

# ***NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT***

## **MEMORANDUM OF ASSOCIATION**

1. ***Name of Society:*** The name of society shall be “National Centre for Sustainable Coastal Management” (NCSCM).
2. ***Location:*** NCSCM shall have its office at Anna University Campus, Chennai - 600 025, Tamil Nadu, India.
3. ***Address of the Society:*** NCSCM, Anna University Campus, Chennai 600 025.
4. ***Area of operation:*** The area of operation of the society shall be all coastal states and union territories of the Union of India including its territorial waters.
5. ***Principles and objectives:*** NCSCM established by the Society of Integrated Coastal Zone Management (SICOM) of the Ministry of Environment & Forests (MoEF) shall act as an autonomous body for achieving the following objectives:
  - A. To strive to become and remain a World-class knowledge institution pertaining to understanding coastal zones and coastal processes, and pertaining to integrated planning and management of coastal and marine areas; by means of the following:
    1. Undertaking and promoting applied and futuristic research relevant to integrated planning and management of the coastal and marine areas of the country;
    2. Carrying out interdisciplinary and participatory research related to ecosystem goods and services of the coast and the marine areas, including a specific focus on research for wellbeing of coastal and island communities in India;
    3. Developing the requisite knowledge partnerships and networks on Integrated Coastal Zone Management (ICZM) practices with research institutions within and outside India to achieve the above objectives;
    4. Provide opportunities to young researchers to advance their capacity and skills in applied research in coastal and marine area management, with the aim to build the requisite national capacity for ICZM;
    5. Providing policy, research and advisory support to other countries and/or international agencies as may be advised by the Union Government.
  - B. To promote integrated and sustainable management of the coastal and marine areas in India for the benefit and wellbeing of the traditional coastal and island communities; by means of the following:
    1. Support the Union and State Governments in assessing vulnerability of the coastal communities including their life and livelihood; and in developing strategies and frameworks for promoting among the coastal and island communities the requisite resilience and adaptation capacities;
    2. Undertake specific research, analytical activities, dissemination, awareness campaigns and networking to promote the role of women in management of coastal and marine resources;

3. Dissemination of knowledge and best practices, communication and awareness with respect to ICZM throughout India in collaboration with other national institutions;
  4. Provide training to Union and State Government staff and officials involved in management of coastal and marine areas in India.
  5. Serving as an interface among coastal communities, experts and governments, including providing with and disseminating examples of best practices and guidelines for coastal and marine ecological security, and livelihood security of coastal and island communities.
- C. Advise the Union and State Governments and other associated stakeholder(s) on policy, and scientific matters related to ICZM, by means of the following:
1. Undertaking, at the request of Union and State Governments, impact assessments for protection, conservation, rehabilitation and management of the resources and the biological diversity of coastal and the marine areas;
  2. Providing advanced applied knowledge and advisory support to the Union and State Governments, including (i) analyses of successes and failures in coastal zone regulation and management approaches all over the World with relevance to the Indian context; and (ii) development of guidelines, management tools and analytical models suitable and needed for ICZM applications in the Indian context;
  3. Evaluating and monitoring programs and projects in the coastal and marine areas of India, at the request of the Union and State Governments; and provide integrated scientific, technical, economic and sociological inputs to improve these programs and projects.
6. **Functions of NCSCM:** NCSCM shall perform all required functions in fulfillment of its objectives, including but not limited to the following:
- A. Congregate and propagate knowledge in partnership with relevant national and international institutions, including the following:
- a. Collect and compile all relevant and credible data on ICZM in India and outside; update such data periodically; and create and maintain mechanisms for easy access and dissemination of all such data;
  - b. Review and analyze information gathered from the other countries on application of ICZM with aims to identify, compile and develop documentation on the best practices, successes and failures of ICZM;
  - c. Develop wider understanding of the coastal and marine area related activities in India to recommend suitable ICZM applications to the Indian context.
- B. Carry out applied, advanced and futuristic research, in partnership with relevant national and international institutions, to fulfill the aims of building the requisite research skills, knowledge and capacity needed in India for effective management of the coastal and marine areas; with specific focus to the following:
- a. Conservation of the living and non-living resources of the coastal and marine areas;
  - b. Security of life, property and livelihood, and building resilience and adaptation capacity of the coastal and island communities;
  - c. Promoting role of women in management of the resources of the coastal and marine areas;

- d. Promotion of environmentally sustainable and socially responsible equitable economic growth and development in the coastal areas.
  - C. Actively promote opportunities for young researchers in India to undertake applied research, studies, national and international training and all such other relevant programs so as to build the skill and capacity base necessary for managing the country's coastal and marine areas in future;
  - D. Documentation and dissemination of practical management applications related to ICZM, including guidelines, tools, analytical models and manuals for planning and implementation of ICZM plans; including all such activities required to prepare such guidelines, tools, analytical models and manuals;
  - E. Capacity building of Union and State Government staff and officials involved in the regulation and management of coastal and marine areas in India; including organizing training programs for such capacity building;
  - F. Providing platform for exchange of views and soliciting agreements among coastal and island communities, experts and government agencies with respect to regulation and management of the coastal and marine areas;
  - G. Advisory to Union and State Governments and other stakeholders, in pursuance of the aim and objectives of NCSCM, including undertaking all such activities needed to provide such advisory support;
  - H. Developing and maintaining websites; organizing conferences, meetings and workshops; and undertaking all other similar activities to achieve the objectives of NCSCM;
  - I. Receiving funds, grants, endowments, and use these in furtherance of the objectives of the NCSCM as per the rules and regulations of the NCSCM.
  - J. Undertaking and/or supporting audits of all accounts of NCSCM; and reporting expenditure to SICOM as per the rules and regulations of the NCSCM.
  - K. Procuring, operating and maintaining research laboratories, buildings and other civil works, goods and equipment, and other associated services in pursuance of the aims and objectives of NCSCM;
  - L. Hiring, contracting or appointing individuals or firms, both national and international; and undertake all such other human resources management functions so as to be able to attract brilliant researchers and highly competent professionals to NCSCM, and to be able to undertake high quality applied, advanced and futuristic research in pursuance of the objectives of NCSCM.
7. **Management of NCSCM:** The management and affairs of the NCSCM shall be vested with the High Power Research Steering Committee (HPSC), the Governing Council (GC), the Managing Committee (MC), and the Director of the NCSCM, and shall be exercised as per the powers delineated to them as per the rules and regulations framed for the purposes.
8. **Founding Members:** The Founding Members of NCSCM are:
- i. Shri Jairam Ramesh, Union Minister for Environment and Forests
  - ii. Prof. M.S. Swaminathan, Member of Parliament (Rajya Sabha)
  - iii. Dr. K. Kasturirangan, Member, Planning Commission
  - iv. Shri. T. Chatterjee, Secretary, MoEF
  - v. Dr. Shailesh Nayak, Secretary, Ministry of Earth Sciences
  - vi. Prof. P. Mannar Jawahar, Vice Chancellor, Anna University, Chennai
  - vii. Prof. S. Shanmugavel, Registrar, Anna University, Chennai

- viii. Shri J. M. Mauskar, Additional Secretary, MoEF
- ix. Mrs. Gauri Kumar, Additional Secretary & Financial Advisor, MoEF
- x. Dr. (Mrs.) Nalini Bhat, Adviser, Impact Assessment Division, MoEF
- xi. Dr. A. Senthil Vel, National Project Director, SICOM, MoEF

9. **High Power Research Steering Committee (HPSC):** NCSCM, hereby constituted by the founding members as per the requirement of rules contained as hereinafter appearing, has duly decided to form the first 9 (Nine) member HPSC as follows:

- i. Union Minister for Environment and Forests [Ex-Officio Chairperson]
- ii. Prof. M.S. Swaminathan, Member of Parliament (Rajya Sabha) [Expert Member]
- iii. Dr. K. Kasturirangan, Member, Planning Commission [Expert Member]
- iv. Dr. K. Radhakrishnan, Chairman, ISRO, Bangalore [Expert Member]
- v. Secretary, Ministry of Environment and Forests (MoEF) [Ex-Officio Member]
- vi. Vice Chancellor, Anna University, Chennai [Ex-Officio Member]
- vii. Adviser, Impact Assessment Division, MoEF [Ex-Officio Member]
- viii. Director, National Centre for Sustainable Coastal Management, Anna University Campus, Chennai [Ex-Officio Member]
- ix. National Project Director, SICOM, MoEF [Ex-Officio Member-Secretary]

10. **Governing Council (GC):** The first Governing Council shall consist of the following 20 (Twenty) members:

- i. Vice Chancellor, Anna University, Chennai [Ex-Officio Chairperson]
- ii. Secretary/ Additional Secretary, MoEF [Ex-Officio Member]
- iii. Director, National Remote Sensing Centre, Department of Space [Ex-Officio Member]
- iv. Registrar, Anna University, Chennai [Ex-Officio Member]
- v. National Project Director, SICOM, MoEF [Ex-Officio Member]
- vi. Adviser (E&F), Planning Commission [Ex-Officio Member]
- vii. Director, NIO, Goa [Ex-Officio Member]
- viii. Director General, Survey of India, Dehradun [Ex-Officio Member]
- ix. Director, NIOT, Chennai [Ex-Officio Member]
- x. Director, NLSIU, Bangalore [Ex-Officio Member]
- xi. Director, Centre for Climate Change and Adaptation Research, Anna University, Chennai [Ex-Officio Member]
- xii. Chairman, CPCB [Ex-Officio Member]
- xiii. Director General (Fisheries), ICAR, New Delhi [Ex-Officio Member]
- xiv. Dr. K. Radhakrishnan [HPSC Representative]
- xv. Dr. K. Kasturirangan, Member, Planning Commission [Expert Member]
- xvi. Shri. Madhav Gadgil, Member, National Advisory Council [Expert Member]
- xvii. Dr. Shailesh Nayak, Secretary, MoES [Expert Member]
- xviii. Prof. A. Jayaraman, National Atmospheric Research Laboratory, Tirupati [Expert Member]
- xix. Prof. G.M. Samuel Knight, Professor of Civil Engineering, Anna University, Chennai [Expert Member]
- xx. Prof. M. Sekar, Dean, College of Engineering Guindy, Anna University, Chennai [Expert Member]
- xxi. Director, NCSCM [Ex-Officio Member-Secretary]

11. **Management Committee (MC):** The Managing Committee shall consist of the following three members:

- i. Director, NCSCM [Chairperson]
- ii. Division Chair, Futuristic Research Division of NCSCM [Ex-Officio Member]

- iii. Additional Director and Head of Administration and Human Resources Development Unit of NCSCM [Ex-Officio Member]

### DECLARATION

We the following persons whose addresses are given below having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set out our respective hands hereunto and form ourselves into a society, *under the Tamil Nadu Societies Registration Act, 1975, Chennai.*

<i>Name</i>	<i>Designation</i>	<i>Address</i>	<i>Signature</i>
Shri Jairam Ramesh	Union Minister for Environment and Forests	Paryavaran Bhavan, CGO Complex, New Delhi 110 003	
Prof. M.S. Swaminathan	Member of Parliament (Rajya Sabha)	503, Brahmputra Apartment, P.D. Marg, New Delhi	
Dr. K. Kasturirangan	Member, Planning Commission	Yojana Bhawan, Parliament Street, New Delhi 110 001	
Shri T. Chatterjee	Secretary, Ministry of Environment and Forests	Paryavaran Bhavan, CGO Complex, New Delhi 110 003	
Dr. Shailesh Nayak	Secretary, Ministry of Earth Sciences	Block-12, CGO Complex, New Delhi – 110 003	
Prof. P. Mannar Jawahar	Vice Chancellor, Anna University	Anna University Chennai 600 025	
Prof. S. Shanmugavel	Registrar, Anna University	Anna University Chennai- 600 025	
Shri J. M. Mauskar	Additional Secretary, Ministry of Environment and Forests	Paryavaran Bhavan CGO Complex New Delhi 110 003	
Mrs. Gauri Kumar	Financial Advisor, Ministry of Environment and Forests	Paryavaran Bhavan CGO Complex New Delhi 110 003	
Dr. (Mrs.) Nalini Bhat	Adviser, Impact Assessment Division, Ministry of Environment and Forests	Paryavaran Bhavan, CGO Complex, New Delhi 110 003	
Dr. A. Senthil Vel	National Project Director, SICOM, Ministry of Environment and Forests	SICOM, 9 Lodi Institutional Area, New Delhi 110 003	

# NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT

## BYE-LAWS

NOTE: The following bye-laws should be read with the Memorandum of Association.

### (A)

#### **Rules and regulations of National Centre for Sustainable Coastal Management**

1. *Name of the society:* The name of society shall be “National Centre for Sustainable Coastal Management” (hereinafter referred to as NCSCM).
2. *Headquarter of the society:* The NCSCM shall have its headquarter at Chennai, Tamil Nadu, India.
3. *Address of the society:* NCSCM, Anna University Campus, Chennai - 600 025.
4. *Short title:* The rules of the society shall be called the rules of NCSCM
5. *Scope and application:*
  - i. These rules shall extend to all the units and activities of NCSCM.
  - ii. These rules shall come into force from the date on which the NCSCM is registered under the *Tamil Nadu Societies Registration Act, 1975, Chennai*.
6. *Definitions:* In these rules unless the context otherwise requires:
  - i. “Chairperson” and “President” means the Union Minister for Environment and Forests, Government of India.
  - ii. "High Power Research Steering Committee", referred to as HPSC, means the apex body of the NCSCM as constituted under the Memorandum of Association; and under Rule 9(A).
  - iii. “Governing Council” means the Executive council of NCSCM as constituted under Rule 10(A).
  - iv. “General Body” means the general body of the NCSCM as constituted under Rule 8(A).
  - v. “National Project Director” means the officer appointed by the Government of India, MoEF and designated as such to look after the work of the Society for Integrated Coastal Management (SICOM), established by MoEF.
  - vi. “Director, NCSCM” means the head of the NCSCM, appointed by HPSC, and designated as such to look after the work of NCSCM.
  - vii. “Member” means any person admitted to the membership of NCSCM.
  - viii. “Centre” means, NCSCM, registered under *the Tamil Nadu Societies Registration Act, 1975, Chennai*.
  - ix. “Government” means the Government of India.
  - x. “Division Chair” means head(s) of the each of the 6 (six) Divisions of the NCSCM under Rule

- xi. “Joint Project Agreements” will mean the agreement(s) between NCSCM on one part; and any other institution or institute or agency in India or abroad on the other part; to carry out joint research work or knowledge exchange or training or similar other capacity building activities in pursuance of the objectives of NCSCM.
- xii. “National Partner Institute” will mean the institutes from the coastal states and union territories of India, identified to collaborate with NCSCM in undertaking joint and collaborative research under Joint Project Agreement(s), including the following institutions identified by MoEF, as per the Anna University Declaration, dated 21 June 2010:
- a) Bhavnagar University, Bhavnagar, Gujarat
  - b) Gujarat Vidyapith, Ahmedabad, Gujarat
  - c) University of Mumbai, Mumbai and Ratnagiri, Maharashtra
  - d) Goa University, Goa
  - e) National Institute of Technology, Suratkal, Karnataka
  - f) College of Fisheries, Mangalore, Karnataka
  - g) Centre for Earth Science Studies, Thiruvananthapuram, Kerala
  - h) M.S. Swaminathan Research Foundation, Chennai, Tamil Nadu
  - i) Pondicherry University, Puducherry
  - j) Andhra University, Visakhapatnam, Andhra Pradesh
  - k) Berhampur University, Berhampur, Orissa
  - l) Calcutta University, Kolkata, West Bengal
- xiii. “International Partner Institute” will mean any institute(s) outside India that the NCSCM identifies, in agreement with SICOM, to undertake joint research work or knowledge exchange or training or similar other capacity building activities under any Joint Project Agreement.
7. **Membership of the NCSCM:** Membership of the NCSCM shall comprise of the members of the General Body.
8. **General Body:**
- A. **Membership:** The General Body of the NCSCM shall consist of the following members:
1. Union Minister for Environment and Forests, Government of India
  2. Prof. M.S. Swaminathan, Member of Parliament (Rajya Sabha)
  3. Dr. K. Kasturirangan, Member, Planning Commission
  4. Shri. Madhav Gadgil, Member, National Advisory Council
  5. Secretary, Ministry of Environment and Forests (MoEF)
  6. Dr. Shailesh Nayak, Secretary, Ministry of Earth Sciences
  7. Dr. K. Radhakrishnan, Chairman, ISRO, Bangalore
  8. Vice Chancellor, Anna University, Chennai
  9. Additional Secretary, MoEF
  10. Registrar, Anna University, Chennai
  11. Financial Advisor, Ministry of Environment and Forests, Government of India
  12. National Project Director, SICOM, MoEF
  13. Adviser, Impact Assessment Division, MoEF
  14. Adviser (E&F), Planning Commission
  15. Chairman, Central Pollution Control Board
  16. Prof. A. Jayaraman, National Atmospheric Research Laboratory, Tirupati
  17. Prof. G.M. Samuel Knight, Professor of Civil Engineering, Anna University, Chennai

18. Prof. M. Sekar, Dean, College of Engineering Guindy, Anna University, Chennai
  19. Director, National Centre for Sustainable Coastal Management, Anna University Campus, Chennai
  20. Director, National Institute of Ocean Technology, Chennai
  21. Director General, Survey of India, Dehradun
  22. Director, National Remote Sensing Centre, Department of Space
  23. Director, National Institute of Oceanography, Goa
  24. Director General (Fisheries), ICAR, New Delhi
  25. Director, NLSIU, Bangalore
  26. Director, Centre for Climate Change and Adaptation Research, Anna University, Chennai
  27. Secretary, Environment and Forests Department, Government of Gujarat
  28. Secretary, Environment and Forests Department, Government of Maharashtra
  29. Secretary, Environment and Forests Department, Government of Goa
  30. Secretary, Environment and Forests Department, Government of Karnataka
  31. Secretary, Environment and Forests Department, Government of Kerala
  32. Secretary, Environment and Forests Department, Government of Tamil Nadu
  33. Secretary, Environment and Forests Department, Government of Puducherry
  34. Secretary, Environment and Forests Department, Government of Andhra Pradesh
  35. Secretary, Department of Environment, Government of Orissa
  36. Secretary, Environment Department, Government of West Bengal
  37. Additional Director and Head of Administration and Human Resources Development Unit of NCSCM, Anna University Campus, Chennai
  38. Six Divisional Chairs of NCSCM, Anna University Campus, Chennai
  39. Two representatives of NGOs engaged in development and social service activities in the coastal areas (one from the east coast and one from the west coast, nominated by the General Body)
  40. Two representatives of coastal communities (one representative of the traditional coastal fisherpersons, and one representative of the traditional non-fishing trade of the coastal areas) (Nominated by the General Body)
  41. Three women, of BPL families from among the traditional coastal communities, one each from three coastal states, nominated by NCSCM upon a majority decision of the General body provided it is duly recommended by the Governing Council. Each application for membership should be proposed and seconded by members of the General Body.
- B. **Roll of Members:** The NCSCM shall maintain a roll of members at its registered office and every member shall sign the roll and state therein his/her rank or occupation and address. No member shall be entitled to exercise rights and privileges of a member unless s/he has signed the roll as aforesaid.
- C. **Change of Address:** If a member of the NCSCM changes his/her address, s/he shall notify the new address to the NCSCM Director, who shall thereupon enter his/her new address in the roll of members. Where, however, a member fails to notify his/her new address, the address in the roll of members shall be deemed to be his/her correct address.
- D. **Vacancy:** Any vacancy in the General Body of the NCSCM shall be filled in by the authority entitled to make such appoint. In specific, any vacancy in the General Body consequent to the vacancy in the HPSC of NCSCM will be filled up by HPSC under Rule 9(C). No act or proceedings of the NCSCM shall be invalid merely by reason of the existence of any vacancy therein or of any defect in appointment of any of its members.



- E. **Loss of Membership:** Loss of membership of the General Body may be caused by termination or by removal.
- i. **Termination:** Membership of the NCSCM shall ipso facto terminate if a member (a) cease to hold the office by virtue of which s/he was member and his/her successor of the office shall become such member; or (b) dies, or permanently leaves India, or (c) tenders his/her resignation in writing to the Director of NCSCM, or (d) is charge-sheeted in any court in India in a criminal case, or (e) is declared insane by a competent authority in India.
  - ii. **Removal:** Any member may be removed by the General Body for good and sufficient cause after an opportunity of hearing is given to the member.
9. **High Power Research Steering Committee (HPSC):** The High Power Research Steering Committee is as defined in the Memorandum of Association (MOA).
- A. **Membership of the HPSC:** The membership, the number of members, and the chair of the HPSC shall be as defined in the MOA, and can be changed only by a resolution of the HPSC passed by a three-fourth majority in a meeting of the HPSC where all members are present and voting.
  - B. **Terms of Membership:** The terms of the Ex-Officio members of the HPSC, constituted herein above, shall be 3 years. The terms of the expert members of HPSC shall be decided on the basis of their individual capacity as eminent experts and their willingness to remain associated with the NCSCM.
  - C. **Replacement or Filling of Vacancy:** If a vacancy arises due to termination of the office by virtue of which an ex-officio member enjoys membership of the HPSC, such vacancy shall be filled in by a joint nomination of a similar office by the Chairperson and Co-Chairperson of the HPSC. If a vacancy arises among the expert members, the remaining expert members will together nominate another eminent expert in the theme of coastal and marine area management from India to fill up the vacancy.
  - D. **Right of the HPSC members to remain members of the General Body:** Any member of the HPSC, by virtue of their membership of HPSC, will automatically enjoy membership of the general Body of NCSCM. In the same vein, any ex-officio or expert member nominated against any vacancy in HPSC will, by virtue of their membership of HPSC, will similarly and automatically enjoy membership of the general Body of NCSCM.
  - E. **Rights of a Substituted Member:** Should any ex-officio member of the HPSC be unable to attend a meeting of the HPSC, the President shall be at a liberty to appoint his/her nominee as a substitute to take the place of the absent ex-officio member at that meeting of the HPSC. Such substituted member shall have all the rights and privileges of any member of the HPSC for that meeting only. The expert members shall attend all meetings of HPSC in their individual capacities; and no substitute shall be nominated either by the expert members themselves or by the President to attend the meeting on behalf of the absent expert member.
  - F. **Powers and duties of President of HPSC:** The Union Minister, Ministry of Environment and Forests, Government of India shall be the President and Chairperson of the HPSC, and shall preside over all meetings of the HPSC.
    - i. The President, HPSC may him/herself call, or by a requisition in writing signed by him/her, ask the SICOM Project Director to call, a meeting of the HPSC at any time and on the receipt of such requisition the SICOM Project Director shall forthwith call such a meeting;

- ii. The President, HPSC on behalf of HPSC shall approve selection and recruitment of the Director of NCSCM, and will fix remuneration and define the powers and duties of the Director of NCSCM;
  - iii. The President, HPSC will enjoy such other powers as may be delegated to him by the HPSC. The President, HPSC in-turn can further delegate these powers to the Governing Council or the SICOM Project Director as s/he deemed fit.
- G. *Powers of the HPSC:* Subject to the provisions of the Memorandum of Association and the rules and regulations, the HPSC shall have the powers to determine the scope, content, control and management of the research program and the associated activities of the NCSCM; and shall have all advisory, policy and planning powers to conduct the affairs of the NCSCM through it's the SICOM Project Director. All the duties, powers, function and rights, whatsoever, consequential and incidental to the carrying of the research and knowledge generation activities of the NCSCM shall supervised by the HPSC.
- H. *Functions of HPSC:* In particular and without prejudice to the foregoing provision, the HPSC may:
- i. Make, amend or repeal any by-laws relating to administration and management of the affairs of the NCSCM with the approval of the General Body;
  - ii. Set policy and programs consistent with the principles and objectives enunciated in the MOA of NCSCM;
  - iii. Consider and pass the Research Programs and consequent rolling budget estimates (5 year, 2 year budget estimates), placed before it by the SICOM Project Director and the NCSCM Director from time to time and pass it with such modifications as the HPSC may think fit for placing before the General Body for approval. Whenever there is a deficit in the budget, it will be approved after obtaining, the prior concurrence of the Government if the deficit is expected to be met by the Government. The annual budget and annual action plan may be approved by the Governing Council only in strict conformance of the approval of the longer term budget and research program of the HPSC;
  - iv. Advise the NCSCM in its interaction with the Union and State Governments, and such government agencies;
  - v. Delegate powers, other than those of making rules, to the President of HPSC;
  - vi. Appoint committees, sub committees, expert panels, task force, working or study groups and boards, etc., for such purpose and on such terms as it may deem fit, and to remove any of them;
  - vii. Approve Joint Project Agreements with any International Partner Institution.
  - viii. The HPSC, through its President, shall approve selection and recruitment of the Director of NCSCM, and will fix remuneration and define the powers and duties of the Director of NCSCM;
  - ix. The HPSC shall approve selection and recruitment of the Division Chairs of the 6 (six) Divisions of NCSCM, and will fix remuneration and define the powers and duties of the Division Chairs of NCSCM;
  - x. Create posts of various cadres required for the operation of the NCSCM and for the implementation of various research program and projects undertaken by the NCSCM with the staff pattern as approved by the General Body;

- xi. HPSC shall do all such acts and things as may be necessary or incidental to carry out the objectives of the NCSCM or any of them. Provided that nothing herein contained shall authorize the HPSC to do any act or to pass any bye-laws which may be repugnant to the provisions hereof, to the powers hereby conferred on the HPSC, or which may be inconsistent with the objectives of the NCSCM;
10. **Governing Council (GC):** The Governing Council is as defined in the Memorandum of Association (MOA).
  - A. **Membership of the GC:** The membership of the GC, the number of members, and the chair of the GC shall be as defined in the MOA, and can be changed only by a resolution of the HPSC duly approved by the General Body.
  - B. **Terms of Membership:** The terms of the members of the GC, constituted herein above, shall be decided by virtue of the office they are holding and shall be determined accordingly. The terms of the GC representatives shall be co-terminus with their respective terms of membership in the HPSC.
  - C. **Right of the GC members to remain members of the General Body:** Any member of the GC, by virtue of their membership of GC, will automatically enjoy membership of the general Body of NCSCM. In the same vein, any ex-officio or expert member nominated against any vacancy in GC will, by virtue of their membership of GC, will similarly and automatically enjoy membership of the General Body of NCSCM.
  - D. **Rights of a Substituted Member:** Should any ex-officio member of the GC be unable to attend a meeting of the GC, the Chairperson shall be at a liberty to appoint his/her nominee as a substitute to take the place of the absent ex-officio member at that meeting of the GC. Such substituted member shall have all the rights and privileges of any member of the GC for that meeting only.
  - E. **Powers and duties of Chairperson of GC:** Vice-Chancellor of Anna University, Chennai shall be the Chairperson of the GC, and shall preside over all meetings of the GC.
    - i. The Chairperson, GC may him/herself call, or by a requisition in writing signed by him/her, ask the NCSCM Director to call, a meeting of the GC at any time and on the receipt of such requisition the NCSCM Director shall forthwith call such a meeting;
    - ii. The Chairperson, GC on behalf of GC shall approve selection and recruitment of the Additional Director of NCSCM, and will fix remuneration and define the powers and duties of the Additional Director of NCSCM;
    - iii. The Chairperson, GC will enjoy such other powers as may be delegated to him by the GC. The Chairperson, GC in-turn can further delegate these powers to the NCSCM Director as s/he deemed fit.
  - F. **Powers of the GC:** Subject to the provisions of the Memorandum of Association and the rules and regulations, the GC shall have the control and management of the business and affairs of the NCSCM, subject to conformity with the powers of the HPSC related to the research program and the associated activities of the NCSCM; and will have the following powers:
    - i. The GC shall have all executive and financial powers to conduct the affairs of the NCSCM through its Director.
    - ii. All the duties, powers, function and rights, whatsoever, consequential and incidental to the carrying of the objectives of the NCSCM shall only be exercised or performed by the GC, subject to the conformity to the supervisory powers of the HPSC related to the research and knowledge generation activities of the NCSCM.

- iii. Specifically, the GC will approve, if already approved in-principle by SICOM, and award is recommended by the MC, the following: (i) procurement of goods and equipment above an amount of ₹10.0 crore; (ii) procurement of works above an amount of ₹5.0 crore; and, (iii) procurement of consultancy services above an amount of ₹3.0 crore.
- G. **Functions of GC:** In particular and without prejudice to the foregoing provision, the GC, subject to conformity to the functions of the HPSC, may;
- i. Implement or cause to implement through the NCSCM Director, the recommendations of the HPSC.
  - ii. Consider and pass the annual budget and the annual action plan, placed before it by the NCSCM Director from time to time and pass it with such modifications as the GC may think fit, subject to conformity to research program and budget approved by the HPSC. The budget and annual action plan may be deemed approved upon passing by the GC for implementation in case the General Body could not be convened due to any reason;
  - iii. Delegate powers, other than those of making rules, to the Chairperson of GC;
  - iv. Authorize acquisitions by gift, purchase, lease or otherwise any property, movable or immovable, for the purpose of the NCSCM as deemed appropriate by the GC;
  - v. Authorize investment of the funds of the NCSCM in securities and/or to sell or transfer such investments in such a manner as approved by the GC, subject to the laws applicable in India;
  - vi. Accept donations and endowment or give grants upon such terms and conditions as the GC may think fit;
  - vii. Approve appointment of all staff of NCSCM equivalent to “Scientist F” and “Scientist E”, and will fix remuneration and define the powers and duties of all such staff.
  - viii. Approve Joint Project Agreement(s) with any National Partner Institution.
  - ix. Monitor the financial position of the NCSCM in order to ensure smooth income flow and to review annual audited accounts;
  - x. GC shall do all such acts and things as may be necessary or incidental to carry out the objectives of the NCSCM or any of them. Provided that nothing herein contained shall authorize the GC to do any act or to pass any bye-laws which may be repugnant to the provisions hereof, to the powers conferred on the HPSC, or which may be inconsistent with the objectives of the NCSCM.
- II. **Management Committee (MC):** The Management Committee is as defined in the Memorandum of Association (MOA).
- A. **Membership of the MC:** The membership of the MC, the number of members, and the chair of the MC shall be as defined in the MOA, and can be changed only by a resolution of the HPSC duly approved by the General Body.
  - B. **Terms of Membership:** The terms of the members of the MC, constituted herein above, shall be decided by virtue of the office they are holding and shall be determined accordingly.
  - C. **Rights of a Substituted Member:** Should any member of the MC be unable to attend a meeting of the MC, they can nominate in writing any other staff of the NCSCM to attend the meeting on his/her behalf. Such substituted member shall have all the rights and privileges of any member of the MC for that meeting only.

- D. **Powers and duties of Chairperson of MC:** The NCSCM Director shall be the Chairperson of the MC, shall preside over all meetings of the MC, and have all powers and duties of the NCSCM Director, and as such have no additional power as the Chairperson of the MC.
- E. **Powers of the MC:** The MC shall have the following Powers:
- i. Approving (i) procurement of goods and equipment up to a ceiling amount of ₹10.0 crore, (ii) procurement of works up to a ceiling amount of ₹5.0 crore, and (iii) procurement of consultancy services up to a ceiling amount of ₹3.0 crore.
  - ii. Undertake expenditures for all approved procurement by NCSCM, and to authorize the Head of Finance and Procurement Unit of NCSCM to pay against any contract entered by NCSCM.
  - iii. Enter into, through the NCSCM Director, any Joint Project Agreement with National or International Partner Institution(s); and authorize the Head of Finance and Procurement Unit of NCSCM to incur expenditure under such Joint Project Agreements.
  - iv. Operate as the Internal Audit Committee of the NCSCM, and review and recommend all required actions to ensure prudent financial management of the NCSCM, including recommending actions to address findings of any third-party internal audit or statutory audit of the NCSCM.
- F. **Functions of MC:** In particular and without prejudice to the foregoing provision, the MC, subject to conformity to the functions of the GC and the HPSC, may;
- i. Implement or cause to implement through the NCSCM Director, the recommendations of the HPSC and the GC.
  - ii. Prepare the Five-Year Research Program, and Two-Year Action Plan for the said Research Program, to be placed before the HPSC.
  - iii. Prepare the annual budget and the annual action plan to be placed before the GC;
  - iv. Prepare all (a) Joint Project Agreements with International Partner Institution(s) to be placed before the HPSC; and (b) Joint Project Agreements with National Partner Institution(s) to be placed before the GC.
  - v. Prepare and periodically revise the Human Resources Management Manual of the NCSCM, to be placed before the GC.
  - vi. Approve appointment of all staff of NCSCM below the level equivalent to “Scientist E”, and will fix remuneration and define the powers and duties of all such staff.
  - vii. Monitor the financial position of the NCSCM in order to ensure smooth income flow and to review annual audited accounts.
12. **Director of NCSCM (NCSCM Director):** The NCSCM Director will be selected, and have powers and duties as per the following:
- A. **Selection and Appointment of NCSCM Director:** The NCSCM Director will be appointed by the HPSC through a competitive selection procedure. HPSC shall strive to select as NCSCM Director an expert of an international repute and possesses the expertise in the area of coastal and marine area management. To attract interest of suitable eminent candidates, the HPSC will direct the Member-Secretary of HPSC to undertake, through the MC, such advertisement and selection processes that HPSC may consider appropriate.
  - B. **Substitution of the NCSCM Director:** The HPSC shall have the power to appoint an Acting Director of NCSCM Director whenever the regular appointee is not in place. In the absence

of the NCSCM Director, the Division Chair of the Futuristic Research Division of NCSCM shall function as Director NCSCM. Provided further, in the event of absence of NCSCM Director, for any reason whatsoever, for a period of three months or more, the HPSC shall have the power to appoint and/or designate any one of the Divisional Chairs of NCSCM as Acting Director of NCSCM to exercise all the powers and functions of the Director of NCSCM.

- C. The Acting Director shall have all powers and duties of the NCSCM Director, subject to the provision that the tenure of an Acting Director of NCSCM shall be no more than two years from the date of nomination, and shall not exceed a cumulative period of three years even if re-nominated.
- D. Professor R. Ramesh of the Institute for Ocean Management, Anna University, Chennai is nominated by SICOM, with approval of HPSC as the first Acting Director of NCSCM, with effect from the date of registration of NCSCM as a society.
- E. *Terms and Tenure of NCSCM Director.* The terms of the NCSCM Director shall be decided by the HPSC. Ordinarily, the tenure of a competitively selected Director NCSCM shall be 5 (five) years, and shall not exceed two consecutive terms, each selected on a competitive basis.
- F. *Remuneration, Benefits and Perquisites of the NCSCM Director.* The remuneration, perquisite or benefits of any nature as well as conditions of work and service of the NCSCM Director shall be determined by the HPSC.
- G. *Removal of the NCSCM Director.* The NCSCM Director can be removed in the following events of termination or removal.
  - i. *Termination:* The tenure of the NCSCM Director shall ipso facto terminate if s/he (a) completes the full tenure for which s/he is appointed and tenure is not renewed by the HPSC; or completes two consecutive two full tenures; or (b) dies, or permanently leaves India, or (c) tenders his/her resignation in writing to the Member Secretary of the HPSC, or (d) is charge-sheeted in any court in India in a criminal case, or (e) is declared insane by a competent authority in India.
  - ii. *Removal:* The NCSCM Director may be removed by a resolution of the HPSC to that effect in any of the following good and sufficient causes after an opportunity of hearing is given to the NCSCM Director:
    - (a) If the HPSC decides, based on material evidence such as the monitoring or audit reports examining implementation of annual action plans or similar other report or tools, that the performance of the NCSCM Director is not satisfactory to achieve the objectives of the NCSCM for two consecutive years and no improvement takes place in a further notice period of six months;
    - (b) A resolution is moved to the HPSC by a majority of the Division Chairs of the NCSCM against the NCSCM Director on grounds of non-performance or lack of adequate leadership skills.
    - (c) A resolution is moved to the HPSC by the GC on the ground of financial irregularity implicating the NCSCM Director as per findings of statutory audits within three months of submission of such audit reports.
- H. *Functions and Responsibilities of the NCSCM Director.* The NCSCM Director shall be the Member-Secretary of the General Body of NCSCM, the Member-Secretary of the GC, as well as the Chief Executive of the NCSCM. As Chairperson of the MC, the NCSCM Director shall preside over all meetings of the MC. Additionally, the NCSCM Director shall have the following duties:

- i. The NCSCM Director shall be responsible for the execution of all policies formulated by the General Body, as the case may be in pursuance of the objectives of NCSCM, and shall attend to statutory requirements imposed on the function of the office of the NCSCM Director. Additionally, the NCSCM Director shall undertake to implement all recommendations of the HPSC and the GC pursuant to the aims and objectives of NCSCM;
  - ii. The NCSCM Director as Member Secretary of GC shall, in consultation with the Chairperson of the GC, shall convene the meetings of the GC and the General Body at stipulated intervals or otherwise. The NCSCM Director shall convene meetings of the MC as deemed necessary and/or appropriate by the NCSCM Director.
  - iii. The NCSCM Director shall be responsible for the management and control of the day-to-day affairs and businesses of the NCSCM, including that the control of finances within sanctioned budgets of the NCSCM shall be vested with the NCSCM Director.
  - iv. S/he shall have overall responsibility for (a) planning and executing the work of the NCSCM, (b) supervising the work of the Divisions of NCSCM, (c) directing and overseeing implementation of Research Program and Annual Action Plan through the staff at NCSCM.
  - v. All documents and proceedings requiring authentication by the NCSCM shall be signed by the NCSCM Director. The NCSCM Director shall (a) represent the NCSCM in business and legal transactions, (b) receive and disburse, on behalf of the NCSCM all funds of the NCSCM, and (c) shall sign, or authorize on behalf of the NCSCM, the Head of the Finance and Procurement Unit of the NCSCM or other staff of NCSCM to sign, all necessary documents including bank cheques and other negotiable instruments.
  - vi. Liaise with the Union Government Ministries, Departments of the Union and State Governments, National and International academic and research institutions, the World Bank, non-government organizations and community-based organizations in India for any matter pertaining to the day-to-day operation of the NCSCM.
  - vii. The NCSCM Director shall also perform such functions as may be delegated to him by the Chairperson of the GC and/or the GC from time to time.
- I. ***Powers of the NCSCM Director:*** In particular and without prejudice to the foregoing provisions, the NCSCM Director, subject to conformity to the functions of the HPSC and GC, may:
- i. Implement or cause to implement through the staff of NCSCM, the recommendations of the HPSC, the GC, and the MC.
  - ii. Agree with MoEF, other Ministries of Government of India or State Government for their long term research needs and agree on securing finance for the same.
  - iii. Secure and accept endowments, grants-in-aid, donations or gift on mutually agreed terms and conditions as also donations from well-wishers and benefactors from abroad and in India, strictly in pursuance of the objectives of NCSCM upon intimation to the GC and HPSC.
  - iv. Draw, make accept, endorse, discount and negotiate with the Union Government and other agencies, promissory notes, bills of exchanges, cheques and other negotiable instruments, strictly in pursuance of the objectives of NCSCM upon intimation to the GC and HPSC.

- v. Negotiate and enter into contract with any other organizations having relatable objectives or persons for promoting or fulfilling objectives of the NCSCM, upon intimation to the GC and HPSC.
- vi. Enter into any Joint Project Agreement with National or International Partner Institution(s) as approved by the GC or HPSC; and incur expenditure, or authorize the Head of Finance and Procurement Unit of NCSCM to incur expenditure, under such Joint Project Agreements.
- vii. Consider and approve technical advice and proposals forwarded by the Deputy Director or Division Chairs or any other staff of NCSCM to reach the objectives of the NCSCM;
- viii. Select, recruit and appoint any staff of the NCSCM as recommended by the GC or the MC, as the case may be. However, approval of the Government shall be obtained for the creation of new regular posts in the NCSCM.
- ix. Initiate disciplinary actions including termination of services of any staff of NCSCM in the interest of the NCSCM, subject to the laws as applicable, and in the case of the Deputy Director or the Division Chairs in the NCSCM with the approval of the HPSC.
- x. Approve (i) procurement of goods and equipment up to a ceiling amount of ₹50 lakh, (ii) procurement of works up to a ceiling amount of ₹30 lakh, and (iii) procurement of consultancy services up to a ceiling amount of ₹10 lakh; as per the SICOM Procurement Manual.
- xi. Obtain approval of procurement of goods, equipment, works and consulting services, above the ceiling of powers of the NCSCM Director from the MC or the GC as the case may be.
- xii. Appoint bankers of the NCSCM, open and operate bank accounts, manage funds, and review monthly, quarterly and yearly account statements. All accounting and financial management actions shall be as per the Financial Management Manual;
- xiii. Undertake expenditures for all approved procurement by NCSCM, and to authorize the Head of Finance and Procurement Unit of NCSCM to pay against any contract entered by NCSCM.
- xiv. Appoint, in consultation with MC, any CAG empanelled Chartered Accountant firms(s) as internal auditor and statutory auditors of the NCSCM, and take all appropriate actions to address findings of the internal audit or statutory audit reports.
- xv. Appoint such persons as the GC may deem fit for the purpose of representing the NCSCM and/or the GC in any legal or other proceedings to be instituted by or against the NCSCM and pay the fee/remuneration thereof.
- xvi. Perform any of the emergency functions within the competency of the GC with the approval of the Chairperson, during the interval between meetings of the GC where it is expedient to do so and place a report in respect thereof, before the GC for its consideration or ratification.

### 13. Meeting and Proceedings:

- A. **General Body meetings:** The General Body of the NCSCM shall ordinarily meet once every year provided that the Chairperson of the General Body may whenever s/he thinks fit, direct the NCSCM Director to call a special or extra-ordinary meeting. A meeting notice of at least 15 days will be served. The General Body meeting shall take place, ordinarily, in the premises of NCSCM at Chennai. Every meeting of the General Body shall be presided over by the



President. In the absence of the President, the other members present shall elect one among themselves, to preside over the meeting.

- B. **High Power Research Steering Committee meetings:** The HPSC shall ordinarily meet once every year provided that the Chairperson of the HPSC may whenever s/he thinks fit, direct the SICOM Project Director to call a special meeting. For every meeting of the HPSC a notice of not less than seven clear days specifying the place and time of the meeting and in case of special business, the general nature thereof shall be given to all members. But in case of emergency the Chairman may reduce the above period of notice to such number of days as he deems fit in the circumstances of the case. The HPSC shall meet at any place in India as deemed convenient to the President and members of the HPSC. Every meeting of the HPSC shall be presided over by the President. In the absence of the President, the other members present shall elect one among themselves, to preside over the meeting.
- C. **Governing Council meetings:** The GC shall meet at least twice a year at Chennai or at such other convenient place as may be fixed by the Chairperson, provided that the Chairperson of the GC may whenever he thinks fit, direct the NCSCM Director to call a special meeting. Every meeting of the GC shall be prescribed by the Chairman. In the absence of the chairman one of the other members present shall be elected to preside from among themselves.
- D. **Management Committee meetings:** The MC shall meet as frequently as deemed adequate and appropriate by the NCSCM Director, ordinarily at the NCSCM premises in Chennai, and ordinarily at a notice of three days.
- E. **Quorum:** The quorum at (a) all general or extra-ordinary General Body meeting of the NCSCM shall be one third quorum for general body meeting and three quarters quorum for extra-ordinary General Body meeting, of the total roll of members for passing any special resolution; (b) at the HPSC meetings shall be five members, with at least a majority of the members present shall be expert members; (c) at the GC meetings shall be five members; and (d) at the MC meetings shall be two members. In the event the quorum is not met in any General Body or the GC or the MC meeting, an “adjournment meeting” must be convened by the Member-Secretary of the respective as applicable. At such “adjourned meeting” no quorum shall be necessary and the members present may transact the business for which the meeting was called. At any such “adjourned meeting” of the HPSC, similarly convened by the Member-Secretary of the HPSC, the required quorum shall be four members, with at least two expert members present.
- F. **Notice:** Notice may be served upon any member of the NCSCM either personally or by sending it through post in an envelope addressed to such member at the address mentioned in the roll of members. Any notice so served by post shall be deemed to have been served on the day on which the letter, envelope or wrapper containing such notice was properly addressed and put into the post office. In addition, as a good practice, NCSCM will send a copy of the notice by electronic mail, if such electronic mail address is available at the membership register.
- G. **Substitution of Members:** Should a person who is an ex-officio member of the General Body or the GC is unable to attend a meeting, a substitute to take his/her place at the meeting with a written nomination from the said ex-officio member. Such a substitute shall be entitled to take part in the proceedings of that meeting for which s/he has been duly nominated, and shall have the right to vote on behalf of the said ex-officio member. No such substitution will be acceptable in the case of the expert members of HPSC, in all meetings of the HPSC or in any meetings of the GC or the General Body where the expert members represent the HPSC.
- H. **Voting Rights of Members:** Each member including the member presiding at the meeting of the General Body or of the HPSC or of the GC or of the MC shall have one vote; but the presiding member shall also have a casting vote in addition to his vote as a member in case

of equality of votes. All matters at the meetings of the General Body, the HPSC, the GC or the MC shall be decided by a majority of votes.

- I. **Agenda and Resolution:** A member after giving notice of fifteen days or with the permission of the Chairperson can move resolution at a meeting of the General Body or of the Governing Council. Approval for any urgent business by the Governing Body or the HPSC or the GC can be conducted by a written resolution among all its members. Any such resolution circulated and approved by a majority of the members recording their consent of such resolution shall be deemed to be passed at the meeting of the General Body, the HPSC or the GC as the case may be.
- J. **Proceedings and Minutes:** Proceedings of every meeting of the General Body, the HPSC, GC and MC signed by the Presiding Member shall be properly kept by the NCSCM Director and shall be read out by the respective Member-Secretary at its next meeting and confirmed either with or without amendments as the case may be. A copy of the minutes of the proceedings of each meeting of General Body and the GC shall be furnished to the members of the General Body, the HPSC and the GC as soon as possible after the completion of a meeting. A copy of the minutes of the proceedings of each meeting of the HPSC shall be furnished to the members of the HPSC and the GC as soon as possible after the completion of a meeting by SICOM Project Director.

14. **Records of NCSCM:**

- A. The NCSCM shall keep in its registered office proper books of accounts, in which should be entered accurately (i) all sums of money received and the source thereof, (ii) all sums of money expended by the NCSCM and the object of purpose for which such sums are expended, (iii) supporting documents including bills and vouchers for all expenditures; (iv) all records of accounts and claims as needed for the applicable accounting standards in India, promulgated by the Institute of Chartered Accountants, India;
- B. The NCSCM shall keep records of its assets and liabilities;
- C. The other records of NCSCM shall include (i) Membership Register, (ii) Agenda and Meetings Register, (iii) Proceedings Register for HPSC, GC, MC and General Body Meetings; (iv) Cash Book, (v) Stock Register, (vi) Records of the Employees including Employees recruited on contract by the NCSCM, (vii) all other Records needed as per the Human Resources Management Manual of NCSCM; and (viii) all other Records required for the proper and systematic running of the NCSCM.

15. **Common Seal:** The NCSCM shall have a common seal of such make and design as the GC may approve.

16. **Research Program:**

- A. In order to carry out the objectives of the NCSCM as set forth in Memorandum of Association, the NCSCM shall establish a revolving Five-Year Research Program and a Two-Year Action Plan to implement the Five-Year Research Program.
- B. Both Five-Year Research Program and a Two-Year Action Plan should be prepared and completed with detailed proposal for all resources (skilled staff, services, equipments, budget estimates, etc.), and with clear description of targets, milestones and performance evaluation and monitoring indicators.
- C. The Five-Year Research Program and a Two-Year Action Plan shall be approved by HPSC & SICOM on a rolling basis. An update of the Two-Year Action Plan will be communicated to SICOM by December of every calendar year, such that these could be considered for specifically adjusted funding by SICOM for the succeeding financial year.

17. **Funds of NCSCM:** The funds of NCSCM shall consist of the following:

- A. Recurring and non-recurring grants made by the SICOM under the World Bank financed India Integrated Coastal Zone Management Project;
- B. Grants, donation or assistance of any kind from foreign Government and other bilateral and multi-lateral agencies including World Bank with prior approval of the Union Government, and at all times channeled through SICOM (MoEF);
- C. Any untied grant, endowment received from any individual or entity with approval of HPSC, and at all times channeled through SICOM, provided further that NCSCM shall accept funds from any private sector organizations or entities only if such funds are explicitly untied grants in content and in appearance;
- D. Income from investments, such as bank interest;
- E. There shall also be a 'special fund' which would consist of:
  - i. Such amounts as are received, with explicit approval of SICOM, with a specific condition that income thereof alone shall be used for the purpose of the NCSCM (with the corpus being left behind);
  - ii. Such other amount as General Body may decide to divert from the regular fund to the special fund to be used in the manner specified in clause (i) hereinabove.

18. **Properties of NCSCM:**

- A. All properties of the NCSCM shall belong to the NCSCM itself. The income and the property of the NCSCM will only be utilized towards the promotion of the objectives as set forth in the MOA of the NCSCM. It will be subject to terms and conditions as the HPSC may impose in respect of expenditure to be incurred from grants sanctioned to the NCSCM from time to time.
- B. No portion of income or property of the NCSCM shall be paid or transferred directly or indirectly by way of profits to persons who may at any time be or have been members of the NCSCM or by any person claiming through such members provided that nothing herein contained shall prevent payments in good faith of remuneration, allowances or honorarium in return for any services rendered by them to the NCSCM.

19. **Disbursement of funds and expenditures by NCSCM:** The NCSCM, through the NCSCM Director or the MC or the GC as applicable use the use the funds and resources of NCSCM for the following:

- A. For **Internal Activities** of the NCSCM:
  - i. Provide funds to the relevant units of NCSCM for disbursement to public and private sectors agencies under specific contracts procured in conformity to the SICOM Procurement Manual;
  - ii. Organize and arrange for supply of equipment and other inputs to relevant divisions and units of NCSCM and the staff and consultants thereof, in pursuance of the objectives of the NCSCM and as per the NCSCM procedures including the Human Resources Management Manual.
  - iii. Purchase, take on lease, accept as gift, construct or otherwise acquire any property, movable or immovable, wherever suitable, which may be necessary, in conformity to the SICOM Procurement Manual and Financial Management Manual;

- iv. Provide funds for implementation of the training plans (including national and international exposure visits) prepared by MC and approved by the GC; and all other activities listed in the annual action plans.
  - v. Do all other things as may be considered necessary by the NCSCM and may be incidental or conducive to the attainment of its objectives.
- B. For National or International *Partner Institutions*:
- i. Provide funds to the National or International Partner Institution(s) under specific Joint Project Agreement(s), provided that such Joint Project Agreement(s) will clearly state the following:
    - a. That all onward disbursement by the National or International Partner Institution(s) to public and private sectors agencies under specific contracts will be procured in strict conformity to the SICOM Procurement Manual;
    - b. That the expenditures will be made only for the purposes clearly described in the Joint Project Agreement(s). For this purpose, the International Partner Institution(s) will establish a separate and distinct bank account, which will be used to receive all funds from the NCSCM, and to make all expenditures according to the Joint Project Agreement(s). For the National Partner Institution(s), the NCSCM will open a bank account (“child account”) linked to the NCSCM bank account (“parent account”) available in a commercial bank scheduled in India, and provide check book(s) to the National Partner Institution(s) to make payments from such child accounts.
    - c. That the funds received by the National or International Partner Institution(s) shall be accounted as per the accounting and auditing standards described in SICOM Financial Management Manual. The National Partner Institution(s) shall provide all required support to the statutory auditors appointed by SICOM to conduct annual audits of all funds received, in such a manner that the completed statutory audit reports can be submitted to NCSCM and/or SICOM within July of every calendar year. The International Partner Institution(s) shall provide a annual audit report of all funds received as per the relevant country standard within July of every calendar year. In addition, the National Partner Institution(s) shall provide all required support to the internal auditors appointed by NCSCM or SICOM to conduct regular internal audits, take into cognizance the recommendations of the internal auditors, and submit six-monthly reports to NCSCM describing the compliance to internal audit reports.
  - ii. Organize and arrange for supply of equipment, infrastructure and other inputs to appropriate organizations under specific Joint Project Agreement(s) with National and International Partner Institutions, where such responsibility is allocated to NCSCM in the respective Joint Project Agreement(s) conforming to the SICOM Procurement Manual and Financial Management Manual;
  - iii. Recover or if required adjust the unspent amount from previous year’s allocation during the transfer of funds for the succeeding year(s).
  - iv. Allow the National Partner Institution(s) to create permanent research infrastructure, facilities or assets, if needed in the overall interest of such research in the country, under specific provisions under the respective Joint Project Agreement(s), and allow the National Partner Institution(s) to retain ownership of such infrastructure, facilities or assets after the period of funding, provided that the National Partner Institution(s)

provide clear and distinct assurance to allocate resources themselves for operation, maintenance and upkeep of such infrastructure, facilities or assets.

- v. Do all other things, through the National Partner Institution(s) as may be considered necessary by the NCSCM and may be incidental or conducive to the attainment of its objectives.

20. *Contracts and Other Instruments:*

- A. All contracts and other instruments for and on behalf of the NCSCM shall be subject to the Procurement Manual and Financial Management manual of the SICOM, be expressed to be made in the name of the NCSCM and shall be executed by the persons authorized under these Rules.
- B. No contracts for the sale, purchase or supply of any goods or equipment or for any work or service shall be made for and on behalf of the NCSCM with any member of the HPSC or the GC or any relative of any member of the HPSC or GC or any firm in which such member(s) or his/her/their relative is a partner or director or equivalent. In all contracts the NCSCM will take all necessary and reasonable precaution to avoid any potential issues of conflict of interest.
- C. Notwithstanding anything contained in sub-rule (B) above, NCSCM may sign, in the interest of relevant and needed research in the country, any Joint Project Agreement with any National or International Institution, where member(s) of the HPSC and GC are either employed, or have advisory or executive stakes. In such specific cases of Joint Project Agreement(s), the NCSCM will take all reasonable precaution to ensure that no personal benefits accrue to the relevant member(s) of the HPSC or GC.

21. *Accounting and Financial Management:*

- A. **Bank account:** The funds and bank account of the NCSCM shall be operated jointly by the Director NCSCM and the Head of the Finance and Procurement Unit of the NCSCM. The funds shall be operated in accordance with the Financial Management Manual of SICOM.
- B. **Rules:** NCSCM shall prepare its own rules for operating the funds and account, signing cheques, etc., based on the principles of financial accountability and efficiency, and in complete conformity to the Financial Management Manual of SICOM. These rules will come into effect from the date these are approved by the Governing Council. Until such rules are formed all above transactions shall be governed by the joint signature of the Director NCSCM and the Head of the Finance and Procurement Unit of the NCSCM.
- C. **Accounting:** The financial year of NCSCM shall begin on the first day of April and end on the 31st day of March. The NCSCM shall maintain proper accounts and other relevant records as well as documents and prepare annual accounts comprising the receipt and payment of accounts, statements of assets and liabilities and balance sheet as per the SICOM Financial Management Manual.
- D. **Internal and Statutory Audits:** The accounts of the NCSCM shall be audited by an Internal Auditor and a Statutory Auditor appointed by SICOM. NCSCM shall provide all necessary support and all relevant documents to the Statutory Auditors, in such a manner that the completed statutory audit reports can be submitted to SICOM within July of every calendar year. The NCSCM shall also provide all required support to the Internal Auditors appointed by SICOM to conduct regular internal audits; take into cognizance the recommendations of the Internal Auditors; and shall submit six-monthly reports to SICOM describing the compliance to the Internal Audit reports. In the event SICOM does not appoint such internal or statutory auditors, the NCSCM Director shall appoint such auditors.

**22. Annual report:**

- A. Annual report of all work undertaken during the year shall be prepared by the NCSCM Director. This report will annex (i) summary of the proceedings of the HPSC and the GC, and (b) the duly audited annual accounts of the NCSCM. Together these shall be forwarded to SICOM for incorporation in the annual report of SICOM.
- B. The annual report and annual accounts as approved by the GC along with the comments of the SICOM, if any, shall be placed before the General Body before the 30th August of every year. A copy of the annual report and annual accounts as approved by the General Body will be forwarded to SICOM within 15 September of every year.
- C. Within 30 (thirty) days after holding an Annual General Body meeting, these shall be filed with the Registrar (Societies) of Chennai, along with (i) a list of names, addresses and occupation of the office bearers of NCSCM; (ii) an annual report of the previous year; and (iii) a copy of the balance sheet and of the audit report certified by the SICOM auditor. Both (i) and (ii) hereinabove, shall be certified by the NCSCM Director.

**23. Human Resources Management:**

- A. The NCSCM shall, every two years, review the availability and capacity of the staff in consideration to the achievement of its objectives and research program approved by HPSC. Based on such review, the MC, with prior agreement with SICOM, submit revised staffing and human resources management proposal to GC for its approval.
- B. The first set of staff to be recruited in the NCSCM shall be as per Annex I of these Rules, which has already been approved by the Government of India, through SICOM.
- C. Unless otherwise approved by SICOM, the NCSCM will recruit the first set of staff (as per Annex I) on co-terminus contractual basis, with contract terms of either three or five years. Continuity, increment, and all perquisites shall be linked to performance in each such staff contracts.
- D. In all its recruitment of the staff, the NCSCM will aspire to be and remain as an equal opportunities employer. Moreover, the NCSCM will strive to recruit in such manners that (a) substantial numbers of women are employed including at senior professional and managerial positions, and (b) professionals are recruited in substantial numbers from all coastal areas in the country. It must be noted that the NCSCM will not offer a permanent or open-ended employment to any staff unless specifically approved by the Government of India (through SICOM).
- E. The NCSCM will prepare and periodically revise the Human Resources Management Manual of the NCSCM, to be approved the GC. The Human Resources Management Manual will specifically frame rules for (a) recruitment and selection procedures for staff, (b) salaries, perquisites, and any other benefits to staff, (c) performance evaluation procedure, and performance-linked increments in salaries, perquisites and other benefits; (d) staff retention program and activities; (e) leave policies, (f) operational travel policies and reimbursement of expenditures related to operational travel; any other rules that is required to be framed to attain the objectives of the NCSCM.
- F. Until such Human Resources Management Manual is not approved by the GC, all human resources management activities of the NCSCM shall follow the relevant rules applicable to SICOM approved by the MoEF, except that the specifically defined salary-scales listed in Annex I for the staff of the NCSCM need not be same as in the case of the staff of the SICOM.

24. *Suits and Proceedings:* The NCSCM may sue or be sued in the name of the NCSCM through its Director, subject to the following:

- A. No suit or proceeding shall abate by reason of any vacancy or change in the holder of the office of the Chairperson, the NCSCM Director or any office bearer authorized in this behalf;
- B. Every decree or order against the NCSCM in any suit or proceedings shall be executable against the property of the NCSCM and not against the person or the property of the Chairperson, the NCSCM Director or any office bearer;
- C. Nothing in sub-rule (B) above shall exempt the Chairperson, the NCSCM Director or office bearer of the NCSCM from any criminal liability under the relevant legislation in India, or entitle him/her/them to claim any contribution from the property of the NCSCM in respect of any penalty or fine to be paid by him/her/them on conviction by a criminal court.

25. *Modifications of the Objectives of the NCSCM:* NCSCM may alter or extend the purpose for which it is established as per the provisions of the *Tamil Nadu Societies Registration Act, 1975, Chennai* and on the fulfillment of all of the following conditions:

- A. HPSC and GC, in agreement with SICOM, recommend a proposal for such alteration or extension as aforesaid to the members of the NCSCM in a written or printed report;
- B. GC convenes a special General Meeting of the members of the NCSCM according to these Rules for the consideration of the said proposition; where the aforesaid report is delivered or sent by post to every member of the NCSCM ten clear days prior to such special General Meeting as aforesaid;
- C. The proposal for modification/alteration/changes in the objectives of the NCSCM, if agreed to by three-fourth of the members present and voting for such changes in the NCSCM at such special General Meeting as aforesaid, either by being present personally or by sending communication through a registered post;
- D. The proposal is confirmed by the votes of two-thirds of the members of the NCSCM present at a second special General meeting convened by the HPSC at an interval of one month after the former meeting;
- E. The proposal will take effect from the date on which the Government approves the same or such other dates as decided by them.

26. *Modification of the Rules:*

- A. Subject to the provisions of the *Tamil Nadu Societies Registration Act, 1975, Chennai*, the NCSCM may amend, add to, alter or delete any of these rules by a resolution passed by three-fifths of the members present and voting, at a special meeting of the Governing Council, duly convened for the purpose and approved at a General Body meeting of the NCSCM duly convened for the purpose. Any such amendments, alterations, additions or deletions shall be made only with the prior approval and consent of the HPSC and SICOM, and prior notice to the relevant authorities under the *Tamil Nadu Societies Registration Act, 1975, Chennai*, if any.
- B. These Rules or any Rules made by the NCSCM hereafter may be altered or cancelled following due process laid down in sub-rule (B) above, if expressly recommended by the Government of India. The modified rules will be deemed to have come into force in accordance with the provisions of the *Tamil Nadu Societies Registration Act, 1975, Chennai* on the date of approval by SICOM or intimation to the relevant authorities under the, whichever date is later.

- C. Nothing contained in herein the rules and regulations and notwithstanding the provisions of the laws applicable there would be no attempt to import, expressed or implied, anything repugnant or contrary to the intentions of this NCSCM as expressed in the Memorandum of Association.
27. *Framing and Amendment of Bye-laws:* The GC shall, frame bye-laws consistent with these Rules for the affairs of the NCSCM and may likewise add, amend, alter or rescind any bye-laws so framed with the approval of the General Body.
28. *Dissolution of the NCSCM:*
- A. Subject to the provisions of the *Tamil Nadu Societies Registration Act, 1975, Chennai*, the NCSCM may be dissolved by a resolution passed at a special meeting of the General Body of the NCSCM duly convened for the purpose and supported by at-least three-fourths of the total members of the NCSCM. On such resolution all the assets and liabilities of the NCSCM shall or can be given over to organizations with similar aims and objectives as that of the NCSCM on the recommendations of the HPSC, strictly in accordance with the provisions of the Societies Registration Act or surrendered to the Government through SICOM. In either case the decision of the Government of India shall be final.
29. *Special Government Directive:* The Government of India can issue directions to the NCSCM on any matter that it deems fit and all such directions shall be binding on NCSCM.
30. *Annual General Body Meeting:* The Annual General Body Meeting of the NCSCM will be held within 6 months - i.e. between March and September of each financial year.
31. *Copies of Memorandum of Agreement (MoA)* and the Bye-Laws will be supplied to all the Members at a cost of ₹1/- each.
32. For all matters not mentioned in the Bye-laws the *Tamil Nadu Societies Registration Act (1975) Rule (1978)* will apply.



ANNEXURE – 1

**NATIONAL CENTRE FOR  
SUSTAINABLE COASTAL MANAGEMENT**

**PROCEDURES**

These Procedures should be read with the Memorandum of Association (MOA) and Bye-laws of NCSCM.

*I. Activities of NCSCM:*

- A. The objective of the NCSCM is defined in the MOA. The NCSCM has been established by SICOM on behalf of the MoEF to advance the integrated coastal management approaches in India through provision of requisite advanced knowledge and capacity building activities. The activities are defined in the MOA under paragraph 6 as functions of the NCSCM. Specifically, the activities of NCSCM will include the ones described in paragraphs (B) through (K) below:
- B. Congregation and propagation of knowledge in partnership with relevant national and international institutions, including the following:
  - a. Collecting and compiling all relevant and credible data on ICZM in India and outside; updating such data periodically; and creating and maintaining mechanisms for easy access and dissemination of all such data;
  - b. Reviewing and analyzing information gathered from the other countries on application of ICZM with aims to identify, compile and develop documentation on the best practices, successes and failures of ICZM;
  - c. Developing wider understanding of the coastal and marine area related activities in India to recommend suitable ICZM applications to the Indian contexts.
- C. Carrying out applied, advanced and futuristic research, in partnership with relevant national and international institutions, to fulfill the aims of building the requisite research skills, knowledge and capacity needed in India for effective management of the coastal and marine areas; with specific focus to the following:
  - a. Conservation of the living and non-living resources of the coastal and marine areas;
  - b. Security of life, property and livelihood, and building resilience and adaptation capacity of the coastal and island communities;
  - c. Promoting role of women in management of the resources of the coastal and marine areas;
  - d. Promotion of environmentally sustainable and social responsible equitable economic growth and development in the coastal areas.
- D. Actively promoting opportunities for young researchers in India to undertake applied research, studies, national and international training and all such other relevant programs so as to build the skill and capacity base necessary for managing the countries coastal and marine areas in future;

- E. Documenting and disseminating practical management applications related to ICZM, including guidelines, tools, analytical models and manuals for planning and implementation of ICZM plans; including all such activities required to prepare such guidelines, tools, analytical models and manuals;
  - F. Capacity building of Union and State Government staff and officials involved in the regulation and management of coastal and marine areas in India; including organizing training programs for such capacity building;
  - G. Providing platform for exchange of views and soliciting agreements among coastal and island communities, experts and government agencies with respect to regulation and management of the coastal and marine areas;
  - H. Advising the Union and State Governments and other stakeholders, in pursuance of the aim and objectives of NCSCM, including undertaking all such activities needed to provide such advisory support;
  - I. Developing and maintaining websites; organizing conferences, meetings and workshops; and undertaking all other similar activities to achieve the objectives of NCSCM;
  - J. Procuring, operating and maintaining research laboratories, buildings and other civil works, goods and equipment, and other associated services in pursuance of the aims and objectives of NCSCM;
  - K. Hiring, contracting or appointing individuals or firms, both national and international; and undertake all such other human resources management functions so as to be able to attract brilliant researchers and highly competent professionals to NCSCM, and to be able to undertake high quality applied, advanced and futuristic research in pursuance of the objectives of NCSCM.
2. **Funds:** The sources of funds and the rules for making use of the funds are described in the Bye-Laws, under paragraphs 17 and 19. Operation funds of NCSCM will be from the Grants – in – Aid object head of SICOM under the subhead of National Coastal Management Program (3435.04.104.04) of MoEF budget. The NCSCM sub-head shall have recurring and non-recurring budget heads. The use of funds shall be approved by the HPSC/GC, as the case may be as per procedures described in the Bye-Laws, based on the estimated expenditure contained in the Two Year Action Plan of NCSCM.
3. **Divisions of NCSCM:** Under the leadership of the Director of NCSCM, 6 (six) Technical Divisions and 2 (two) Administrative Units shall be carrying out the activities as described in Paragraph 1 of these Procedures.
- A. The six Technical Divisions of NCSCM are: (i) The Geospatial Sciences Division, (ii) the Integrated Social Sciences and Economics Division, (iii) the Coastal Impact Assessment Division, (iv) the Conservation of Coastal and Marine Resources Division, (v) the Knowledge, Governance and Policy Division, and, (vi) the Futuristic Research Division. It is expected that all the six divisions of NCSCM will work with each other, and will draw from a common pool of human resources. Each Division will be led by a Division Chair.
  - B. The two Administrative Units are: (i) the Administration and Human Resource Development Unit, and (ii) the Finance and Procurement Unit.
  - C. **The Geospatial Sciences Division (GEO):** The objectives of the GEO are to provide scientifically-based decision support system to a wide variety of users, to promote environmentally sound use of coastal resources by employing the state-of-the-art technology in geographic information systems (GIS) modeling, and field surveys. The major groups

under the GEO are: (i) the Land Survey Group, (ii) the Hydrographic Survey Group, (iii) the Cartography Group, (iv) the Digital Photogrammetry, Digital Image Processing and ALTM Laboratory, and (v) the GIS Work Centre and Data Warehousing.

- D. *The Integrated Social Sciences and Economics Division (ISE)*: The ISE would focus on coastal communities and their livelihoods. In particular, the ISE would focus on community based approach to coastal vulnerability and coastal management with collaboration with other divisions of the NCSCM. Research interests of ISE would include social aspects of the coastal management, traditional wisdom, and the regional and national level solutions for livelihood security and improved community level resilience against coastal hazards. The major groups under the ISE are: (i) the Coastal Livelihood and Demography Group, (ii) the Traditional Knowledge Group, (iii) the Employment and Education Group, (iv) the Coastal Community, Culture and Heritage Group, (v) the Regional Planning Group, (vi) the Coastal Conflicts Study Group, and (vii) the Coastal Ecosystem Economics Group.
- E. *The Coastal Impact Assessment Division (CIA)*: This division would provide input and advice on all components of coastal environment impact assessment. The division would study all relevant aspects to establish baseline environmental conditions of specific coastal areas. It would study the cumulative environmental, economic and social effects of regional development prospects on coastal and marine resources and environment. This Division would suitably advice management measures for Ecologically Sensitive Areas in the coastal and marine areas. The major groups under the division are: (i) the Coastal and Marine Sciences Group, (ii) the Coastal and Marine Engineering and Infrastructure Group, (iii) the Cumulative Coastal Environmental Impact Assessment Group, (iv) the Social Assessment and Gender Group, and (v) the Coastal Tourism and Heritage Group.
- F. *The Conservation of Coastal and Marine Resources Division (CMR)*: The primary mandate of CMR would be to guide the use of the living and non-living natural resources for diverse and often conflicting sectoral activities, so that the continued viability of all aspects of resource usage and ecosystem health can be secured. The CMR will investigate the interactions between natural coastal resources and the coastal communities, with a view to establish the level of sustainable utilization, and thereafter the adoption of conservation ideas in the integrated coastal zone management plans in the country. The major groups under the division are: (i) the Coastal and Marine Living Resources Group, (ii) the Coastal and Marine Non-Living Resources Group, (iii) the Coastal Energy Group, and, (iv) the Marine Protected Areas Group.
- G. *The Knowledge, Governance and Policy Division (KGP)*: This division will work as a central repository for the dispersed information on the Indian coast. Coastal management requires all the stakeholders to be interconnected at different scales in order to share information, knowledge and data to solve problems and conflicts facing the coastal area and livelihood of the coastal communities. The knowledge management system of the centre would assist those interested in coastal governance to access the most relevant information of coastal issues. This division would also provide advisory to the government on coastal governance and policy issues. The major groups under the division are: (i) the Information Bank, (ii) the Communication and Dissemination Group, (iii) the Capacity Building Group, (iv) the Coastal Law and Policy Group, and, (v) the Partnership and Networks Group.
- H. *The Futuristic Research Division (FTR)*: The FTR would conduct advanced research on climate change and sea level rise issues including paleo-climatic issues; offshore energy; future development potential of the coastal and marine areas and the islands; long-term adaptation plans aimed to achieve increased resilience to coastal hazards. In additional, the division would undertake research to enhance the resilience of the island communities; will help in building regional capacity in risk management, and prepare long-term guidelines for

integrated coastal management plans. The major groups under the division are: (i) the Climate Change and Sea Level Rise Group, (ii) the Coastal Hazards and Mitigation Group, (iii) the Nano-Science and Ocean technology Group, and, (iv) the Island Ecology and Communities Group.

- I. *The Administration and Human Resource Development Unit (HRD)*: This Unit is responsible for administrative, personnel and human resources development activities including training, communication, advertising, public relations, library and documentation. The Unit will produce newsletters, annual reports and publications of the NCSCM; provide training for the purpose of skill improvement among the NCSCM staff; organize other trainings and stakeholder meetings; develop and maintain a website for the NCSCM; and publish all documentation of the NCSCM. The major groups under the HRD Unit are: (i) the Human Resources Development Group, (ii) the NCSCM Library; (iii) the Publications and Website Group, and (iv) the Public Relations and Communications Group.
- J. *The Finance and Procurement Unit (FPD)*: This unit is responsible for all procurement, finance and accounting of NCSCM. The division shall procure the goods and services by following the SICOM Procurement Manual; and will follow the financial management and accounting principles and standards stipulated in the SICOM Financial Management manual. The FPU will produce monthly, quarterly and annual financial statements to be submitted to SICOM as per the Bye-Laws of NCSCM. In addition, this Unit will provide all required support to the Internal Auditors and Statutory Auditors appointed by SICOM. Two groups under the Unit are: (i) the Procurement Group, and (ii) the Financial Management and Accounting Group.

# ***NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT***

## ***HUMAN RESOURCES\****

### ***1. Human Resources Manual of NCSCM:***

- A. Human resources of the NCSCM will be recruited, sustained and retained as per the Human Resources Manual (HR Manual) of the NCSCM.
  - B. ***Preparation of HR Manual:*** NCSCM through its Managing Committee (MC) shall prepare the HR Manual, which shall be approved by the GC and SICOM. The HR Manual shall be based on the following principles and objectives: (i) Efficiency of Delivery of the Five-Year Research Program and the Two-Year Action Plans; (ii) Adequate Recruitment Policies to attract the best talents and best young professionals to the NCSCM, (iii) Transparency of the Annual Performance Appraisal System, (iv) Performance Incentives for the staff of NCSCM, (v) Research Leadership Incentives, (vi) Suitable Policies to Retain Skilled Staff, even if recruited on a contractual basis, (vii) Transparency in the Policies and Procedures for deputing NCSCM staff for International Research or Training Activities, and (viii) to Promote the NCSCM as an Equal Opportunities Employer, including specifically to encourage appointment of women at senior levels.
  - C. For any new positions created for any senior scientific staff, the job description and qualification shall be approved by the HPSC.
  - D. Unless specifically approved by the Government of India through SICOM, all staff of NCSCM will be recruited on a contract basis with terms of either three or five years, with provisions of (i) termination of services, (ii) renewal, and/or (iii) enhanced benefits – all based on performance appraisal.
  - E. Until the HR Manual is prepared and adopted, the NCSCM will recruit and operate with the positions described in the following list of “initially proposed positions”, which have been cleared by the Government of India.
- 2. Initial Proposed Positions:*** The initially proposed positions, the respective requirement of essential and desirable qualifications, and the salary scales are indicated in the Table overleaf.

***\*Draft Version - to be revised***

Table A: The List of Initially Approved Staff Positions in the NCSCM

Number of Positions	Designation	Qualifications		Responsibility	Pay Scale (₹/month)
		Essential <sup>1</sup>	Desirable		
1	Director of NCSCM (Scientist 'H')	First class Masters degree in relevant Natural/Social sciences or First Class degree in Engineering / Technology from a reputed University or Equivalent. Minimum fifteen years practical experience in research in the required area.	<p>Doctorate degree in natural /social sciences (or) post graduate degree in engineering/technology (or) Doctorate degree in Engineering.</p> <p>Recognized as a World-Class Professional or Researcher.</p> <p>Substantial publications in International refereed journals.</p>	<p>(1) Establish and lead team to achieve the objectives of NCSCM</p> <p>Develop the NCSCM to achieve the World Class Institutional status, (2) Responsible for setting the research agenda in conjunction with the HPSC/GC, (3) Promoting collaboration amongst various organizations/institutions/agencies and across multiple coastal sectors; (4) Work with the community and responsible for Research and Development, communication, and networking; (5) Responsible for all administrative and finance decisions of the NCSCM; (6) Submission of annual plan/reports, budget and achievements to SICOM, Ministry and relevant institutes/ organizations; (7) Authorized signatory for agreements, MoU, Deeds, partnership documents, etc.</p>	<p>80,000 (fixed)</p> <p><i>Grade Pay</i> Nil</p> <p><i>Gross:</i> 144,640-184,640</p> <p><u>Acting Director:</u> (75,500)- 75,500-80,000</p> <p><i>Grade Pay</i> Nil</p> <p><i>Gross:</i> 136,765- 144,640</p>
1	Assistant Director (Scientist 'H')	First class Masters degree in relevant Natural/Social sciences or First Class degree in Engineering / Technology from a reputed University or Equivalent. Minimum fifteen years practical experience in research in the required area.	<p>Doctorate degree in natural /social sciences (or) post graduate degree in engineering/technology (or) Doctorate degree in Engineering.</p> <p>Recognized as a World-Class Professional or Researcher.</p>	<p>(1) Leading all the Divisions in coordination with the Division Chairs of the NCSCM; (2) Establish the team of researchers to achieve the targets of the NCSCM, (3) lead the formulation of 5-year and 2-years program and plans for the NCSCM along with the Division Chairs; (4) assist the Director NCSCM in achieving World-Class status; (5) Provide just-in-time advice to Governments through the NCSCM Director.</p>	<p>(67,000)- 73,000-79,000</p> <p><i>Grade Pay</i> Nil</p> <p><i>Gross:</i> 132,390- 142,890</p>

<sup>1</sup> Weight for higher educational qualification, where relevant to the position and the thematic area of qualification for lateral requirement for any of the positions shall be equated as equivalent research or professional experience, and shall be as follows: (i) Post-Graduate Degree in Engineering or Technology – equivalent to two years of research or professional experience; (ii) Doctorate Degree in Natural or Social Sciences – equivalent to three years of research or professional experience; (iii) Doctorate Degree in Engineering or Technology – equivalent to four years of research or professional experience.

Number of Positions	Designation	Qualifications		Responsibility	Pay Scale (₹/month)
		Essential <sup>1</sup>	Desirable		
			Substantial publications in International refereed journals.		
1	Deputy Director & Head of Administrative and Human Resources Unit	A distinguished academic record with post graduate degree in Arts/ Commerce/ Science / Engineering / MBA / P.G. Diploma in Personnel Management/ P.G. Diploma in Human Resources Development from reputed Institute / University with at least five years of experience as Manager (Administration / HR) with total relevant experience of twelve years.	Knowledge in modern management practices, computer application / information management, administration, engineering, estate, finance, stores etc.  Experience of working in scientific / research / teaching institutions and persons proven leadership qualities will be preferred	(1) Responsible for activities of the NCSCM, in absence of the Director, (2) Responsible for entering into MoU and partnership agreement with institutions, (3) Lead the HR Unit in coordination with other divisions of the NCSCM; (4) Organizational management including staff benefit program, (5) Library management, website design and maintenance in coordination with all divisions; (6) Publications, public relation and communication of the NCSCM; (7) Coordination for training and meetings; (8) Human Resource development in NCSCM; (9) Annual Plan and annual report preparation.	(37,400)- 47,267-67,000  Grade Pay ₹10000  Gross: 104,857-122,123
6 (One each for the Six Divisions)	Division Chairs (Scientist 'G')	First class Masters degree in relevant Natural/ Social sciences or first class degree in Engineering / Technology from a reputed University or Equivalent. Minimum twelve years practical experience in research in the required area.	Doctorate degree in natural /social sciences (or) post graduate degree in engineering/technology (or) Doctorate degree in Engineering  Recognition as a World-Class researcher  Substantial publication in international refereed journals	(1) Leading the Division in coordination with other divisions of the NCSCM; (2) Establish the team of researchers to achieve the targets of the Division, (3) prepare and contribute to the formulation of 5-year and 2-years program and plans for the Division; (4) ensure that the Division is achieving World-Class status; (5) Provide just-in-time advice to Governments through the NCSCM Director.	(37,400)- 57,133-67,000  Grade Pay ₹10000  Gross: 122,123-139,390
1	Head, Finance and Procurement Unit	A distinguished academic record with post graduation in commerce / arts / science with PG diploma in financial management / procurement and minimum five to seven years experience as Finance	Knowledge in finance / procurement management in projects and programs financed by multi-lateral or bilateral international organizations	(1) Leading the Unit in coordination with other divisions of the NCSCM; (2) Financial management of the NCSCM; (3) managing all procurement by the NCSCM including preparation and implementation of annual procurement plans; (4) Conduct pre-audit for the high value	(37,400)- 47,267-67,000  Grade Pay ₹10000

Number of Positions	Designation	Qualifications		Responsibility	Pay Scale (₹/month)
		Essential <sup>1</sup>	Desirable		
		officer /Accountant officer / Head of Finance and Account division in an organization of repute having total relevant experience of 12 years in Finance / Accounts in a responsible capacity.	Experience of working in scientific research / teaching institutions and proven leadership qualities will be preferred	procurements made by various divisions; (5) Prepare annual budget and supply of monthly, quarterly, half-yearly and annual expenditure statements of the NCSCM;	Gross: 104,857-122,123
6 (One each for the Six Divisions)	Project Leads (Scientist 'F')	First class Masters degree in relevant Natural / Social sciences or at least first class degree in Engineering / Technology from a recognized University (or) Equivalent. Minimum twelve years practical experience in research in the required area.	Doctorate degree in natural /social sciences (or) post graduate degree in engineering/technology (or) Doctorate degree in Engineering	To undertake and lead research teams in accordance with the research program established by the Division Chairs of Geospatial Science Division; Integrated Social Science and Economics Division; Coastal Impact Assessment Division; Conservation of Coastal and Marine Resource Division; Knowledge, Governance and Policy Division; Futuristic Research Division.	(37,400)- 47,267-67,000  Grade Pay ₹8900  Gross: 102,932-120,198
12 (Two each for the Six Divisions)	Senior Scientist (Scientist 'E')	First class Masters degree in relevant Natural / Social sciences or at least first class degree in Engineering / Technology from a recognized University (or) Equivalent. Minimum ten years practical experience in research in the required area.	Doctorate degree in natural /social sciences (or) post graduate degree in engineering/technology (or) Doctorate degree in Engineering	To undertake and perform high caliber research along with relevant research teams, and to support the Project Leads in accordance with the research program established by the Division Chairs of Geospatial Science Division; Integrated Social Science and Economics Division; Coastal Impact Assessment Division; Conservation of Coastal and Marine Resource Division; Knowledge, Governance and Policy Division; Futuristic Research Division	37,400-67,000  Grade Pay ₹8700  Gross: 85,315-102,582
18 (Between One and Four for each of the Six Divisions)	Scientist 'D'	First class Masters degree in relevant Natural / Social sciences or at least first class degree in Engineering / Technology from a recognized University (or) Equivalent. Minimum seven years practical experience in research in the required area.	Doctorate degree in natural /social sciences (or) post graduate degree in engineering/technology (or) Doctorate degree in Engineering	To undertake and perform high caliber research as per targets and sequence set by the Project Leads, and support the specific Research Team in the following thematic Divisions: Geospatial Science Division; Integrated Social Science and Economics Division; Coastal Impact Assessment Division; Conservation of Coastal and Marine Resource Division; Knowledge, Governance and Policy Division; Futuristic Research Division	(15,600) 31,267-39,100  Grade Pay ₹7600  Gross: 72,657-86,365



Number of Positions	Designation	Qualifications		Responsibility	Pay Scale (₹/month)
		Essential <sup>1</sup>	Desirable		
24 (Between Two and Six for each of the Six Divisions)	Scientist 'C'	First class Masters degree in relevant Natural / Social sciences or at least first class degree in Engineering / Technology from a recognized University (or) Equivalent. Minimum three years practical experience in research in the required area.	Doctorate degree in sciences (or) post graduate degree in engineering/technology (or) Doctorate degree in Engineering	To undertake and perform research and work as part of specific Research Teams in the following thematic Divisions: Geospatial Science Division; Integrated Social Science and Economics Division; Coastal Impact Assessment Division; Conservation of Coastal and Marine Resource Division; Knowledge, Governance and Policy Division; Futuristic Research Division	(15,600) 23,433-39,100  <i>Grade Pay</i> ₹6600  <i>Gross:</i> 57,198-71,082
36 (Between Two and Eight for each of the Six Divisions)	Scientist 'B'	First class Masters degree in relevant Natural / Social sciences or first class degree in Engineering / Technology from a recognized University	Working experience and knowledge in coastal and marine areas	To undertake and support research and work as part of specific Research Teams in the following thematic Divisions: Geospatial Science Division; Integrated Social Science and Economics Division; Coastal Impact Assessment Division; Conservation of Coastal and Marine Resource Division; Knowledge, Governance and Policy Division; Futuristic Research Division	15,600-39,100  <i>Grade Pay</i> ₹5400  <i>Gross:</i> 41,390-55,098
1	Senior Manager (Admin/ HR)	Post Graduate preferably with post graduation in HR management. A total of 8 years experience in administration, or personnel or HR work in a public body or an reputed organization	Knowledge of Government rules and regulations, computer application / management information system.	Assist the head of Administration and HR Unit for organizational management, performance development, publications, training and annual plan preparation	(15,600) 23,433-39,100  <i>Grade Pay</i> ₹7600  <i>Gross:</i> 58,948-72,657
1	Senior Manager (Finance/ Accounts)	Post Graduate with post graduate diploma in financial management. Eight years experience of finance / accounts work in a public body or an organization of repute	Knowledge of Government rules and regulations, computer application / management information system	Assist the head of Finance and Procurement Unit for finance management, pre & post audit, preparation of sanctions, preparation of expenditure statement and annual budget preparation	(15,600) 23,433-39,100  <i>Grade Pay</i> ₹7600  <i>Gross:</i> 58,948-72,657

Number of Positions	Designation	Qualifications		Responsibility	Pay Scale (₹/month)
		Essential <sup>1</sup>	Desirable		
1	Senior Manager (Procurement)	Graduate, preferably in Engineering or equivalent training. Eight years experience of procurement, Store or Inventory or Supply Chain Management, in Government Office or a public body or an organization of repute	Knowledge of Government rules and regulations, Government procurement Systems and Rules, / management information system	Assist the head of Finance and Procurement division to prepare the Request for proposals & TOR, evaluation of Expression of Interest, and preparation of annual procurement plan	(15,600) 23,433-39,100  <i>Grade Pay</i> ₹7600  <i>Gross:</i> 58,948-72,657
1	Senior Protocol Officer	Masters degree in any discipline with a strong command of English language and demonstration ability for science writing / reporting. Proficiency in liaison work, negotiations & coordination	Spoken / written skills in many languages	Assist the head of Administration and HR Division for conduction of meetings, trainings and travel and accommodation	(15,600) 23,433-39,100  <i>Grade Pay</i> ₹7600  <i>Gross:</i> 58,948-72,657
1	Senior Librarian	Masters degree in Library Science, (or) Masters degree with PG Diploma in library science from a recognized university. Must have overall working experience of at least 10 years in library. Should possess sound knowledge of application of IT in library management	Knowledge in on-line research paper & journal subscriptions	Assist the head of Administrative and HR Division for library development and management of the NCSCM	(15,600) 23,433-39,100  <i>Grade Pay</i> ₹7600  <i>Gross:</i> 58,948-72,657
1	Manager (Admin/ HR)	Graduate preferably with MBA / post Graduate Diploma in personnel management / HR. Eight year experience of administration / accounts and establishment work in a public body or reputed organization.	Knowledge of Government rules and regulations, computer application / management information system.	Assist the head of Administration and HR Unit for organizational management, performance development, publications, training and annual plan preparation	15,600-39,100  <i>Grade Pay</i> ₹6600  <i>Gross:</i> 44,015-57,198
1	Manager (Finance/	Post Graduate with working knowledge in accounting / financial	Knowledge of Government rules and regulations,	Assist the head of Finance and Procurement Unit for finance management, pre & post audit,	15,600-39,100

Number of Positions	Designation	Qualifications		Responsibility	Pay Scale (₹/month)
		Essential <sup>1</sup>	Desirable		
	Accounts)	/ accounting software Minimum five – seven years experience as Pay and Finance / Accounts officer / Head of finance and account division	computer application / management information system	preparation of sanctions, preparation of expenditure statement and annual budget preparation	Grade Pay ₹6600 Gross: 44,015-57,198
2	Manager (Procurement)	Post Graduate in commerce and economics. Eight years experience of stores / procurement / accounts work in Government office (or) a public body (or) reputed organization	Knowledge of Government rules and regulations, computer application / management information system	Assist the head of Finance and Procurement division to prepare the Request for proposals & TOR, evaluation of Expression of Interest, and preparation of annual procurement plan	15,600-39,100 Grade Pay ₹6600 Gross: 44,015-57,198
1	Protocol Officer	Masters degree in any discipline with a strong command of English language and demonstration ability for science writing / reporting. Proficiency in liaison work, negotiations & coordination	Spoken / written skills in many languages	Assist the head of Administration and HR Division for conduction of meetings, trainings and travel and accommodation	15,600-39,100 Grade Pay ₹6600 Gross: 44,015-57,198
1	Librarian	Must possess a graduate degree and have Diploma in Library Science. Experience in membership enrollment, purchase and arranging of books/ journals, cataloguing the new arrivals of books, maintenance of accession register, issues / receipts of books	Experience in library management.	Assist the head of Administrative and HR Division for library development and management of the NCSCM.	15,600-39,100 Grade Pay ₹6600 Gross: 44,015-57,198
1	Senior Software Engineer	Post Graduate degree in relevant Science /Engineering. Five years experience in computer programming and software development.	Knowledge of Remote Sensing and GIS; modeling software; GIS based database creation; web design, and computer languages including C, C++		(15,600) 31,267-39,100 Grade pay ₹7600

Number of Positions	Designation	Qualifications		Responsibility	Pay Scale (₹/month)
		Essential <sup>1</sup>	Desirable		
					Gross: 72,657-86,365
1	Senior Applications/ Development Engineer	Post Graduate in relevant Science / Engineering. Five years experience in professional programming / database development / network management / website maintenance & management	Knowledge in application Remote Sensing and GIS; application of modeling software; GIS based database creation, and computer languages including C, C++		(15,600) 31,267-39,100 Grade pay ₹7600  Gross: 72,657-86,365
1	Software Engineer	Graduate in relevant computer science / engineering with two years experience in computer programming and software development	Knowledge in application Remote Sensing and GIS; application of modeling software; GIS based database creation, and computer languages including C	Work under the Administrative and HR Unit for the development of NCSCM website and other engineering applications of NCSCM	(15,600) 23,433-39,100  Grade Pay ₹6600  Gross: 57,198-70,907
1	Application Engineer	Graduate in relevant science / engineering with two years experience in computer applications development	Knowledge in application Remote Sensing and GIS; application of modeling software	Work under the Administrative and HR Unit for the development of NCSCM website and other engineering applications of NCSCM	(15,600) 23,433-39,100  Grade Pay ₹6600  Gross: 57,198-70,907
2	Junior Software Engineer	Graduate in relevant computer science / engineering with two years experience in computer programming and software development	Knowledge in application Remote Sensing and GIS; application of modeling software; GIS based database creation, and computer languages including C	Work under the Administrative and HR Unit for the development of NCSCM website and other engineering applications of NCSCM	15,600-39,100  Grade Pay ₹5400  Gross: 41,390-55,098
2	Junior Application	Graduate in relevant science / engineering with two years experience in computer applications	Knowledge in application Remote Sensing and GIS; application of modeling	Work under the Administrative and HR Unit for the development of NCSCM website and other	15,600-39,100

Number of Positions	Designation	Qualifications		Responsibility	Pay Scale (₹/month)
		Essential <sup>1</sup>	Desirable		
	Engineer	development	software	engineering applications of NCSCM	Grade Pay ₹5400  Gross: 41,390-55,098
1	System Administrator	Three years' regular Diploma / Engineering or equivalent degree in IT / computer science / electronics experience in windows based system administration, widows, LINUX, UNIX, administration of web server, database management, security features of different networking, FTP, NT server, computer network and applications	Knowledge in application Remote Sensing and GIS; application of modeling software	Assist the Administration and HR Division to manage the computer and accessories	(9,300) 12,750-22,050  Grade Pay ₹4800  Gross: 35,353-51,628
2	Accounts Officer (Internal Control Officer)	Post Graduate with qualifications of SAS / CA / ICWA with two years experience of working in Accounts Department in a Government Office or a public body	Knowledge in accounting and auditing of Government organizations / institutions	Assist the head of Finance and Procurement division for NCSCM accounting and internal auditing	(9,300) 26,300-34,800  Grade Pay ₹4800  Gross: 56,745- 71,620
1	PS to Director	Graduate with proficiency in shorthand (120 wpm) and typing (50 wpm). Experience to handle word processor, secretarial practice	Knowledge of working as PS to Officers in Government / PVT Ltd. / NGOs, passed in stenography	Assist the Director NCSCM	9,300-34,800  Grade Pay ₹4200  Gross: 25,945- 40,820
2	Accountant	Graduate in commerce or economics (preferred) with minimum 3 years experience and training in management subjects. Persons with training / exposure in	Knowledge in accounting practices is desirable	Assist the head of Finance and Procurement division for account management and sanctions	9,300-34,800  Grade Pay ₹4200

Number of Positions	Designation	Qualifications		Responsibility	Pay Scale (₹/month)
		Essential <sup>1</sup>	Desirable		
		stores work will be preferred.			Gross: 25,945- 40,820
2	Senior Technical Assistant	Three years regular Diploma in engineering / Graduate degree from a recognized university with two years experience.	Experience of working in Institutions/organizations	Assist the Deputy Director of NCSCM (1) Head of Futuristic Research Division (1) Head of Geospatial Division in the Research & Development activities	(9,300) 12,750-22,050 Grade Pay ₹4800 Gross: 35,353-51,628
2	Technical Assistant	Three years regular Diploma in engineering / bachelors degree from a recognized university with one year experience	Experience of working in Institutions/organizations		9,300-34,800 Grade Pay ₹4800 Gross: 25,945-31,983
3	Data Entry Operator (Grade D)	10+2 passed from a recognised board – with working knowledge of computer applications with 2 years experience in data entry work	Knowledge of working in Institutions/organizations		(5,200) 8,950-20,200 Grade Pay ₹1900 Gross: 19,858-26,420
3	Data Entry Operator (Grade C)	10+2 passed from a recognised board – with working knowledge of computer applications with 2 years experience in data entry work	Knowledge of working in Institutions/organizations		5,200-20,200 Grade Pay ₹1900 Gross: 13,295-19,858
2	Senior Laboratory Assistant	Must have passed / obtained SSLC or equivalent from a recognised board	Knowledge of working in Institutions/organizations	Assist the Geospatial Unit in Research & Development activities	5,200-20,200 Grade Pay ₹1900 Gross: 13,295-19,858

Number of Positions	Designation	Qualifications		Responsibility	Pay Scale (₹/month)
		Essential <sup>1</sup>	Desirable		
2	Stenographer				5,200–20,200 <i>Grade Pay</i> ₹1900 <i>Gross:</i> 13,295-26,420
2	Field Assistant	Must have passed / obtained SSLC or equivalent from a recognized board	Minimum two years experience in assisting in laboratory work and field work/ sample collection	Assistance all the Divisions as required	4,440–7,440 <i>Grade Pay</i> ₹1650 <i>Gross:</i> 11,528-16,778
2	Office Assistant Driver	Should have qualified 8 <sup>th</sup> class. Valid driving license for light/ heavy vehicles with driving experience of at least 3 years	Experience of working in Institutions/organizations;		4,440–7,440 <i>Grade Pay</i> ₹1650 <i>Gross:</i> 11,528-16,778

ANNEXURE – 3

**NATIONAL CENTRE FOR  
SUSTAINABLE COASTAL MANAGEMENT**

**ADMINISTRATIVE PROCEDURES**

(Procedures related to the employees of NCSCM)

**1. Normal working hours**

Normal working hours is defined as 0900 hrs to 1730 hrs including lunch break from 1300 hrs to 1330 hrs from Monday till Friday, both days inclusive. The NCSCM Director can use his discretion under special conditions and override the above rules.

**2. Attendance**

- A. An attendance register will be maintained by the NCSCM for each staff and will be kept by one of the supportive staff. In case, a person reaches Institute late or leaves early, the reason should be indicated on the attendance register and authorized by the immediate supervisor on the same day or at the first available opportunity.
- B. The Deputy Director of NCSCM will responsible to ensure that the attendance register is updated daily by the concerned employee. The NCSCM Director shall review and ensure subsequent action needed, if any.

**3. Travel and Travel Rules**

- A. Travel head is covered under two categories: (a) Outstation travel – within India, and (b) Outstation travel – outside India.
- B. Outstation Travel within India for specific purposes of research, as per research program will be authorized by respective Project Lead or Division Chairs. All other Outstation Travel within India will be undertaken as per approved by MC, provided that the MC will prepare a annual summary of such travel, and place for records of the GC and SICOM.
- C. All Outstation Travel outside India shall be as per the annual program approved by the GC. In case of exceptional circumstances, such travel will be approved by the MC, provided that all such cases will be summarized and presented to the GC every six months for retroactive approval.
- D. Official travel shall be deemed not to include travel solely in accordance with the provisions of staff benefit policies, such as annual leave.
- E. The NCSCM staff eligible for travel under normal circumstances are the Director and Division Chairs (not limited to any specific purpose), the Project Leads and Project Team (limited to travel related to the approved research program), and all technical staff of NCSCM (limited to training - national and international). Travel of any other staff of NCSCM, or for any staff for other than within the limits described above, will be specifically cleared by the Deputy Director of NCSCM.



- F. Deputy Director and Head of the Administration/HR Unit of NCSCM shall prepare a detailed HR manual which will include all specific travel rules. These rules will be approved by the GC as part of the HR Manual.
- G. Unless the travel rules are final and approved by the GC, the following rules will be observed:
- NCSCM will provide reimbursement of normal and reasonable expenses incurred while on tour, and such reimbursement shall not constitute a source of profit to any individual or to the NCSCM.
  - Normally, the SICOM rates of reimbursement may be applied. Wherever, there is no specific rule or rate specified for SICOM itself, the reimbursement may follow the equivalent rules of MOEF.
  - For routine travel within Chennai, no reimbursement shall apply, except that for specific purposes, the Director, Deputy Director, the Division Chairs, the Heads of Units, the Project Leads and the Senior Protocol Officer may approve any expenditure related to official duty of their subordinates.
  - NCSCM vehicles will be used as a pooled resource as far as possible. No NCSCM staff including its Director will use the NCSCM vehicles for personal purposes.
  - Unless specifically advised by SICOM, the following rates of reimbursement, as indicated in Table A3-1 shall apply. [Note that these will be replaced by specific travel rules as part of the HR Manual of NSCSM, whenever approved by GC.]
  - Daily Allowance (DA) is provided to cover boarding and lodging expenses incurred during travel. No DA shall be admissible for periods in which employee avails leave or is absent from duty during a tour.
  - Incidentals are aimed to cover personal expenses e.g. newspapers, magazines, light refreshment, tips, portage etc. Rate of incidentals are applicable for every 24 hours that an employee is out of station, whether in transit or at destination.

*Table A3-1: Travel Fare, Incidentals, Accommodation and DA*

<i>Admissible Travel Allowance (₹/day) for Specific Official Travel Purposes only</i>						
<i>Category</i>	<i>Class of Travel</i>	<i>Local Conveyance</i>	<i>Incidental</i>	<i>Accommodation &amp; Daily allowance</i>		
				<i>Fixed</i>	<i>Reimbursement/ Actuals*</i>	
					<i>State Capitals</i>	<i>Other Towns</i>
Director*/Acting Director* Additional Director* Division Chairs*	Air: Business Train: AC-I	Taxi: ₹15/km	500	1000	6000	4000
Deputy Directors, Heads of Units, Project Leads	Air: Economy Train: AC-I	Taxi: ₹10/km	500	1000	6000	4000
Senior Managers, Managers Senior Scientists	Air: Economy Train: AC-II	Taxi: ₹10/km	250	750	3000	2000
Scientists, Senior Engineers, Engineers	Air: Economy Train: AC-III	Taxi: ₹10/km	250	500	2000	1000

#### 4. Other Benefits

- A. In special cases, expenses for official purpose on telephone calls, faxes, purchases of articles, etc., may be incurred. All such expenses shall, however be supported by vouchers. In case of foreign travel, in addition to the above, expenses on visa fee, airport tax at any airports, incurred by the employee shall be reimbursed. The approving authority for such other expenses will be with the immediate supervisor (not below Senior Manager, Senior Scientist, or Senior Engineer) of the staff incurring expenditure.
- B. All staff of NCSCM will be entitled for reimbursement of Newspapers expenses at ₹150 per month. All Scientific Staff of NCSCM will be entitled to be reimbursed for subscription of one or more technical journal of their individual choice subject to a ceiling of ₹750 per month.
- C. All staff will are eligible for reimbursement of telephone bills at ₹500 per month (₹1500 per month for Project Leads, Deputy Director, Unit Heads, Division Chairs and the Director), provided that the subject telephone shall be listed as their official telephone in the records of NCSCM, and provided that the staff assure that the such telephone number is regularly used to receive calls for office purposes.
- D. All staff of NCSCM will be covered under a group insurance, which will provide each staff a minimum sum assured of ₹50,000 and a maximum of ₹2,000,000, and specifically covering medical insurance.

#### 5. Leave Policy

- E. Leave policies of NCSCM will be finalized by the Deputy Director and Head of the Administration/HR Unit of NCSCM, and will be approved by the GC as part of the HR Manual.
- F. Until such rules are approved by the GC, the following will govern:
  - a. Unless otherwise defined below, the leave policies shall be as per the standard practices of Government of India.
  - b. All leave for all staff of NCSCM will be approved by the Deputy Director, based on the recommendation of the immediate supervisor of the staff applying for leave.
  - c. Earned Leave (EL): The quantum of EL admissible to the staff shall be 25 days in a year. EL will accrue to the employee after the person completes six month of continuous service with the NCSCM. In case a person has served the NCSCM for only part of the year, EL shall be credited to his account on a pro-rata basis. In reckoning the EL availed by an employee, Saturdays, Sundays and other intervening holidays shall be excluded. The employee may prefix or suffix Saturday and Sunday to his/her EL. An employee shall be encouraged to take at least 10 days EL every year. Any EL in excess of 15 days per year, and a cumulative total of 75 days will lapse automatically. Staff will be able to encash EL, subject to the maximum of 75 days, and only after 3 years of employment in NCSCM.
  - d. Casual Leave (CL): CL is entitled to be granted to employees to meet personal exigencies on working days. The quantum of CL admissible to employees shall be 7 days in a year. CL shall be applied for in the prescribed form. CL shall not be allowed for more than 3 days at a stretch, in which case the CL will be recorded as EL. In the event Saturdays,

Sundays or any other holiday declared in advance is included in CL, such days will be counted as CL.

e. Medical Leave: All staff will be eligible for medical leave including maternity and paternity leave as per the standard practices of Government of India.

G. In case of an employee absents himself from duty without leave or overstays after expiry of sanctioned leave and does not explain his absence within one week from commencement of such absence/overstay, s/he will be deemed to have wrongfully terminated his/ her services. In interpreting and applying this Rule, the decision of the Director, NCSCM shall be final.

*6. Resignation by Staff*

H. Resignation of a staff will be treated as per usual Government of India Practice, or as per specified in the contract entered with the individual staff member.