

# Rules and Regulations

## **CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING**

### **1. Short Title**

These Rules and Regulations may be called the Rules of the Society, the Centre for Development of Advanced Computing (C-DAC).

### **2. Definitions**

In these Rules, unless the context otherwise requires:

- a. The “**Society**” means C-DAC.
- b. The “**Council**” means the Governing Council of the Society.
- c. The “**CC**” means the Coordination Committee of the Society.
- d. The “**TAC**” means the Technical Advisory Committee of the Society.
- e. The “**F&A Committee**” means the Finance and Accounts Committee of the Society.
- f. The “**Board**” means the Management Board of the Society.
- g. The “**DG**” means the Director General and Chief Executive Officer of the Society.
- h. The “**Executive Director**” means the Head of a unit or function, so selected/ appointed as such in the Society
- i. The “**Registrar**” means the Registrar of the Society.
- j. The “**CFO**” means the Chief Finance Officer of the Society.
- k. The “**Head Corporate HRD**” means the Head in Human Resources Department in the Society.
- l. The “**Year**” means the period of twelve calendar months beginning from the first day of April and ending on the thirty-first day of March of the subsequent year.

### **3. Administration and Management**

Subject to these Rules and such rules as may hereafter be framed from time to time, the Administration and Management of the Society shall vest in the Council which will be assisted by the CC and the Director General.

#### 4. The Council

4.1 **The Composition** The Council shall consist of minimum of seven and maximum of 16 members out of the following:

- |      |  |     |                               |
|------|--|-----|-------------------------------|
| (1)  | Hon'ble Union Minister of Communications ...<br>and Information Technology   | ... | Chairman<br>(Ex-Officio)      |
| (2)  | Secretary to Government of India<br>Department of Information Technology   | ... | Vice-Chairman<br>(Ex-Officio) |
| (3)  | Secretary to Government of India<br>Department of Scientific & Technology  | ... | Member<br>(Ex-Officio)        |
| (4)  | Secretary to Government of India<br>Department of Scientific & Industrial<br>Research & Director General, CSIR   | ... | Member<br>(Ex-Officio)        |
| (5)  | Additional Secretary to Government of India ...<br>Department of Information Technology  | ... | Member<br>(Ex-Officio)        |
| (6)  | Adviser (R&D in IT), Department of<br>Information Technology, Govt. of India   | ... | Member<br>(Ex-Officio)        |
| (7)  | Director General, C-DAC  | ... | Member<br>(Ex-Officio)        |
| (8)  | Joint Secretary and Financial Adviser,<br>Department of Information Technology   | ... | Member<br>(Ex-Officio)        |
| (9)  | Joint Secretary (Societies),<br>Department of Information Technology   | ... | Member<br>(Ex-Officio)        |
| (10) | Eminent Scientist / Academician  | ... | Members (2)                   |
| (11) | Distinguished Professionals from the<br>IT Industry  | ... | Members (2)                   |
| (12) | Senior Scientist from DRDO/ DAE/<br>DBT/ DOD/ DOS  | ... | Member                        |
| (13) | Secretary in the Department of IT of<br>Govt. of Karnataka, Govt. of Kerala,<br>Govt. of Maharashtra, Govt. of<br>West Bengal, Govt. of UP by rotation | ... | Members (2)                   |

The Registrar of the Society shall be non-Member Secretary to the Council.

**Note:** The Chairman of the Council shall nominate the members at Serial No. 10 to 13.

The above constitution of the Council can be modified with the approval of the Chairman of the Council.

4.2. **Annual Meeting of the Council** The Council will meet once every year to consider and adopt the audited accounts of the Society for the preceding year

#### 5. **The Co-ordination Committee (CC)**

The CC shall have minimum four and maximum six members as follows:

|     |   |          |
|-----|---|----------|
| (1) | Secretary, Department of Information Technology                             | Chairman |
| (2) | Addl. Secretary, Department of Information Technology                       | Member   |
| (3) | Adviser (R&D in IT), Department of Information Technology                   | Member   |
| (4) | Director General, C-DAC   | Member   |
| (5) | Joint Secretary and Financial Adviser, Department of Information Technology | Member   |
| (6) | Joint Secretary (Societies), Department of Information Technology           | Member   |

Registrar, C-DAC will be non-Member Secretary to the CC and CFO, C-DAC shall be a standing invitee.

The Chairman of the Council may modify the Constitution of the CC.

#### 6. **Technical Advisory Committee (TAC)**

The TAC shall comprise of minimum 10 and maximum 16 eminent scientists and academicians each from different fields of interests of the Society and shall initially consist of:

|                              |             |
|------------------------------|-------------|
| DG CSIR                      | Chairman *  |
| Advisor, DIT                 | Member      |
| Experts from IISC/ IITs      | Members (4) |
| Expert from DRDO/ BARC/ ISRO | Members (3) |
| Director General, C-DAC      | Member      |

\* The Chairman shall be an Indian Scientist of repute

One Senior Technical Member of C-DAC shall be non-Member Secretary.

Senior Technical Members of C-DAC may be invited for the meetings with the permission of the Chairman, TAC.

The Chairman of the Council may modify the Constitution of the TAC.

**7. The Board**

The Management Board shall consist of the following Officers of the Society:

- |     |                         |                  |
|-----|-------------------------|------------------|
| (1) | Director General, C-DAC | Chairman         |
| (2) | Executive Directors (8) | Members          |
| (3) | Chief Finance Officer   | Member           |
| (4) | Head Corporate HRD      | Member           |
| (5) | Registrar               | Member-Secretary |

**8. Officers and Employees of the Society**

Subject to the provisions of these Rules, the staff of the Society shall consist of:

- (i) Director General
- (ii) Executive Directors
- (iii) Directors
- (iv) Registrar
- (v) CFO
- (vi) Head Corporate HRD
- (vii) Scientific & Technical Staff
- (viii) Academic Staff
- (ix) Administrative Staff
- (x) Support and Maintenance Staff

**9. Council to be the Apex Body of the Society**

The Council shall be the Apex policy-making body of the Society. The Council shall conduct the Administration and Management of the Society as per the provisions of these Rules. The Council shall conduct management and administration of the Society with the assistance of the CC and the DG.

- 10. Council to be the Executive Body of the Society**

The Council shall be the executive body of the Society and shall formulate strategies and methods for executing its decisions. It shall undertake planning, analysis and coordination of research and development, and other activities in the area of ICTE and related fields.
- 11. Co-ordination Committee (CC)**

CC shall review and approve operational, financial, administrative and such other policy matters on behalf of the Council and the Administrative Ministry for efficient functioning of the Society.
- 12. Technical Advisory Committee (TAC)**

The TAC shall advise the Council on all the technical and technological matters that the Society shall be associated particularly with respect to the areas of its interest.
- 13. Management Board**

The Board shall assist DG in achieving the overall objectives of the Society. It shall also envision, prepare strategic and operational blue prints, to enable the implementation of the plan of the organisation. It shall enable nurturing of participative management and prepare inputs to GC, CC and TAC. It shall work towards the development of the best practices and processes, and good governance across the organisation.
- 14. The Director General**

The Director General shall be the Chief Executive of the Society and shall have administrative and financial powers to implement decisions of the Council/ CC, evolve strategies and plans for proper management of the Society and shall make proposals to the CC / Council regarding Staff Rules and other Service Conditions of the Staff of the Society.
- 15. Duration of the Membership of the Council/ CC/ TAC**

Where a person becomes a member of the Council/ CC/ TAC by reason of the office or appointment he holds, his membership of the Council/ CC/ TAC shall terminate when he ceases to hold that office or appointment. Other members shall hold office for three years unless the member resigns or the authority, which nominated him, terminates his membership earlier, having such power to do so.
- 16. Bye-laws**
  - 16.1 The Council may frame Bye-Laws and Staff Rules from time to time not inconsistent with these Rules for the general administration and management of the Society, and may in particular provide for the following matters:
    - (a) Conduct of business and the procedure to be adopted at meetings of the Council, CC and Board and the quorum for such meetings;
    - (b) Finances and accounts of the Society;

- (c) Powers, functions and duties of the Director General and other officers and employees of the Society;
- (d) Execution of contracts and other instruments on behalf of the Society;
- (e) Conduct and defence of legal proceedings and the manner of signing pleadings;
- (f) Term and tenure of appointments, emoluments, allowances and other conditions of service of the officers and employees of the Society;
- (g) Staff Rules including, but not limited to, conditions of service, incentives/ rewards, discipline, suspension and dismissal of the officers and employees of the Society;
- (h) Establishment and maintenance of pension, provident fund or other funds for the benefit of the officers and employees or for the purposes of the Society;
- (i) Such other matters as may be necessary for the administration and management of the Society.
- (j) Unless otherwise stated in Rules and Regulations/ Bye-Laws or Staff Rules or specifically approved by the Council, DG may adopt any particular provision / rule of the Central Government.

16.2 The Council shall have the power to amend these Rules and Bye-laws.

16.3 Bye-laws framed by the Council in pursuance of these Rules for administration and management of the Society shall continue to be in force until they are superseded, amended or modified by the Council in pursuance of these Rules.

**17. Appointment of the Director General**

The appointment of the Director General shall be made by the Chairman of the Council with the approval of the Central Government. The Director General shall normally hold office for a period of five years at a time or date of superannuation whichever is earlier.

**18. Appointments of officiating/ temporary Director General**

In the absence of the Director General appointed under the Rules, the Council may make a temporary appointment of Director General in a vacancy of the office of the Director General with the approval of the Government. Every such appointment under this Rule shall be for a period not exceeding six months at a time. An officiating or a temporary Director General shall discharge only such of the duties and functions vested in the Director General as may from time to time be sanctioned by the Council and the Council may impose conditions and restrictions as to the discharge of any such duty or function by the officiating or temporary Director General.

- 19. Delegation of Powers of the Director General**  
The Director General may delegate some of his powers, functions and duties to one or more member(s) of the staff of the Society.
- 20. Appointment of Executive Directors**  
The appointment of the Executive Directors shall be made by the DG with the approval of the Government.
- 21. Delegation of Powers of the Executive Director**  
The Executive Director may delegate some of his powers, functions and duties to one or more member(s) of the Centre / function he is heading.
- 22. Tenure of appointment of employees of the Society**  
Notwithstanding anything contained herein, the regular employees of the Society shall superannuate at the age of 60 years. For the academic, scientific, technical and administrative staff whose meritorious services have been recognized, the Council may consider utilization of their services upto the age of 65 years, in succession of 2 years at a time.
- 23. Appointment of Registrar**  
The appointment of the Registrar shall be made by the DG in consultation with the Vice Chairman of the Council.
- 24. Annual Report**  
The Council shall submit a Report on the working of the Society annually to the Department of Information Technology. Such Report shall contain particulars regarding the work of the Society during the previous year and shall be accompanied by a balance sheet duly audited, showing the income and expenditure of the Society during the said year.
- 25. Change in the name and objects of the Society**  
The Council may change the name of the Society and/ or its objectives with under the Societies Registration Act, 1860
- 26. Properties and Funds Vested in The Council**  
The properties and funds of the Society shall vest in the council comprising:
- (a) Grants received from the Government of India.
  - (b) Grants received from any of the State Governments in India.
  - (c) Any machinery, plant, equipments instruments (prototype or otherwise), software, books and journals, furniture fixtures and furnishings belonging to the Society.
  - (d) Any funds/ grants/ donations received from any other institution/ organization/ company/ trust/ society etc. from within or outside India.

**27. Legal Action.**

The Registrar may sue or be sued in the name of the Society in all legal proceedings. In case of Centres, Head of Administration of respective Centres may sue or be sued in the name of that particular Centre.

**28. Seal of the Society**

The Registrar is authorised to execute all documents and contracts and to put the Seal of the Society on such documents on directions from the Director General. The custody of the Seal would be with the Registrar.

**29. Alteration of Rules**

These Rules may be altered, added to and modified by the Council as and when necessary, The Rules (so altered, added to and modified) shall operate from such date as shall be notified.

**30. Dissolution of the Society**

The Society may be dissolved in accordance with the provisions of Section 13 of the Societies Registration Act (Act No. XXI of 1860) after obtaining the previous consent of the Administrative Ministry on that behalf.

If, upon the dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but it shall be lawful for the members to determine by the majority of the votes of the members present personally at the time of dissolution of the Society that such property shall revert to the Administrative Ministry, Government of India.

**31. Merger/ De-Merger of the Society**

The Society may be merged with another Society or may be divided in two or more Societies in accordance with the provisions of the Societies Registration Act of 1860 after obtaining the prior consent of the Administrative Ministry to do so.

**CERTIFIED** that this is a true copy of the Rules and Regulations of the Society as amended in the 23rd meeting of the Governing Council of the Society.

| <b>S. No.</b> | <b>Full Name, Address and Occupation</b>  | <b>Signature</b> |
|---------------|---|------------------|
| 1.            | Shri. S. Ramakrishnan<br>Director General of C-DAC<br>Pune 411007   |                  |
| 2.            | Shri. Pankaj Agrawala<br>Joint Secretary (Societies),<br>Department of Information Technology<br>Government of India<br>New Delhi - 11003 |                  |

3. Dr. A.K. Chakravarti  
Group Coordinator (R&D in IT)  
Department of Information Technology  
Government of India  
New Delhi – 11003

I certify the aforesaid signatures

Gazetted Officer