warden in Grade Pay Rs.2400/- is required to supervise the hostel/dormitory.
4. **MTS:** Based on the work load activities of various units the requirement is 13 MTS [Exhibition -2, International Hostel-2, other seven Units-7 (one each),Director Office -1 and Office of Administrative officer-1] against the available 9 posts of attendants/peon.

D. Redesignation:

1. **Library Assistant:** The being performed is of clerical nature.

Volunteers: There are no posts of Volunteers. They are employed for guidance and security of electronics gadgets installed in the multimedia exhibitions at Gandhi Smriti. There are guidelines regarding mode of recruitment, qualifications, number of vacancies viz-a-viz actual requirement. They are employed in different batches on fixed stipend, revised from time to time, purely on temporary basis.It was felt that the number of employed is much more that

the actual requirement. No volunteer be engaged any vacancy that arise in future as the duties and responsibilities of volunteers can be performed by the Guides

ANNEXURE-3.3

DETAILS OF OFFICERS/STAFF ON REGULAR BASIS, “TILL FURTHER ORDER” AND CONTRACT

SI No	Designation/GP	Sanctioned (September 2011)	Filled (Regular appointees)	Filled up (Till Further Order Appointees)	Contract Staff (Present Consolidated Wage)	Total posts filled Col.4,5 &6	Abolished
1	2	3	4	5	6	7	8
1	Director PB III + 7600	1	1			1	
2	Administrative Officer PB III+6600	1	1			1	
3	Programme Officer PB III+6600	1	1			1	
4	Research Officer PB III+5400	1	1			1	
	Research Associate PB III+5400			1		1	
	Technical Associate PB II +GP2800			2@		2	
5	Accounts Officer PB II+4200	1					
6	PA to Director PB II+4200	1					
7	Curator PB II+4600	1					
8	Artist PB II+4200	1					
9	Office Supervisor PB II+4200	1					
10	Estate Manager PB II+4200	1					
11	Librarian PB II+4200	1	1			1	
12	Store Keeper	1					

	PB I+2800						
13	Photographer PB I+2800	1					
1	2	3	4	5	6	7	8
14	PA Administrative Officer PB II+4200	1					
15	Guide Lecturer PB I +2800	3@					
16	Accountant PB I +2800	1					
17	Asstt. Estate Manager PB I +2800	1					
18	Hindi Assistant PB I+1900	1					
19	Programme Executive PB I+2800	2	1			1	
20	Coordinator PB I+2800	4					2
21	Assistant Editor PB I+2400	1					
22	Stenographer PB I+2400	3	1 (Urdu)			1	
23	Office Assistant PB I+2400	1	1			1	
24	Accounts Assistant cum Cashier PB I+2400	1					
25	Assistant Store Keeper PB I+2400	1					
26	Guide PB I+1900	13	2	2		4	2
	Asstt Manager (Electrician) No Designation PB I+1900			1		1	
	Without Designation PB I+1900			1		1	
	Cutting and Tailoring Instructor PB I+1900			1		1	
27	Driver	4	3	1		4	

	PBI+1900						
1	2	3	4	5	6	7	8
28	Electrician PBI+1900	1					
29	Without Designation PB I+1900			4		4	
30	LDC/Typist/Salesm an PBI+1900	3	3	2 (1Hindi)		5	
31	Receptionist PBI+2400	1	1			1	
32	Project Operator PBI+1900	1					
33	Assistant Cashier PBI+1900	1					
34	Photographic Assistant PBI+2400	1					
35	Assistant Librarian PBI+1900	1	1			1	
36	Library Assistant PBI+1900	2					
37	Dark Room Assistant PBI+1900	1					1
38	Carpenter PBI+1900	1					
39	Mason PBI+1900	1	1			1 (Rs.13949)	2
40	Record Keeper PBI+1900	1					
41	Attendant PB I+1800	3	5 (including 1 Sales Assistants	2 (includin g 1 attendan t-cum- driver)		7	
42	Jamadar PB I+1800	1					
43	Head Security Guard PB I+1800	3					2
44	Peon	1					

	PB I+1800						
1	2	3	4	5	6	7	8
45	Security Guard (Re-deg. As Peon)* PB I+1800	1					
46	Attendant PB I+1800	1					

1	2	3	4	5	6	7	8
46	Attendant/Sales Assistants PB I+1800 (i)No Designation (ii)Attendant cum Driver Attendant	12					1 Sr Attendant
47	Helper to Mason PB I+1800	1	1			1	
48	Helper to Electrician PB I+1800	1					
49	Helper to Carpenter PB I+1800	1	1			1	
50	Farash	1					
51	Security Guard PB I+1800	28	3			3	
52	Mali PB I+1800	2		1		1	
53	SafaiSewak PB I+1800	16	6	1	5 (Rs 12481)	12	
	Labourer				1 (Rs 12481)	1	
	Weaver						
	Vehicle Cleaner/ Helper				1(Rs.13774 Initially engaged against)	1	
	No Designation				1(Rs.13774 Initially engaged against no designated post	1	
	TOTAL	137	35	19	9	63	8

1. @ Adjusted against vacant post of Guide Lecturer (2).

ANNEXURE-3.4

DETAILS OF SRIJAN STAFF (RESOURCE PERSONS)

S. No.	Name	Date of Birth (as in Class X Certificate)	Educational / Technical Qualification	Duty Place	Remarks
1.	Smt. KanakKumari	12-04-1974	B.A/ Web Designing, Information Technology	Computer Section, Gandhi DarshanRajghat.	Engaged as Computer Teacher for Srijan from 1 st October, 2002 on an honorarium of Rs. 5000/- subsequently raised to Rs. 6500/- and presently drawing Rs. 14316/-..
2.	Sh. Laiq Ahmad	12-03-1971	Embroidery and Designing	Srijan , Gandhi Smriti.	Engaged as Resource Person, Embroidery for Srijan from 1 st October, 2002 on a honorarium of Rs. 4000/- subsequently raised to Rs. 7800/- and presently drawing Rs. 17077/- as on date.
3.	Mr. Dinesh Kumar	20-10-1964	B.A/ Yoga, Computer	Store , Gandhi Darshan , Rajghat	Engaged for imparting training at Srijan in Yoga. He is a graduate and has done Diploma in Yoga and Naturopathy. He was appointed as Yoga Teacher on contract basis for a period of three months w.e.f. 01.07.2005 on a consolidated salary of Rs. 3000/- per month. Thereafter, term of his contract was increased after every six months. The last time his contract was extended w.e.f. 1 st January, 2015 for a period of six months which has expired on 30 th June, 2015. At present he is drawing Rs.12646/- per month consolidated.and posted in Stores and assisting Store-Incharge at Gandhi Darshan, Rajghat. As per record his date of birth is 20.12.1973. There is no regular post of such designation in GSDS.

4.	Mrs.Sushma Rani Gupta	11-10-1964	10 th Class	Khadi shop	Engaged in Khadi Sale Counter from 5 th October, 2005 on a honorarium of Rs. 5850/- in Srijan and drawing Rs.13949/- at present.
5.	Mrs. Madhu	29-01-1975	B.A./Cutting & Tailoring	Srijan	Engaged for Cutting & Tailoring Section from 1 st June, 2006 on a honorarium of Rs. 4550/- in Srijan and drawing Rs.10837/- at present.
6.	Mrs. Rashida	23-11-1967	9 th /Cutting & Tailoring	Srijan	-do-
7.	Mrs. Meera	27-09-1975	8 th /Cutting & Tailoring	Srijan	-do-
8.	Mrs. SoniRai			Gandhi Smriti Museum	
9.	Mrs. VarshaRai	05-02-1988	12 th Class B.A. (Pursuing and)/ DEIT,	Dispatch	She used to learn Cutting & Tailoring in Srijan. Engaged as a daily wagger on 01.05.2007 (now consolidated. Presently drawing Rs.11012/-.
10.	Mrs. BabitaJha	05-02-1988	10 th Class/Cutting & Tailoring	Srijan Khadi shop	-do-
11.	Mrs. Shakuntla	05-01-1985	12 th Class/ Cutting & Tailoring, Basic computer	Gandhi SmritiMusum	She used to learn Cutting & Tailoring in Srijan Centre. Engaged on 01.05.2007 on consolidated amount of Rs. 1500/- from 1 st September, 2008 as daily wage worker (now consolidated) in Srijan. Presently drawing Rs. 11012/- .
12.	Mrs. ShashiPrabha	10-05-1984	12 th Class, B.A. Pursing / Embroidery	Exhibition	Engaged as a Daily wagger on 01.05.2007 (now consolidated) to assist to Embroidery section on 01.07.2007 for a period of three months. Presently drawing Rs. 11012/-.

13.	Ms. Renu	08-05-1990	10 th Class Pursuing/Pottery and Ceramics, Cutting & Tailoring , Embroidery	Book Sale Gandhi Darshan	Engaged to assist in the Pottery section on 01.01.2008 for a period of six months on a consolidated amount of Rs. 1500/- p.m. Then on 1 st April, 2008 she was placed under daily wage category (now consolidated). Presently drawing Rs. 11012/- as on date.
14.	Ms. Namrata Mishra	30-11-1986	B.A./Pottery and Ceramics, Account Assistant Course, Basic Computer	Book Sale Gandhi Darshan	-do-
15.	Mr. ManojPaswan	1980		Gandhi Smriti	Engaged as a Daily wager on 01.05.2007 (now consolidated) to imparting training in pottery section. Presently drawing Rs. 11012/- as on date.
16.	Mr. Ram Prasad	1969		Gandhi Smriti	Engaged in the weaving section w.e.f. 10.04.2008 on a consolidated amount of Rs. 4500/- p.m. subsequently raised to Rs. 5900/- and drawing Rs. 9031/- at present. Incidentally, Shri Ram Prasad has become incapacitated as he has become very short sighted.
17.	Mr. Satish Kumar	02-04-1988	10 th Class, NIOS	Gandhi Smriti	Engaged w.e.f. 10.04.2008 for the maintenance of Book Sale Counter on a consolidated amount of Rs. 4500/- p.m. subsequently raised to Rs. 5900/- and presently drawing Rs. 10837/-.. He has been put in Book Sale Counter at Gandhi Smriti as Attendant.

SRIJAN STAFF (WORKING TWO DAYS IN A WEEK FOR ONE HOUR)

S. No.	Name	Date of Birth (as in Class X Certificate)	Educational / Technical Qualification	Duty Place	Remarks
1.	Shri Swanpan Kumar Sarkar	Master of Fine Arts	22-01-1966	Srijan, Gandhi Darshan	Engaged as Resource Person, Mime Instructor for Srijan from 1 st October, 2002 on a honorarium of Rs. 4000/- subsequently raised to Rs. 6500/ and-. Presently drawing Rs. 10374.00. At present there is no student in Mime Class.
2.	Mrs.UrmilWadhera		Music Teacher	Srijan, Gandhi Darshan	Engaged as Resource Person (Music Teacher) for Srijan from 1 st October, 2002 on a honorarium of Rs. 4000/- subsequently raised to Rs. 5200/- and presently drawing Rs. 9544/-.
3.	Mrs. ManjuAgarwal		Resource Person (Janswastha)	Srijan, Gandhi Darshan	Engaged as Resource Person, Community Health in Srijan on a honorarium of Rs. 3000/- subsequently raised to Rs. 3900/- and presently drawing Rs. 7166/- as on date. She goes to Tihar Jail and provides treatment in Naturopathy to inmates.

SRIJAN STAFF (WORKING HALF DAY DAILY)

S. No.	Name	Date of Birth (as in Class X Certificate)	Education al / Technical Qualificati on	Duty Place	Remarks
1.	Md. Ikram	25-11-1978	10 th Class/Cutti ng and Tailoring	Srijan, Gandhi Smriti	Engaged for imparting training in gents wear in Srijan from 1 st May, 2007 on a honorarium Rs. 4500/- p.m. till further subsequently raised to Rs. 5900/- and presently drawing Rs. 10837/- .
2.	Mrs. Inderawati Devi	06-04-1973	5 th /Cutting & Tailoring	Srijan, Gandhi Smriti	Engaged for turpai work in Srijan on 1 st September,2008 on a honorarium Rs. 1500/- p.m. for half day subsequently raised to Rs. 2000/- and presently drawing Rs. 3671 .
3.	Mrs. TarunKaur	21-09-1974	12 th /Cutting & Tailoring, Computer, NTT	Srijan, Gandhi Smriti	-do-

As per record available regarding persons engaged in Srijan is a note dated 1/11/2002 from the former Director which indicates that these persons have been put in the Children's Corner w.e.f. October, 2002 as Resource Persons for imparting training to Children in various fields in Srijan 'until further orders'. As mentioned by the former Director they would be continued 'till further order'. It is understood that all the persons who have been working in Srijan were engaged on the instructions of the former Director. No record on the terms and conditions in respect of their nature of employment, duration, salary, qualification, experience etc. was ever maintained.

ANNEXURE-3.5

REQUIREMENT OF MANPOWER FOR GANDHI SMRITI AND DARSHAN SAMITI

Gandhi Smriti: - It is situated at 5, Tees January Marg, New Delhi. This is the place where Gandhiji lived last 144 days of his life and on 30th January 1948 at 5.17 p.m. he has assassinated here. At the place of his assassination a martyr's column has been erected. Earlier this place was known as Birla House but in the year 1969 the Government of India purchased this property through a sale deed to create an international museum for father of Nation. The Gandhi Smriti is very important international museum in New Delhi, where the Hon'ble President, Hon'ble Vice-President, Hon'ble Prime Minister, Hon'ble Ministers along with ambassadors, high commissioners and other dignitaries lead the nation to pay homage to father of nation on 2nd October and 30th January every year.

The visiting foreign dignitaries regularly come to this museum to pay their homage to Mahatma Gandhi. In recent years Prince Williams, his wife Catherine Middleton, Mr.Nicolas Sarkozy, Mr. Joe Biden, Vice-President USA, many other dignitaries have visited the museum and appreciated it's management and exhibits. The museum consist photo gallery based on the life and message of Mahatma Gandhi at ground floor. A beautiful multimedia gallery with active collaboration of Aditya Birla Group at First floor. A pergola exhibiting the important events of Mahatma Gandhi's life. Martyr's column where Bapu was assassinated apart from Gandhiana book sale counter and Srijan Show room. The whole museum is situated in approx. 5 Acres of land. The management of museum and other places require good number of manpower. Keeping in view it's nature, importance and visitor's profile requirements are as follows: -

- a) **Reception** : A receptionist is required at gate no.2 reception counter to guide the tourists as well as to create a data bank of visitors.

- b) **Guides** : The ground floor of museum consisting photo gallery of life and message of Gandhiji consists of 06 wings and the room where Gandhiji lived his last 144 days of life and his mortal remains are preserved. To manage these 07 sections at least 14 Guides are required. Till date these galleries are maintained by Volunteers who has mostly been selected from orphanage and deprived section of society. They have acquired knowledge of Guides by working here since 2005. Most of them are perusing courses of guide or tourism management from different universities.

The upper floor of museum consists of multimedia gallery and it is divided into 11 wings. The multimedia sections are very much attractive and it requires at least 22 Guides to manage the tourists in most effective way. There is a pergola in museum which is 100 feet long photo exhibition based on different mile stone of life of Gandhiji. Presently the exhibition is based on theme of Mohan to Mahatma (Gandhiji early life to Champaran Satyagraha) to commemorate the 100 years of Champaran Satyagraha. This section required at least 02 Guides at both end to explain the visitors about the exhibits one guide is required at Martyr's Column to explain the sequence of assassination and one more guide is required at/near prayer spot which consist beautiful mural picture in Rajasthani style showing the whole life of Bapu.

As a whole total 40 Guides are required to manage the visitors both national and international. 10% of total guide strength is also required to meet contingencies arising out of absentee of volunteers and to manage the peak hours of visitors on Saturday and Sunday when the schools plan to take their students to museum apart from this one assistant Curator, one Curator will be required. The Curator will also assist the research and photo division. The footfall in museum in last twelve months is as follows : -

S.No.	Month	Total Visitors
1.	January 2016	50,653
2.	February 2016	55,880

3.	March 2016	45,980
4.	April 2016	49678
5.	May 2016	58152
6.	June 2016	51959
7.	July 2016	50598
8.	August 2016	55232
9.	September 2016	59431
10.	October 2016	58650
11.	November 2016	51085
12.	December 2016	59903
	Annual No. of visitors	647,201

This footfall of visitors is self-explanatory and shows the interest of people globally in Gandhiji.

Srijan Sale Counter : Gandhi Smriti has a huge Srijan Sale counter spread in about 2500 sq.ft of area. The articles sold here are *Khadi* dress materials for men & women, pottery items, woodworks, *Madhubani* paintings, leather works, handicrafts by recycling newspapers and other wastes. These all items are produced by GSDS either by itself or through it's projects with marginalised section of society living in *jhuggi* in Delhi or other parts of country. The whole idea is based on one of the constructive works of Gandhiji which is *Nai Taleem*. Through this activity the capacity of marginalised section of society is build up and enhanced and they are linked with income generation. The money coming from sale of these items goes to the producer group account through implementing agency. To manage this big show room the following staffs are needed:-

- a) Bill assistant : 01
- b) Salesman/saleswomen : 02
- c) Sales Attendant : 02
- d) Security Staff : 01

Book Sale Counter: The museum since it's inception is selling Gandhiana books from it's Sale Counter to propagate the life and message of Gandhi. The books are from GSDS publication, Navjeevan publication, Sarva Sewa Sangh publication etc. (all Gandhian publications). The visitors show deep interest in books and purchase books from this stall. To manage this stall a salesman is required.

Library : Gandhi Smriti has a very good reference library in the main building which consists of 2000 reference national and international books. The visitors use the library to understand the philosophy of Gandhiji. Mainly this library is used by scholars, researchers etc. To manage this important library one assistant librarian and one library assistant is required. The whole premises consists of other rooms consisting the office of Vice-chairman, office of Director and office of Administrative Officer apart from a small directors' secretariat to manage the affairs of the museum.

The buildings are maintained by CPWD civil, electrical and horticulture wings along with outsourced *mali*, security guards, cleaning staffs are on daily wages to manage the 20 washrooms spreads in two buildings.

Gandhi Darshan: The Gandhi Darshan is situated in 36 Acres of land at Rajghat, New Delhi. This was established in 1969 to commemorate the 100th birth anniversary of Gandhiji. The centre is established to propagate life message and philosophy of Gandhiji throughout the world. This is activity centre of GSDS which organises different programmes with school children, youth, women and different section of society on different thematic issues.

Museums : The Campus consist of two museums. 1st is 'My Life Is My Message' (Pavilion no.1). It consist of 07 wings consisting of some important articles of Gandhiji, one wing consist of the boat (original) which was used by Gandhiji to break salt law. Others wings consist of Gun carriage on which the dead body of Mahatma was carried from Gandhi Smriti to Rajghat for funeral. Like this other wings contain replica of different ashrams created by Gandhiji. It contains a very big picture gallery and one

time, it was the biggest picture gallery in Asia. To manage this museum at least 14 Guides are required. The Gandhi Darshan is vicinity of Gandhi Samadhi (funeral place) and Gandhi Sanghralaya (containing original items of Gandhiji) so footfall to this museum is very high as many of visitors coming to any of one place mandatorily visit the other two places to complete the Gandhi pilgrimage.

The second museum is pavilion no.4 situated in Gandhi Darshan. It consists of mural life sketches of Gandhiji. This is unique museum in world as there is no other mural museum to understand the freedom struggle to manage this museum at least 02 Guides are required. The total number of Guides required in Gandhi Darshan is 16. One Assistant Curator is also required.

International Centre for Gandhian Research (ICGR): To propagate the philosophy of Gandhiji an International Centre for Gandhian Research (ICGR) was established in Gandhi Darshan. Initially in collaboration with IGNOU two courses were to be launched. The course material etc. has been prepared by IGNOU in consultation with GSDS. To implement this decision one research associate namely Ms.Sailaja Gullapalli was engaged who is continuing till date. As the course in collaboration with IGNOU did not kick off so EC of GSDS decided to part away with IGNOU. It is decided to begin the different certificate, diploma and post-graduate diploma courses in collaboration with different universities and institutions of repute. At present GSDS has got letters to conduct courses. The names of collaboration universities are written against the courses as follows:

(i)	Servant leadership & Gandhian Values	-	Cardinal Stritch University, North America
(ii)	Gandhi King and Nonviolence	-	Standford University
(iii)	International Non-violence Summer Institute	-	University of Rhode Island, Kingston
(iv)	PG Diploma in Peace & Conflict Management	-	MahatmaAntarrashtriyGandhi Hindi Vishwavidyalaya,Wardha (letters annexed)

To manage the international programmes and different courses, a programme officer, one research officer (Programme), one research officer (Academics), one research associates, one programme executive and one Coordinator is required.

Research and Photo Division

Research and creating exhibitions are major works at GSDS. Previously GSDS had made so many exhibitions for different Gandhian organisations of world, different high commissions and embassies. This is a continuous work of research and it's associated exhibition works. For this, two photographers, one videographer, two artists and two exhibition attendants are required.

Library

Gandhi Darshan has a big library with more than 17000 books. To manage this library one Librarian, one Assistant Librarian and one Library Assistant is required.

Publication

GSDS is publishing Antim Jan – monthly magazine, Anasakti Darshan (Hindi & English) – Bimonthly since a long. Antim Jan has more than 3000 subscribers. It is very popular magazine among Gandhian fraternity. Anasakti Darshan is a purely research magazine with serious analysis of Gandhian thought and philosophy. It is mostly used by researchers and scholars. It has a wide circulation in institution. To manage the publication, one Editor and two Sub-Editor are required.

IT Division

Over the year IT has become backbone of transparent administration, e-office is demand of time. The GSDS is also switching to e-office where online proposal will be invited and processed. All the official works will be done online as per SOP/guideline of e-office. To manage this one IT Manager and five DEO in different categories will be required.

Srijan Production Centre

As discussed earlier that Srijan activities in line with Nai Taleem is going on in Gandhi Darshan since 2002. A dedicated workforce is engaged in production work. The production house was earlier producing Khadi clothes (Designer clothes) both in woollen and cotton, pottery, handicrafts, etc. The main thrust of production unit is to produce designer clothes for men and women. The monthly turnover of sale is more than rupee two lakh. To run this centre more effectively production designer male, female embroidery and production assistants for all the above three sections of activities are required. Altogether, 21 persons are required to run the whole cycle of production and packaging.

Management of International Guest House, Cottages, Dormitories, Auditoriums, etc.

Gandhi Darshan has a beautiful International Guest House with 18 rooms (10 suites, 6 double bed rooms, 2 single bedrooms). It has also a dormitory with capacity of 100 persons. It has 10 Cottages with capacity of 40 persons, Gandhi Darshan has four Auditoriums (ranging from capacity from 50 to 500 persons).

Recently, Dr.Karan Singh, Hon'ble Member of Parliament under MPLAD scheme has sanctioned one auditorium with capacity of 800-1000 persons, one dormitory of 100 persons and 12 shops in artisan haat.

To manage this big infrastructure upto mark of international standard to satisfaction of stakeholders housekeeping happens to be important ingredient. To manage about 27 persons in three shifts (9 person/shift x 3 shifts) with knowledge of housekeeping is required. It is pertinent to mention here in last Financial Year GSDS has organised 171 programmes and in Current Year, it is crossing more than 200 programmes. These rooms of guest house, dormitories also generate revenue in favour of GSDS through different autonomous and other organisations of Ministry of Culture and other state and Government of India departments. The revenue generation for last year was more than 30 lakh and this year till January, it has crossed 25 lakhs.

Tihar Jail Kiosks

GSDS is working with Tihar Jail inmates since 2004, when Tihar Jail started its product GSDS also collaborated with Tihar Jail products and created Saksham sale counter at Gandhi Smriti, one such Kiosk is proposed to be opened at Gandhi Darshan. To run both Saksham Sales Counter, 02 Salesmen are required.

Future Programmes & Expansion

The Current Year is 125th birth anniversary of noted Gandhi Economist Dr.J.C. Kumarappa apart from this 2017 happens to be 100th year of Champaran Satyagraha. In 2019 the world will be celebrating 150th birth anniversary of Mahatma Gandhi, his wife Kasturbai and in 2019, we will also be organising 75th death anniversary of Kastur Bai. To commemorate 150th birth anniversary of Ba and Bapu, GSDS is planning to open 150 Interpretation Centre in world which will be run by organisations where it is opened.

To commemorate the 150th birth anniversary of Ba and Bapu GSDS is also planning to construct a huge museum at Gandhi Darshan, which will be managed by Guides already suggested.

In accordance with aim and objective of the GSDS, it has become necessary to expand it's programmes and activities throughout country at the grass root level. It will be appreciated that having one office at Delhi, it is very difficult to Cover the geographical boundary of the country including North East for which special funds are allocated. In view of practical difficulties five Zonal Centres are proposed with following staff structures:-

For one Zonal Centre

- | | | |
|----------------------|----|-----------|
| - Deputy Director | 01 | - GP 6600 |
| - Research Officer | 01 | - GP 5400 |
| - Research Assistant | 01 | - GP 2400 |
| - Co-ordinator | 01 | - GP 1900 |

Name of Zonal Centres

North Zone, East Zone, West Zone, South Zone and North East Zone

Rationale of demand of manpower

GSDS has entered to phase of it's expansion line of it's aim and objectives. New infrastructure has increased the demand of manpower at basic level to cater the need of stakeholder and also to convert GSDS into Centre of excellence. The ultimate aim is to convert GSDS into a well-equipped resource centre on Mahatma Gandhi in world. The constructive work was very close to heart of Mahatma Gandhi and employment through skill development is major flagship programme of Government of India. The Srijan Production Centre and showroom is one step in this direction. The Srijan programme was initiated in GSDS when skill development was not even conceived. By now itself it is becoming a flagship programme of GSDS. A steep jump in sale of Khadi product in recent years has proved the initiative a right step in right direction. To match with demand-supply the production as well as sale counter of Srijan needs to be strengthened.

UNO has already declared 2nd October as International Day of Non-violence and Gandhiji philosophy is accepted throughout the world. He is the person who has been researched most in the world so the time is ripe for GSDS to propagate Gandhian philosophy across the world for which the International Centre of Gandhian Research needs to be strengthened. The detail requirement of manpower is attached.

JOB DESCRIPTION AND JOB SPECIFICATION FOR POSTS IN GSDS

JOB DESCRIPTION			
1.	Job Title	-	Director
			Level/ Grade : Group A PB III Grade Pay –Rs 7600 Full Time
2.	Job Location	-	Headquarters, New Delhi
3.	Job Summary	-	<p>(a) Director is the Chief Executive Officer of the organization.</p> <p>(b) Director's responsibilities, part from giving direction and leadership, involves to ensure proper utilization of funds and chalk out the activities under plan scheme. Further he is responsible for submitting 'Annual Budget' and 'Revised Budget' to the ministry for approval and the same is required to place before the Executive Committee.</p> <p>(c) He is also responsible for the safeguard of the property and assets of the organization.</p> <p>(d) As per the bye-laws and Hand Book of Office Management of the Samiti he is to exercise his role in fulfilling Samiti's affairs and general condition of the employees of the Samiti. Discipline and conduct matters.</p>
4.	Responsible to		Culture Minister, Vice-Chairman, Executive Committee
5.	Responsible for	-	Administrative Officer, Programme Officer, Sr. Research Officer, Finance & Account Officer , other officers and staff
6.	Liaison with	-	Ministry of Culture, Universities, NGO's etc
7.	Task and Responsibilities	-	Overall control of the policy, programmes and schemes of GSDS with a view to spread teaching and philosophy of Mahatma Gandhi to masses
8.	Allied Functions	-	Liaise with India and foreign Universities, bodies for exchange programmes, visits and educational activities
9	Working conditions	-	Normal Office work as a Civil Servant, field visits as and when required.
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	(a) Sound academic background with at least Post Graduate Degree in Social Sciences and (b) 12 years experience of administration in any

			<p>autonomous/ Govt. organization. (c) Credentials of work relating to Gandhian philosophy and/or commitment for constructive work in various social fields.</p> <p>DESIRABLE: (a) Practical experience of field work//research. (b) Educational and other qualification relaxable at the discretion of the Appointing Authority in the case of candidates otherwise has proven record of work in related field.</p>
11.	Skills Necessary	-	Leadership, motivating others, communication and reporting, and financial acumen with sense of dedication and commitment.
12.	Experience Desired	-	Administrative, publication and event management

JOB DESCRIPTION			
1.	Job Title	-	Administrative Officer
			Level/ Grade Group A PB-III GP Rs 6600 Type of Position : Full time
2.	Job Location	-	Headquarters, New Delhi
3.	Job Summary	-	(a) responsible for all administrative, establishment, housekeeping, and security matters of the Samiti. (b) Budget and Finance, Service matter, employees conduct and discipline (c) Control of the vehicles, logistics matters of the Samiti (d) Any other work assigned by the Director in relation with Administration of the Samiti.
4.	Responsible to		Director, GSDS
5.	Responsible for	-	Junior officers in the Administration Division of Samiti
6.	Liaison with	-	Ministry of Culture, Other Divisions of the Samiti
7.	Task and Responsibilities	-	Overall control of the staff and their deployment to different Units and responding to various logistic needs during programmes and events in consultation with the Division heads.
8.	Allied Functions	-	Regular interaction with officers of Ministry, other Divisional heads and outside organisations
9	Working conditions	-	Normal office working for managing two campuses
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	At least a graduate with 10 years service in a grade equivalent to PBIII GP 5400 and experience in financial and administrative matters in a Government office or autonomous organization.
11.	Skills Necessary	-	Knowledge and application of government of India rules relating to general administration, establishment, discipline, purchase and finance
12.	Experience Desired	-	Experience of working in museum of national importance

JOB DESCRIPTION			
1.	Job Title	-	Programme Officer
			Level/ Grade Group 'A' PB III GP 6600 Type of Position: Full Time
2.	Job Location	-	Headquarters: New Delhi
3.	Job Summary	-	<p>1) Responsible for drawing up chronological calendar of events, functions and programmes during the year as approved by the competent Authority and submit the proposal of the events and the reports thereof at the appropriate time.</p> <p>2) Responsible for preparing a Comprehensive proposal of a programme mentioning the financial aspects and physical arrangements involved in the programme well in advance to the Competent Authority for approval. After approval executing the programme as per the requirement of the function/programme.</p> <p>3) Supervision of the activities and arrangements of Museums and displays etc, Photographers and Artists.</p> <p>4) Any work assigned by the Director in relation with programme.</p>
4.	Responsible to		Director
5.	Responsible for	-	Assistants (Programmes), Team of Curators, team of Guides and other staff of the Division
6.	Liaison with	-	Ministry of Culture officers, Research & Documentation Division, other outside agencies.
7.	Task and Responsibilities	-	Regular and timely planning of different programmes and events and overseeing ultimate completion of scheduled programme
8.	Allied Functions	-	Coordination with administration and research unit in relation to programmes, arranging periodical training to guides and other staff of the Division.
9	Working conditions	-	Normal office work and travelling in connection with programmes/seminars/ workshops at different places.
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	Post Graduate degree in Humanities. 10 years experience of work in a reputed institution in publication and research and organizing conferences, seminars, workshops.
11.	Skills Necessary	-	Event management, communication, motivation, negotiation and leadership
12.	Experience Desired	-	Practical experience of constructive social work. Should be acquainted with Gandhian thought and philosophy and capable of delivering lectures on various aspects thereof. Knowledge of Hindi and one more Indian language

JOB DESCRIPTION			
1.	Job Title	-	Senior Research Officer
			Level/ Grade Group 'A' PB III GP 6600 Type of Position: Full Time
2.	Job Location	-	
3.	Job Summary	-	(a) Responsible for research and documentation work related to Gandhiji's life and the events related with freedom movement of the country. Chronology, collection of data in respect of freedom struggle and eminent personalities of that period. (b) Any other related work assigned by the Director.
4.	Responsible to		Director
5.	Responsible for	-	Research Officer, Sr. Assistant (Research), Editors and other staff
6.	Liaison with	-	Ministry of Culture, other national libraries, publishers
7.	Task and Responsibilities	-	Overall responsibilities of Research and Documentation Division comprising Research, Publication
8.	Allied Functions	-	Coordinate with Guide supervisor and oversee the smooth running museum before the visitors.
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	a) Master's degree in Indian History. b) Five years' experience of research work in modern history with reference to freedom struggle, with evidence of published work. c) Should have knowledge of Gandhian thought and constructive programme. d) AGE- not exceeding 55 years.
11.	Skills Necessary	-	Leadership, communication, Analysis of data
12.	Experience Desired	-	Data collection, historical research

JOB DESCRIPTION			
1.	Job Title	-	Research Officer
			Level/ Grade Group 'A' PB III GP 5400 Type of Position: Full Time
2.	Job Location	-	
3.	Job Summary	-	a) Responsible for research and documentation work related to Gandhiji's life and the events related with freedom movement of the country. Chronology, collection of data in respect of freedom struggle and eminent personalities of that period. To prepare quotations for exhibitions and from time to time to assist in conduction of various activities of the Samiti. b) Any other related work assigned by the Director.
4.	Responsible to		Senior Research Officer
5.	Responsible for	-	Sr. Assistant (Research), Editors and other staff
6.	Liaison with	-	Librarian, Presss, ICT Manager and other Divisions
7.	Task and Responsibilities	-	He has work with the Senior Research Officer and assist him in research and publication of material and coordinate with ICT in upgrading website information.
8.	Allied Functions	-	Coordinate with Guide supervisor and oversee the smooth running museum before the visitors.
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	a) P.G. degree in Indian History. b) Five years experience of research work in modern history with reference to freedom struggle, with evidence of published work. c) Should have knowledge of Gandhian thought and constructive programme. d) AGE- not exceeding 45 years.
11.	Skills Necessary	-	Analysis of data
12.	Experience Desired	-	Data collection, historical research

JOB DESCRIPTION			
1.	Job Title	-	Curator
			Level/ Grade Group B Rs. 2000-3500 Type of Position : Full time
2.	Job Location	-	
3.	Job Summary	-	<p>a) Curator is the overall incharge of Exhibition Unit, pavilions, gallery of the Samiti. He is responsible for the upkeep of the exhibits and also for proper maintenance of the photographs, painting etc.</p> <p>b) He is responsible for assigning of duties to the Guide Lecturers, Guides, and Attendants.</p> <p>c) He should suggest to the Director about the change of displayed exhibits, if needed and retouching of paintings and photographs and other replacements of the exhibits as and when required.</p> <p>d) He is also responsible for the safeguard of the exhibits and other items under his supervision.</p>
4.	Responsible to		Director
5.	Responsible for	-	Guides and Attendants
6.	Liaison with	-	Guide Lecturers, other units of Samiti
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	<p>a) PG degree in Humanities</p> <p>b) Five years' experience of work in educational/cultural/social organization of repute.</p> <p>c) Sound knowledge of Gandhian thought and constructive programme.</p> <p>OR</p> <p>a) Degree or diploma in Fine Arts.</p> <p>b) Five years practical experience in organizing art exhibitions and management of museums/art galleries.</p> <p><u>DESIRABLE:</u></p> <p>Knowledge of Hindi and atleast one more modern Indian language.</p>
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Finance &Accounts Officer
			Level/ Grade Group BPB III GP 5400 Type of Position: Full Time
2.	Job Location	-	Headquarters, New Delhi
3.	Job Summary	-	<ul style="list-style-type: none"> a) Accounts Officer is responsible for the proper maintenance of accounts of the Samiti. b) All the financial transaction under scrutiny F.R.S.R. and G.F.R. c) Preparation of Budget and Control. d) Responsible for maintaining expenditure register. e) Accounts Officer is the overall incharge of the Accounts Unit. f) Responsible for conduction of annual audit of the Samiti's accounts and its compliance thereof. g) Accounts Officer ensures the proper utilization of funds. h) Timely submission of annual accounts to the CAG. i) Responsible for timely receipt of grant-in-aid from the Ministry. j) To exercise control over various purchase of the Samiti. k) To correspond with different agencies for settlement of accounts etc. l) To attend to any other work assigned by the Director like conduction of programme, maintenance of vehicles etc.
4.	Responsible to		
5.	Responsible for	-	
6.	Liaison with	-	
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	<ul style="list-style-type: none"> a) S.A.S. Accountant b) Post Graduate in Commerce/Economic/Mathematics. c) At least five years experience in accounts & auditing.
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Estate Manager
			Level / Grade Group C Rs 1640-2900 Type of Position: Full Time
2.	Job Location	-	
3.	Job Summary	-	<p>a) He is responsible for safeguard and maintenance of Samiti building, gallery, furniture, fixtures, vehicles, office equipments etc.</p> <p>b) He acts as a supervisor of sanitation work and security arrangement.</p> <p>c) Responsible for the up keep of residential complex.</p> <p>d) He makes physical arrangements for the programmes of the Samiti.</p> <p>e) He is a member of the Purchasing Committee.</p> <p>f) Responsible for repair and renovation work of the building with the help of CPWD.</p> <p>Other miscellaneous work assigned by the Director.</p>
4.	Responsible to		
5.	Responsible for	-	
6.	Liaison with	-	
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	Matriculation or equivalent with 8 years experience in general supervision, security work and care-taking of building.
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Personal Assistant
			Level/ Grade Group C Rs 1640-2900 Type of Position
2.	Job Location	-	
3.	Job Summary	-	<p>a) P.A. to Director will diaries date wise all the communications received for the Director and note their movement in remarks column of his diary.</p> <p>b) He is responsible for taking dictation and prompt replies of letters received by the Director.</p> <p>c) He ensures the smooth functioning of the office of the Director whether he is in the office or not.</p> <p>He is responsible for maintaining co-ordination day to day affairs of the Director's office.</p>
4.	Responsible to		Director
5.	Responsible for	-	
6.	Liaison with	-	
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	<p>a) Matriculation or Graduate from any recognized institution/University</p> <p>b) Minimum speed in shorthand- 120 words per minute and 40 words per minute in typing.</p>
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Superintendent
			Level/ Grade Group C PB-II GP Rs 4600 Type of Position: Full Time
2.	Job Location	-	Headquarter, New Delhi
3.	Job Summary	-	<p>a) As Superintendent (Establishment) responsible for supervision of Establishment, General administration and Housekeeping of Establishment Section. He is responsible for supervision of attendance, discipline and movement of staff, supervising of file management and movement of files, service matters etc will be his responsibility.</p> <p>b) As Superintendent (Estate) , he responsible for supervision of work relating to property of the Samiti management, get necessary work done through CPWD, also stores and purchase, Security of GSDS. He will manage vehicles log books, petrol and repairs.</p>
4.	Responsible to		Administrative Officer
5.	Responsible for	-	Assistants and other staff in the Section
6.	Liaison with	-	Other Divisions units of Samiti
7.	Task and Responsibilities	-	Overall responsibility for effective functioning of the Section he is posted.
8.	Allied Functions	-	As and when directed by the Admin Officer
9	Working conditions	-	Normal officer hours within the campus, New Delhi
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	Graduate with five years experience in administration OR Matriculation or equivalent with 10 years experience in general supervision in administration/accounts.
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Artist
			Level/ Grade Group C Rs 1400-2300 Type of Position:
2.	Job Location	-	
3.	Job Summary	-	<p>a) Artist is overall incharge of the Art section/ Gallery.</p> <p>b) Artist is responsible for proper up keep and retouching of photographs and other exhibits in the gallery/ pavilions.</p> <p>c) Artist in consultation with the Curator will suggest the steps. to replace the old photographs/ captions/ exhibits.</p> <p>d) In co-ordination with Exhibition officer the Artist will arrange subject-wise exhibitions in various programmes.</p> <p>e) In preparation of propoarit eminent leaders and designing of covers of various publication of the samiti. The Artist will impart her assistance.</p> <p>f) Any other miscellaneous work assigned by the Director.</p>
4.	Responsible to		
5.	Responsible for	-	
6.	Liaison with	-	
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	<p>a) Degree/ Diploma in fine arts.</p> <p>b) 03 years practical experience in Display and repairing models etc preferably in Modern/ Art Gallery.</p>
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Guide Supervisor
			Level/ Grade Group C Rs 1400-2300 Type of Position
2.	Job Location	-	
3.	Job Summary	-	<p>a) Guide Lecturer will ensure the entire cleanliness and maintenance of the pavilion.</p> <p>b) The exhibits that required chemical treatment replacement or repairs the Guide Lecturer will bring this under the knowledge of the Curator.</p> <p>c) Each article/ object exhibited in the pavilion/ Gallery will be the responsibility of the Guide Lecturer.</p> <p>d) He/ She will ensure proper attention/ guidance to the Visitors.</p>
4.	Responsible to		
5.	Responsible for	-	
6.	Liaison with	-	
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	<p>a) Degree in Arts.</p> <p>b) Preferably Indian History is one of the subjects.</p> <p>c) Intimate knowledge of Gandhian Philosophy.</p> <p>d) At least 02 years experience of working in field organisation/ museum/ Art Gallery.</p> <p><u>Desirable</u> : Knowledge of one modern English language besides Hindi and English.</p>
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Sr. Assistant /Assistant (Programme)
			Level/ Grade Group C PB-II GP 4200/2400 Type of Position
2.	Job Location	-	
3.	Job Summary	-	<p>a) Programme Executive is responsible to the programme officer.</p> <p>b) Programme Executive is responsible for organising conferences/ exhibitions/ seminars/ workshops and other programmes.</p> <p>c) Programme Executive is responsible for various institutions/ agencies for programme of the Samiti.</p> <p>d) He/ She assist the Programme Officer in preparation of various reports/ aspects and other details of the programme.</p>
4.	Responsible to		Programme Officer
5.	Responsible for	-	None
6.	Liaison with	-	Other Divisions /Units
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	<p>a) Degree from recognised University.</p> <p>b) Should have studied Hindi as main subject up to school level.</p> <p>c) 03 years experience in organising conferences/ seminars/ workshops.</p> <p><u>Desirable</u> :</p> <p>a) Should be acquainted with Gandhian thought philosophy.</p> <p>b) Capable of delivering lectures on various aspects of Gandhian philosophy.</p>
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Assistant (Stores)
			Level/ Grade Group C PB II GP 2400 Type of Position
2.	Job Location	-	
3.	Job Summary	-	<p>a) Store Keeper is responsible to the Administrative Officer.</p> <p>b) Store Keeper is responsible for making purchases for the Samiti in most economic manner in accordance with the normal requirement of the Samiti.</p> <p>c) All materials purchased and received by him will be examined, counted, measured or weighted and will ensure the proper entries in the stock Registers.</p> <p>d) He will ensure the purchase, as far as possible, through the Purchasing Committee.</p> <p>e) He will issue the materials to the concerned units after obtaining the approval on the requisition slips and he should enter it into the Stock Register respectively.</p> <p>f) All the rules regulations/ procedure contained in the office Hand Book are stipulated with.</p>
4.	Responsible to		
5.	Responsible for	-	
6.	Liaison with	-	
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	<p>a) Matriculation or equivalent.</p> <p>b) 03 years' experience of handling store/ stock/ purchases.</p>
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Photographer
			Level/ Grade Group C Rs. 1400-2300 Type of Position
2.	Job Location	-	
3.	Job Summary	-	<p>a) Preparation of photographs in various sizes for exhibitions/ displays/ programmes/ sales and press publicity etc.</p> <p>b) HE is responsible for proper planning work schedules/ lay out and documentary for finalising the photographic productions.</p> <p>c) He is required to supervise all the photographic productions, jobs and exhibition display and also video coverage of various programmes of the Samiti.</p>
4.	Responsible to		
5.	Responsible for	-	
6.	Liaison with	-	
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	<p>a) Matriculation or equivalent.</p> <p>b) Certificate or Diploma in Photography.</p> <p>c) 06 years experience of photographic and dark room work.</p> <p>d) Preferably in a museum..</p>
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Assistant (Estate)
			Level/ Grade Group C Rs. 1400-2300 Type of Position
2.	Job Location	-	
3.	Job Summary	-	a) He is responsible for the general maintenance of Gandhi Darshan complex in respect for sanitation, security and building repairs. b) From time to time he assists in organisation of programmes by physical arrangements. c) Attends other miscellaneous work assigned by the Director.
4.	Responsible to		Estate Manager
5.	Responsible for	-	
6.	Liaison with	-	
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	a) Matriculation or equivalent with five years experience in general maintenance of buildings, sanitation and physical arrangement of holding camps etc. .
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Jr Assistant (Hindi)
			Level/ Grade Group C Rs. 1400-2300 Type of Position
2.	Job Location	-	
3.	Job Summary	-	(a) Translation of Govt. order/circulars into Hindi. (b) To ensure maximum correspondence to take place in Hindi. (c) To ensure timely submitting of quarterly/ annual reports to the Department. (d) Also responsible for translation of annual accounts into Hindi.
4.	Responsible to		
5.	Responsible for	-	
6.	Liaison with	-	
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	Degree from a recognized university should have studied Hindi as main subject upto school level. 05 years experience in translation work in an autonomous/Govt. organisation/museum.
11.	Skills Necessary	-	
12.	Experience Desired	-	

JOB DESCRIPTION			
1.	Job Title	-	Guide
			Level/ Grade Group C Rs. 1200-2040 Type of Position: Head quarters, New Delhi
2.	Job Location	-	
3.	Job Summary	-	(a) He/she is responsible for proper guide and satisfaction of the visitors. (b) He/she is to act as custodian of the exhibits under his charge. If any painting/photographs/any other exhibit needs touching/repair/replacement he/she will bring this under the knowledge/information of the Guide Lecturer/Curator accordingly.
4.	Responsible to		
5.	Responsible for	-	
6.	Liaison with	-	
7.	Task and Responsibilities	-	
8.	Allied Functions	-	
9	Working conditions	-	
JOB SPECIFICATION			
10.	Qualification & Eligibility Conditions	-	i) Degree in Arts. Preferably with Indian History as one of the subjects ii) Intimate knowledge of Gandhian Philosophy iii) At least two years of experience of working in a field organization/museum/Art Gallery. (a) Desirable- Knowledge of one Modern Indian Language besides English and Hindi. NOTE: Candidates who do not possess the practical experience prescribed under (iii) above but otherwise found suitable will be placed in the scale of Rs. 950-1500 till completion of probation.
11.	Skills Necessary	-	
12.	Experience Desired	-	

ANNEXURE-3.7

STATEMENT OF EXISTING PROVISIONS AND PROPOSED AMENDMENTS IN BYE-LAWS OF GANDHI SMRITI AND GANDHI SAMITI

Existing	Proposed Additions / Deletions / Amendments
<p>These Bye-Laws may be called the Gandhi Smriti and Darshan Samiti Bye-Law, 1987.</p> <p>(ii) They shall come into force from the date the Bye-Laws are adopted by the Executive Committee</p> <p>Provided that till the adoption of the Bye-Laws, all matters covered therein shall continue to be governed by the Bye-Laws of the erstwhile Gandhi Darshan Samiti and Gandhi Smriti Samiti and all actions taken under the latter Bye-Laws shall be valid notwithstanding any inconsistency in the corresponding provisions of these Bye-Laws.</p>	<p>1.Substitute: These Bye-Laws may be called the Gandhi Smriti and Darshan Samiti Bye-Laws 2016</p> <p>(ii) They shall come into force from the date these are adopted by the Executive Committee</p> <p>Provided that till the adoption of these Bye-Laws existing provisions of Gandhi Smriti and Darshan Samiti Bye-Laws 1987, as amended from time to time , shall continue</p>
<p>Application</p> <p>(i) These Bye-Law shall apply to all matters of Administrative and Financial management of the Samiti and to every employee of the Samiti.</p> <p>(ii) Notwithstanding anything contained in clause (i) the Gandhi Smriti and Darshan Samiti may by agreement with any employee make such special provisions regarding his conditions of service as it considers necessary and thereupon these Bye-Laws shall not apply to such employee to the extent to which the special provisions are inconsistent therewith.</p>	<p>2. Application: No Change</p>
<p>3. Definitions</p> <p>In these Bye-Laws, unless the context otherwise requires:</p> <p>(a) Administrative Officer : means the Administrative Officer of the Samiti.</p> <p>(b) Appointing Authority : in relation to any post under the Samiti means the authority competent to make appointment to that post under these Bye-Laws.</p> <p>(c) Chairman : means the Chairman of the Samiti.</p>	<p>3. Definition:</p> <p>Add “Society” means the Gandhi Smriti and Darshan Samiti”</p> <p>Substitute (b) “Appointing Authority” in relation to any</p>

<p>(d) Competent Authority : means the Executive Committee or the Authority who may have been delegated the Power(s) of the Executive Committee.</p> <p>(e) Controlling Authority:</p> <p>A. Administrative matters</p> <p>i) In relation to posts in group „C“ and „D“ the Director.</p> <p>ii) In relation to Group „A“ and „B“ posts, the Chairman , Executive Committee</p> <p>B. Financial Management Chairman, Executive Committee</p> <p>(f) Director : means the Director of the Samiti.</p> <p>(g) Employee : means any person serving the Samiti in any post specified in the Schedule III, as amended from time to time.</p> <p>(h) Executive Committee: means the Executive Committee as constituted under clause 4 of the Rules and Regulations of the Gandhi Smriti & Darshan Samiti</p> <p>(i) Foreign Service : means service for which an employee receives, with the approval of the Controlling Authority, his pay from any source other than the funds of the Samiti.</p> <p>(j) Government : means the Government of India, in the Department of Culture.</p> <p>(k) Member-Secretary : means the Member-Secretary of the Samiti.</p> <p>(l) “Samiti” means “Gandhi Smriti and Darshan Samiti” as constituted under the Memorandum of Association of the Gandhi Smriti and Darshan Samiti.</p> <p>(m) Schedule : means a Schedule to these Bye-Laws.</p> <p>(n) Vice-Chairman : means the Vice-Chairman of the Samiti.</p> <p>(o) Years : means the Financial year.</p> <p>All words and expressions used but not defined in these Bye-Laws and defined in the Rules of the Samiti shall have the meaning respectively assigned to them in the said Rules.</p>	<p>post(s) in the “Samiti” means the authority competent to make appointments to that post(s) under Schedule (to be prepared w.r.t. Discipline) of these Bye-Laws</p> <p>Substitute: (e)</p> <p>(e) Controlling Authority:</p> <p>A. Administrative matters</p> <p>i) In relation to posts in group „C“(including erstwhile Group `D' posts) the Director.</p> <p>ii) In relation to Group „A“ and „B“ posts, the Chairman , Executive Committee</p> <p>Add:</p> <p>“Selection Committee” in respect of a post means a Committee of that name indicated in the Recruitment Rules of that post.</p> <p>“Disciplinary Authority” means the Authority as specified in Schedule (to be prepared w.r.t. Discipline) to impose any of the penalties specified in Rule 11 of the Central Civil Services (Classification ,Control and Appeal) Rules referred in Clause 48 of these bye-laws.</p> <p>“ Pay means pay as defined in Fundamental Rules /Supplementary Rules but shall not include special pay ,personal pay ,unless sanctioned by the competent authority, any other allowances, fee , honorarium ,deputation allowance in respect of</p>
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	<p>borrowed employees , etc,] Substitute (j) (j) Government : means the Department of Culture , in the Government of India</p> <p><i>ii) Borrowed Employee means an employee of any other authority or Institution whose services are obtained by the Samiti on loan basis.</i></p> <p>[Note : what is schedule III w.r.t. definition of employee]</p>
CHAPTER – II BUDGET, ACCOUNTS AND AUDIT	
<p>4.Financial Year The Financial year of the Samiti shall be from 1st April to March.</p>	<p>4. Financial Year: No Change</p>
<p>5.Budget Estimates The Director shall draw up for each succeeding year Budget Estimates and place the same before the Executive Committee for its scrutiny not later than 31st August each year.</p>	<p>5 Budget Estimates: No Change</p>
<p>6.Authority for Expenditure</p> <p>(i) The powers of incurring expenditure delegated to various authorities are given in schedule I. All financial powers, not specifically delegated to any specific authority shall vest with the Executive Committee. (ii) No expenditure shall be incurred from the funds of the Samiti except on legitimate objects of public expenditure. (iii) No subordination authority of the Samiti may incur any expenditure in future unless the said expenditure has been subjected to scrutiny before its inclusion in the budget of the Samiti. (iv) The sanctioning authority shall exercise the powers to sanction</p>	<p>6.Authority for Expenditure</p> <p>No Change.[Schedule I to be reviewed and revised.]</p>

<p>expenditure subject to any general or special order, direction or stipulation which the authority delegating or re delegating such power may issue or prescribe from time to time.</p> <p>(v) No expenditure from the funds of the Samiti shall be incurred unless the funds are available, sanction of the competent authority has been obtained; and the necessity and desirability of incurring the expenditure has been duly established.</p> <p>(vi) The sanctioning authority shall see not only that the total expenditure is kept within the limits of authorized budget but also that the funds required for various items of expenditure are expended in the interest of the Samiti and upon objects for which the money was provided</p>	
<p>7.Purchase of Stores While making purchases of value exceeding Rs.500/- the guidelines in the matter of inviting tenders, proper scrutiny of tenders, financial status of the suppliers etc. laid down by the Govt. of India and incorporated in the General Financial Rules, shall be duly observed .</p>	<p>7, Purchase of Stores Substitute: While the purchases of goods up to the value of Rs.15000 (Rupees Fifteen thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the format prescribed under Rule 145 of the General Financial Rules for purchases exceeding the value of Rs 15000 (Rupees Fifteen thousand) the guidelines regarding constitution of Local Purchase Committee and inviting of tenders, proper scrutiny of tenders, financial status of the suppliers etc. laid down by the Govt. of India as incorporated in the General Financial Rules and 'Manual of Policies and Procedures for Purchase of Goods' shall be duly observed. instructions contained in the General</p>

	Financial Rules and some standardized formats. If required, these guidelines may be further supplemented by the Samiti with the approval of the Government
<p>8.Contracts</p> <p>All contracts involving financial implications, duly sanctioned by the competent authority, shall be executed on behalf of the Samiti by the Director. While finalizing the contracts, general guidelines laid down by the Govt. of India and incorporated in the General Financial Rules, shall be observed.</p>	<p>8.Contracts</p> <p>No change</p>
<p>9.Investment and Control of Funds</p> <p>i) All moneys received by and in the name of the Samiti shall be credited immediately into the accounts kept in the State Bank of India. No money/moneys received by and in the name of the Samiti shall be utilized for any expenditure without prior sanction of the competent authority. (Note: State Bank of India, changed to the Syndicate Bank vide item 5 by Executive Committee in its 16th meeting held on 13-1-92)</p> <p>ii)No funds of the Samiti in the bank shall be withdrawn on cheques except signed by two of the following:</p> <p>a) Director or Member Secretary and b) Any one of the three i.e. Administrative Officer, Accounts Officer and Office Supervisor</p> <p>iii) Surplus funds of the Samiti not required for normal recurring and non-recurring expenditure shall be invested in such a manner and in accordance with such directions as may be given by the Executive Committee from time to times.</p>	<p>9. Investment and Control of Funds</p> <p>No Change</p>
<p>10..Permanent Advance</p> <p>There shall be a Permanent Advance of Rs. 2000/- (Rupees two thousand</p>	<p>10. Permanent Advance</p> <p>Substitute:</p> <p>Permanent Advance or Imprest</p>

<p>only) drawn from the bank and kept at the disposal of the Administrative Officer and will be recouped as and when required, for the expenditure of the Samiti.</p>	<ul style="list-style-type: none"> (i) There shall be a Permanent Advance or Imprest drawn from the bank and kept at the disposal of the Administrative Officer for meeting day to day contingent and emergent expenditure of the Samiti. (ii) Quantum of the advance will be fixed based on last twelve months average contingent and emergent expenditure to be recouped twice a month [Or fix the amount in this rule itself to be recouped twice a month but it will require frequent amendments] (iii) The Administrative Officer may sanction advances to employees for purchase of goods or services or any other special purpose needed for the management of the Samiti office, subject to the following conditions:- <ul style="list-style-type: none"> (i) The amount of expenditure being higher than the Permanent Advance available, cannot be met out of it. (ii) The purchase or other purpose can not be managed under the normal procedures, envisaging post procurement payment system. (iii) The amount of advance should not be more than the power delegated to the Administrative Officer for the purpose. (iv) The Administrative Officer shall be responsible for timely recovery or adjustment of the advance.
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<p>11.Verification of Cash Balance The balance in the Cash Book shall be physically checked by the Administrative Officer daily and a remark to that effect entered into that effect entered into the Cash Book by him.</p>	<p>11. Verification of Cash Balance: No Change</p>									
<p>12.Audit The account of the Samiti shall be audited by the CAG. As soon as practicable, but not later than 31st May each year, after the accounts for the preceding year are closed, the Administrative Officer, under the direction of the Director, shall cause to be complied the annual accounts of the preceding year in such form as may be prescribed by the CAG of India . Immediately thereafter, the CAG will be requested to conduct the audit of the accounts</p>	<p>12. Audit No Change</p>									
<p>13.Creation of Posts:</p> <p>(i) The posts for the office of the Samiti should be created with the prior approval of the Executive Committee subject to the provisions of clause 4(v) of the Rules and</p> <p>Regulations of the Samiti on such pay or such scale of pay exceeding those applicable to the corresponding posts in the Central Govt. The Chairman, Executive Committee may in exceptional circumstance create a post in Group A,B,C and D temporarily for a period not exceeding 6 months and the case may be placed before the Executive Committee at its next meeting for ratification . The scale of pay of the post so created may be revised in the event of any revision of scale of pay by the Central Govt.</p> <p>(ii) The posts under the Samiti shall be classified as Group A, B, C, and D as indicated below :</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; width: 80%;"></td> <td style="border-top: 1px solid black; text-align: right; width: 10%;">Pay scale</td> <td style="border-top: 1px solid black; width: 10%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">of Posts</td> <td style="border-bottom: 1px solid black; text-align: right;">Classification</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black; text-align: right;">Post</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> <p>_____ carrying a pay or scale of pay with</p>		Pay scale		of Posts	Classification		_____	Post		<p>13. Creation of Posts: Substitute as under:</p> <p>(i) Posts in the Samilti shall be classified as Group 'A' , 'B', 'C' and 'D' for comparable pay scales as applicable to Central Government servants.</p> <p>(ii) The Executive Committee with the approval of the Chairman of the Committee may create new post/abolish existing posts in Group A,B,C and D , subject to restrictions on creation of posts imposed by Government of India from time to time, provided no post in the new pay scale/grade shall created without the approval of the Ministry of culture. (other option: The executive Committee may direct, subject to MOA and Bye-Laws of the Samiti creation or</p>
	Pay scale									
of Posts	Classification									
_____	Post									

<p>a maximum of not less than Rs. 4,000 /- Group „A“</p> <p>Post carrying a pay or scale of pay with a maximum of not less than Rs. 2,900 /- but less than Rs. 4,000 /- Group „B“</p> <p>Post carrying a pay or scale of pay with a maximum of not less than Rs. 1150 /- but less than Rs. 2,900 /- Group „C“</p> <p>Post carrying a pay or scale of pay the maximum of which is Rs. 1150 /- or less. Group „D“ Note: In accordance with VI Pay Commissions recommendation Government of India has abolished Group ‘D’</p>	<p>abolition of any new post with the approval of the Ministry of Culture.)</p> <p>(iii) The competent authority sanctioning creation of new post(s) will specify whether the post created is temporary or permanent, In case of temporary post also specify the period for which the post is created.</p> <p>[New pay scale/ grade means the scale /grade not in existence in the samiti]</p>
CHAPTER – III SERVICE RULES	
<p>15.Appointing Authority</p> <p>(iii) The Director shall be the Appointing Authority in respect of Group „C“ and „D“ posts.</p> <p>(iv) The Appointing Authority in respect of Group „A“ AND „B“ post shall be the Chairman, Executive Committee subject to the provisions of clause 4(v) of the Rules and Regulations of the Samiti.</p> <p>16. Method of Recruitment</p> <p>i. Recruitment to a post under the Samiti may be made subject to the provisions of the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959, and in accordance with such rules and orders of the Central Govt. for the reservation of vacancies for the schedule caste and schedule tribes etc. as have been or may be issued from time to time.</p> <p>ii. A post may be filled :-</p> <p>(a) by direct recruitment</p> <p>(b) by promotion</p> <p>(c) by appointment by transfer on deputation</p>	<p>15.Appointing Authority : No change [But we will have to see clause 4 (v)]</p> <p>16 Method of Recruitment – Substitute by:</p> <p>(i) Recruitment to the posts in the Samiti shall be by :</p> <p>(a) Direct Recruitment</p> <p>(b) Promotion</p> <p>(c) Deputation of a borrowed employee</p> <p>(d) Contract for specified period</p> <p>(ii) Recruitment shall be made in accordance with the provisions of the Recruitment Rules for relevant posts subject to the provisions of the Employment Exchange (Compulsory Notification of Vacancies) Act 1959</p>

<p><i>Gandhi Smriti and Darshan Samiti and the three from amongst eminent Gandhians/Academicians/Administrators/Community workers who will be nominated by the Chairperson, Executive Committee</i></p> <p>2. The following was added by 30th meeting of the EC held on 4-5-2006: <i>“i) As per Bye-laws of the Samiti the DPC for Group „C “ & „D “ posts consists of four members including the Curator. The Curator was opted as member of the Samiti perhaps for the reason that in earlier days the Curator was the all-in-all in the Samiti. Since in the changed circumstances the Curator has no administrative role to play in the Samiti, he may be replaced by a member to be nominated by the VC/Director</i></p> <p>Provided that the appointing authority, when it is of the view that filling of the vacancy in accordance with the Recruitment Rules is likely to take time. may fill that vacancy temporarily for a period not exceeding six months but the temporary arrangement shall be terminated as soon as possible by filling the vacancy in accordance with the relevant Recruitment Rules. Temporary arrangement beyond a period of six months may be extended for another six months with the approval of the Chairman, Executive Committee in the case of group „A“ and „B“ posts.</p> <p><i>“Provided further that in respect of appointments and/or confirmation to any post in GSDS or against any post in GSDS, the persons being considered for appointment or confirmation will be required to make a complete disclosure of his/her relationship, if any, whether direct or indirect with any other persons working in GSDS”.</i></p> <p>(Note: Added by 37th meeting of the EC held on 28-5-2010 (item no.6.1)</p>	
<p>17.Appointment of Compassionate Ground The Chairman, Executive Committee may approve appointment on compassionate grounds of a son / daughter/ near relative of an employee who dies in harness, leaving his family in immediate need of assistance, in the event of there being no other earning member in the family. Such appointments shall be confined to Group „C“ or Group „D“ posts limited to 5% of the total number of</p>	<p>17. Appointment of Compassionate Ground Substitute: Chairman, Executive Committee may approve appointment on compassionate grounds in Group C and erstwhile Group D (now group C) upto a maximum of 5% of regular vacancies falling under Direct</p>

vacancies in the respective group in a recruitment year.	Recruitment quota in Group C or erstwhile Group D posts subject to procedure prescribed and other instructions issued by the Department of Personnel and Training, Government of India from time to time in this regard. .
<p>18. Medical Fitness and other conditions for first appointment No person shall be appointed to any post by direct recruitment unless; (i) he / she is declared medically fit by the Medical Authority to be designated by the Executive Committee. (ii) the Component Authority is satisfied that he / she possesses good character and antecedents (iii) he /she signed a declaration regarding his marital status in the prescribed form and provided that he/ she</p> <p>a) has not entered into or contracted a marriage with a person having a spouse living or</p> <p>b) having a spouse living, has not entered into or contracted a marriage with any person.</p>	<p>18. Medical Fitness and other conditions for first appointment</p> <p>No Change</p>
CHAPTER – IV TENURE	
<p>19 Probation</p> <p>1) Every person appointed to a post under the Samiti whether by promotion or direct recruitment, shall be on probation for a period of one year, which may, in any individual case, be extended by the Appointing Authority.</p> <p>2) Where a person appointed to a post under the Samiti on probation is, during his period of probation, found un-suitable for holding that post, or has not completed his period of probation satisfactorily, the Appointing Authority may:</p> <p>i. In the case of a person appointed by promotion revert him to the post held by him immediately before such appointment.</p> <p>ii. In the case of a person appointed by direct recruitment, terminate his services under the Samiti without notice.</p>	<p>19 Probation:</p> <p>To be deleted as this will be prescribed in Column 9 of the RRs to be revised.</p>

<p>3) Every person appointed to a permanent post under the Samiti by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for substantive appointment to that post.</p>	
<p>20. Termination of Service</p> <p>1) The service of a temporary employee may be terminated by the Appointing Authority without assigning any reasons:</p> <p>i. During the period of probation on the first appointment, at any time without notice; and</p> <p>ii. After such period of probation, at any time by a notice of one month in writing given by the Appointing Authority to the employee or at any time without notice on payment of one month's pay in lieu of such notice or on payment of pay for such period as the notice falls short of one month.</p> <p>2) Without prejudice to the provision of clause (1), the service of a temporary employee shall stand terminated:</p> <p>i. If his appointment is made for a specified period, on the expiry of such period; or</p> <p>ii. If his appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created.</p> <p>3) The service of a permanent employee may be terminated by the Appointing Authority by giving a notice of three months, or on payment of pay for such period as the notice falls short of three months, or without notice on payment of three month's pay, if the post to which he is substantively appointed is abolished.</p> <p>4) An employee who is given notice of termination of service under clause (3) may be granted during the period of notice such earned leave as may be admissible to him and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of</p>	<p>20. Termination of Service</p> <p>Should this be suitably substitute by termination of services of a temporary employee governed by Rule (5) of Central Civil Service (Temporary Service) Rules .Extract of the rule is reproduced at the end.</p>

such leave.	
<p>21. Resignation</p> <p>1) A temporary employee, may, by giving notice in writing of one month to the Appointing Authority or on payment of one month's pay in lieu thereof, resign from the service of the Samiti.</p> <p>2) A permanent employee may, by giving notice of three months in writing to the Appointing Authority or on payment of three months pay in lieu thereof, resign from service of the Samiti. Provided that the Appointing Authority may, if it deems proper in special circumstances, waive the aforesaid condition of notice.</p> <p>3) The resignation shall be effective from the date of its acceptance by the Appointing Authority.</p>	<p>21 Resignation No Change</p>
<p>22. Retirement</p> <p>An employee of the Samiti shall retire from service:</p> <p>1) i. on his attaining the age of 60 years, if appointed before coming into force of these Bye-laws or on his attaining the age of 58 years, if appointed subsequent to the coming in force of these Bye-laws. ii. On his being declared medically unfit for service by a Medical Board to be designated by the Appointing Authority in this behalf; or iii. On the imposition of the penalty of compulsory retirement</p> <p>2) No extension in service beyond the age of 58 years or 60 years as the case may be, shall be granted to any employee, but in suitable cases re-employment of an employee may be sanctioned for a period not exceeding one year at a time with the approval of the Executive Committee subject to the condition that in no case re-employment will be allowed beyond the age of 60 or 62 years, as the case may be.</p>	<p>22. Retirement No Change if the Samiti has decided to deviate from Govt Policy. Otherwise this will have to be modified on line of Central Govt. retirement policy.</p>

<p>3) Notwithstanding anything contained in clause (1) above, the Appointing Authority, if it is of the opinion that it is in the Samiti's interest so to do, shall have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice, after he has attained the age of 55 years.</p> <p>4) An employee has an option to retire voluntarily on completion of 20 years qualifying service by giving three months" notice. A weight age of up to five year will be added to the qualifying service of the official provided that...</p> <p>a. The total qualifying service including the weightage does not exceed thirty-three years;</p> <p>b. The period does not go beyond the date of normal superannuation of the official; and</p> <p>c. The weightage is used only for reckoning qualifying service for pension/gratuity.</p>	
CHAPTER – V C.P.F., GRATUITY AND LEAVE ENCASHMENT	
<p>23.The employees of the Samiti will be entitled to the following retirement benefits:-</p> <p>i) C.P.F.</p> <p>An employee, other than a borrowed employee, shall be entitled to the benefit of the Contributory Provident Fund of the Samiti under Bye-law 45.</p> <p>ii) Gratuity</p>	<p>23. No Change(except CPF will have to be examined in view of comments under 45)</p>

<p>a. An employee will, on retirement or on relinquishing service under the Gandhi Smriti and Darshan Samiti, be entitled to a gratuity at the rate of 1/4th of emolument drawn at the time of retirement for each completed half yearly period of qualifying service, limited to a maximum of 16½ times and to a maximum of Rs.10.00 lakh.</p> <p>b. In the case of dismissal, the payment of gratuity will depend on the discretion of the Gandhi Smriti and Darshan Samiti.</p> <p>ii) Leave Encashment The employees will, on retirement or on relinquishing service under the Gandhi Smriti and Darshan Samiti, be entitled to cash payment in lieu of unutilised Earned leave subject to a maximum of 300 days. In case an employee dies while in service, his family will be entitled to cash payment in lieu of unutilised Earned Leave specified above. Grant of gratuity and cash payment in lieu of unutilised earned leave shall be subject to such conditions as may be prescribed by the Government of India for Central Government employees from time to time.</p> <p>iv) Encashment of half pay leave In case of i) Pre-mature retirement; ii) voluntary retirement; and iii) invalidation retirement on medical grounds, the employees will also be entitled to cash equivalent of half pay leave at their credit provided the period of Half pay leave plus earned leave should not extend beyond their normal date of superannuation</p>	
CHAPTER – VI LEAVE	
<p>24. Kinds of Leave The following kinds of leave shall be admissible to an employee:</p> <ol style="list-style-type: none"> 1) Earned Leave 2) Half Pay Leave 3) Commuted Leave 4) Leave not due 	<p>24 Substitute: All matters relating to leave of the officers and employees of the Samiti shall be governed by the Central Civil Services (Leave) Rules, 1972, as amended from time to time applicable to Central Government</p>

<p>5) Extraordinary Leave 6) Maternity Leave 7) Quarantine Leave 8) Study Leave 9) Any other kind of leave admissible to corresponding Central Government employees</p>	<p>employees. Following procedure shall be followed for grant of leave : (i) An employee shall, before proceeding on leave, make an application in the prescribed form and shall also state in writing his address while on leave and shall keep the Samiti"s Office informed of any subsequent changes in leave address. (ii) An application for leave, other than study leave, shall be considered and disposed of by the Director. An application for leave applied for by the Director shall be considered and disposed of by the Member Secretary. (iii) An application of study leave shall be considered and disposed of by the Chairman, Executive Committee. (iv) Every employee, on return from leave, shall submit a joining report in such form as may be prescribed. The Officer In charge (Administration) shall maintain a leave account in respect of every employee.</p>
<p>25.Regulation of Leave Save as specifically provided herein, the admissibility and the grant of any kind of leave mentioned above and other provisions with regard to grant of leave shall be regulated in accordance with the provision of the Central Civil Services (Leave) Rules, 1972, as amended from time to t</p>	<p>25 Regulation of Leave Delete .Covered in Leave Rules hence redundant.</p>
<p>26.Casual Leave An employee may be granted Casual Leave for not more than 10 days at a time and for not more than 12 days in a calendar year. Intervening</p>	<p>26.Casual Leave No Change</p>

<p>Sundays and closed holidays shall not be taken into account for this purpose.</p>	
<p>27.Special Casual Leave An employee may be granted Special Casual Leave for purposes and period for which such leave is admissible to Central Government employees</p>	<p>27.Special Casual Leave No Change</p>
<p>28. Procedure for Grant of Leave</p> <p>1) No kind of leave can be claimed as a matter of right and the grant of leave shall be subject to the exigencies of service and circumstances of each case.</p> <p>2) No employee shall proceed on leave unless it has been sanctioned in writing.</p> <p>3) An employee on leave shall be liable to be recalled from leave if the exigencies of service so require.</p> <p>4) An employee shall, before proceeding on leave, make an application in the prescribed form and shall also state in writing his address while on leave and shall keep the Samiti"s Office informed of any subsequent changes in leave address.</p> <p>5) An application for leave, other than study leave, shall be considered and disposed of by the Director. An application for leave applied for by the Director shall be considered and disposed of by the Member Secretary.</p> <p>26</p> <p>6) An application of study leave shall be considered and disposed of by the Chairman, Executive Committee.</p> <p>7) Every employee, on return from leave, shall submit a joining report in such form as may be prescribed.</p> <p>8) The Officer Incharge (Administration) shall maintain a leave account in</p>	<p>28. Procedure for Grant of Leave Delete. 28 (1) which is covered by Leave Rules. Procedure prescribed for sanction of leave added in main bye-law above.</p>

<p>respect of every employee.</p> <p>CHAPTER – VII PAY</p>	
<p>29. Scale of Pay The scales of pay for the posts under the Samiti shall be as specified in the schedule, as amended from time to time</p>	<p>29. Scale of Pay No Change . But Schedule may have to be revised.</p>
<p>30. Initial Pay</p> <p>(i) An employee shall, on his first appointment to a post on a time-scale of pay, draw pay at the lowest stage of the time-scale. The Appointing Authority may, on the re-commendation of the Selection Committee, allow initial pay not exceeding five stages from the minimum of that scale to exceptionally qualified candidates.</p> <p>(ii) If he has previously served in the same post or in any other post under the Samiti on the same or identical time-scale of pay, and was drawing a pay higher than the pay admissible to him under provision (1) above he shall draw such higher pay and the period of his duty in such post on such pay shall also be counted for fixation of his pay.</p>	<p>30. Initial Pay Substitute as under:</p> <p>(i) An employee shall on his first appointment to a post draw pay at the minimum of the Pay Band and Grade pay prescribed for that post. The Appointing Authority may, on the re-commendation of the Selection Committee, allow initial pay not exceeding five increments from the minimum of that band plus grade pay to exceptionally qualified candidates.</p> <p>(ii) If he has previously served in the same post or in any other post under the Samiti on the same Pay Band plus Grade Pay, and was drawing a pay higher than the pay admissible to him under provision (1) above he shall draw such higher pay and the period of his duty in such post on such pay shall also be counted for fixation of his pay.</p>
<p>31. Fixation of pay on promotion, drawl of increments, leave salary etc.</p> <p>Govt. of India"s rules and instructions regarding fixation of pay on promotion, drawl of salary, allowances, increments and leave salary during various kinds of leave and subsistence allowance during suspension, shall <i>mutatis mutandis</i> apply to the employee of the Samiti.</p>	<p>31. Fixation of pay on promotion, drawl of increments, leave salary etc. No Change</p>

32. Special increment for family planning Special increments in the form of personal pay may be granted to an employee of the society as an incentive for small family as per Govt. instructions issued from time to time.	32. Special increment for family planning No Change
33. Pay of re-employed persons The pay of persons who are re-employed after retirement from Central or State Govt. service or service of a University or a public undertaking or Govt. aided autonomous organizations shall be fixed in accordance with the Govt. of India"s orders issued from time to time.	33. Pay of re-employed persons No Change
34. Special pay, personal pay, Honorarium and fee The Executive Committee may, in special circumstances, sanction to an employee, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit, except in the case of cashier, who shall be entitled to special pay for handling cash as per Govt. instructions issued from time to time.	34. Special pay, personal pay, Honorarium and fee No Change
35. Crossing of E.B. in a Time-Scale of Pay The Appointing Authority shall be the competent authority to allow an employee to cross the efficiency bar in a time-scale of pay.	35. Crossing of E.B. in a Time-Scale of Pay Delete .No more in existence.
CHAPTER – VIII	
36. Kind of Allowance The following allowance shall be admissible to the employees of the Samiti at the rates and subject to terms and conditions laid down by the Govt. of India: (1) Dearness Allowance (2) City Compensatory Allowance (3) House Rent Allowance (4) Travelling and Daily Allowance (5) Any other allowance sanctioned by Govt. of India for its employee.	36. Kind of Allowance Modify as under: Allowances: Dearness Allowance, City Compensatory Allowance, House Rent Allowance, Travelling Allowance, Daily Allowance, LTC, CEA, Re-imbursment of Tuition fee, Allowances during suspension and any other allowance to Central Government employees will be admissible to the employees of the Samiti subject to same terms and conditions, rates and scales as applicable to Central Government

	<p>employees from time to time. .</p> <p>Provided that:-</p> <p>(i) Travelling Allowance and Daily Allowance shall ordinarily be payable on the return of the employee to his headquarters.</p> <p>(ii) the Director may sanction payment in advance of such sum as he deems fit towards such allowance.</p> <p>(iii) Director shall be the controlling officer in respect of T.A. claims of the employees of the Samiti. Member-Secretary will be the controlling officer in respect of the T.A. claims of the Director</p>
<p>37. Allowance during suspension An employee under suspension shall, during the period of suspension, draw such allowances, at such rates and subject to such orders under which the same are allowed to comparable Central Govt. employees</p>	<p>37. Allowance during suspension Delete as covered under 36 above</p>
<p>38.Allowance during leave House Rent Allowance, City Compensatory Allowance and Dearness Allowance and any other allowance shall be admissible to the employees of the Samiti during leave of all kinds at the rates and subject to the conditions under which such allowances are admissible to Central Govt. employees</p>	<p>38.Allowance during leave Delete as covered under 36 above</p>
<p>39.Leave Travel Concession Leave Travel Concession shall be admissible to the employees of the Samiti at the rate at which and subject to the orders and conditions under which the same is allowed to Central Govt. employees from time to time.</p>	<p>39. Leave Travel Concession Delete as covered under 36 above</p>
<p>40. Children's Education Allowed and re-imburement of Tution Fees The concessions of children"s education allowance and re-imburement of</p>	<p>40. Children's Education Allowed and re-imburement of Tution Fees</p>

<p>tution fees shall be admissible to employee of the Samiti at the rates at which and subject to the orders under which the same are allowed to Central Govt. employees.</p>	<p>Delete as covered under 36 above</p>
<p>41.Travelling Allowance and Daily Allowance (i) Travelling Allowance and Daily Allowance admissible to the employees for journeys performed on duty within India shall be at the rate at which and subject to the orders under which these are allowed to Central Govt. employees. (ii) Travelling Allowance and Daily Allowance shall ordinarily be payable on the return of the employee to his headquarters. Provided that the Director may sanction payment in advance of such sum as he deems fit towards such allowance. (iii) The Director shall be the controlling officer in respect of T.A. claims of the employees of the Samiti. Member-Secretary will be the controlling officer in respect of the T.A. claims of the Director.</p>	<p>41. Travelling Allowance and Daily Allowance Delete as covered under 36 above</p>
<p>CHAPTER – IX T.A./D.A TO MEMBERS OF SAMITI</p>	
<p>42.T.A./D.A. to members of the Samiti or its committees/sub-committees..... Members of the Samiti or its Committees/Sub-committees undertaking journey for any work relating to the GSDS shall be entitled to traveling allowance and daily allowance as admissible to first grade officers of the Central Govt. Provided that a member undertaking a journey in connection with the meeting of either the Samiti or the Executive Committee or a Committee/Sub-Committee of which he is a member or for any purpose in connection with the affairs of the Samiti, if so authorized by the Vice-Chairman/Chairman may travel by air (economy class). He shall furnish with his T.A. claim a certificate stating that “The journey had been performed in the interest of the Samiti’s work”.</p>	<p>42.T.A./D.A. to members of the Samiti or its committees/sub-committees..... No Change</p>
<p>43.Controlling Officer The Member-Secretary shall exercise the powers of controlling officer in respect of the T.A. bills of the members of the Samiti/Executive Committee and its Committees/Sub-Committees.</p>	<p>43.Controlling Officer No Change</p>

CHAPTER – X MEDICAL FACILITIES	
<p>44. Re-imburement of Medical Expenses An employee of the Samiti who is not provided with the CGHS facilities, will be allowed to claim re-imburement of medical expenses for himself and his family in accordance with the provisions of the CS (M.A.) Rules</p>	<p>44. Re-imburement of Medical Expenses No Change</p>
CHAPTER XI C.P.F. OF THE SAMITI	
<p>45. Maintenance and Administration of C.P.F. The Samiti shall maintain and administer a separate fund to be known as „Gandhi Smriti and Darshan Samiti Contributory Provident Fund". Every employees of the Samiti, except a casual worker, shall contribute to the Gandhi Smriti and Darshan Samiti Contributory Provident Fund any sum which is not less than 8.1/3% of his emoluments, (as defined in the C.P.Fund (India) Rules, 1962 and rounded off to the nearest whole rupee. The contribution shall be realizable by the Samiti before payment of each month"s pay and allowances to the employee. The Samiti shall contribute from its own fund to the account of every employee in the Samiti"s Contributory Provident Fund on the 31st March of every year an amount equal to the total amount realized during the year from the employee concerned but not exceeding 8 1/3% of his emoluments, as defined in the aforesaid rules. The Samiti shall pay interest on the subscription made by the employees and contribution of the Samiti at the rates fixed by the Central Govt. from time to time. Subject to the above provisions of Contributory Provident Fund (India) Rules, 1962 shall apply in regard to advances/withdrawals/final withdrawal of accumulation in the fund and all other matters not specifically provided for in these Bye-laws.</p>	<p>45. Maintenance and Administration of C.P.F. Will have to examine whether NPS has any implications and what is the present rate of contribution.</p>
CHAPTER XII CONDUCT RULES	
<p>46. Conduct 1. Every employee of the Samiti shall at all time: i) maintain absolute integrity;</p>	<p>46 Conduct Substitute In relation to the conduct of the officers and</p>

<p>ii) maintain devotion to duty; and iii) do nothing which is unbecoming of an employee of the Samiti, as a decent citizen of India.</p> <p>2. Every employee shall abide by and comply with the orders and directions of his superior authorities.</p> <p>Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duty.</p> <p>4. No employee of the Samiti shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he take part in, subscribe in aid of, or assist in any other manner any political movement or activity.</p> <p>5. i) No employee shall, except with the previous approval of competent authority specified for the purpose, acquire or dispose of any immovable property either in his own name or in the name of any member of his family.</p> <p>ii) Where an employee enters into a transaction in respect of movable property, he shall, within one month from the date of such transaction, report the same to the Samiti or the authority prescribed in this behalf, if the value of such property exceeds Rs.2,000/- in the case of group „A“ and „B“ employees and Rs.1,000/- in the case of group „C“ and „D“ employees. Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is:- (i) With a person having official dealings with the Samiti; or (ii) Otherwise than through a regular or reputed dealer.</p> <p>6. (i) No employee shall enter into, or contract a marriage with a person having a spouse living and (ii) No employee having a spouse living shall enter into or contract a marriage with any person. Provided that the Samiti may permit an employee to enter into or contract any such marriage if it is satisfied that :-</p> <p>i) there are sufficient grounds for so doing, and</p>	<p>employees the Central Civil Services (Conduct) Rules 1964 as amended from time to time shall, mutatis mutandis apply subject to the modification that: (a) reference to the” Government” and "Government Servant" in the Central Civil Services (Conduct) Rules shall be construed as reference to the “ Samiti” and " Officers and employees of the “ Samiti , respectively..</p>
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ii) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage

7. No employee of the Samiti shall --

(i) give or take or abet the giving or taking of dowry, or

(ii) demand directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry

8, Every employee of the Samiti is a whole-time employee. He shall not, except with the previous sanction of the Director, and in the case of Director, the Vice-chairman, engage directly or indirectly in any trade or business or negotiate for or undertake any other employment. However, an employee may, without such sanction and without detriment to his duties:

(i) undertake honorary work of a social or charitable nature;

(ii) undertake occasional work of literary, artistic or scientific character; or

(iii) participate in sports activities as amateur.

9. No employee shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Samiti

10. An employee of the Samiti shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he happens to be for the time being

11. Any employee of the Samiti shall so manage his private affairs as to avoid habitual indebtedness or insolvency.

12. All employees of the Samiti shall wear Khadi, while on duty.

13. Other provisions not specified herein but contained in the Central Civil Services (Conduct) Rules, 1964 as amended from time to time (any other Rule which may be made by the Government of India) concerning the Government Servants conduct shall mutatis mutandis apply to the employees of the Samiti

14. Apart from compliance with the mandatory Conduct Rules laid down in these Bye-Laws, the employees are morally obliged to protect the fair name and image of the Samiti by their personal conduct while on and off duty. The Samiti expects its employees to be guided in their official and private dealings by Mahatma Gandhi's life and work, and devote their

<p>spare time to voluntary constructive activities to promote national integration and social reform.</p>	
<p>CHAPTER – XIII Discipline</p>	<p>Chapter XIII Discipline: Substitute this chapter i.e.Clause 47 to 57 as below: In relation to discipline of the employees the Central Civil Services (Classification, Control & Appeal) Rules, 1965 as amended from time to time shall mutatis mutandis apply to the employees of the Samiti, subject to the modification that: (a) reference to the ‘ Government’, 'President' & "Government Servant" in the Central Civil Services (Classification, Control & Appeal) Rules, shall be construed as reference to the “ Samiti”, "Chairman of the Executive Committee" and " Officers and employees of the Samiti” , respectively. The authorities shown in Schedule (to be prepared) or any other authorities superior to them will be the authorities competent to impose penalties under the Rules. Appellate authorities shall be those shown in Schedule (to be prepared)</p>
<p>47. Suspension (1) The appointing authority or any authority which may be superior to the appointing authority or any other authority empowered in that behalf by the Executive Committee, by general or specific order, may place an employee of the Samiti under suspension -- a) where a disciplinary proceeding against him is contemplated or is pending; or b) where, in the opinion of the authority aforesaid, he has engaged himself</p>	<p>Suspension Delete 47 to 57[Procedure for suspension, penalties, Appeal, Review , Re-instatement, etc will be governed by CCS (CCA) Rules and allowances during suspension by Government instructions as mentioned in Bye Law 36]</p>

<p>in activities prejudicial to the interest of the Samiti.</p> <p>c) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.</p> <p>Provided that where the order of suspension is made by an authority lower than appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.</p> <p>(2) An employee shall be deemed to have been placed under suspension by an order of the appointing authority with effect from the date of his detention, if he is detained whether on a criminal charge or otherwise for a period exceeding 48 hours. (3) An order of suspension made or deemed to have been made under this bye-law may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.</p> <p>(4) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to the leave salary which he would have drawn if he had been on leave on half pay and in addition dearness allowance based on such leave salary with other compensatory allowance, if any, of which the employee was in receipt on the date of suspension, if the Appointing Authority is satisfied that the employee continues to meet the expenditure for which they are granted.</p> <p>(5) An appeal against the order of suspension shall lie to the appellate authority as specified in Bye-law 52. Note No payment under this bye-law shall be made unless the employee furnishes a certificate, and the authority which made or is deemed to have made the order of suspension is satisfied, that the employee is not engaged in any other employment, business, profession or vocation. The payment and revision of amount of subsistence allowance would be regulated in accordance with the instructions applicable to corresponding Central Govt. employees.</p>	
<p>48.Penalties The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed on an employee, namely – Minor-Penalties:</p> <p>(i) Censure;</p>	

<p>(ii) Withholding of promotion; (iii) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders; (iv) Withholding of increments of pay Major Penalties: v) Reduction to a lower stage in the time-scale of pay; vi) Reduction to a lower time-scale of pay, grade, post or service; vii) Compulsory retirement; viii) Removal from service; ix) Dismissal from service;</p>	
<p>49. Authority competent to impose a penalty The Appointing Authority or any other authority, which may be superior to the Appointing Authority, may impose on an employee any of the penalties specified in Bye-law 48.</p>	
<p>50. Procedure for imposing penalties (1) No order imposing any penalty on an employee shall be passed except after-- (a) the employee is informed in writing of the proposal to take action against him and of the imputations of misconduct on which it is proposed to be taken and is given an opportunity to make any representation he may wish to make; and (b) Such representation, if any, is taken into consideration by the authority imposing the penalty. (2) No order imposing a major penalty shall be made except after an inquiry. As far as practicable the inquiry shall be held in accordance with the guide-lines prescribed in Rules 14 and 15 of C.C.S. (CCA) Rules.</p>	
<p>51. Special provision regarding borrowed employees (1) Where an order of suspension is made or a disciplinary proceeding is commenced against a borrowed employee, the lending authority shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceedings as the case may be. (2) In the light of the finding in the disciplinary proceeding taken against such employee -- i) If the authority imposing the penalty is of the opinion that any of the</p>	

<p>penalties specified in clauses (v) to (ix) of the Bye-law 48 should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary; and</p> <p>ii) If the authority imposing the penalty is of the opinion that any other penalty should be imposed on him it may after consultation with the lending authority, pass such orders on the case as it deems necessary.</p> <p>Provided that in the event of a difference of opinion between the lending authority and the authority imposing the penalty, the services of the employee shall be replaced at the disposal of the lending authority.</p> <p>EXPLANATION: In this Bye-law, the expression “Lending Authority” means the authority which has placed the services of the borrowed employee at the disposal of the Samiti.</p>	
<p>CHAPTER – XIV Appeal and Review</p>	
<p>52.Appellate Authorities An appeal shall lie from any original order made –</p> <p>(1) by the Director, to the Vice-chairman</p> <p>(2) by the Vice-chairman to the Executive Committee</p>	
<p>53.Period of limitation of Appeal No appeal shall be entertained unless it is submitted within a period of 45 days from the date on which the order appealed against is communicated to the person concerned.</p> <p>Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.</p>	
<p>54. Form, content and submission of appeals</p> <p>(1) Every person submitting an appeal shall do so separately and in his own name.</p> <p>(2) The appeal shall be addressed to the appellate authority; shall contain all material statements and arguments on which the appellant relies; shall not contain any disrespectful or improper language and shall be complete in itself.</p>	

<p>(3) Every appeal shall be submitted to the Director of the Samiti who shall, transmit it to the appellate authority.</p>	
<p>55 Consideration of Appeals The appellate authority shall consider every appeal in such manner as it deems fit and pass such orders as it deems proper in the circumstances of the case; Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation, which he may wish to make, against such enhanced penalty.</p>	
<p>56. Review The Executive Committee may, on its own motion or otherwise, review any order made by any authority and pass such order as it deems fit in the circumstances of the case; Provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation, which he may wish to make against such enhanced penalty.</p>	
<p>57. Order of Reinstatement Where an employee, who has been dismissed or suspended, is reinstated, the authority reinstating him shall made an order specifying – (1) Whether the employee may draw for the period of his absence from duty any pay and allowances in addition to the pay and allowances admissible under Bye-law 47(4). (2) Whether such period may be treated as duty for all or any purpose.</p>	
<p>58. In respect of any matter not specifically provided for in the Bye-laws in Chapter XIII and XIV, relating to „Discipline“ and „Appeal and Review“ respectively, the relevant provisions contained in the Central Civil Services (C.C.A.) Rules, 1965, as amended from time to time, shall apply to the employees of the Samiti.</p>	
<p>CHAPTER - XV SENIORITY</p>	

<p>59. Seniority</p> <p>(i) Seniority of an employee shall be determined according to the length of continuous regular service in his grade. Provided that the inter-se Seniority of employees recruited simultaneously to the same category of post shall be fixed according to the order of merit determined by the Selection Committee. If no such merit was determined in relation to appointments made prior to the coming into force of these Bye-laws the seniority will be fixed in the light of age – the older person shall rank senior to the younger.</p> <p>(ii) An upto-date seniority list in accordance with the provisions of clause (i) above shall be prepared and maintained in respect of each category of employees by the Administrative Officer.</p> <p>(iii) The Seniority List shall be up-dated in the beginning of the calendar year and circulated among the employees and their objection, if any, shall be considered before it is finalized.</p> <p>(iv) If the relative seniority of any person or persons is in doubt the matter shall be submitted to the Vice-chairman whose decision thereon shall be final</p>	<p>59. Seniority .No change.</p>
<p>Chapter XVI Miscellaneous</p>	
<p>60. Advances All interest free and interest bearing advances will be admissible to the employees of the Samiti in accordance with the provision contained in G.F.R.</p>	<p>60.Advances Substitute</p> <p>(i) House Building Advance to officers and employees of the Samiiti shall be sanctioned subject same rate, terms and conditions as admissible to Central Government Servants Under House Building Advance Rules ..</p> <p>(ii) Other Interest bearing and Interest free Advances to the officers and employees of the Samiti shall be</p>

	sanctioned in accordance with Compendium of Rules on Advances to Government Servants.
61. Working Hours The Director shall fix the working hours for the staff. Keeping in view the nature of duties of different categories, different working hours may be fixed for different types of staff working in office during fixed hours and for conservancy and security staff and drivers etc .	61. Working Hours No Change
62. Holidays Unless otherwise expressly provided, the Samiti shall observe Gazetted/ Restricted Holidays as notified by the Government of India during a year. Such Holidays may be granted to the regular employees of the Samiti.	62 Holidays No Change.
63.Compensatory Holiday Where an employee is required to attend any official duty on Sunday or Public Holiday, he shall be entitled to avail of compensatory Holiday within a reasonable period, depending upon the exigency of service.	63. Compensatory Holiday Modify An employee required to perform duty on Sunday or Public Holiday (s) shall be entitled to avail of compensatory Holiday within a reasonable period, depending upon the exigency of service, provided he/she shall not be entitled to draw Over Time Allowance admissible to him/her for that day(s).
64.Authentication All orders and decisions of the Samiti or of the Executive Committee shall be authenticated by the signature of the Director or by such other authority as may be specified by the Executive Committee in this behalf.	64.Authentication No Change
65.Service Book A Service Book for each employee shall be maintained in such form as may be prescribed. The entries in the Service Book shall be authenticated by the Officer-in-charge of Administration	65.Service Book Modify A Service Book for each employee shall be

	<p>maintained in such form as may be prescribed by Executive Committee. The entries in the Service Book shall be authenticated by the Officer-in-charge of Administration</p>
<p>66. Character Roll A character roll for each employee containing brief service particulars and a confidential report on his work and conduct for every calendar year shall be maintained.</p> <p>The annual confidential report shall be recorded by the immediate superior officer and reviewed by the next higher authority.</p> <p>The character rolls of all employees shall be kept in the custody of Director.</p> <p>The Director's Confidential Report shall be recorded by Member Secretary and reviewed by the Chairman, Executive Committee. The Confidential Report shall remain in the custody of Member Secretary.</p>	<p>66. Character Roll May be Substituted by Annual Performance Appraisal Report (APAR)</p> <p>(i) APAR shall be recorded by the immediate superior officer and reviewed by the next higher authority</p> <p>(ii) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue</p> <p>(iii) The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR.</p> <p>(iv) The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc.</p> <p>(v) While communicating the entries, it shall be made clear that in case no</p>

	<p>representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If no information is received the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final. (v) The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2008-09 which is to be initiated after 1st April 2009.</p> <p>(vi) The authority competent for considering adverse remarks may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.</p> <p>(vii) That authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.</p> <p>(viii) The character rolls of all employees</p>
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	<p>shall be kept in the custody of Director.</p> <p>(ix) The Director's Confidential Report shall be recorded by Member Secretary and reviewed by the Chairman, Executive Committee. The Confidential Report shall remain in the custody of Member Secretary</p>
<p>67. Other Conditions of service Any matter not specifically provided for in these Bye-laws regarding general conditions of service, pay and allowances, leave salary, joining time, foreign service and deputation in India and abroad etc., the provisions of the Fundamental Rules, the supplementary Rules and the orders and the decisions applicable to the Central Government servants shall apply mutatis mutandis to the employees of the Samiti.</p>	<p>67. Other Conditions of service No Change</p>
<p>68. Interpretation</p> <p>(i) If any doubt arises about the interpretation of any of the Bye-laws, the matter shall be referred to the Executive Committee for advice/decision whose decision shall be final.</p> <p>(ii) The Vice-chairman shall have residuary powers to decide all matters, not specifically provided for in these Bye-laws, in accordance with the Rules and Regulations of the Samiti and established practices in the Government Departments; subject to ratification by the Executive Committee in their subsequent meeting.</p>	<p>68. Interpretation No Change</p>
<p>69.Powers to Relax</p> <p>Where the Executive Committee is satisfied that the operation of any of the Bye-laws causes undue hardship in any particular case, it may, for reasons to be recorded in writing, dispense with or relax the requirements of that Bye-law to such an extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner</p>	<p>69.Powers to Relax No Change</p>

Schedule I

Powers Delegated to the Chairman, Executive Committee, Director and Administrative Officer of the Samiti, Limits and Restrictions, if any (Rule 6)

		Chairman Executive Committee	Director	Admn. Officer	Remarks
1	2	3	4	5	6
1	(a) To create temporary posts (for period up to six months) b) To make appointments to sanctioned posts	Full powers Post in groups "A" & "B"	Posts in group "C" & "D"		
2	To sanction leave (other than Casual Leave)	Director	Officers of group "A" "B" and "C"	Employees in group "D"	
3	To authorize a member of the Samiti or any person to proceed on work connected with Samiti to any part of India and allow T.A./D.A. for such journeys	Full powers, subject to the condition that the T.A. shall not exceed the scale prescribed by the Government of India for non-official members of Committee etc.			

4	To authorize employees of the Samiti to proceed on duty to any part of India and to grant them T.A. and D.A. in accordance with the S.R. Rules of Govt.of India	For Director	For all other employees		
5	To sanction advances for the purchase of conveyance in accordance with rules made by Govt. of India	-Do-	-Do-		
6	To pay legal charges: Fees to Legal Advisers, Advocates	–	Full powers		
7	To sanction Travelling Allowance Advances	–	Full powers		
8	To sanction expenditure of miscellaneous or contingent nature	Rs.5,00,000/- in each case	Rs.2,00,000/- in each case	* Rs5,000/- (Recurring) and Rs.10,000/- (Non-recurring) in each case	
10	To write off losses: (a) Irrecoverable losses of stores or public money (b) Loss of revenue, irrecoverable loans and	Rs.1,00,000/-	Rs.50,000/-		

	advances (c) Deficiencies and depreciation in the value of stores(other than motor vehicles or motor cycle) included in the stock and other accounts	10,000 -do-	5,000 -do		
11	To sanction medical attendance fee and cost of medicines for the employees of the Samiti.	Full powers in respect claims of Director	Full powers for other employees		
12	To order sale by auction or otherwise of unserviceable stores or perishable articles		Full powers		
13	To sanction additional funds for approved schemes	Up to Rs.25,000/- when the cost of the approved scheme exceeds Rs.1 Lakh, and Rs.10,000/- when the cost of the scheme is Rs.50,000/- or less, provided that in all cases the additional expenditure is not			

		inconsistent with the nature and object of the scheme.			
14	To sanction advances to the employees of the Samiti out of C.P.F.	-	Full powers as per Rules		
15	Grant of over time allowance to staff	-	Full powers subject to the guidelines issued by the Govt. of India from time to time		

Note:

1. The Chairman, Executive Committee may delegate any power vested in him vide Col. 2 of this schedule to Member Secretary by a specific order.
2. The Director may redelegate any specific power delegated to Admn. Officer, to any other officer of equivalent rank.
3. The sanctioning authority shall always keep in view the general or specific guide-lines relating to economy measures laid down by the Govt. of India in regard to creation and filling of posts and administrative expenditure.

SCHEDULE II
Authority competent to impose penalties
(Rule47)

	Authority	Classification of Employees	Penalties	Appellate Authority
1	Chairman EC	Group A &B	(i) Censure; (ii) Withholding of promotion; (iii) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders; (iv) Withholding of increments of pay Major Penalties: v) Reduction to a lower stage in the time-scale of pay; vi) Reduction to a lower time-scale of pay, grade, post or service; vii) Compulsory retirement; viii) Removal from service; ix) Dismissal from service;	Executive Committee
2	Director	Group C&D	(i) Censure; (ii) Withholding of promotion; (iii) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders; (iv) Withholding of increments of	Chairman EC

			pay Major Penalties: v) Reduction to a lower stage in the time-scale of pay; vi) Reduction to a lower time-scale of pay, grade, post or service; vii) Compulsory retirement; viii) Removal from service; ix) Dismissal from service;	
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Note: The dismissal of Director will, however, require the approval of the Government in term of clause 4((v) of Memorandum of Association.

DRAFT REVISED BYE-LAWS	
1. Short Title and Commencement	<p>a) These Bye-Laws may be called the Gandhi Smriti and Darshan Samiti Bye-Laws 2016</p> <p>b) They shall come into force from the date these are adopted by the Executive Committee Provided that till the adoption of these Bye-Laws existing provisions of Gandhi Smriti and Darshan Samiti Bye-Laws 1987, as amended from time to time, shall continue</p>
2. Application	<p>a) These Bye-Law shall apply to all matters of Administrative and Financial management of the Samiti and to every employee of the Samiti.</p> <p>b) Notwithstanding anything contained in clause (i) the Gandhi Smriti and Darshan Samiti may by agreement with any employee make such special provisions regarding his conditions of service as it considers necessary and thereupon these Bye-Laws shall not apply to such employee to the extent to which the special provisions are inconsistent therewith.</p>
3. Definitions	<p>In these Bye-Laws, unless the context otherwise requires:</p> <p>a) "Society" means the Gandhi Smriti and Darshan Samiti"</p> <p>b) Administrative Officer: means the Administrative Officer of the Samiti.</p> <p>c) "Appointing Authority" in relation to any post(s) in the "Samiti" means the authority competent to make appointments to that post(s) under Schedule (to be prepared w.r.t. Discipline) of these Bye-Laws</p> <p>d) Chairman: means the Chairman of the Samiti.</p> <p>e) Competent Authority: means the Executive Committee or the Authority who may have been delegated the Power(s) of the Executive Committee.</p> <p>f) Controlling Authority:</p> <p style="padding-left: 20px;">A. Administrative matters</p> <p style="padding-left: 40px;">i) In relation to posts in group „C“(including erstwhile Group `D' posts) the Director.</p> <p style="padding-left: 40px;">ii) In relation to Group „A" and „B" posts, the Chairman, Executive Committee</p> <p style="padding-left: 20px;">B. Financial Management Chairman, Executive Committee</p> <p>(g) Director: means the Director of the Samiti.</p> <p>(h) Employee: means any person serving the Samiti in any post specified in the Schedule III, as amended from time to time.</p> <p>(i) Executive Committee: means the Executive Committee as constituted under clause 4 of the Rules and Regulations of the Gandhi Smriti & Darshan Samiti</p>

- (j) Foreign Service: means service for which an employee receives, with the approval of the Controlling Authority, his pay from any source other than the funds of the Samiti.
- (k) Government : means the Department of Culture , in the Government of India
- (l) "Selection Committee" in respect of a post means a Committee of that name indicated in the Recruitment Rules of that post.
- (m) "Disciplinary Authority" means the Authority as specified in Schedule (to be prepared w.r.t. Discipline) to impose any of the penalties specified in Rule 11 of the Central Civil Services (Classification ,Control and Appeal) Rules referred in Clause 48 of these bye-laws.
- (n) "Pay "means pay as defined in Fundamental Rules /Supplementary Rules but shall not include special pay ,personal pay ,unless sanctioned by the competent authority, any other allowances, fee , honorarium ,deputation allowance in respect of borrowed employees , etc,]
- (o) *Borrowed Employee means an employee of any other authority or Institution whose services are obtained by the Samiti on loan basis*
- (p) Member-Secretary: means the Member-Secretary of the Samiti.
- (Q) "Samiti" means "Gandhi Smriti and Darshan Samiti" as constituted under the Memorandum of Association of the Gandhi Smriti and Darshan Samiti.
- (r) Schedule: means a Schedule to these Bye-Laws.
- (s) Vice-Chairman: means the Vice-Chairman of the Samiti.
- (t) Years: means the Financial year.

All words and expressions used but not defined in these Bye-Laws and defined in the Rules of the Samiti shall have the meaning respectively assigned to them in the said Rules.

CHAPTER – II BUDGET, ACCOUNTS AND AUDIT

4.Financial Year

The Financial year of the Samiti shall be from 1st April to March.

5.Budget Estimates

The Director shall draw up for each succeeding year Budget Estimates and place the same before the Executive Committee for its scrutiny not later than 31st August each year.

6.Authority for Expenditure

- (i) The powers of incurring expenditure delegated to various authorities are given in schedule I. All financial powers, not specifically delegated to any specific authority shall vest with the Executive Committee.
- (ii) No expenditure shall be incurred from the funds of the Samiti except on legitimate objects of public expenditure.
- (iii) No subordination authority of the Samiti may incur any expenditure in future

unless the said expenditure has been subjected to scrutiny before its inclusion in the budget of the Samiti.

- (iv) The sanctioning authority shall exercise the powers to sanction expenditure subject to any general or special order, direction or stipulation which the authority delegating or re delegating such power may issue or prescribe from time to time.
- (v) No expenditure from the funds of the Samiti shall be incurred unless the funds are available, sanction of the competent authority has been obtained; and the necessity and desirability of incurring the expenditure has been duly established.
- (vi) The sanctioning authority shall see not only that the total expenditure is kept within the limits of authorized budget but also that the funds required for various items of expenditure are expended in the interest of the Samiti and upon objects for which the money was provided

[Schedule I to be reviewed and revised.]

7.Purchase of Stores

While the purchases of goods up to the value of Rs.15000 (Rupees Fifteen thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the format prescribed under Rule 145 of the General Financial Rules for purchases exceeding the value of Rs 15000 (Rupees Fifteen thousand) the guidelines regarding constitution of Local Purchase Committee and inviting of tenders, proper scrutiny of tenders, financial status of the suppliers etc. laid down by the Govt. of India as incorporated in the General Financial Rules and 'Manual of Policies and Procedures for Purchase of Goods'.shall be duly observed.instructions contained in the General Financial Rules and some standardized formats. If required, these guidelines may be further supplemented by the Samiti with the approval of the Government

8.Contracts

All contracts involving financial implications, duly sanctioned by the competent authority, shall be executed on behalf of the Samiti by the Director. While finalizing the contracts, general guidelines laid down by the Govt. of India and incorporated in the General Financial Rules, shall be observed.

9.Investment and Control of Funds

i) All moneys received by and in the name of the Samiti shall be credited immediately into the accounts kept in the State Bank of India. No money/moneys received by and in the name of the Samiti shall be utilized for any expenditure without prior sanction of the competent authority.

(Note: State Bank of India, changed tot eh Syndicate Bank vide item 5 by Executive Committee in its 16th meeting held on 13-1-92)

ii)No funds of the Samiti in the bank shall be withdrawn on cheques except signed by two of the following:

- a) Director or Member Secretary and
- b) Any one of the three i.e. Administrative Officer, Accounts Officer and Office Supervisor

iii) Surplus funds of the Samiti not required for normal recurring and non-recurring expenditure shall be invested in such a manner and in accordance with such directions as may be given by the Executive Committee from time to times.

10. Permanent Advance or Imprest

- (i) There shall be a Permanent Advance or Imprest drawn from the bank and kept at the disposal of the Administrative Officer for meeting day to day contingent and emergent expenditure of the Samiti.
- (ii) Quantum of the advance will be fixed based on last twelve months average contingent and emergent expenditure to be recouped twice a month [Or fix the amount in this rule itself to be recouped twice a month but it will require frequent amendments]
- (iii) The Administrative Officer may sanction advances to employees for purchase of goods or services or any other special purpose needed for the management of the Samiti office, subject to the following conditions:-
 - a) The amount of expenditure being higher than the Permanent Advance available, cannot be met out of it.
 - b) The purchase or other purpose can not be managed under the normal procedures, envisaging post procurement payment system.
 - c) The amount of advance should not be more than the power delegated to the Administrative Officer for the purpose.
 - d) The Administrative Officer shall be responsible for timely recovery or adjustment of the advance.

11. Verification of Cash Balance

The balance in the Cash Book shall be physically checked by the Administrative Officer daily and a remark to that effect entered into that effect entered into the Cash Book by him.

12. Audit

The account of the Samiti shall be audited by the CAG. As soon as practicable, but not later than 31st May each year, after the accounts for the preceding year are closed, the Administrative Officer, under the direction of the Director, shall cause to be compiled the annual accounts of the preceding year in such form as may be prescribed by the CAG of India . Immediately thereafter, the CAG will be requested to conduct the audit of the accounts

13. Creation of Posts:

- (i) Posts in the Samilti shall be classified as Group 'A' , 'B' , 'C' and 'D' for

comparable pay scales as applicable to Central Government servants.

- (ii) The Executive Committee with the approval of the Chairman of the Committee may create new post/abolish existing posts in Group A,B,C and D , subject to restrictions on creation of posts imposed by Government of India from time to time, provided no post in the new pay scale/grade shall be created without the approval of the Ministry of culture. (other option: The executive Committee may direct, subject to MOA and Bye-Laws of the Samiti creation or abolition of any new post with the approval of the Ministry of Culture.)
- (iii) The competent authority sanctioning creation of new post(s) will specify whether the post created is temporary or permanent, In case of temporary post also specify the period for which the post is created.

[New pay scale/ grade means the scale /grade not in existence in the samiti]

CHAPTER – III SERVICE RULES

15.Appointing Authority

- (i) The Director shall be the Appointing Authority in respect of Group „C” and „D” posts.
- (ii) The Appointing Authority in respect of Group “A” AND “B” post shall be the Chairman, Executive Committee subject to the provisions of clause 4(v) of the Rules and Regulations of the Samiti.

16. Method of Recruitment

- (i) Recruitment to the posts in the Samiti shall be by :
 - (a) Direct Recruitment
 - (b) Promotion
 - (c) Deputation of a borrowed employee
 - (d) Contract for specified period
- (ii) Recruitment shall be made in accordance with the provisions of the Recruitment Rules for relevant posts subject to the provisions of the Employment Exchange (Compulsory Notification of Vacancies) Act 1959 [check this Act is still in existence] and in accordance with the instructions of the Central Government on reservation for Scheduled Castes/Scheduled Tribes, Other Backward classes,Persons with Disability etc.
- (iii) The constitution of the Selection/Departmental Promotion Committee will be as specified in the Recruitment Rules for the relevant post.

[Note: Consequently provision will be made in column 12 of RRs for constitution of DPC The selection Committee for DR will have to be specified in bye-laws or keep the provision Selection/Promotion Committee here but repeat Promotion Committee in column 12 of RRs. In case it is specified here the constitution will be same as in the

exitsing clause with addition that there will be representative of SC/ST and minorities in the selection/DPC according to latest instructions of the Department of Personnel and Training, Government of India]

Add one more clause under the heading” Appointment on deputation of borrowed employees:

“Borrowed employees will be appointed with the approval of the Selection Committee on such terms and conditions as agreed by the lending authority and the Samiti”

17. Appointment of Compassionate Ground The Chairman, recruitment year.

Chairman, Executive Committee may approve appointment on compassionate grounds in Group C and erstwhile Group D (now group C) upto a maximum of 5% of regular vacancies falling under Direct Recruitment quota in Group C or erstwhile Group D posts subject to procedure prescribed and other instructions issued by the Department of Personnel and Training, Government of India from time to time in this regard.

18. Medical Fitness and other conditions for first appointment No person shall be appointed to any post by direct recruitment unless; (i) he / she is declared medically fit by the Medical Authority to be designated by the Executive Committee. (ii) the Component Authority is satisfied that he / she possesses good character and antecedents (iii) he /she signed a declaration regarding his marital status in the prescribed form and provided that he/ she

- a) has not entered into or contracted a marriage with a person having a spouse living or
- b) having a spouse living, has not entered into or contracted a marriage with any person.

CHAPTER – IV TENURE

19. Probation

To be deleted as this will be prescribed in Column 9 of the RRs to be revised.

20. Termination of Service

Termination of services of a temporary employee governed by Rule (5) of Central Civil Service (Temporary Service) Rules .Extract of the rule is reproduced as Schedule(To be added)to these bye-laws.

21. Resignation

1) A temporary employee, may, by giving notice in writing of one month to the Appointing Authority or on payment of one month’s pay in lieu thereof, resign from the service of the Samiti.

2) A permanent employee may, by giving notice of three months in writing to the Appointing Authority or on payment of three months pay in lieu thereof, resign from service of the Samiti.

Provided that the Appointing Authority may, if it deems proper in special circumstances, waive the aforesaid condition of notice.

3) The resignation shall be effective from the date of its acceptance by the Appointing Authority.

22. Retirement

An employee of the Samiti shall retire from service:

- 1) i. on his attaining the age of 60 years, if appointed before coming into force of these Bye-laws or on his attaining the age of 58 years, if appointed subsequent to the coming in force of these Bye-laws.
ii. On his being declared medically unfit for service by a Medical Board to be designated by the Appointing Authority in this behalf; or
iii. On the imposition of the penalty of compulsory retirement

2) No extension in service beyond the age of 58 years or 60 years as the case may be, shall be granted to any employee, but in suitable cases re-employment of an employee may be sanctioned for a period not exceeding one year at a time with the approval of the Executive Committee subject to the condition that in no case re-employment will be allowed beyond the age of 60 or 62 years, as the case may be.

3) Notwithstanding anything contained in clause (1) above, the Appointing Authority, if it is of the opinion that it is in the Samiti's interest so to do, shall have the absolute right to retire any employee by giving him notice of not less than three months in writing or three month's pay and allowances in lieu of such notice, after he has attained the age of 55 years.

4) An employee has an option to retire voluntarily on completion of 20 years qualifying service by giving three months' notice. A weight age of up to five year will be added to the qualifying service of the official provided that...

a. The total qualifying service including the weightage does not exceed thirty-three years;

b. The period does not go beyond the date of normal superannuation of the official; and

c. The weightage is used only for reckoning qualifying service for pension/gratuity.

CHAPTER – V C.P.F., GRATUITY AND LEAVE ENCASHMENT

23. The employees of the Samiti will be entitled to the following retirement benefits:-

i) C.P.F.

An employee, other than a borrowed employee, shall be entitled to the benefit of the Contributory Provident Fund of the Samiti under Bye-law 45.

ii) Gratuity

a. An employee will, on retirement or on relinquishing service under the Gandhi Smriti and Darshan Samiti, be entitled to a gratuity at the rate of 1/4th of emolument drawn at the time of retirement for each completed half yearly period of qualifying service, limited to a maximum of 16½ times and to a maximum of Rs.10.00 lakh.

b. In the case of dismissal, the payment of gratuity will depend on the discretion of the Gandhi Smriti and Darshan Samiti.

ii) Leave Encashment

The employees will, on retirement or on relinquishing service under the Gandhi Smriti and Darshan Samiti, be entitled to cash payment in lieu of unutilised Earned leave subject to a maximum of 300 days.

In case an employee dies while in service, his family will be entitled to cash payment in lieu of unutilised Earned Leave specified above.

Grant of gratuity and cash payment in lieu of unutilised earned leave shall be subject to such conditions as may be prescribed by the Government of India for Central Government employees from time to time.

iv) Encashment of half pay leave

In case of i) Pre-mature retirement; ii) voluntary retirement; and iii) in-validation retirement on medical grounds, the employees will also be entitled to cash equivalent of half pay leave at their credit provided the period of Half pay leave plus earned leave should not extend beyond their normal date of superannuation

CHAPTER – VI LEAVE

24. Leave

All matters relating to leave of the officers and employees of the Samiti shall be governed by the Central Civil Services (Leave) Rules, 1972, as amended from time to time applicable to Central Government employees.

Following procedure shall be followed for grant of leave :

- (i) An employee shall, before proceeding on leave, make an application in the prescribed form and shall also state in writing his address while on leave and shall keep the Samiti's Office informed of any subsequent changes in leave address.
- (ii) An application for leave, other than study leave, shall be considered and disposed of by the Director. An application for leave applied for by the Director shall be considered and disposed of by the Member Secretary.
- (iii) An application of study leave shall be considered and disposed of by the Chairman, Executive Committee.
- (iv) Every employee, on return from leave, shall submit a joining report in such form as may be prescribed.

The Officer In charge (Administration) shall maintain a leave account in respect of every employee.

25.Regulation of Leave

Delete .Covered in Leave Rules hence redundant

26.Casual Leave

An employee may be granted Casual Leave for not more than 10 days at a time and for not more than 12 days in a calendar year. Intervening Sundays and closed holidays shall not be taken into account for this purpose.

27.Special Casual Leave An employee may be granted Special Casual Leave for purposes and period for which such leave is admissible to Central Government employees

28. Procedure for Grant of Leave

Delete.

[28 (1) which is covered by Leave Rules. Procedure prescribed for sanction of leave added in main bye-law above.]

CHAPTER – VII PAY

29. Scale of Pay The scales of pay for the posts under the Samiti shall be as specified in the schedule, as amended from time to time
[Schedule may have to be revised.]

30. Initial Pay

- (i) An employee shall on his first appointment to a post draw pay at the minimum of the Pay Band and Grade pay prescribed for that post. The Appointing Authority may, on the re-commendation of the Selection Committee, allow initial pay not exceeding five increments from the minimum of that band plus grade pay to exceptionally qualified candidates.
- (ii) If he has previously served in the same post or in any other post under the Samiti on the same Pay Band plus Grade Pay, and was drawing a pay higher than the pay admissible to him under provision (1) above he shall draw such higher pay and the period of his duty in such post on such pay shall also be counted for fixation of his pay.

31.Fixation of pay on promotion, drawl of increments, leave salary etc.

Govt. of India"s rules and instructions regarding fixation of pay on promotion, drawl of salary, allowances, increments and leave salary during various kinds of leave and subsistence allowance during suspension, shall *mutatis mutandis* apply to the employee of the Samiti.

32. Special increment for family planning Special increments in the form of personal pay may be granted to an employee of the society as an incentive for small family as per Govt. instructions issued from time to time.

33. Pay of re-employed persons The pay of persons who are re-employed after retirement from Central or State Govt. service or service of a University or a public undertaking or Govt. aided autonomous organizations shall be fixed in accordance with the Govt. of India"s orders issued from time to time.

34. Special pay, personal pay, Honorarium and fee The Executive Committee may, in special circumstances, sanction to an employee, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit, except in the case of cashier, who shall be entitled to special pay for handling cash as per Govt. instructions issued from time to time.

35. Crossing of E.B. in a Time-Scale of Pay

Delete .No more in existence.

CHAPTER – VIII

36. Kind of Allowance

Dearness Allowance, City Compensatory Allowance, House Rent Allowance, Travelling Allowance, Daily Allowance, LTC, CEA, Re-imbusement of Tuition fee, allowances during suspension and any other allowance to Central Government employees will be admissible to the employees of the Samiti subject to same terms and conditions, rates and scales as applicable to Central Government employees from time to time. .

Provided that:-

- (i) Travelling Allowance and Daily Allowance shall ordinarily be payable on the return of the employee to his headquarters.
- (ii) the Director may sanction payment in advance of such sum as he deems fit towards such allowance.

Director shall be the controlling officer in respect of T.A. claims of the employees of the Samiti. Member-Secretary will be the controlling officer in respect of the T.A. claims of the Director

37. Allowance during suspension

Delete as covered under 36 above

38. Allowance during leave

Delete as covered under 36 above

39. Leave Travel Concession

Delete as covered under 36 above

40. Children's Education Allowed and re-imbusement of Tution Fees

Delete as covered under 36 above.

41. Travelling Allowance and Daily Allowance

Delete as covered under 36 above

CHAPTER – IX T.A./D.A TO MEMBERS OF SAMITI

42.T.A./D.A. to members of the Samiti or its committees/sub-committees.....

Members of the Samiti or its Committees/Sub-committees undertaking journey for any work relating to the GSDS shall be entitled to traveling allowance and daily allowance as admissible to first grade officers of the Central Govt. Provided that a member undertaking a journey in connection with the meeting of either the Samiti or the Executive Committee or a Committee/Sub-Committee of which he is a member or for any purpose in connection with the affairs of the Samiti, if so authorized by the Vice-Chairman/Chairman may travel by air (economy class). He shall furnish with his T.A. claim a certificate stating that "The journey had been performed in the interest of the Samiti"s work".

43.Controlling Officer The Member-Secretary shall exercise the powers of controlling officer in respect of the T.A. bills of the members of the Samiti/Executive Committee and its Committees/Sub-Committees.

CHAPTER – X MEDICAL FACILITIES

44. Re-imbusement of Medical Expenses An employee of the Samiti who is not provided with the CGHS facilities, will be allowed to claim re-imbusement of medical expenses for himself and his family in accordance with the provisions of the CS (M.A.) Rules

CHAPTER XI C.P.F. OF THE SAMITI

45. Maintenance and Administration of C.P.F. The Samiti shall maintain and administer a separate fund to be known as „Gandhi Smriti and DarshanSamiti Contributory Provident Fund". Every employees of the Samiti, except a casual worker, shall contribute to the Gandhi Smriti and DarshanSamiti Contributory Provident Fund any sum which is not less than 8.1/3% of his emoluments, (as defined in the C.P.Fund (India) Rules, 1962 and rounded off to the nearest whole rupee. The contribution shall be realizable by the Samiti before payment of each month"s pay and allowances to the employee.

The Samiti shall contribute from its own fund to the account of every employee in the Samiti"s Contributory Provident Fund on the 31st March of every year an amount equal to the total amount realized during the year from the employee concerned but not exceeding 8 1/3% of his emoluments, as defined in the aforesaid rules. The Samiti shall pay interest on the subscription made by the employees and contribution of the Samiti at the rates fixed by the Central Govt. from time to time. Subject to the above provisions of Contributory Provident Fund (India) Rules, 1962 shall apply in regard to advances/withdrawals/final withdrawal of accumulation in the fund and all other matters not specifically provided for in these Bye-laws.

[Will have to examine whether NPS has any implications and what is the present rate of contribution]

CHAPTER XII CONDUCT RULES

46.Conduct

In relation to the conduct of the officers and employees the Central Civil Services

(Conduct) Rules 1964 as amended from time to time shall, mutatis mutandis apply subject to the modification that:

(a) reference to the" Government" and "Government Servant" in the Central Civil Services (Conduct) Rules shall be construed as reference to the " Samiti" and " Officers and employees of the " Samiti , respectively

CHAPTER – XIII Discipline

47. Discipline

In relation to discipline of the employees the Central Civil Services (Classification, Control & Appeal) Rules, 1965 as amended from time to time shall mutatis mutandis apply to the employees of the Samiti, subject to the modification that:

(a) reference to the ' Government', 'President' & "Government Servant" in the Central Civil Services (Classification, Control & Appeal) Rules, shall be construed as reference to the " Samiti", "Chairman of the Executive Committee" and " Officers and employees of the Samiti" , respectively.

The authorities shown in Schedule (to be prepared) or any other authorities superior to them will be the authorities competent to impose penalties under the Rules. Appellate authorities shall be those shown in Schedule (to be prepared)

Delete existing bye-laws 47 to 58

[Procedure for suspension, penalties, Appeal, Review , Re-instatement, etc will be governed by CCS (CCA) Rules and allowances during suspension by Government instructions as mentioned in Bye Law 36

CHAPTER - XV SENIORITY

59. Seniority

(i) Seniority of an employee shall be determined according to the length of continuous regular service in his grade. Provided that the inter-se Seniority of employees recruited simultaneously to the same category of post shall be fixed according to the order of merit determined by the Selection Committee. If no such merit was determined in relation to appointments made prior to the coming into force of these Bye-laws the seniority will be fixed in the light of age – the older person shall rank senior to the younger.

(ii) An upto-date seniority list in accordance with the provisions of clause (i) above shall be prepared and maintained in respect of each category of employees by the Administrative Officer.

(iii) The Seniority List shall be up-dated in the beginning of the calendar year and circulated among the employees and their objection, if any, shall be considered before it is finalized.

(iv) If the relative seniority of any person or persons is in doubt the matter shall be submitted to the Vice-chairman whose decision thereon shall be final

Chapter XVI Miscellaneous

60. Advances

(i) House Building Advance to officers and employees of the Samiti shall be sanctioned subject same rate, terms and conditions as admissible to Central Government Servants Under House Building Advance Rules ..

(ii) Other Interest bearing and Interest free Advances to the officers and employees of the Samiti shall be sanctioned in accordance with Compendium of Rules on Advances to Government Servants.

61. Working Hours The Director shall fix the working hours for the staff. Keeping in view the nature of duties of different categories, different working hours may be fixed for different types of staff working in office during fixed hours and for conservancy and security staff and drivers etc.

62. Holidays Unless otherwise expressly provided, the Samiti shall observe Gazetted/ Restricted Holidays as notified by the Government of India during a year. Such Holidays may be granted to the regular employees of the Samiti.

63. Compensatory Holiday

An employee required to perform duty on Sunday or Public Holiday (s) shall be entitled to avail of compensatory Holiday within a reasonable period, depending upon the exigency of service, provided he/she shall not be entitled to draw Over Time Allowance admissible to him/her for that day(s).

64. Authentication All orders and decisions of the Samiti or of the Executive Committee shall be authenticated by the signature of the Director or by such other authority as may be specified by the Executive Committee in this behalf.

65. Service Book

A Service Book for each employee shall be maintained in such form as may be prescribed by Executive Committee. The entries in the Service Book shall be authenticated by the Officer-in-charge of Administration

66. Character Roll

May be Substituted by Annual Performance Appraisal Report (APAR)

- (i) APAR shall be recorded by the immediate superior officer and reviewed by the next higher authority
- (ii) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue
- (iii) The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR.

- (iv) The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc.
- (v) While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If no information is received the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final. (v) The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2008-09 which is to be initiated after 1st April 2009.
- (vi) The authority competent for considering adverse remarks may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
- (vii) That authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.

(viii) The character rolls of all employees shall be kept in the custody of Director.

The Director's Confidential Report shall be recorded by Member Secretary and reviewed by the Chairman, Executive Committee. The Confidential Report shall remain in the custody of Member Secretary

67. Other Conditions of service Any matter not specifically provided for in these Bye-laws regarding general conditions of service, pay and allowances, leave salary, joining time, foreign service and deputation in India and abroad etc., the provisions of the Fundamental Rules, the supplementary Rules and the orders and the decisions applicable to the Central Government servants shall apply mutatis mutandis to the employees of the Samiti.

68. Interpretation

(i) If any doubt arises about the interpretation of any of the Bye-laws, the matter shall be referred to the Executive Committee for advice/decision whose decision shall be final.

(ii) The Vice-chairman shall have residuary powers to decide all matters, not specifically provided for in these Bye-laws, in accordance with the Rules and Regulations of the Samiti and established practices in the Government Departments; subject to ratification by the Executive Committee in their subsequent meeting.

69. Powers to Relax

Where the Executive Committee is satisfied that the operation of any of the Bye-laws causes undue hardship in any particular case, it may, for reasons to be recorded in writing, dispense with or relax the requirements of that Bye-law to such an extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner

SCHEDULE I

Powers Delegated to the Chairman, Executive Committee, Director and Administrative Officer of the Samiti, Limits and Restrictions, if any

(RULE 6)

		Chairman Executive Committee	Director	Admn. Officer	Remarks
1	2	3	4	5	6
1	(a) To create temporary posts (for period up to six months) b) To make appointments to sanctioned posts	Full powers Post in groups "A" & "B"	Posts in group "C" & "D"		
2	To sanction leave (other than Casual Leave)	Director	Officers of group "A" "B" and "C"	Employees in group "D"	
3	To authorize a member of the Samiti or any person to proceed on work connected with Samiti to any part of India and allow T.A./D.A. for such journeys	Full powers, subject to the condition that the T.A. shall not exceed the scale prescribed by the Government of India for non-official members of Committee etc.			
4	To authorize employees of the Samiti to proceed on duty to any part of India and to grant them T.A.	For Director	For all other employees		

	and D.A. in accordance with the S.R. Rules of Govt.of India				
5	To sanction advances for the purchase of conveyance in accordance with rules made by Govt. of India	-Do-	-Do-		
6	To pay legal charges: Fees to Legal Advisers, Advocates	–	Full powers		
7	To sanction Travelling Allowance Advances	–	Full powers		
8	To sanction expenditure of miscellaneous or contingent nature	Rs.5,00,000/- in each case	Rs.2,00,000/- in each case	* Rs5,000/- (Recurring) and Rs.10,000/- (Non-recurring) in each case	
10	To write off losses: (a) Irrecoverable losses of stores or public money (b) Loss of revenue, irrecoverable loans and advances (c) Deficiencies and depreciation in the value of	Rs.1,00,000/- 10,000 -do-	Rs.50,000/- 5,000 -do		

	stores(other than motor vehicles or motor cycle) included in the stock and other accounts				
11	To sanction medical attendance fee and cost of medicines for the employees of the Samiti.	Full powers in respect claims of Director	Full powers for other employees		
12	To order sale by auction or otherwise of unservice-able stories or perishable articles		Full powers		
13	To sanction additional funds for approved schemes	Up to Rs.25,000/- when the cost of the approved scheme exceeds Rs.1 Lakh, and Rs.10,000/- when the cost of the scheme is Rs.50,000/- or less, provided that in all cases the additional expenditure is not inconsistent with the nature and			

		object of the scheme.			
14	To sanction advances to the employees of the Samiti out of C.P.F.	-	Full powers as per Rules		
15	Grant of over time allowance to staff	-	Full powers subject to the guidelines issued by the Govt. of India from time to time		

Note:

1. The Chairman, Executive Committee may delegate any power vested in him vide Col. 2 of this schedule to Member Secretary by a specific order.
2. The Director may redelegate any specific power delegated to Admn. Officer, to any other officer of equivalent rank.
3. The sanctioning authority shall always keep in view the general or specific guide-lines relating to economy measures laid down by the Govt. of India in regard to creation and filling of posts and administrative expenditure.

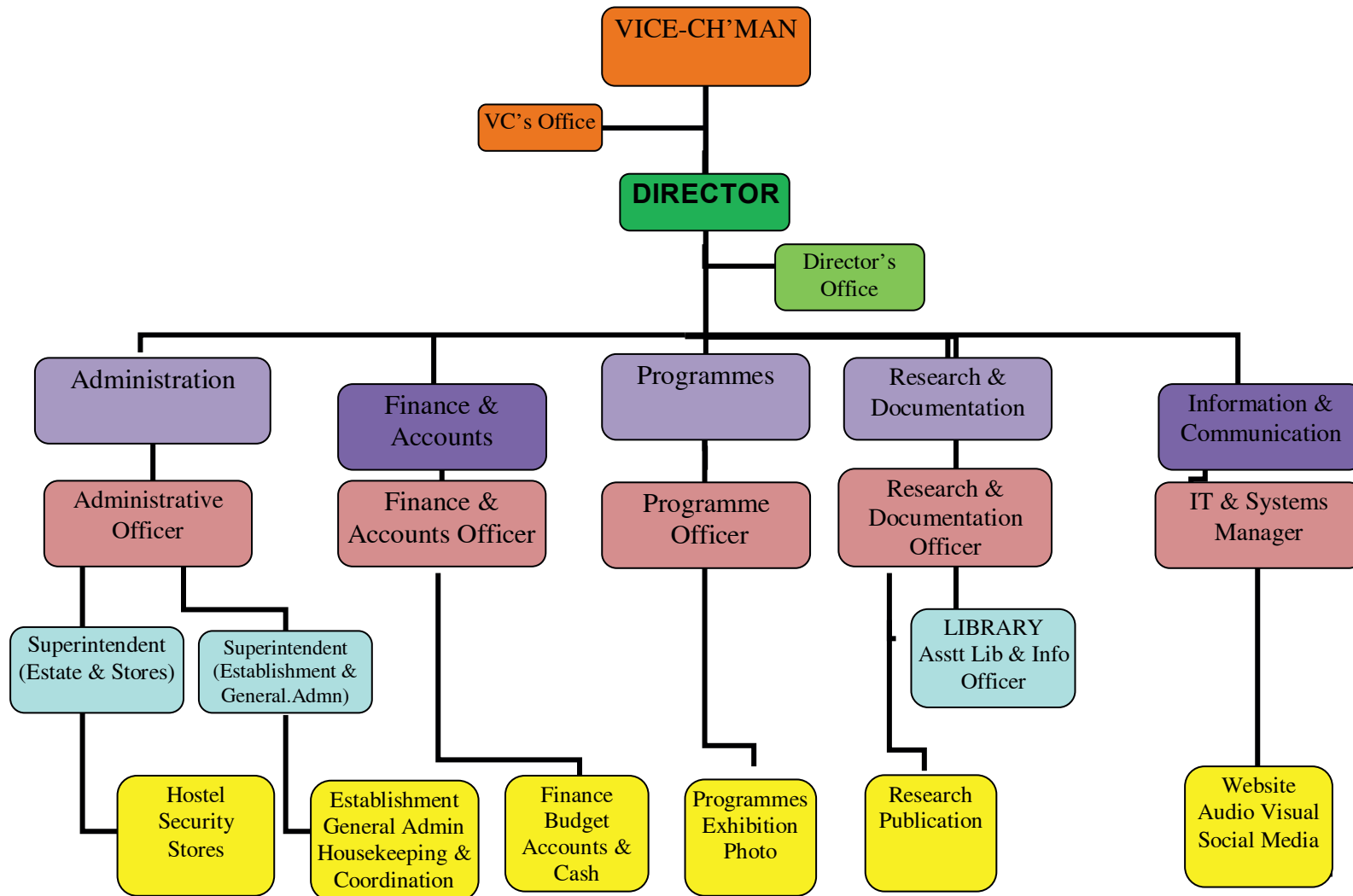
SCHEDULE II
AUTHORITY COMPETENT TO IMPOSE PENALTIES
(RULE 47)

	Authority	Classification of Employees	Penalties	Appellate Authority
1	Chairman EC	Group A &B	(i) Censure; (ii) Withholding of promotion; (iii) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders; (iv) Withholding of increments of pay Major Penalties: v) Reduction to a lower stage in the time-scale of pay; vi) Reduction to a lower time-scale of pay, grade, post or service; vii) Compulsory retirement; viii) Removal from service; ix) Dismissal from service;	Executive Committee
2	Director	Group C&D	(i) Censure; (ii) Withholding of promotion; (iii) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of	Chairman EC

			orders; (iv) Withholding of increments of pay Major Penalties: v) Reduction to a lower stage in the time-scale of pay; vi) Reduction to a lower time-scale of pay, grade, post or service; vii) Compulsory retirement; viii) Removal from service; ix) Dismissal from service;	
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Note: The dismissal of Director will, however, require the approval of the Government in term of clause 4((v)of Memorandum of Association.

ORGANISATION CHART OF GANDHI SMRITI AND DARSAN SAMITI (PROPOSED)



ANNEXURE 4.2

REQUIREMENT OF MANPOWER PROJECTED BY GSDS AND ASSESSED BY STUDY TEAM ANNEXURE 4.2

Requirement Proposed			Assessed and Recommended Posts and			Remarks
Name of post	No of post	Grade Pay	Name of Post /Grade	Grade Pay	No. of Posts	
Director	1	7600	Director	7600	1	
Admin Officer	1	6600	Admin Officer	6600	1	
Superintendent	2	4600	Superintendent	4600	2	One each for Estt and Estate Sections
Asst Admin sr	3	4200	Senior Assistant	4200	3	
Receptionist	1	2400	Assistant	2400	1	
Hindi translator jr	1	1900	Jr. Hindi Translator	4200	1	
Hindi typist	1	1900	Jr Assistant (Hindi)	1900	1	
PS to VC	1	4200	Private Secy VC	4600	1	Co-terminus with Office of VC
Steno Gr C	2	4200	Steno Gd C	4200	1	
Steno Gr d	3	2400	Steno Gd D	2400	3	One each for Adm Officer, Programme Officer and
Asst estate Manager SR	1	4200	Sr. Assistant	4200	1	
Asst estate Manager JR	1	2400	Assistant	4200	1	
Security Supervisor	6	2400	Jr. Assistant	1900	6	Two x 3 shifts each
Fin & A/C off	1	5400	Fin & Acctts Officer	5400	1	New post to be created
Asstt A/C & Fin	2	4200	Sr Assistant*	4200	2	*Must complete Cash & Accounts Training at ISTM
Cashier	1	1900	Assistant*	2400	1	
Prog Off (ICGR)	1	6600			0	
Research Off (Research & Photo)	1	5400	Research Associat*	5400	1	* Till ICGR is formed
Research Officer Academic	1	5400				
Prog Executive JR	1	2400				
Coordinator	1	1900				
Research Asstt JR	1	2400				
Photographer Sr	1	2400	Sr Photographer	2400	1	
Photographer Jr	1	1900	Jr Photographer	1900	1	
Artist Sr	1	2400	Sr. Artist	2400	1	
Artist Jr	1	1900	Jr. Artist	1900	1	
Exhibition Attendant	2	1800	Attendant (Exhib)	1800	3	
Prog Officer	1	6600	Programme Officer	6600	1	
Senior Research Officer	0		New Post	6600	1	New Post to be created
Research off (Programm)	1	5400	Research Officer	5400	1	RO in Research & Documentation
Prog Executive Sr	1	4200	Sr. Assistant	4200	1	
Prog Executive Jr	1	2400	Assistant	2400	1	
Research Asstt SR	1	4200	Sr. Assistant	4200	1	
Research Asstt JR	1	2400	Assistant	2400	1	
Coordinator	1	1900	Jr. Assistant	1900	1	
Lib & Info Officer	1	5400	Lib & Info Officer	5400	0	
Asst Lib & Inf Off	2	4600	Asstt Lib & Info Off	4600	1	
Sr. Lib Asstt	1	1900	Library Asstt.	1900	1	
Jr. Lib Asstt	1	1800	Attendant (Lib)	1800	1	
Editor (Hindi)	1	4200	Editor (Hindi)	4200	1	
Asst Editor (Hindi)	1	2400	Asstt. Editor (Hindi)	2400	1	
Asst Editor (english)	1	2400	Asstt. Editor (Eng)	2400	1	
IT & Inf Manager	1	5400	IT Systems Mgr	5400	1	New post to be created
DEO Gr D	1	4200	DEO Grade D	4200	1	
DEO Gr A sr	1	2400	DEO Grade B	2800	2	
DEO Gr A jr	1	1900	Non-existent		0	
DEO Gr B	2	2400	DEO Grade A	2400	2	
Curator	1	4600	Curator	4600	1	
Asst Curator	2	4200	Asstt Curator	4200	1	
Guide Supervisor	0		Guide Supervisor		2	
Guide Sr. Level	14	1900	Sr. Guide	1900	14	
Guide Middle Level	25	1800	Guide	1800	30	
Guide Jr. Level	20	1600	Non-existent		0	
Driver	5	1800	Staff Car Driver	1900	5	Staff Car Driver is Gp C
Attendant	12	1800	Attendant	1800	14	
Hostel Warden	1	1900	Hostel Warden	1900	1	
Housekeeping atten	27	1600	Attendant (Hostel)	1800	11	3 Guest Houses, 3 Dormitory and 3 Cottage : 2 during day and 1 in ni
Prod Designer (male)	3	1900	Production Designe	1900	3	1 each for male, female and embroidery
production asstt	15	1800	Productio Asstt.	1800	9	
Packing Attendant	3	1600	Attendant (Packing)	1800	3	
Billing asstt	1	1800	Jr Assistant (Billing)	1900	1	
Salesman	7	1800	Jr. Assistant (Sales)	1900	5	1 each for male, female and books and 2 for Tihar Jail
Sales Attendant	2	1800	Attendant (Sales)	1800	3	1 each for male, female and books
			Leave Reserve (Jr. Asstt)	1900	3	
			Leave Reserve (Attendant)	1800	3	
	194				164	

