

**NATIONAL BAL BHAVAN
MEMORANDUM OF ASSOCIATION
RULES & REGULATIONS AND BYE LAWS**

(Approved by the Bal Bhavan Board in its 127th Meeting held on 9/10/1995 with the approval of the Ministry of Human Resource Development (Department of Education) vide their letter No.F.3-16/95-Desk (NFE) dated 30/8/1995 and further amendments approved by the National Bal Bhavan Board in its 142nd (Urgent) Meeting held on 15/4/99 with the approval of the Ministry of H.R.D. (Department of Education) vide their letter No. F.3-20/98-NFE- Desk dated 4/5/99 and F.No. 3-20/98-NFE-Desk dated 15/10/99 amendments approved by the National Bal Bhavan Board by circulation on 10/2/2004 and thereafter with the approval of the Ministry of Human Resource Development, Deptt. of Elementary Education & Literacy vide their letter No. F.3-20/98-EE-12 dated 17/2/2004. Further amendments approved by the National Bal Bhavan board in its 158th Meeting held on 20/7/2004 and with the approval of the Ministry of H.R.D., Deptt. of Elementary Education and Literacy side their letter No. F.3-20/98-EE- 12 dated 3/8/2004. Bye Laws Nos.25, 26 & 27 were amended as per approval given by the Board of Management of National Bal Bhavan in its 171st Meeting held on 31/7/2007 with the approval of the Ministry of H.R.D., Deptt. of School Education & Literacy vide their letter D.O.No.1-20/2007-EE-12 dated 18/2/2008.

NATIONAL BAL BHAVAN
Kotla Road, New Delhi-110 002
I N D E X

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PART-1

NATIONAL BAL BHAVAN Registration No. S-871 of 1955-56

In the matter of the Societies Registration Act XXI of 1860, being an Act for the Registration of literary, scientific and charitable Societies and
In the matter of National Bal Bhavan.

MEMORANDUM OF ASSOCIATION

Name

1. The name of the Society is National Bal Bhavan, New Delhi herein after referred to as "The Society".

Registered Office

2. The registered office of the Society shall be situated in Delhi and at premises of the Society's campus at Kotla Road, New Delhi-110002.

Objectives

3. The objectives of National Bal Bhavan are:

- (a) To provide opportunities to children for education and creativity.
- (b) To provide the children with experiences and activities not otherwise available to them.
- (c) To offer certain educational services to the local schools in order to enrich their curricular and extra curricular activities.
- (d) To provide leadership and guidance to teaching towards fostering a creative approach in teaching of art and science.

- (e) To provide training facilities for recreational workers, and children's Museum personnel.
- (f) To offer the Nation a prototype comprehensive children's institution, i.e to establish an ideal Bal Bhavan.
- (g) To develop lit personality a talents of children through recreation and physical activities.
- (h) To promote social and cultural contacts amongst the children of all classes and communities.
- (i) To inculcate such values as would help them to develop modern Indian personality with a scientific temper.
- (j) To promote the above-mentioned activities as a movement.

Functions

4. For the achievement of the above mentioned objectives, the Management of National Bal Bhavan may carry out any or all of the following functions:-

- (a) To construct, establish, manage and maintain Bal Bhavans and allied institutions in India including National Children's Museum in Delhi and Children's Museums in other parts of the country and to conduct suitable programmes of training and research in order to promote the education of children through visual aids.
- (b) To promote such other Associations, Organizations, Societies or Institutions, having objectives similar to those of the National Bal Bhavan to associate with and affiliate to the Society on such terms and conditions as may, from time to time be prescribed by the Board of Management of the Society.
- (c) To associate with or affiliate with such other Organizations, Associations or Institutions, having objectives simi-

lar to those of the Society on such terms and conditions as may from time to time be prescribed by the Board of Management of the Society.

- (d) To construct, maintain, alter, improve and develop any buildings and works, if necessary for the purpose of the Society.
- (e) To acquire, purchase or otherwise own or take on lease or hire in India, temporarily or permanently any moveable or immoveable property necessary for the furtherance of the objects of the Society.
- (f) To receive grants, subscriptions and donations for the purposes of the Society, provided that no subscriptions or donations shall be accepted if they are inconsistent with its objectives, or are in conflict with the satisfactory running of the Society.
- (g) To sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any property moveable or immoveable of the Society for the furtherance of its objectives, subject to prior approval of the Board of Management.
- (h) To appoint, in order to execute any instrument or transact any business of the Society, any person as attorney of the Society with such powers as the Society may deem fit, proper and necessary.
- (i) To deal with funds and monies of the Society, for the objectives of the Society;
- (j) To enter into any agreement for receiving grants, contributions.
- (k) To determine the number, categories and grades of pay and posts, to create, suspend or abolish the posts and fix the emoluments and terms of service of the employees of the Society;

- (l) To appoint the staff for the Society, as may be needed, to grant extension of service to the staff including extension beyond the age of superannuation, and to impose penalties on members of the staff.
- (m) To make Rules and Regulations for the conduct of meetings, and affairs of the Society and to adopt and vary them from time to time.
- (n) To do all such other acts and things as may be directly or indirectly conducive or incidental to the carrying out, achievement or development in accordance with the Rules and Regulations, of the aforesaid objectives or any of them.

Management

5. The names, addresses occupations and designations of First Members of the Board of Management to whom the Management of the affairs of the Society was entrusted as required under Section 2 of the Societies. Registration Act XXI of 1860, (Punjab Amendment) Act, 1957, as extended to the Union Territory of Delhi till the Board of Management was nominated according to the Rules and Regulations of the Society were as follows:-

- | | | |
|----|---|----------|
| 1. | Smt. Indira Gandhi
Prime Minister's House
New Delhi. | Chairman |
| 2. | Syed Ashfaque Husain,
Joint Secretary Ministry of
Education, New Delhi. | Member |
| 3. | Sh. C.S. Menon
Joint Secretary, Ministry
of Finance, New Delhi. | Member |

- | | | |
|----|--|---------------------|
| 4. | Sh. S. Ranganathan,
Joint Secretary,
Ministry of W.H.& S.,
New Delhi. | Member |
| 5. | Dr. (Mrs.) S. Bhatia,
Adviser in Maternity & Child Welfare,
Ministry of Health, New Delhi. | Member |
| 6. | Sh. H.C. Sharma
Chief Secretary,
Delhi State Govt., Delhi. | Member |
| 7. | Mrs Tara Ali Baig
C/o Ministry of External Affairs,
New Delhi. | Member |
| 8. | Mrs. E. Gauba,
8, Haily Road,
New Delhi. | Member |
| 9. | Dr. R. V. Ramakrishna,
Director;
Bal Bhavan, New Delhi. | Member
Secretary |

6. The affairs of the society shall be managed and conducted by the Board of Management according to the Rules and Regulations of the Society, which have been framed with the approval of the Government of India. Previous sanction of the Government of India shall be required for any change in the Rules and Regulations.

7. The income, monies, and properties of the Society however derived shall be applied solely towards the maintenance, upkeep and improvement of the Institution and properties of the Society and for the promotion of all or any of the objects of the Society as set forth in this Memorandum of Association, subject to such limitation as the Government of India may from time to time impose. No portion of the income, monies and property of the Society shall be paid or transferred directly or indirectly by way of dividends bonus or otherwise in howsoever man-

ner by way of profit to the persons who at any time are or have been members of the Board of Management or to any of them or to any person claiming through them or any of them provided that nothing herein shall prevent payment in good faith of remuneration to any member of the Society or other person in return for any service actually rendered to the Society.

8. On the winding up or dissolution of the Society, if any property whatsoever remains, after the satisfaction of its debts and liabilities, the same shall not be paid to or distributed among the members of the Society or any of them but shall be dealt with in such manner as the Government of India may determine.

9. A list of Members of Board of Management of the Society shall be filed with the Registrar of Societies, Delhi Administration every year in the month of January along with a certified copy of the Rules and Regulations of the Society in case these have undergone any amendment from the Rules and Regulations already filed with the Registrar of Societies, Delhi Administration.

10. The First members of the Board of Management of the Society would be the persons as mentioned in para 5 who signed the original Memorandum of Association.

11. We, the several persons, whose names and addresses and occupations are given below, having associated ourselves for the purpose of revising the original Memorandum of Association, do hereby subscribe our names and set our several and respective hands here up to:-

	Name, Address and Occupation	Signature
1. Chairman	Mrs. Bilkees Latif No.6.3.248/4, Road No.1, Banjara Hills, Hyderabad-34 (A.P).	

2. Vice Chairman
M Gayatri Rey,
395, Mandakini Enclave,
New Delhi.
3. Member
A Representative
of the Ministry
of Education
Dr. (Mrs.) Sadhna Rout,
Dy. Secretary,
Ministry of H.R.D.,
(Deptt. of Education),
Shastri Bhavan,
New Delhi.
4. Member
A/Representative
of the Ministry of
Finance/Integrated
Finance Division
of the Ministry of
Education.
Sh. M.C. Joshi,
Director, Finance,
Ministry of H.R.D,
Shastri Bhavan,
New Delhi.
5. Member
Air Marshal J. K. Seth,
Sector 17/938,
Gurgaon - 122001.
(Haryana).
6. Member
Mrs. Deepa Kaul,
Everest House,
Near Pavan Cinema,
G.T Road,
Ghaziabad (U.P.).
7. Member
Sh. P.K. Kaul,
Former Cabinet Secretary,
225, Sector 15 A,
Noida-201301. (U.P.).

8. Member Fr. T V. Kunnunkal, S.J.
St. Xavier School,
4, Raj Niwas Marg,
Delhi-110054.
9. Member Sh. Shakti Sinha,
64,Ashoka Road,
New Delhi.
10. Member
A Representative
From the State/
Union Territory
Bal Bhavan Mrs. Chandra Agnihotri,
Director,
Bal Bhavan Society,
Behind Sayaji Baugh,
Kareli Baugh, Vadodra -390018.
11. Member
Secretary Dr. (Mrs.) Madhu Pant,
Director,
National Bal Bhavan,
Kotla Road,
New Delhi-2.

New Delhi

Dated:

PART-2

RULES AND REGULATIONS OF THE NATIONAL BAL BHAVAN, NEW DELHI.

Title and Definitions

1. These rules and regulations may be called National Bal Bhavan rules.
2. In these rules, unless there is anything repugnant in the subject or content:
 - (a) 'Society' means National Bal Bhavan, New Delhi.
 - (b) 'Chairperson' means the Chairperson of the Board of Management of National Bal Bhavan, New Delhi.
 - (c) 'Vice-Chairperson' means the Vice-Chairperson of the Board of Management of National Bal Bhavan, New Delhi.
 - (d) 'Member' means a person who is admitted as a member of the Board of Management.
 - (e) 'Director' means the director of National Bal Bhavan New Delhi.
 - (f) 'The governing body' of the Society means the Board of Management.

Board of Management

3. The Society's Management shall be carried out by a Board of Management whose first members consisted of the persons who signed the Memorandum of Association of the Society and thereafter shall consist of the following members appointed/nominated as per these rules:

- 3 (a) i) A Chairperson of National Bal Bhavan who shall be appointed by the Government of India.
- ii) Chairperson of National Bal Bhavan should be an eminent person who has made significant contributions in the field of education or Child Development or as a Social Worker.
- (b) i) A Vice Chairperson of National Bal Bhavan who shall be appointed by the Government of India.
- ii) Vice Chairperson of National Bal Bhavan should be an eminent person who has made significant contributions in the field of education or Child Development or as a Social Worker.
- (c) A Representative nominated by the Ministry of Education.
- (d) A Representative of the integrated Finance Division to be nominated by the Ministry of Education.
- (e) The Four Members of the Board of Management of National Bal Bhavan should be appointed by the Central Govt. on the recommendations of the Chairperson of National Bal Bhavan from amongst the persons who have made significant contributions in one or more of the following fields:
 - (a) Education (b) Child Development
 - (c) Visual/Performing Arts (d) Literature
 - (e) Social Work.
- (f) A Representative to be nominated by the Board of Management from one of the States/Union Territories where National Bal Bhavan may directly be engaged in its work or where institutions sponsored by or associated with National Bal Bhavan may be functioning.
- (g) One member to be co-opted by the Board of Management.
- (h) Director, National Bal Bhavan who shall be Member- Secretary of the Board of Management.

3(A) Membership Roll

- (i) The Society shall keep a roll of its members and every such member shall sign the roll and shall state therein his or her current rank or occupation and address of residence and rank.

- (ii) Change of address and occupation of members shall be notified to the Secretary of the Society who shall there upon enter the new particulars in the membership roll.

4. The tenure of the Board of Management shall be as follows:

(a) The Chairperson and Vice Chairperson shall hold office for a term of 5 years. The members nominated by the Chairperson shall hold office for a period of 3 years initially but they shall automatically cease to hold office when the Chairperson who nominated them ceases to hold office.

(b) The other members except the Member-Secretary of Board of Management shall hold office during the pleasure of the Chairperson.

(c) The Director shall be the Member-Secretary of the Board of Management as long as he/she holds the office of the Director.

(d) Any Member of the Board of Management shall cease to be member if he/she resigns and the resignation is accepted by the Chairperson. Membership of the Board of Management may also be terminated by a resolution of the Board on grounds of unsoundness of mind, insolvency, conviction for a serious offence or moral turpitude.

Powers of the Board of Management

5. The properties of the Society shall vest in the Board of Management.

5(A) The Board of Management shall have general control of the affairs of the Society and shall have authority to do, exercise and perform all the powers, acts and deeds for the planning establishment and running of the Society, consistent with the aims and objectives of the Society.

5(B) The Board of Management shall have powers which may be necessary or expedient for the proper management and administration of National Bal Bhavan.

5(C) Without prejudice to the generality of powers conferred on the Board of Management by Rule 5(A) and subject to the guidelines and specific instructions of the Govt. of India in such matters, the Board of Management shall have the following powers:-

- (a) to acquire land, construct building, and to manage the affairs of National Bal Bhavan.
- (b) to regulate the expenditure and to manage the accounts of the Society, and all its institutions & activities.
- (c) to make Rules governing the admission of children to the Society, and to amend these Rules, from time to time.
- (d) to purchase, take on lease, or accept as gift or otherwise any land/property which may be necessary or convenient for the purpose of the Society and on such terms and conditions as they may think fit and proper.
- (e) to appoint officers and servants of the Society.

6. For the achievement of the objectives of the Society, the Board of Management shall have the powers to create and fill posts within the allocated/projected budget. In respect of creation of posts, the powers shall be limited to the posts whose maximum of the scale of pay does not exceed Rs.4,500/- per month subject to observance of the ban order issued by the Govt. from time to time. The Board shall also have the powers to classify such posts into grades and to specify their designations, these posts shall generally carry scales of pay, allowances and perquisites applicable to identical/equivalent posts in the Government or, if no such equivalents exist, as determined by the Board of Management.

7. The Board of Management shall have full powers to make such byelaws as they consider essential for the regulation of the business of the Society and in particular with reference to the keeping of accounts, the preparation and sanction of budget estimates, the sanctioning of expenditure, entering into contracts, investments of the funds of the Society and the sale or alteration of such investments, the appointment of staff and determination of conditions of service and any other purpose that may be necessary.

8. The Board of Management may by resolution delegate to the chairperson and/or to the Member-Secretary such of its powers for the product of business as the Board of Management may deem fit, subject condition that action taken by the Chairperson or by the Member Secretary under such delegation shall be reported for confirmation at the meeting of the Board of Management.

9. The Board of Management may by resolution delegate to any officer of the Society such administrative or financial powers as it may deem fit.

9 (A) The Board of Management shall have powers to constitute Sub-committees for specific purposes.

Proceedings of the Board of Management

10. For transacting the business of the Society, the Board of Management shall hold at least four meetings in a year and not more than three months shall elapse between any two meetings. The date, time and place such meetings shall be decided by the Chairperson.

11. Every notice calling a meeting of the Board of Management shall state the date, time and place at which such meeting will be held and shall be served upon every Member of the Board of Management at least 15 days in advance. In case of extraordinary meetings, this period of notice may be reduced to 7 days. Such notice shall be issued by the Member Secretary and shall be accompanied by the agenda of the business to be placed before the meeting.

12. The Chairperson shall preside over the meeting of the Board of Management. If the Chairperson is not present, the Vice Chairperson shall preside and conduct the meeting. No meeting will be held in the absence of the Chairperson or the Vice Chairperson.

13. As soon as the Annual Report, Annual Accounts and Budget are ready these shall be considered in the first meeting of the Board of Management thereafter.

14. The quorum for the meeting of the Board of Management shall be four members.

15. The society and the Board of Management shall function notwithstanding any vacancy and notwithstanding any defect in the nomination or appointment of any of the members, and no act or proceedings of the Society or the Board of Management shall be invalid merely by reason of existence of a vacancy or vacancies in the body or of any defect in the nomination or appointment of any of the members.

16. Each member of the Board of Management shall have one vote and in case of difference of opinion amongst the members the opinion of the majority shall prevail. In the case of tie, the Chairperson shall have a casting vote.

16.(A) In the event of disagreement between the Financial Adviser and Chairman of the Society on a financial matter beyond the delegated powers of the Ministry of Education, the matter may be referred to the Education Minister and the Finance Minister for a decision.

17. The members of the Board of Management shall not be entitled to any remuneration from the Society. However non-official members of the Board of Management shall be reimbursed by the Society travelling allowance/daily allowance for attending the meetings of the Board or for other work assigned to them by the Resolution of the Board.

Budget

18. Each year, the Society shall submit its budget for the ensuing year for the sanction of the Government of India.

19. The budget shall be in such form as the Government of India may direct and shall include statements of:

- (a) the estimated opening balance;
- (b) the estimated receipts from all sources;
- (c) the proposed expenditure classified under appropriate headings;

20. Supplementary estimates of expenditure shall be submitted for the sanction of the Government of India in such form and on such dates as may be directed by them.

Funds of the Society

21. The funds of the Society shall consist of the following:
1. Grants made by the Central Government for the furtherance of the objectives of the Society
 2. Contributions from other sources.
 3. Income from investments and
 4. Receipts of the Society from other sources.

Bankers

22. The Bankers of the Society shall be the State Bank of India or any nationalized bank. All funds shall be paid into, the Society's account with the Bank and shall not be withdrawn except on a cheque signed by the Director and by such other officer as may be duly empowered by the Chairperson.

Audit

23. The accounts of the Society shall be audited annually by the Comptroller and Auditor General of India or by any person authorized by him in this behalf on consent basis.

Alteration or Enlargement of the purposes of the Society

24. Subject to the previous approval of the Govt. of India, the Society may alter; extend or abridge any purpose or purposes for which it is established according to the procedure prescribed in that behalf by Societies Registration Act XXI of 1860.

Legal Action

25. For the purposes of Section 6 of the Societies Registration (Act, XXI of 1860) the person in whose name the Society may sue or be sued shall be the Secretary of the Society

Contracts

26. All contracts relating to the management and administration of the Society shall be executed on behalf of the Society by the Secretary of the Society.

Other matters

27. Such other matters as have not been provided for will be regulated by the bye-laws to be made by the Society.

28. Wherever, the expression Bal Bhavan and National Children's Museum occurs, the same has to be read as National Bal Bhavan.

29. The Central Government to issue such directions as may be necessary from time to time to the Board of Management of National Bal Bhavan on matters of Policy.

30. If the Central Government comes to an opinion that the Board of Management of National Bal Bhavan is unable to perform or has persistently made default in the performance of the duties imposed on it by Memorandum of Association, Rules and Regulations and Bye-laws of National Bal Bhavan or abused its power or has willfully or without sufficient cause failed to comply with any directions issued by Central Government on policy matters, the Central Government may by order supersede the Board of Management for such period as may be specified therein and take over the management of National Bal Bhavan or appoint an administrator to run the affairs of National Bal Bhavan in the interim period. Provided that before issue of such an order the Central Government shall give a reasonable opportunity to the Board of Management to show cause as to why it should not be superseded and shall consider the explanation and objections, if any, of the Board of Management and take appropriate decision after recording the reasons.

BYE-LAWS

In exercise of the powers conferred by Rule 7 of the Rules and regulation of the National Bal Bhavan, the Board of Management hereby makes the following bye-laws, namely:

NATIONAL BAL BHAVAN

BYE-LAWS

PART 1 - GENERAL

Short Title and commencement

1. These bye-laws may be called the National Bal Bhavan Bye-laws.
2. These bye-laws shall be deemed to have come into force with effect from the date they are duly passed by the Board of Management.

Definitions

3. In these bye-laws, unless the context otherwise requires:-
 - (a) "**SOCIETY**" means the National Bal Bhavan.
 - (b) "**BOARD**" means the Board of Management of the National Bal Bhavan.
 - (c) "**CHAIRPERSON**" means the Chairperson of the National Bal Bhavan and the Board of Management.
 - (d) "**VICE CHAIRPERSON**" means the Vice Chairperson of the National Bal Bhavan and Board of Management.

- (e) "**DIRECTOR**" means the Director of National Bal Bhavan.
- (f) "**ASSISTANT DIRECTOR (FINANCE)**" means the Assistant Director (Finance) of the National Bal Bhavan.
- (g) "**ASSISTANT ACCOUNTS OFFICER**" means the Assistant Account Officer of the National Bal Bhavan.
- (h) "**EMPLOYEE**" means a person serving in the Society in any post or capacity.
- (i) "**APPOINTING AUTHORITY**" in relation to any post under the Society means the authority competent to make appointment to that post.

Passed by the Board of Management in its 127th Meeting held on 9th October, 1995.

PART-II

BYE- LAWS FOR THE CONDUCT OF BUSINESS

Powers and Functions of the Chairperson and Director

4. The Chairperson and the Director shall exercise such powers and discharge such functions as are laid down in the Rules and Regulations and these Bye-laws as the powers and functions of the Chairperson and the Director:-
5. Meeting of the Board of Management
 - (a) For the transaction of the business of the Society, the Board of Management shall hold meetings as specified in Rules 10 to 17 of the Rules and Regulations of National Bal Bhavan.
 - (b) At the commencement of each Board meeting, all members shall sign the Attendance Register and the Director shall maintain a record of such attendance.
 - (c) All proceedings of the meetings of the Board of Management shall be entered in the Minute Book to be maintained by the Member-Secretary for the purpose and each minute shall be signed by the Chairperson of the next meeting after the same is duly confirmed.
 - (d) The Chairperson of the meeting may include in the agenda at any time before or during a meeting, fresh items of business supplementary to those included in the agenda and those supplementary items shall also be taken up for consideration.
 - (e) A decision given by the Chairperson of the meeting on a point of order raised by a member shall be final.

Authentication of orders and decisions of the Board.

6. All orders and decisions of the Board of Management shall be authenticated by the signatures of the Director or any other person authorized by the Board of Management in this behalf.

Building and Lands Belonging to the Society

7. The Board of Management may constitute a Building Advisory Committee for the purpose of considering additions and alterations to buildings belonging to the Society and other questions relating to their maintenance and use.

8. The Society shall use its lands and buildings only for the purpose of the Society.

9. If any employee of the Society is offered residential accommodation in the premises of the Society, he/she shall on occupation of the same be liable for paying such rent and other charges as may be fixed by the Board of Management.

10. Residential quarters shall be allotted to the employees of the Society on the basis of the allotment rules as may be adopted by the Board of Management.

PART-III

SERVICE BYE-LAWS

Whole-time Employment

11. Except in the case of part-time employees, if any, all employees in the society shall be deemed to be in the whole time employment of the society, and they may not accept or practice any other employment or vocation. They shall also be liable, as and when required, to perform their duties, or any other duty assigned to them under the orders of the Appointing Authority, outside the regular working hours of the Society.

Creation and Classification of Posts

12. A post in the Society shall be either a "Permanent Post" that is, a post carrying a definite rate of pay sanctioned without any limit of time; or a "Temporary Post", that is, a post carrying a definite rate of pay sanctioned for a limited time.

13. All the posts in the Society shall be classified as Group 'A', Group 'B' Group 'C' and Group 'D' on the lines of the practice prevailing in the Central Govt.

13(A) The posts under the Society shall be as created/approved by the Board of Management from time to time under the Rules and the employees shall be governed by the Rules and Regulations of the Society as amended from time to time.

14. The Board of Management may direct:
- a) Creation of a post or posts in any grade or category, regular or temporary.
 - b) Abolition of any post or posts of any grade/category.
 - c) Transfer of any category of posts from one category to another or from one grade to another.

- d) Conversion of a temporary post into a regular post provided the post has been in existence for over 3 years and is found necessary on a regular basis.
- e) Determine or revise the emoluments and scales of pay of all the employees.

Appointing Authorities

15. Appointments to posts under the Society shall be made:

- (a) By the Chairperson with the prior approval of the Government of India in the case of Director.
- (b) By the Director in the case of all other posts.

Method of recruitment

16. Recruitment to posts under the Society shall be made:

- (a) by direct recruitment, or
- (b) by promotion; or
- (c) by appointment on deputation/foreign service; or
- (d) on contract basis, or
- (e) by invitation of persons of extraordinary merit;

17. The Board of Management shall frame the Recruitment Rules for each post, specifying the age limit; qualifications, mode of recruitment etc. for appointment in any post in the Society.

Direct Recruitment

18. Appointment to all posts in the Society by direct recruitment shall be made after giving due weightage to the recommendations of a Selection Committee. The composition of the Selection Committee shall be as follows:

Post (s)	Selection Committee	Remarks
Director	<ol style="list-style-type: none">1. Chairperson/or a Board Member nominated by the Chairperson (Head of the Committee)2. The Education Secretary or his representative not below the rank of Joint Secretary.3. Three other eminent persons with the background of education, art, culture, child psychology etc.	In case any of these persons is or has been a Govt. Servant he/she should not be below the rank of Joint Secretary.
Other Group A Posts and Group B Posts.	<ol style="list-style-type: none">1. A Board Member nominated by the Chairperson (Head of committee)2. Two persons with a background appropriate to the post (s) in question.3. Director	
Group C Posts.	<ol style="list-style-type: none">1. A Board Member nominated by the Chairperson. (Head of Committee).2. Director	

3. Dy. Director/Asstt. Director
concerned.
or
Officer Incharge of the Section.

4. One Reactive Person.

Group D

1. Dy Director
(Head of Committee)

2. Asstt. Director (Admit)

3. One other Asstt. Director
or
One Officer Incharge.

19. Direct recruitment to Group A and Group B posts shall be made through advertisement. direct recruitment to Group C and D posts shall be made from the nominees of the Employment Exchange but these posts may be advertised if a non-availability certificate is issued by the Employment Exchange concerned.

Recruitment by Promotion

20. All appointments by promotion, whether in a substantive or officiating capacity, shall be made on the recommendations of a Departmental Promotion Committee from amongst eligible employees serving in posts in the immediately lower grade on the basis of 'merit with due regard to seniority' in the case of 'selection posts' and on the basis of 'seniority-cum-fitness' in the case of 'non-selection posts'.

21. For the consideration of fitness of promotion, the composition of the Departmental Promotion Committee shall be as laid down in Recruitment Rules. For consideration of EB, confirmation and clearance or otherwise of a probationary employee, the Director shall constitute a Departmental Promotion committee of three Officers of the Society who should be higher in rank to the employee (s) under consideration.

Reservation of posts for Scheduled Castes/Tribes/OBCs

22. While making appointment to posts in the Society, the Appointing Authority shall observe Government orders regarding reservation and other concessions admissible to the Scheduled Castes, Scheduled Tribes, OBCs etc. from time to time.

TA for Attending Interview

23. Candidates called for interview for any post in the Society shall be paid travelling allowance as per guidelines formulated by the Board of Management in this behalf.

Fitness

24. No person shall be appointed to any post by direct recruitment unless:

- (i) He/she is found medically fit by Competent Authority as per Government Rules; and
- (ii) The Appointing Authority is satisfied that He/she possesses good character and antecedents.

Probation

25. An employee appointed to any post by direct recruitment in the Society shall be on probation for a period of two years. Provided that the Appointing Authority may, in any individual case, for reasons to be recorded in writing, waive, reduce or extend the period of probation, not exceeding one year.

26. If any employee of the Society who is on probation is adjudged to be unsuitable for holding his/her post, or has failed to render satisfactory service, the Appointing Authority may:

- (a) In case of a person appointed to his/her post by direct recruit as a departmental candidate revert him/her to the post held by him/her immediately before such appointment;

- (b) In the case of a person appointed by direct recruitment terminate his/her service in the Society without notice.

27. Every person appointed to a permanent post under the Society by direct recruitment shall on satisfactory completion of the period of probation be eligible for substantive appointment to that post.

Permanent/Temporary Service

28. Upon initial appointment in the Society; all employees shall be deemed to be in temporary service of the Society till such time that they are appointed to a permanent post and specific orders of the Appointing Authority have been issued, based upon the recommendations of a validly constituted DPC, confirming the satisfactory rendition of service by them during the period of probation.

Appointments on Contracts

29. Notwithstanding anything contained in these Bye-laws the Board may, in special circumstances, appoint a person on contract for a period not exceeding 3 years.

Termination of the 'Services'

30. The services of temporary employee may be terminated by the Appointing Authority:

- (a) During the period of probation or extended period of probation following first appointment at any time without assigning any reason and without any notice.
- (b) After such period of probation without assigning any reason on one month's notice or forthwith on payment of one month's salary in lieu of notice period.

31. The services of a permanent employee may be terminated by the Appointing Authority after holding an inquiry as per the provisions of the Central Civil Services (Classification, Control and Appeal) Rules 1965 as amended from time to time.

Seniority

32. The seniority of a new employee of the Society shall be reckoned initially from the date of his/her selection for appointment, subject to his/her joining duties within a reasonable period of time as adjusted by the Appointing Authority. In case more than one candidate is selected in the same grade on the same date, their seniority shall be based on their order of merit as determined by the Selection Committee/D.P.C. After the completion of their period of probation, whether on initial recruitment or on probation, their seniority shall be based upon the date/order of their confirmation by the Appointing Authority.

Leave

33. The employees of the Society shall be entitled to such leave and leave salary as are admissible to the Central Government Servants under the Central Civil Services (Leave Rules) 1972 as amended from time to time.

Transfer of Employees

34. Employees of the Society shall be liable, under the orders of the Appointing Authority, to be transferred to an equivalent post either in the Society or in its branches anywhere in the country.

Superannuation

35. The rules governing the retirement of the employees of the Government of India, as amended from time to time, shall apply to the employees of the Society, provided that the Board of Management of National Bal Bhavan may in deserving cases and at its discretion recommend an extension or service beyond the age of superannuation in the case of meritorious and deserving employees for a period up to 2 years.

Conduct, Discipline and Penalties

36. The Central Civil Service (Conduct) Rules, 1964 as amended from time to time shall apply to the employees of the Society.

37. The Central Civil Services (Classification, Control and Appeal) Rules 1965 as amended from time to time shall apply mutatis mutandis to the employees of the Society with the provision that, for this purpose, the powers of the President of the Union of India in respect of Central

Government Employees shall be exercised by the Board of Management in respect of the Society's employees. Further the powers of Disciplinary Authority shall be exercised by the Appointing Authority while the powers of the appellate Authority shall be exercised by the Board of Management in the case of Director and by the Chairperson in the case of all other employees.

Resignation

38. The resignation tendered by a permanent employee of the Society shall be effective when it is accepted by the Appointing Authority and the employee is relieved of his/her duty. Temporary employees may

resign their service by giving one month's notice and they shall cease to be in service on the expiry of such notice period even if the resignation has not been formally accepted by the Appointing Authority.

Medical Facilities

39. Employees of the Society who reside in areas covered by the CGHS, shall be entitled to get medical facilities provided under that scheme on payment of subscription at specified rates which shall be, recovered from their salary every month.

40. Employees of the Society who reside in areas not covered by the CGHS shall be eligible for the reimbursement of medical expenses up to the amount payable by the Society annually to CGHS in respect of an employee residing in an area covered by CGHS Scheme minus the employee's own contribution per year towards CGHS facilities. The reimbursement shall be made in accordance with the procedure laid down in office orders issued from time to time.

House Rent Allowance

41. Employees of the Society who are not provided with Society's accommodation shall be entitled to House Rent Allowance at rates admissible to Central Government Servant of corresponding status.

Loans and Advances

42. The employees of the Society shall be eligible for loans and advances on the same terms and conditions as are applicable to Central Government servants of corresponding status.

Pension/G.P. Fund

43. With the approval of the Government of India, the Pension Scheme contained in CCS (Pension) Rules 1972 as applicable to the Central Government employees has been adopted for employees working in the Society w.e.f 7th October 1985. Employees who have opted for the Pension Scheme shall be governed by G.P. Fund Rules as applicable to Central Government employees. The employees who have not opted for the Pension Scheme shall continue to be governed by C.P.F. Rules as applicable to Central Government Employees. It is further provided that the powers of the President of the Union of India in respect of Central Government employees shall be exercised by Board of Management in respect of the employees of the National Bal Bhavan.

Group Insurance Scheme

44. A "Group Savings- Linked Insurance Scheme" has been introduced w.e.f 5th July, 1989 for the employees of the Society, and its membership is mandatory for all new employees joining the Society after that date. The salient features of this Scheme are as follows:-

- (a) Every Member shall pay a monthly contribution according to his category at the following rates:

Category	Monthly Contribution
A	Rs.100
B	Rs.75
C	Rs.50
D	Rs.25

(b) The life assurance benefit in respect of category A, B, C & D shall be Rs.1,00,000/-, Rs.75,000/-, Rs.50,000/- or Rs.25,000/- respectively, together with the amount to the credit of the Member in the Running Account as per rules of the Life Insurance Corporation of India.

Other Conditions of Service

45. In respect of matters not provided for in these Bye-laws, the rules as applicable to Central Government servants regarding the general conditions of service, pay, allowances including traveling and daily allowances, leave salary, joining time, foreign service terms etc. and orders and decisions issued in this regard by the Central Government from time to time shall apply mutatis mutandis to the employees at the Society.

PART -IV

FINANCIAL BYE-LAWS

Preparation and sanction of Budget Estimates

46. The Director shall each year prepare detailed estimates of the receipts and expenditure of the society for the ensuing financial year for approval by the Board of Management.

47. The Director shall maintain a Budget Register in which all grants received from the Government of India and any money received from other sources shall be entered.

Appropriation

48. The finds of the Society shall not be appropriated for expenditure on any item which has not been approved by the competent Authority under these Bye-Laws.

49. The primary unit of appropriation shall be a major head which may further be divided into minor heads subordinate thereto. The major and minor heads of account shall be such as may be approved for the budget estimates of each year.

Re-appropriation

50. The Director may re-appropriate, if necessary, funds from one unit of appropriation to another within a grant with the approval of the Board of Management only. No re-appropriation of funds shall be made between Non-plan and Plan Grants.

Expenditure sanction

51. The Director shall keep a watch over expenditure against the sanctioned grant.

52. No expenditure from the funds of the Society shall be incurred without the sanction of the Competent Authority.

Contracts

53. The Director shall sign and execute on behalf of the society all agreements, contracts, etc. which may be necessary for the proper conduct of the business of the Society.

Honorarium payable to Experts

54. The Society may invite experts to deliver lectures in the Society from time to time on payment of suitable fee or honorarium and pay them travelling allowance.

55. The rate of fee or honorarium payable to experts shall be such as may be determined by the Director in each case but shall not exceed the limits prescribed by the Board of Management from time to time.

Bank Account

56. The funds of the Society shall be kept and transacted through current account with the State Bank of India or any Nationalized Bank. However, surplus funds which may not be required for expenditure for sometime may be kept in an interest-bearing account by investing in short-term fixed deposits or by keeping in a savings Bank Account.

57. All cheques on the bank account shall be signed and all bills, notes and other negotiable instruments shall be drawn, accepted and made on behalf of the Society by the joint signatures of the Director and any one of the following officers:

- (i) Asstt. Director (Finance)
- (ii) Asstt Accounts Officer

58. All cheques, bills, notes and other negotiable instruments payable to the Society may be endorsed on behalf of the Society by the Drawing and Disbursing Officer.

Drawal of Funds and Maintenance of Accounts

59. Funds shall be drawn from the Bank by means of cheques in the manner laid down in the Bye-laws. Cheque books shall remain in the personal custody of the Director or other person authorized by the Director in this behalf.

60. The claims for pay and allowances and travelling allowances of officers and contingent bills shall be drawn in the prescribed forms and submitted to the Drawing and Disbursing Officer. All bills shall be checked and passed for payment by the Assistant Director (Finance). The pay and allowances bills of the employees may be signed by the Drawing and Disbursing Officer. The monthly pay and allowances bills shall be passed for payment by the Assistant Director (Finance). Payment shall be made by means of demand drafts or cheques or cash as decided by the Director.

61. The Director shall maintain regular accounts of all the money and properties in respect of the affairs of the Society and shall prepare annual statement of accounts including the Balance Sheet in such form as may be prescribed by the Board of Management. The Asstt. Director (Finance) of the Society shall advise the Director on all matters concerning Audit and Accounts. Assistant Director (Finance) shall be responsible to the Director for the accuracy and completeness of the accounts of the Society in accordance with the bye-laws of the Society.

62. The primary accounts of the Society shall be maintained in the forms prescribed in the Civil Accounts Manual, General Financial Rules, Receipts and Payment Rules and under other relevant rules of the Central Government.

Audit

63. The Accounts of the Society shall be audited annually by the Comptroller and Auditor General of India or by any other person appointed by him in this behalf and the Director shall provide all facilities in this regard. The Auditor of the Society shall have the right to demand the production of documents, books, accounts, vouchers and papers as may be required or necessary for the purpose of Audit.

64. The results of audit shall be communicated by the Auditor to the Director who shall submit a copy of the Audit Report along with his observations to the Board of Management and the Ministry of Human Resource Development.

65. The Assistant director (Finance) shall apply a check of the nature of pre-audit to all payments from the funds of the Society and shall maintain appropriate registers in this behalf.

Exercise of Financial and Other Powers

66. Unless otherwise provided in the Rules and Regulations and bye-laws the Director and the Board of Management may exercise respectively the financial and administrative powers vested in the Heads of Department and the Administrative Ministries of the Government of India under the Delegation of Financial Power Rules, 1978, the General Financial Rules, the fundamental Rules, the Treasury Rules etc. as amended from time to time the Board of Management may authorize the Chairperson to exercise such of its powers as may be considered expedient for the day-to-day administration of the Society.

67. The Director may subject to such restrictions as he or she may think fit to impose, authorize, Deputy Director (Admn.) or any other Group 'A' Officer of the Society to exercise all or any of the powers conferred upon him/her under these Bye-laws.

68. All sanctions, orders of delegations of Competent Authorities under the Rules and Regulations or these bye-laws affecting the Society Accounts shall be reduced to writing.

Power to relax

69. Notwithstanding anything contained in these Bye-laws the Board of Management may, in the case of any employee, relax any of the provisions of these 'Bye-laws to relieve him from any undue hardship.

Removal of Doubts

- 70 (i) Where a doubt arises in the operation of these Bye-laws, the decisions of the Board of Management shall be final.
- (ii) When the identity of the authority to discharge functions in any situation is not clear, the Director is authorized to act.

Amendment of Bye-Laws

71. Any alteration in the Bye-laws shall require the prior approval of the Govt. of India.