

ALL INDIA INSTITUTE OF SPEECH AND HEARING

**NAIMISHAM CAMPUS
MYSORE 570 006**



**MEMORANDUM OF ASSOCIATION,
RULES AND REGULATIONS
AND BYE-LAWS OF AIISH**

(Amended up to 23.12.2016)

Telephone: 0821-2502000, 2502100, Toll free No.1800425218

Fax: 0821-2510515

e-mail: director@aiishmysore.in

website: www.aiishmysore.in

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MEMORANDUM OF ASSOCIATION OF THE ALL INDIA INSTITUTE OF SPEECH AND HEARING

1. Name: The name of the Society is "The All India Institute of Speech and Hearing" (hereinafter called 'the Society').
2. Office: The office of the Society shall be situated in Mysore
3. Objects: The objects for which the Society is established are:

I Training

- (a) To provide and assist in providing general, professional and technical education and training in Speech and Hearing for graduate, post-graduate and doctorate courses of a University.
- (b) To provide and assist in providing general, professional and technical education and training to various categories of personnel, e.g., medical, para-medical, non-medical, etc.
- (c) To undertake, organize and facilitate study courses, conferences, lectures, seminars and the like to promote the above mentioned objects.
- (d) To undertake and provide for publication of journals, research papers, etc., and to establish and maintain libraries and information services in furtherance of the objects of the Society.
- (e) To invite representatives of governments, universities and other organisations of India and of foreign countries to deliver lectures on subjects in which the Society is interested.
- (f) To co-operate with international agencies engaged in speech and hearing research and training and arrange for interchange of personnel, material and data.
- (g) To institute, offer and grant prizes, awards, scholarships, research grants and stipends in furtherance of the objects of the Society.

II Research

- (a) To provide and assist in providing facilities and encouragement to research in speech and hearing, their disorders and the concerned diseases of ear, nose and throat.

III Clinical Services

- (a) To provide and assist in providing clinical and surgical services for those with speech and hearing handicaps and ear, nose and throat diseases.
- (b) To assist in the development of speech and hearing clinics in hospitals and other centres.

IV Public Education

- (a) To educate the public about persons with communicative disorders.
- (b) To stimulate interest in speech and hearing through publicity and mass communication and to co-operate with other agencies and institutions or professional associations.

V Administration and Finance

- (a) To create administrative, technical, ministerial and other posts under the Society and to make appointments thereto in accordance with the rules and regulations of the Society.
- (b) To appoint and hire services or discharge/terminate the services of personnel and to pay them in return for the services rendered to the Society, salaries, wages, gratuities, provident fund, and other allowances or remuneration in accordance with the rules and regulations of the Society.
- (c) To borrow and raise money and funds to further the objects of the Society and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers, and other benefactors as the Society may consider fit and proper.
- (d) To invest and deal with funds and money of the Society.
- (e) To subscribe to, or become a member of, or to co-operate or amalgamate with any other association or Society whose objects are similar.
- (f) To sell, assign, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable, of the Society for the furtherance of its objects or any of them, provided prior approval of the Central Government is obtained for any disposition of immovable property.
- (g) To negotiate and enter into contracts on behalf of the Society and vary and rescind such contracts.
- (h) To accept and undertake the management of any endowment or trust fund or donation to further the objects of the Society.
- (i) To establish a contributory provident fund and gratuity for the benefit of the employees of the Society.
- (j) To pay all costs, charges and expenses incurred in the promotion, formation, establishment and registration of the Society.

(k) To do all such other lawful acts, deeds, things either alone or in conjunction with other organisations or persons as the Society may consider necessary, incidental or conducive to the attainment of the above mentioned objects or any of them.

(l) To undertake any other function that may be assigned to the Society by the Ministry of Health and Family Welfare (Department of Health), Government of India in connection with Speech and Hearing.

4. Executive Council

Sl. No.	Name	Address	Occupation	Designation
1.	Dr. Sushila Nayar	Min. of Health and Family Planning, New Delhi	Union Minister of Health and Family Planning	Chairman
2.	Dr. K. L. Shrimali	University of Mysore, Mysore	Vice Chancellor University of Mysore	Vice-Chairman
3.	Dr. Nagappa Alva	Health Department, Govt. of Karnataka, Bangalore	Minister of Health, Government of Karnataka	Member
4.	Sri B. Mukherji	Ministry of Health and Family Planning (Department of Health)	Secretary, Union Min. of Health and Family Planning, (Deptt. of Health), New Delhi	Member
5.	Dr. K. N. Rao	Director General of Health Services, New Delhi	Director General of Health Services	Member
6.	Sri D. J. Madan	Min. of Finance, (Deptt. of Expenditure, New Delhi)	Joint Secretary, Union Ministry of Finance	Member
7.	Dr. J. J. Dharmaraj	Manasagangothri, Mysore	Director, All India Institute of Speech and Hearing	Member Secretary

5. The Central Government may appoint one or more persons to review the work and progress of the Society and to hold enquiries into the affairs thereof and to report thereon, in such manner as the Central Government may stipulate. Upon receipt of any such report the Central Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt within the report and the Society shall be bound to comply with such directions.

6. The Central Government may issue such directions to the Society, as it may consider necessary for the furtherance of the objects of the Society and for ensuring its proper and effective functioning.

7. The income and property of the Society, however derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association, subject to such conditions or limitations as the Central Government may, from time to time, impose. No part of the income and property of the Society shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise howsoever, by way of profit, to the persons who at any time have been members of the Society or the Executive Council or to any of them or to any persons, claiming through them or to any of them provided that nothing herein contained shall prevent the payment, in good faith, or remuneration to any member thereof or other person in return for any services rendered to the Society or for travelling allowances, halting, or other similar charges.

8. Signatories to the Memorandum of Association:

We, the undersigned whose names, addresses and occupations are hereunder subscribed are desirous of being formed into a Society under the Societies Registration Act (XXI of 1860) (Punjab Amendment) Act, 1957 as extended to the Union Territory of Delhi in pursuance of this Memorandum of Association.

Sl. No.	Name, Occupation and Address	Signature
1.	Dr. Sushila Nayar, Union Minister for Health and Family Planning, New Delhi	Sd/- Sushila Nayar
2.	Dr. K. L. Shrimali, Vice-Chancellor, University of Mysore, Mysore	Sd/- K. L. Shrimali
3.	Dr. Nagappa Alva, Minister of Health, Government of Karnataka, Bangalore	Sd/- J. N. Alva
4.	Sri B. Mukherji, Secretary, Union Ministry of Health and Family Planning (Department of Health), New Delhi	Sd/- B. Mukherji
5.	Dr. K. N. Rao, Director General of Health Services New Delhi	Sd/- K. N. Rao

6. Sri D. J. Madan, Joint Secretary
to the Govt. of India
Ministry of Finance, (Department of
Expenditure), New Delhi
- Sd/-
D. J. Madan
7. Dr. J.J. Dharmaraj, Director,
All India Institute of Speech and Hearing
Rama Mandir
Jhansilakshmibai Road, Mysore
- Sd/-
J. J. Dharmaraj

(Signature 1 to 7 attested)

(Sd) R. MURTHI
Under Secretary
Ministry of Health and Family Planning

RULES AND REGULATIONS OF THE ALL INDIA INSTITUTE OF SPEECH AND HEARING

1. Definitions

In the interpretation of these rules, unless there is anything repugnant to the subject or context:

- (a) 'Society' means 'The All India Institute of Speech and Hearing.'
- (b) 'The Executive Council' means the Executive Council of the All India Institute of Speech and Hearing.
- (c) 'Meeting' means any meeting of the Executive Council of the Society subject to the conditions of quorum fixed in these rules for each class of meeting.
- (d) 'Chairman' means the Chairman of the Executive Council.
- (e) 'Vice-Chairman' means Vice-Chairman of the Executive Council.
- (f) 'Director' means the Director of the Society.
- (g) 'Member' means a member of the Society who is admitted as a member of the Executive Council or otherwise admitted as member.
- (h) 'Year' means the year ending on the 31st March.
- (i) 'The Act' means the Societies Registration Act (XXI of 1860) (Punjab Amendment) Act, 1957, as extended to the Union Territory of Delhi.

2. The Principal Office of the Society shall be at the premises of the Institute where it is situated at Mysore.

3. Authorities of the Institute

The following shall be the authorities of the Institute.

3.1 Executive Council

3.2 Such other authorities as may be appointed by the Executive Council.

4. Executive Council

4.1 The composition of the Executive Council shall be:

- (a) Hon'ble Minister of Health & Family Welfare/Hon'ble Minister of State for Health & Family Welfare
Government of India Chairman

(b)	Hon'ble Minister for Health and Family Welfare, Government of Karnataka	Vice-Chairman
(c)	Vice-Chancellor University of Mysore or his Nominee	Member
(d)	Secretary, Government of India Ministry of Health and Family Welfare or his Nominee	Member
(e)	Directorate General of Health Services Government of India or his Nominee	Member
(f)	Additional Secretary (Health) Ministry of Health & Family Welfare Government of India	Member
(g)	Joint Secretary Ministry of Health & Family Welfare Government of India	Member
(h)	Joint Secretary (FA) Ministry of Health & Family Welfare Government of India	Member
(i)	Joint Secretary Ministry of Welfare, Government of India	Member
(j)	Secretary Department of Health & Family Welfare Government of Karnataka	Member
(k)	Director of Medical Education Government of Karnataka	Member
(l)	Three nominees of Chairman Executive Council	Members
(m)	One Nominee of the Director, AIISH	Member
(n)	Director, AIISH, Mysore-570 006	Member-Secretary

4.2 The Executive Council may co-opt from time to time for such period as it may deem fit, representatives of other organizations or institutions which may be concerned with the work or programme of the Society and individuals with special knowledge of or interest in the work or programme of the Society.

- 4.3 A private (non-official) member nominated under Rule 4.1 will serve the Executive Council for a period of three years from the date of nomination (unless extended for a further term of three years) or till resignation/termination of his/her tenure by the Chairman, if earlier.

5. Term of Office (Executive Council)

- (a) When a person becomes a member of the Executive Council by reason of the office he/she holds, his/her membership shall *ipso facto* terminate when he/she ceases to hold that office.
- (b) A member of the Society shall cease to be a member if he/she resigns, becomes of unsound mind and/or is adjudged insolvent or is convicted of a criminal offence involving moral turpitude.
- (c) The members of the Executive Council shall hold Office during the pleasure of the respective nominating authorities. The nominating authority may at any time cancel the nomination of any person appointed by it even though the said person may have been appointed for a fixed period and appoint another person in his/her place.

6. Meetings

6.1 Meetings of the Executive Council

The meetings of the Executive Council may be convened by the Chairman or Vice-Chairman of the Council or by any other member thereof who may be authorized in this behalf by the Chairman/Vice-Chairman.

- 6.2 The meeting of the Executive Council shall be held at least three times in each financial year to transact the following business:

- (a) Confirmation of minutes of the preceding meeting of the Executive Council;
- (b) Consideration of the agenda items placed at the meeting;
- (c) Approval of the annual report on the management of the Society for the preceding year together with an audited copy of the balance sheet, income and expenditure account and the auditors report. Copies of the annual report and accounts of the Society as adopted by the Executive Council shall be supplied to the members and the Ministry of Health;
- (d) Power to appoint Chartered Accountant delegated to Standing Finance Committee vide Minute No.7.1 of 40th EC meeting held on 6.3.1992.
- (e) Consideration of any matter or matters brought before it with the permission of the Chairman.

- 6.3 The Chairman may convene a special meeting of the Executive Council whenever he thinks it necessary in addition to the regular meetings.

6.4 Quorum

- (a) Four members of the Executive Council shall constitute a quorum at any meeting of the Executive Council.
- (b) If at any meeting of the Executive Council there is no quorum, then the meeting shall stand adjourned to such time on the same date or any other date to be fixed by the Chairman or Vice-Chairman as the case may be. It will not be necessary to give notice of any adjourned meeting. If at any adjourned meeting there is no quorum, then the members present shall constitute a quorum.

6.5 Notification of Meetings

- (a) A written notice may be sent to any member of the Executive Council either personally or through post at his/her address mentioned in roll of members.
- (b) Any notice so sent by post shall be deemed to have been duly served and in proving such service it shall be sufficient to show that the cover containing such notice was properly addressed and put into the post office.
- (c) Non-receipt of any notice of any meeting of the Executive Council or the omission to send such notice shall not invalidate the proceedings of any meeting.
- (d) The minimum period of notice for meetings of the Executive Council shall be as follows:
 - (i) For meetings of the Executive Council - 21 days.
 - (ii) For special meetings of Executive Council - 14 days.

6.6 The Executive Council shall function notwithstanding any defect in the appointment, nomination or co-option of any members and no act or proceedings of the Executive Council shall be invalid merely by reason of any vacancy therein or of any defect in the appointment, nomination or co-option of any members.

6.7 Votes

Each member of the Executive Council including the Chairman shall have one vote. In case of difference of opinion among the members of the Executive Council at any meeting, the opinion of the majority shall prevail. If there be equality of votes on any question, the person presiding at the meeting shall in addition have a casting or second vote.

6.8 Roll of Members

The Society shall keep a roll of members giving their addresses and occupations and every member shall sign the same. If a member of the Society changes his/her address he/she shall notify his/her new address to the Director, who shall thereupon enter his/her address in the roll of members. If a member fails to notify his/her new address, then the address in the roll of members shall be deemed to be his/her address.

7. Resolution by circulation

Subject as hereinafter provided any business which it may be necessary for the Executive Council to perform may be carried out by circulation amongst all its members and any resolution so circulated and approved by a majority of members of the Executive Council shall be effectual and binding as if such resolution has been passed at a meeting of the Executive Council duly called and held.

8. Allowances to the Chairman and Members of the Executive Council/Committees and Sub-Committees.

- 8.1 The Chairman and the members of the Executive Council and the Committee/s or Sub-Committee/s shall not receive any pay, fee, remuneration or other allowances except travelling and daily allowances to attend the meetings.
- 8.2 If they are not officers of the Central or State Govt., they may receive T.A. and D.A. to attend the meeting at rates admissible to Class I Officers of the Central Government.
- 8.3 The Chairman may, for special reasons, sanction journeys by air, not otherwise admissible, by members of the Executive Council and of Committees or Sub-Committees. For such journeys travelling allowances shall be paid at rates admissible to class I Officers of the Central Government.

9. Powers and Functions of the Executive Council

- 9.1 Subject to the provisions of the Societies Registration Act (XXI of 1860) (Punjab Amendment) Act 1957 as extended to the Union Territory of Delhi, and subject also to the prior approval of the Central Government, the Executive Council may alter, extend, abridge any purpose or purposes for which the Institute is established.
- 9.2 Subject to the approval of the Central Government, the Executive Council may alter the rules of the Society in the manner laid down in the Act.
- 9.3 Subject to such limitations as the Central Government may impose from time to time, the Executive Council shall have full powers and authorities to do all matters, things and deeds which may be necessary or expedient for the purpose of the Society including:

- (a) The framing of broad policy to carry out the purpose of the Society;
- (b) The review and sanction of budget estimates;
- (c) Sanctioning of expenditure as defined in financial bye-laws;
- (d) Investments of the funds of the Society;
- (e) Borrowing on terms and conditions deemed expedient;
- (f) Recruitment of staff;
- (g) The appointment of committee or committees, sub-committee or sub-committees for such purposes as may be specified.

9.4 The Executive Council of the Society may, by resolution, delegate to the Chairman or the Vice-Chairman or the Director or to all the three, such of its powers as it may deem fit for the conduct of business.

9.5 The Executive Council may frame, alter or repeal bye-laws for the proper conduct of business of the Society for which no specific provision has been made in these rules. Such bye-laws shall be passed by the Executive Council by a majority of not less than 3/5 of the members present.

9.6 The Director of the Society shall be appointed by the Executive Council on such terms and for such period as may be decided by the Executive Council.

9.7 Appointment to and creation of all posts carrying an initial salary of Rs.1,300/- or more shall be made by the Executive Council.

Revised in 28th Executive Council held on 29.6.1981.

9.8 All proposals relating to works costing not less than Rs.2 lakh will be undertaken or commenced only with the prior approval of the Government of India.

Deleted 9.8 in 40th EC meeting held on 6.3.1992 vide Minute No.6.3

10. Duties of the Director

- (a) The Director shall look after the Society under the direction of the Executive Council, and shall convene, whenever necessary, meetings of the Society and of any Committee or Sub-Committee thereof.
- (b) The Director shall keep or cause to be kept proper records and minutes of the proceedings of the meetings of the Executive Council and send copies thereof to the Central Government. The Director will do everything necessary to give effect to the resolutions passed by the Executive Council and any Committee or Sub-Committee. The Director shall keep or cause to be kept all records of the Society at its office or at any other place to be determined by the Executive Council.

- (c) The Director or any member of the Executive Council if so authorized by the resolution passed in that behalf by the Executive Council may, execute all contracts, deeds and other instruments on behalf of the Society and members of the Executive Council.
- (d) For the purpose of Section 6 of the Societies Registration Act (XXI of 1860) (as applicable to the Union Territory of Delhi), the Director shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Director of the Society.

11. Funds of the Institute, Accounts and Audit

11.1 The funds of the Society shall consist of the following:

- (a) Grants made by or through the Central or any State Government;
- (b) Donations and contributions from other sources; and
- (c) Other income and receipts of the Society.

11.2 The Bankers of the Society shall be the Bank of Baroda. All funds received shall be paid into the Society's account with the Bank of Baroda and shall not be withdrawn except on a cheque signed by the Director or any person authorized by the Chairman/Vice-Chairman in this behalf, or as per the rules defined in the financial bye-laws.

11.3 The Society shall maintain proper accounts including a balance sheet in such forms as may be prescribed under the bye-laws.

11.4 The annual accounts of the Society shall be audited by such person or persons as may be nominated by the Central Government.

12. Income and Property

The income and property of the Society, however derived, shall be applied towards the promotion of the objects thereof as set-forth in the Memorandum of Association subject nevertheless to the condition that the Central Government or any State Government, as the case may be, may from time to time impose in respect of expenditure of grants made by them. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit, to persons who at any time have been members of the Society or to any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the Society or for travelling allowances, halting allowance or other similar charges.

13. Winding Up

The Society may be dissolved in accordance with the provisions of Section 13 of the Societies Registration Act (XXI of 1860) after obtaining the previous consent of the Central Government in 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 majority of the votes of the members present personally or by proxy at the time of dissolution of the Society that such property shall be given to the Central Government to be utilized for any of the purposes referred to in Section I of the Societies Registration Act (XXI of 1860).

BYE-LAWS

In exercise of the powers conferred by Rule 9.5 of the Rules and Regulations of the All India Institute of Speech and Hearing, the Executive Council hereby makes the following Bye-Laws, namely:

1. Short Title

- i) These Bye-Laws may be called the All India Institute of Speech and Hearing Bye-Laws, 1966.
- ii) They shall be deemed to have come into force on the 10th October 1966.

2. Definitions

In these bye-laws, unless the context otherwise requires:

- (a) 'Appointing Authority' in relation to any post under the institute, means the authority competent to make appointments to that post.
- (b) 'Chairman' means the Chairman of the Executive Council.
- (c) 'Controlling Authority' means:
 - (i) in relation to posts in Grade I (Group `A') -Chairman of the Executive Council and
 - (ii) in relation to posts in Grades II, III and IV (Groups B, C and D) the Director.
- (d) 'Director' means the Director of the All India Institute of Speech and Hearing.
- (e) 'Employee' means a person serving in the institute in any post.
- (f) 'Executive Council' means the Executive Council of the All India Institute of Speech and Hearing appointed under these Rules and Regulations, to manage the day-to-day affairs of the institute.
- (g) 'Government' means the Central Government.
- (h) 'Institute' means the All India Institute of Speech and Hearing.
- (i) 'Rules' means the Rules and Regulations of the All India Institute of Speech and Hearing.
- (j) 'Schedule' means a schedule to these Bye-Laws.
- (k) 'Committee/s or Sub-committee/s' means respectively Committee/s or Sub-committee/s constituted under Rule 9.3 (g) of the Rules and Regulations of the institute.
- (l) 'Vice-Chairman' means the Vice-Chairman of the Executive Council.

(m)'Year' means the year ending 31st March.

3. Powers and Functions of the Chairman

The Chairman shall exercise such powers and discharge such functions as are laid down in the Rules and Regulations, these Bye-Laws and Schedules, as the powers and functions of the Chairman.

4. Meeting of the Executive Council

- 1) The Executive Council may meet as often as may be considered necessary by the Chairman for the transaction of the business of the institute, but shall meet at least once a year.
- 2) (a) Meetings of the Executive Council shall be held at such place, date and time as may be fixed by the Chairman.

(b) All proceedings of meetings of the Executive Council shall be entered in a Minutes Book to be maintained by the Secretary for the purpose and each minute shall be signed by the Chairman of that meeting after the same is duly confirmed.
- 3) For ordinary meetings of the Executive Council, a notice specifying the place, date and time of the meeting shall be given by the Secretary to the Chairman and the members at least 21 days prior to the date of the meeting.

The Agenda shall be sent along with the notice of the meeting and where it is not possible, the agenda be sent at least 14 days before the meeting.

- 4) Special meeting of the Executive Council shall be called by the Chairman at any time for the transaction of urgent business of the institute.
- 5) For special meetings, notices specifying the place, date and time of the meeting shall be sent by the Secretary to the Chairman and the members at least 14 days before the date of the meeting. The agenda shall be sent, by post at least ten days before the meeting, under certificate of posting.
- 6) In the absence of the Chairman at any meeting of the Executive Council, the Vice-Chairman will preside over such meeting and in the absence of both the Chairman and the Vice-Chairman, the members present shall elect a person from amongst themselves to preside over the meeting.
- 7) The quorum for a meeting of the Executive Council shall be four.
- 8) The Chairman 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 these supplementary items shall also be taken up for consideration.

- 9) Any member desirous of moving any resolution at a meeting of the Executive Council shall give notice thereof in writing to the Secretary so as to reach him not less than 14 days before the date of the meeting. When such notices have been given, the proposed resolution shall be circulated immediately by the Secretary to the members and be included in the agenda.
- 10) No subject disposed of by the Executive Council at its meeting shall be brought up again for consideration until after the expiry of one year, except in a case where the Chairman or Government certifies that the subject requires further consideration in the interest of the institute.
- 11) A decision given by the Chairman of the meeting on a point of order raised by a member shall be final.
- 12) All decisions of the Executive Council shall be taken on a majority vote. In case of equality of votes, the Chairman shall have a casting vote.
- 13) Any business which may be necessary for the Executive Council to perform may be carried out by circulation amongst all its members and any resolution so circulated and approved by a majority of members of the Executive Council shall be effectual and binding as if such resolution had been passed by a meeting of the Executive Council. The resolution and the action taken thereon shall be placed before the next meeting of the Executive Council for confirmation.

5. Powers and Functions of the Executive Council

The Executive Council shall exercise such powers and discharge such functions as are laid down in these Bye-laws and in Schedules as the powers and functions of the Executive Council.

6. Term of Office of Members of Executive Council

The term of office of a member other than an Ex-Officio member of the Executive Council shall be at the discretion of the nominating authority. The nominating authority may at any time cancel the nomination of any person appointed by it even though he may have been appointed for a fixed period and appoint any person in his place.

7. Powers and Duties of the Director

The Director shall exercise the powers and discharge the duties mentioned below:

- 1) He shall be in charge of the administration of the Institute. He shall allocate duties to officers and employees of the Institute and shall exercise such supervision and executive control as may be necessary subject to the rules and regulations and these bye-laws.

- 2) He shall also exercise the powers specified in the schedules as the powers of the Director.

8. Committees/Sub-Committees

- 1) The Executive Council may constitute Committees/Sub-Committees consisting of a Chairman and two or more members. The Director shall be a member and the Ex-Officio Secretary of each Committee. The Chairman and the other members of each Committee shall be nominated by the Executive Council.

(XXVIII EC Meeting held on 29.6.1981)

- 2) The term of office of members of a Committee/Sub-Committee shall be for the period specified by the Executive Council. An outgoing member shall be eligible for re-nomination.
- 3) A casual vacancy in a Committee/Sub-Committee may be filled by the Chairman by nomination.
- 4) All Committees/Sub-Committees shall be Advisory Committees except when decided otherwise by the Executive Council from time to time.

(XXXX EC Meeting held on 6.3.1992, 23rd FSC Minute No.5)

9. Buildings and Lands belonging to the Institute

- 1) The Institute shall use its lands and buildings for the purposes of the Institute and may, when not required for such purposes, allot them for occupation by such persons or officers as the Director may decide, provided that such allotment shall be reported to the Executive Council at its next meeting for confirmation.
- 2) The allotment and the assessment and recovery of rent of buildings shall, so far as may be, made by Director in accordance with the provisions of Fundamental Rules 45-A, 45-B and 45-C and the Supplementary Rules framed thereunder.
- 3) Every employee of the Institute, if offered residential accommodation in the premises of the Institute, shall stay in that residence and pay therefor such rent and other charges as may be fixed by the Institute.

10. Powers to Award Prizes, Scholarships, etc.

The Institute may award such prizes, souvenirs, stipends and scholarships to its students, as may be decided by the Executive Council from time to time.

11. Professorship, etc

The Institute may create, and appoint persons to, Professorship, Readership and other posts. All posts carrying an initial salary of Rs. 1,300/- or more will require prior approval of Government of India before creating and filling up.

Deleted in 28th EC held on 29.6.1981

12. Powers to arrange Lectures

The Institute may invite experts to deliver lectures in the Institute from time to time, on payment of suitable fees or honoraria and pay them travelling allowance at the rates admissible to Central Government employees of similar status for their journey within India.

13. Employees to be whole-time Servants

Unless in any case if it is otherwise distinctly provided, the whole time of an employee of the Institute shall be at the disposal of the Institute and he may be employed in any manner required by the proper authority of the Institute without any claim for additional remuneration.

14. Permanent and Temporary Posts

The posts in the service of the Institute 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.

15. Qualifications for Appointment

- 1) Age, experience and other qualifications for appointment to a post under the Institute shall be prescribed by the appointing authority keeping in view the qualifications and experience prescribed by the Central Government for similar posts before applications of candidates are called for.
- 2) While making appointments to posts in the Institute, the appointing authority shall take into consideration the claims of members of the Scheduled Castes and Scheduled Tribes consistently with the maintenance of efficiency of administration and teaching at the Institute. So far as practicable, the percentage of reservations prescribed by the Central Government for Scheduled Castes and Scheduled Tribes candidates in the matter of appointments to posts in the Central Government shall be observed in filling the posts in the Institute.
- 3) Such fee up to Rs 7.50 as may be decided by the appointing authority for each category may be charged for from candidates applying for appointment to posts in the Institute. Remission of 75 per cent of the fees shall be made in the case of candidates belonging to Scheduled Castes and Scheduled Tribes.

16. Period of Probation

Unless otherwise decided by the appointing authority in any case, all employees shall be on probation for two years. During the period of probation, the employee shall be required to put in satisfactory service failing which his services shall be liable for termination at any time without any reason being assigned for the same. The appointing authority may, however, extend the period of probation.

17. Seniority

The seniority of employees of the Institute in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question, those selected on an earlier occasion being ranked senior to those selected later.

18. Leave

Temporary and permanent employees of the Institute shall be entitled to such leave and leave salary as are admissible to the corresponding categories of Central Government servants under the Revised Leave Rules, 1933 as amended from time to time, provided that incumbents on deputation to posts in the Institute as on foreign service, shall be governed by leave rules as may be stipulated in the conditions of their deputation.

19. General Provident Fund & Pension Scheme / Contributory Provident Fund

The employees of the Institute shall be governed by the General Provident Fund (Central Services) Rules and CCS (Pension) Rules framed by the Government of India, as amended from time to time *mutatis mutandis*. However, the employees who have opted for Contributory Provident Fund while introducing Pension Scheme shall continue to be governed by the CPF Rules of the Institute as amended from time to time *mutatis mutandis*.

20. Absence from Duty

Unless otherwise decided by the Chairman in exceptional circumstances, no permanent employee of the Institute shall be away from his post, otherwise than on leave or because of suspension for more than 2 years at a stretch.

21. Superannuation

- 1) The date of superannuation for all the employees shall be on their attaining the age of 60 years. There shall be a complete ban on extension in service beyond the age of superannuation except in the case of medical and scientific specialists, who can be granted extension in service, on a case to case basis, up to the age of 62 years.

[Amended in 44 EC held on 27.11.1998 - Minute No. V 1 (d)]

- 2) The appropriate authority, if it is of the opinion that it is in the Institute's interest shall have the absolute right to retire any employee by giving him notice of not less than 3 months in writing or three months pay and allowances in lieu of such notice after he has attained the age of 50 years.
- 3) An employee giving notice of not less than three months in writing to the appointing authority, retire from service after he has attained the age of 50 years or on completion of 20 years of approved service provided that it shall be open to the appointing authority to withhold permission to an employee under suspension who seeks to retire under this claim.

The age of superannuation of the Director and Group 'D' (Class IV) staff shall also be on their attaining the age of 60 years. [*Deleted this line in 44th EC held on 27.11.1998 vide Minute No. VI (d)*]

22. Age at Recruitment

The maximum age of a candidate at the time of Recruitment to the service of the Institute shall be as contained in the Recruitment Rules of the Institute for the relevant post. This limit is relaxable by the Executive Council.

(XXXV EC Meeting held on 15.2.1986)

23. Pay of Re-employed Persons

- 1) The pay of any person who may be re-employed in the Institute after retirement from the service of the Institute or of a State or the Central Government, or any statutory or local body administered by Government shall be fixed in the prescribed scale of pay at the minimum stage of the time scale of pay of the post in which an individual is re-employed. In addition he may be permitted to draw separately any pension sanctioned to him and to retain any other form of retirement benefit for which he is eligible, such as, Government or Employer's Contribution to Contributory Provident Fund, gratuity, commuted value of pension etc., provided that except as indicated in sub-by-law (2), (3) and (4) of this bye-law the total amount of initial pay plus the gross amount of pension and/or the pension equivalent of other forms of retirement benefits does not exceed:
 - (a) The pay he drew before his retirement (pre-retirement pay), or
 - (b) Rs. 3,000/- (III CPC pay scale) whichever is less.

Explanations

- 1) The pay last drawn before retirement shall be taken to be substantive pay plus special pay, if any. The pay drawn in an officiating appointment may be taken into account if it was drawn continuously for at least one year before retirement.

- 2) In cases where the minimum pay of the post in which the officer is re-employed is more than the last pay drawn the officer concerned may be allowed to draw the minimum of the prescribed scale of pay of the post less pension and pension equivalent of other retirement benefits.
- 3) Once the initial pay of re-employed pensioner has been fixed in the manner indicated above he will be allowed to draw normal increments in the time scale of the post to which he is appointed, provided that the pay and gross pension/pension equivalent of other retirement benefits taken together do not at any time exceed Rs.3000/- (III CPC pay scale) per month.

24. Conduct, Discipline and Penalties

- 1) The Central Civil Services (Conduct) Rules 1964 shall apply, *mutatis mutandis*, to employees of the Institute.
- 2) Part IV (Suspension), Part V (Penalties and Disciplinary authorities), Part VI (Procedure for Imposing Penalties), Part VII (Appeals) and Part VIII (Revision and Review) of the Central Civil Services (Classification, Control and Appeal) Rules 1965 shall *mutatis mutandis* apply to employees of the Institute provided that for the purposes of this Bye-law.
 - (a) Grade I Grade II, Grade III and Grade IV in the Institute shall correspond to Central Civil Services, Class I, Class II, Class III and Class IV posts respectively.
 - (b) Except where specifically provided otherwise, the Executive Council shall exercise the same powers in respect of its employees as are exercisable by the President of the Union of India in respect of Central Government Employees. Powers of Disciplinary authority shall be exercised by the appointing authority and the powers of the Appellate Authority shall be exercised by the next higher authority. For this purpose, the authorities in order of precedence shall be the Executive Council, the Chairman and the Director. No appeal shall be against an order imposing any penalty imposed by the Executive Council.
 - (c) In respect of Central or State Government Servants borrowed by the Institute, the provisions respectively of Rule 19 and 20 of the CCS (CCA) Rules shall apply and the Executive Council shall exercise the function of the Central or the State Government, as the case may be, for purpose of the two rules aforesaid.
 - (d) No consultation with the Union Public Service Commission shall be necessary in any case.

Further, the CCS (CCA) Rules of Government of India as and when revised shall apply *mutatis mutandis* to the employees of the institute.

25. Medical Facilities for Employees

Employees of the Institute and members of their families shall be entitled to such medical aid as is admissible to Central Government Servants.

26. Other Conditions of Service

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 travelling and daily allowance, 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 of the Institute.

27. Scales of Pay of Posts

The scales of pay and allowances for the posts in the Institute shall be as given in Schedule II.

28. Accounts and Audit

- i) The All India Institute of Speech & Hearing hereinafter called the Society, shall cause regular accounts to be kept of all its money and properties in respect of the affairs of the Society.
- ii) The accounts of the Society as prepared by the Institute, approved and duly signed by the Director shall be audited annually by the Chartered Accountant appointed by the Standing Finance Committee and any expenditure in connection with such audit shall be payable by the Society to the Chartered Accountant so appointed.
- iii) The Comptroller and Auditor General of India and/or any person appointed by him will conduct superimposed audit at the Government cost.
- iv) The results of the Audit shall be communicated by the Auditor to the Society who shall submit a copy of the Audit Report along with its observation to the Ministry of Health and Family Welfare, Government of India and to the Executive Council. The Auditor shall also forward simultaneously a copy of the report direct to the Ministry of Health and Family Welfare, Government of India.

(XXXVIII EC Meeting held on 27.1.1989 vide Minute No.4 & 6)

29. Forms

The forms of accounts to be prepared under rule 11.3 of the Rules and Regulations should be drawn up in consultation with the Audit Officer.

- (1) (Sd) SUSHILA NAYAR
Chairman
- (2) (Sd) K.L. SHRIMALI
Vice-Chairman
- (3) (Sd) NAGAPPA ALVA
Member
- (4) (Sd) GOVIND NARAIN
Member
- (5) (Sd) K.N. RAO
Member
- (6) (Sd) D.J. MADAN
Member
- (7) (Sd) J.J. DHARMARAJ
Member Secretary

SCHEDULE – I

FINANCIAL AND ADMINISTRATIVE POWERS OF THE DIRECTOR, ACADEMIC SUB COMMITTEE, STANDING FINANCE COMMITTEE, VICE CHAIRMAN, CHAIRMAN AND EXECUTIVE COUNCIL

ANNEXURE - A

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
1.	Appropriation and re-appropriation	Full powers within the budget grant subject to approval of EC provided that grant for plan schemes will not be re-appropriated towards non-plan schemes and vice-versa					

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
2 (a)	Write-off of loss of irrecoverable values of stores etc., including cash and stamps						
	i) Not due to theft, fraud or negligence	Rs.1,00,000/- in each case	-	Rs.5,00,000 in each case	-	-	Full powers
	ii) In other cases	Rs. 20,000/- in each case	-	Rs. 1,00,000 in each case	-	-	Full powers
2 (b)	Loss of Revenue of irrecoverable advance	Up to Rs.10,000/- in each case	-	Upto Rs.20,000/- in each case	-	Upto Rs.50,000/- in each case	Upto Rs.2,50,000/- in each case
2 (c)	Deficiencies & depreciation in the value of stores	Up to Rs. 2,500/- per item upto Rs. 10,000/- per year	-	Upto Rs.50,000/-	-	-	Upto Rs. 2 lakhs in each case
2 (d)	Disposal of obsolete, surplus or unserviceable stores	Upto Rs. 2,000/- at any one time	-	Upto Rs.5,000/- at any one time	-	-	Full powers

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
3 (a)	Power to incur contingent expenditure other than Electricity, Telephone & water charges.	Upto Rs. 50,000/- recurring	-	Upto Rs.1,00,000/- recurring	-	-	Full powers
		Upto Rs. 5,00,000/- non-recurring in each case	-	Upto Rs.10,00,000/- in each case non-recurring	-	-	Full powers
3 (b)	Miscellaneous expenditure including entertainment and ceremonies	Upto Rs. 50,000/- in each case recurring	-	Upto Rs.1,00,000/- in each case recurring	-	-	Full powers
		Upto Rs. 5,00,000/- in each case non-recurring	-	Upto Rs.10,00,000/- in each case non-recurring	-	-	Full powers
3 (c)	Expenditure on procurement of goods and services	Compliance of procedure as per the provisions of General Financial Rules, 2005 in this regard					
3 (d)	Advertisement charges	Full powers	-	-	-	-	-

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
4.	Maintenance of buildings, petty works, original works and special works	Residential: Rs. 5.00 lakhs in each case. Non-residential building: Rs. 15.00 lakhs in each case	-	Upto Rs. 1.00 Crore	-	-	Full powers
5.	Power to sanction advance for the purchase of conveyance	Full powers in respect of officials and employees excluding herself/himself	-	-	Full powers in respect of Director	-	-
6 (a)	Powers to sanction advances/ final withdrawals out of CPF/ GPF	Full powers in respect of officers and employees except himself/herself	-	The Chairman, FSC in case of Director	-	-	-
6 (b)	Grant of Festival advance to eligible staff as per the prevailing Government instructions issued from time to time.	Full powers subject to observation of the provision in the General Financial Rules	-	-	-	-	-
7.	Destruction of official records connected with accounts	Full powers subject to the conditions laid down in Appendix 13 to Rule 289 of GFR 2005	-	-	-	-	-

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
8.	Powers to direct the payment on the last working day of a month, the pay & allowances of employees of the institute where the first happens to be a holiday either for the institute or Bank.	Full powers	-	-	-	-	-
9.	Power to order the retention of undisbursed pay and allowance of establishment for any period not exceeding 3 months	Full powers	-	-	-	-	-
10.	To sanction the re-employment of super-annuated persons in temporary vacancies	Full powers in the case of Gr. B & C employees as per DOPT guidelines	-	-	-	-	Full powers in the case of Gr. 'A' officers as per DOPT guidelines
11.	To retain the institute employees upto the age of 62 years	Full powers in case of Gr. B & C employees, one year at a time	-	-	-	-	Full powers in case of Gr. 'A' officers

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
12.	To allow mileage allowance by route other than the shortest or cheapest	Full powers provided selection of the route is in the institute's interest	-	-	-	-	-
13	To permit Gr. IV employees to draw class II Railway fare when accompanying an officer on train which provides no III class.	<i>Deleted in 36th EC held on 25.2.1987</i>					
14 (a)	To decide whether a particular absence as on duty	Full powers up to one month	-	-	-	Full powers for more than a month	-
14 (b)*	Tour programmes of officers and staff	Full powers	-	-	-	-	-
15 (a)	To restrict the frequency and the duration of journeys on tours in India	Full powers for a period not exceeding 30 days at a time & not more than two times in a year	-	Full powers for duration in excess of 30 days at a time & in excess of two times in a year	-	-	-
15 (b)	To approve tour programs of officers and staff	Full powers	-	-	-	-	-
15 (c)	To sanction advance TA	Full powers in respect of all employees except himself/herself	-	Full powers in respect of the Director	-	-	-

* Deleted in XXVI FSC held on 17.6.1994 vide Agenda No.5 (Approved in XXXXII EC held on 9.2.1995 vide Agenda No. 3)

Sl. No.	Nature of powers	Extent of Powers						
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council	
1	2	3	4	5	6	7	8	
16	To impose restrictions on the exchange of daily allowance for mileage allowance by Gr. III and Gr. IV employees travelling in a public or hired conveyance	Full powers	-			-	-	-

Item deleted XXXVI EC meeting held on 25.2.1987 vide Minute No.V(9).

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
17.	To countersign his/her own travelling allowance bills and those of other officers	Full powers	-	-	-	-	-
18.	To waive proviso (a) to Supplementary Rule 209 and to authorize departure from Supplementary Rule 211, regarding combination of holidays with leave	Full powers	-	-	-	-	-
19 (a)	Grant of casual leave	Full powers in respect of officers and employees of the institute except himself/herself He/she can avail casual leave of less than 5 days in anticipation of sanction of Chairman FC.	-	-	-	-	-
19 (b)	Grant of leave (except special disability leave and study leave)	Full powers in respect of all employees except himself/herself	-	Full powers to Chairman, FC in respect of Director	-	-	-
19 (c)	Special disability leave and study leave in respect of Group B & C	Full powers	-	-	-	-	-

Sl. No.	Nature of powers	Extent of Powers						
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council	
1	2	3	4	5	6	7	8	
19 (d)	Special disability and study leave in respect of Group A officers	-	-	Full powers to the Chairman, FC				
20.	To direct that an officer on leave shall be considered to be in occupation of residence	Full powers not exceeding four months	-	-	-	-	-	
21.	To allot residence	Full powers	-	-	-	-	-	

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
22.	Powers to make appointment to posts	-	-	-	-	-	-
a)	Temporary	Full powers for Gr. B, C, & Multi Task posts	-	Full powers for Gr. I officers subject to ratification of EC	-	-	-
b)	Permanent	Full powers for Gr. B, C & Multi Task posts	-	-	-	Full powers in respect of Group A Officers subject to ratification by EC and when necessary by Government	Full powers in respect of Group A posts
c)	Making appointment against leave vacancies	Full powers in respect of Gr. B, C, & Multi Task posts	-	Full powers to Chairman FC for Gr. A posts for a period not exceeding six months including vacation at a time	-	-	-
d)	Grant of higher initial pay on the initial appointment to council's service	Upto five advance increments in respect of Gr. B, C & Multi Task posts	-	-	-	Upto five advance increments in respect of Gr. A post	-

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
23.	Grant of increments	Sanctioning of normal increments to all the staff except to himself/herself	-	Chairman, FC in case of Director	-	-	-
24.	Investigation of arrears' claims	Full powers	-	-	-	-	-
25.	Form of surety bond to be executed by a Govt. servant handling cash, stores, etc.	Full powers	-	-	-	-	-
26.	Grant of acceptance of honoraria	Upto Rs. 10,000/- in each case for employees of the institute except himself/herself. In case of recurring honorarium, this limit applies to the total of the recurring payments made to the individual in a year.	-	Full powers in case of Director	-	-	-
27.	Permission for undertaking work on behalf of a Board, University like setting and examining of papers, etc., for which fee is offered and acceptance of fee	Full powers	-	-	-	-	-

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
28.	Open and operate the accounts in connection with the affairs of the college	Full powers to open and operate funds for special funds like hostel funds, games fund, etc. in the Bank of Baroda and/or Post Office Savings Bank	-	-	-	-	-
29.	Re-delegation of powers	Delegation of powers have been made with approval of the Government of India and any further delegation, particularly in respect of financial matters requires prior approval of Government					
30.	Use of Office vehicle beyond Municipal limits	Full powers in accordance with Staff Car Rules	-	-	-	-	-
31.	Installation of telephone	Full powers for office telephones	-	-	-	Full powers for residential telephones subject to the instructions in this regard issued by the Ministry of Finance from time to time.	

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
32.	Powers to constitute Selection Committee and DPC	Concerned appointing authority will exercise those powers in respect of Group, A, B, C & D posts					
32	A. Selection Committee						
	(i) Group A posts	Constitution of the Selection Committee					
		1) Additional / Special Secretary (Health) – Chairman 2) Additional DGHS, Govt. of India – Member 3) Two experts in the subject to be selected by the Chairman, Selection Committee from the panel of experts approved by the Executive Council – Members and 4) Director, AIISH – Member-Secretary					
	(ii) Group B, C & Multi Task posts	Full powers					
	(iii) Group A, B, C, contract posts / lien vacancies	Full powers to constitute the committee.					
	(iv) Group A contract / temporary posts	Full powers to fill at a lower level till suitable candidates are available.					
	(v) Group A, B, C regular posts	To fill on contract basis till suitable candidates become available					

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
	B. Departmental Promotion Committee						
	(i) Group A posts	Constitution of the Departmental Promotion Committee:					
		1) Joint Secretary, Dept. of Health, Govt. of India – Chairperson 2) Representative of DGHS, Govt. of India – Member 3) Director of Health Services or his nominee, Govt. of Karnataka – Member 4) One Head of the Department nominated by the Director, AIISH – Member 5) Director, AIISH – Member-Secretary					
	(ii) Group B, C, and Multi Task posts	Full powers	-	-	-	-	-
	a) Promotion	Full powers	-	-	-	-	-
	b) Declaration of satisfactory completion of probationary period and confirmation	Full powers	-	-	-	-	-
33.	To incur expenditure on insurance of all costly, sensitive and sophisticated equipment of fragile nature purchased from abroad which are not easily replaceable and for which insurance is considered absolutely necessary	Full powers upto Rs. 50,000/- in each case	-	-	-	-	-
34.	To communicate the orders of the appellate authority	Full powers	-	-	-	-	-

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
35	Levying charges and revision thereof for providing clinical / Technical services, certificate/transcripts, accommodation in Guest House/Hostels & other infra-structure by the institute a) Clinical/ Technical b) Academic c) Others	To revise the existing rates up to 25% once in 3 years by review		Full powers			
36	Payment of honorarium to guest faculty / visiting faculty / visiting consultants	Full powers Rs.1000/- per hour (subject to periodical review)	-	-	-	-	-

Annexure B

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
1.	Approval of recruitment rules for the teaching and technical posts	-	Full powers for framing Recruitment Rules	-	-	-	Full powers for final approval
2.	Taking up research proposals both funded by the institute and by other agencies	Full powers subject to ratification by Academic Sub-Committee	-	-	-	-	-
3.	To approve short term training programs, orientation courses, new academic activities, workshops and research works within the budgetary provisions	Full powers	-	-	-	-	-
4.	To appoint temporarily against study leave vacancies in respect of A, B and C group officers in relaxation of age limit among departmental candidates	Full powers	-	-	-	-	-

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
5.	To constitute various internal committees to streamline the academic and administrative activities of the institute.	Full powers	-	-	-	-	-
6.	Printing of Publications, Journals	Full powers	-	-	-	-	-
7.	Powers to permit members of faculty for going abroad to attend meetings / seminars / workshops / symposia, WHO fellowship etc., upto 15 days	Full powers upto two occasions in a financial year	-	-	-	Full powers for more than 2 occasions per individual	-
8.	Powers to permit and sanction TA/DA etc. to officers of the institute to go abroad in connection with the work of the institute and to treat the absence as on duty	-	-	-	-	Full powers in respect of all the staff	-
9.	Powers to permit officials of the institute to go abroad on vacation subject to that no overstayal / extension of leave is permitted and also without involving financial effects from the institute.	Full powers	-	Full powers to Chairman, FC in case of Director	-	-	-

Sl. No.	Nature of powers	Extent of Powers					
		Director	Academic Sub Committee	Finance Committee	Vice Chairman	Chairman	Executive Council
1	2	3	4	5	6	7	8
10.	Powers to appoint Chartered Accountants for carrying out audit of the institute	Full powers for retention where the audit party or firm appointed by SFC earlier does not change with additional charges upto 10%.	-	Full powers	-	-	-
11.	Powers to permit faculty members of the institute to take up research work with external agencies including foreign agencies	Full powers where there is no financial commitment	-	Full powers where financial commitment is involved	-	-	-

SCHEDULE – II

GROUP 'A'

	Pay Structure (Pay Band + Grade Pay (Rs))
1. Director	PB-4 37,400-67,000/- + GP 10,000/-
2. Professors	PB-3 15,600-39,100/- + GP 7,600/- + NPA for Medical posts
3. Readers	PB-3 15,600-39,100/- + GP 6,600/- + NPA for Medical posts
4. Registrar	PB-3 15,600-39,100/- + GP 6,600/-
5. Administrative Officer	PB-3 15,600-39,100/- + GP 6,600/-
6. Library & Information Officer	PB-3 15,600-39,100/- + GP 6,600/-
7. Lecturers	PB-3 15,600-39,100/- + GP 5,400/- + NPA for Medical posts
8. Assistant Registrar	PB-3 15,600-39,100/- + GP 5,400/-
9. Assistant Executive Engineer	PB-3 15,600-39,100/- + GP 5,400/-

GROUP 'B'

1. Audiologist Gr. I	PB-2 9300-34800 + GP 4800
2. Speech-Language Pathologist Gr. I	PB-2 9300-34800 + GP 4800
3. Accounts Officer	PB-2 9300-34800 + GP 4600
4. Assistant Engineer	PB-2 9300-34800 + GP 4600
5. Asst. Administrative Officer	PB-2 9300-34800 + GP 4600
6. Research Officer	PB-2 9300-34800 + GP 4600
7. Electronics Engineer	PB-2 9300-34800 + GP 4600
8. Asst. Audit Officer	PB-2 9300-34800 + GP 4600
9. Asst. Lecturer	PB-2 9300-34800 + GP 4600
10. Asst. Library & Information Officer	PB-2 9300-34800 + GP 4600
11. Office Superintendent	PB-2 9300-34800 + GP 4200
12. Senior Accountant	PB-2 9300-34800 + GP 4200
13. Junior Engineer	PB-2 9300-34800 + GP 4200
14. Clinical Supervisor	PB-2 9300-34800 + GP 4200
15. Clinical Psychologist	PB-2 9300-34800 + GP 4200
16. Clinical Psychologist Grade II	PB-2 9300-34800 + GP 4200
17. Security Officer	PB-2 9300-34800 + GP 4200
18. Stenographer Gr. I	PB-2 9300-34800 + GP 4200
19. Special Educators	PB-2 9300-34800 + GP 4200
20. Clinical Assistant	PB-2 9300-34800 + GP 4200
21. Research Assistant	PB-2 9300-34800 + GP 4200

22. Audiologist Gr. II	PB-2 9300-34800 + GP 4200
23. Speech-Language Pathologist Gr. II	PB-2 9300-34800 + GP 4200
24. Itinerant Speech Therapist	PB-2 9300-34800 + GP 4200
25. Hindi Translator	PB-2 9300-34800 + GP 4200
26. Stenographer Grade II	PB-2 9300-34800 + GP 4200
27. Asst. Horticulture Officer	PB-2 9300-34800 + GP 4200
28. Senior Library & Information Asst.	PB-2 9300-34800 + GP 4200
29. Library & Information Asst.	PB-2 9300-34800 + GP 4200
30. Medical Social Worker	PB-2 9300-34800 + GP 4200

GROUP 'C'

1. Junior Technical Officer	PB-1 5200-20200 +GP 2800
2. Prosthetic Dental Mechanic	PB-1 5200-20200 +GP 2800
3. Prosthodontic Technician	PB-1 5200-20200 +GP 2800
4. Publicity & Information Officer	PB-1 5200-20200 +GP 2800
5. Accountant	PB-1 5200-20200 +GP 2800
6. Asst. Medical Records Officer	PB-1 5200-20200 +GP 2800
7. Stores Supervisor	PB-1 5200-20200 +GP 2800
8. Ear Mould Technician	PB-1 5200-20200 +GP 2800
9. Artist-cum-Photographer	PB-1 5200-20200 +GP 2400
10. Store Keeper	PB-1 5200-20200 +GP 2400
11. Upper Division Clerk	PB-1 5200-20200 +GP 2400
12. Stenographer Gr. III	PB-1 5200-20200 +GP 2400
13. Caretaker	PB-1 5200-20200 +GP 2400
14. Staff Nurse	PB-1 5200-20200 +GP 2400
15. Computer Operator	PB-1 5200-20200 +GP 2400
16. Electrician	PB-1 5200-20200 +GP 2400
17. Driver Grade – I	PB-1 5200-20200 +GP 2400
18. Multi Rehabilitation Worker	PB-1 5200-20200 +GP 2400
19. Lower Division Clerk	PB-1 5200-20200 +GP 1900
20. Receptionist	PB-1 5200-20200 +GP 1900
21. Jr. Documentation Assistant	PB-1 5200-20200 +GP 1900
22. Clerk-cum-Typist	PB-1 5200-20200 +GP 1900
23. Library Assistant	PB-1 5200-20200 +GP 1900
24. Hindi-cum-English Typist	PB-1 5200-20200 +GP 1900
25. Driver Grade II	PB-1 5200-20200 +GP 1900
26. Lab. Assistant	PB-1 5200-20200 +GP 1900

GROUP 'C' (MTS)

1.	Daftry	PB-1 5200-20200 +GP 1800
2.	Watchman	PB-1 5200-20200 +GP 1800
3.	Clinical Attendant	PB-1 5200-20200 +GP 1800
4.	Peon	PB-1 5200-20200 +GP 1800
5.	Helper	PB-1 5200-20200 +GP 1800
6.	Ayah	PB-1 5200-20200 +GP 1800
7.	Ward Boy	PB-1 5200-20200 +GP 1800
8.	Packer	PB-1 5200-20200 +GP 1800
9.	Cook	PB-1 5200-20200 +GP 1800
10.	Mali	PB-1 5200-20200 +GP 1800
11.	Sweeper	PB-1 5200-20200 +GP 1800
12.	Library Attendant	PB-1 5200-20200 +GP 1800
13.	Lab. Attendant	PB-1 5200-20200 +GP 1800

DEPARTMENTAL CANTEEN STAFF

1.	Manager-cum-Salesman	PB-1 5200-20200 +GP 1900
2.	Coffee/Tea Maker	PB-1 5200-20200 +GP 1800
3.	Bearer	PB-1 5200-20200 +GP 1800
4.	Wash Boy	PB-1 5200-20200 +GP 1800

**CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT
XXI OF 1860 (PUNJAB AMENDMENT) ACT 1957
AS EXTENDED TO THE UNION TERRITORY
OF DELHI**

No. S. 3104 of 1966-67

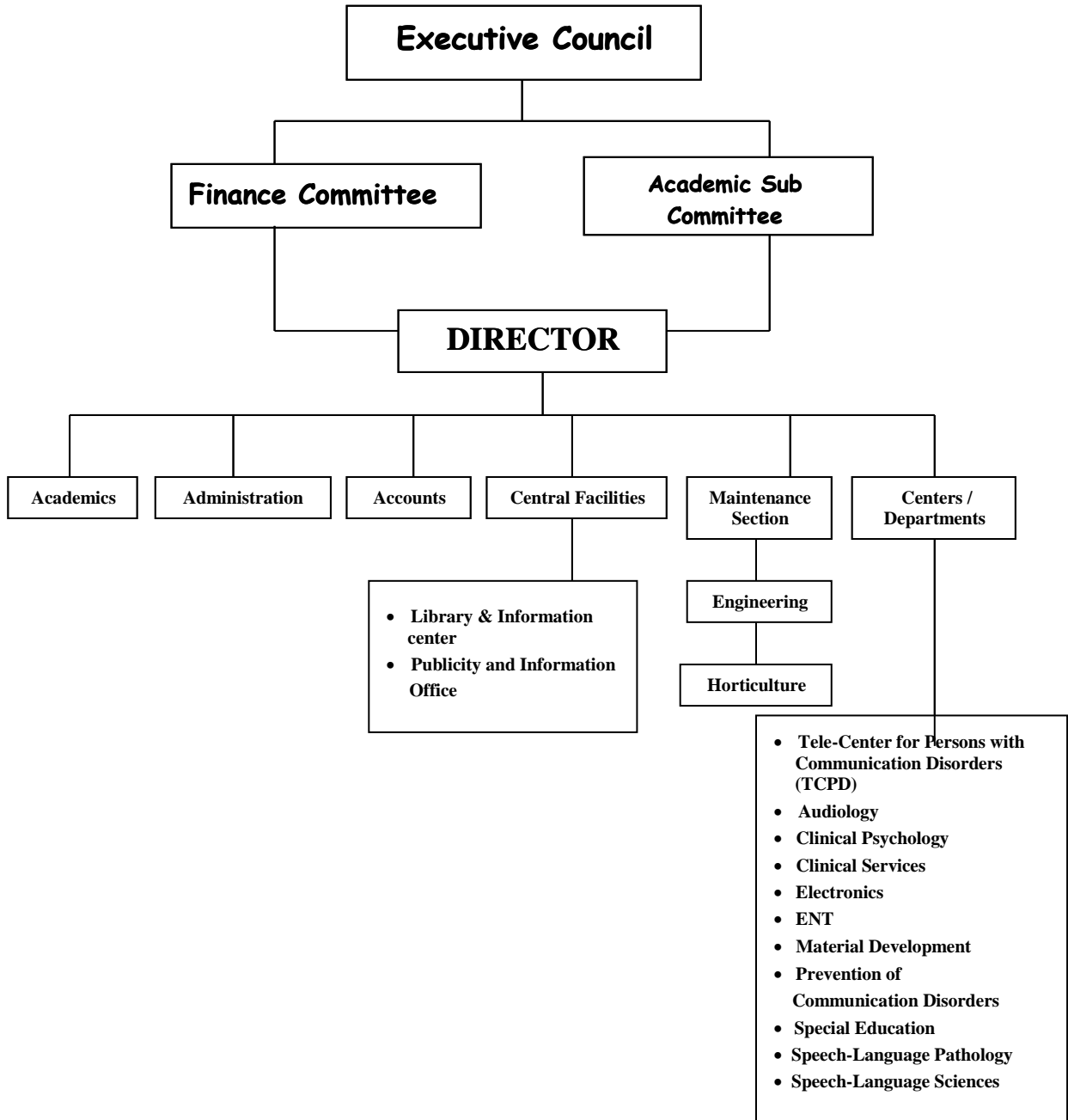
I hereby certify that “The All India Institute of Speech and Hearing” has been registered under the Societies Registration Act XXI of 1860 (Punjab Amendment) Act 1957 as extended to the Union Territory of Delhi.

Given under my hand at Delhi this Tenth Day of October One Thousand Nine Hundred and Sixty-six.

Fee Rs. 50 paid

(Sd)
G.C. SOOD
Registrar of Societies
Delhi

ORGANIZATION CHART OF A.I.I.S.H.



AIISH - Genesis and Growth

Assessed and Accredited by NAAC with 'A' Grade

ISO 9001:2008 Certified

The All India Institute of Speech and Hearing (AIISH), a centre of excellence in the field of communication disorders, was established on 10th October 1966 as an autonomous organisation fully funded by the Ministry of Health and Family Welfare, Government of India. The major objectives of the institute are to impart professional training, conduct research, render clinical services and educate the public on issues related to communication disorders. Situated in a lush green campus of 40 acres in Manasagangothri, Mysuru, it is a unique institute in the South Asian sub-continent with its eleven departments with state-of-art facilities and unique library and information centre.

AIISH is recognised as a reputed organisation for training manpower in the field of speech and hearing and related areas throughout the country. Established primarily as a training institute, it started training programmes at postgraduate level in 1966 followed by B.Sc. (Speech and Hearing). The institute now offers three Diploma Programmes: Diploma in Hearing Aid and Ear-Mould Technology (DHA & ET), Diploma in Early Childhood Special Education - Hearing Impairment (DECSE-HI), and Diploma in Hearing, Language and Speech (DHLS) through video conferencing mode; two Graduate Programmes: Bachelor in Audiology & Speech-Language Pathology and B.Ed. Special Education (HI); four PG Diploma Programmes: PG Diploma in Forensic Speech Sciences and Technology, PG Diploma in Clinical Linguistics for SLP, PG Diploma in Neuro Audiology, PG Diploma in Augmentative and Alternative Communication, three Masters Programmes: M.Sc. in Speech-Language Pathology, M.Sc. in Audiology, and M.Ed. Special Education (HI); Three Doctoral Programmes: Ph.D. in Speech-Language Pathology, Ph.D. in Audiology and Ph.D. in Speech and Hearing; and a Post Doctoral Fellowship. The institute also conducts short term training and orientation programmes for professionals in allied specialities.

The Institute has been recognised as a Centre of Excellence in the Area of Deafness (WHO), Centre for Advanced Research (UGC), Science and Technology Institute (DST), Centre of Excellence (Ministry of Health and Family Welfare), College with Potential Excellence (UGC); obtained 'A' grade on NAAC and is ISO certified. The Institute is affiliated to the University of Mysore for the award of degrees. The academic programmes of the institute have the recognition of Rehabilitation Council of India, a statutory body in the area of rehabilitation sciences.