

# उप- विधियां



# Bye-Laws

**Updated upto  
31<sup>st</sup> October, 2023**



आरोग्यम् सुखसम्पदा

राष्ट्रीय स्वास्थ्य एवं परिवार कल्याण संस्थान

The National Institute of Health and Family Welfare

New Delhi

# उप-विधियां *Bye-Laws*

Updated upto  
31<sup>st</sup> October, 2023

## *Preface*

*The bye laws of the institute were framed in the year 1977 at the time of inception of the Institute. A number of amendments and modifications have been done for the last 46 years through Governing Body (GB), Standing Finance Committees (SFC's), letters and official memorandum from MOHFW. Some of the updates included in an earlier update and some required to be incorporated. So far 40 GB's and 67 SFC's have been conducted for the effective and efficient working of the Institute. In this regard, a committee was constituted by the Director to look into to the major amendments and decisions taken by the GB's and SFC's till 31<sup>st</sup> October, 2023. The committee comprised of five research members ( Dr Ramesh Gandotra, Mr Bacchu Singh, Dr Sangita Mishra, Dr Raj Narayan & Dr Sneha Mishra) to examine the details of GB's & SFC's and submitted its report to the Director. Dr J P Shivdasani, Nodal Officer (Administration) also helped in preparing the modification draft along with Academic Section. The modifications and suggestions were further scrutinized by the Director and suggestions were incorporated. This exercise helped the institute to compile bye-laws with updates to provide clarity while execution of laws and rules. Any omission/error may be brought to the notice of administration for incorporation/correction.*

*Prof Dheeraj Shah*

*Director, NIHFW*

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## INTERPRETATION OF UPDATES

<b>Bold Text</b>	indicates the updates as per approval of GB/SFC/MOHFW/Govt. rules.
<del><b>Strikethrough Text</b></del>	indicates the sentence as in the original bye-laws.
<b>Reference</b>	to the updates provided as footnote on the same page.
<b>Annexures</b>	appended in the end for reference to the order/minutes necessitating the update.

## BYE-LAWS

In exercise of the powers conferred by Rule 17 of the Rules and Regulations of the National Institute of Health and Family Welfare, the Governing Body hereby makes the following bye-laws, namely:

### THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE BYE-LAWS

#### PART I – GENERAL

##### 1. Short Title

- (i) These Bye-Laws may be called the National Institute of Health and Family Welfare Bye-Laws.
- (ii) They shall be deemed to have come into force with effect<sup>1\*</sup> from the date they are duly passed by the Governing Body.

##### 2. Definitions

In these Bye-Laws, unless the context otherwise requires:

- (a) "ACCOUNTS OFFICER" means the Accounts Officer of the National Institute of Health and Family Welfare;
- (b) "ALTERNATIVE VICE-CHAIRMAN" means the Alternative Vice-Chairman of the Governing Body of the National Institute of Health and Family Welfare;
- (c) "APPENDIX" means an Appendix to these Bye-Laws;
- (d) "APPOINTING AUTHORITY" in relation to any post under the Institute means the authority competent to make appointment to that post;
- (e) "DEPUTY DIRECTOR (ADMINISTRATION)" means the Deputy Director (Administration) of the National Institute of Health and Family Welfare;
- (f) "CHAIRMAN" means the Chairman of the Governing Body of the National Institute of Health and Family Welfare;

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<sup>1\*</sup> Passed by the Governing Body on the 20<sup>th</sup> of July, 1979

- (g) "DIRECTOR" means the Director of the National Institute of Health and Family Welfare;
- (h) "EMPLOYEE" means a person serving in the Institute in any post or capacity;
- (i) "EXISTING EMPLOYEE" means a person in the service of the defunct Central Family Planning Institute as a Government Servant on the 21st March, 1965 and who opted to serve the said Institute after its registration under the Indian Societies Registration Act (xxi) of 1860;
- (j) "GOVERNING BODY" means the Governing Body of the National Institute of Health and Family Welfare;
- (k) "GOVERNMENT" means the Central Government;
- (l) "INSTITUTE" means the National Institute of Health and Family Welfare;
- (m) "RULES" means the Rules and Regulations of the National Institute of Health and Family Welfare;
- (n) "SECTION OFFICER" means the Section Officer of the National Institute of Health and Family Welfare;
- (o) "STANDING AND AD HOC COMMITTEES" means respectively Standing and ad hoc Committees constituted under Rules 20 and 21 of the Rules and Regulations of the Institute;
- (p) "VICE- CHAIRMAN" means the Vice-Chairman of the Governing Body of the National Institute of Health and Family Welfare;
- (q) "YEAR" means the financial year ending on 31st March.



## **PART II – BYE-LAWS FOR THE CONDUCT OF BUSINESS**

### *3. Powers and Functions of the Chairman and Member-Secretary*

The Chairman and the Member-Secretary 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 Chairman and the Member-Secretary.

### *4. Meetings of the Governing Body*

(1) The Governing Body 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 Governing Body shall be held at such place, date and time as may be fixed by the Chairman;

(b) All proceedings of meetings of the Governing Body 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 Chairman of the next meeting after the same is duly confirmed.

(3) For ordinary meetings of the Governing Body, a notice specifying the place, date and time of the meeting shall be given by the Member-Secretary to the Chairman and the members not less than 21 clear days prior to the date of the meeting and under a certificate of posting, if sent by post. The agenda shall also be sent along with the notice of the meeting, and where it is not possible the agenda shall be sent at least 10 days before the meeting, under a certificate of posting, if sent by post.

(4) An extra-ordinary meeting of the Governing Body may be called by the Chairman at any time for the transaction of urgent business of the Institute.

(5) For extraordinary meetings, a notice specifying the place, date and time of the meeting shall be sent by the Member-Secretary to the Chairman and the members at least seven days before the date of the meeting, under a certificate of posting, if sent by post or by telegrams. The agenda shall be sent, under a certificate of posting, if sent by post, at least seven days before the meetings.

(6) An extraordinary meeting of the Governing Body shall also be called on a written request of not less than four members of the Governing Body, within a month

of receipt of such a request. The requisition for the meeting shall indicate the purpose of the meeting.

(7) In the absence of the Chairman at any meeting of the Governing Body, the Vice-Chairman will preside over such meeting. In the absence of the Chairman and Vice-Chairman and Alternative Vice-Chairman, the members present shall elect a person from amongst themselves to act as Chairman of the meeting.

(8) Five members of the Governing Body, in addition to the Chairman/Vice-Chairman or the presiding member present in person shall constitute a quorum of any meeting of the Governing Body. In the absence of both the Chairman and Vice-Chairman, 7 members of the Governing Body present at the said meeting will constitute a quorum.

(9) The Chairman 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.

(10) Any member desirous of moving any resolution at a meeting of the Governing Body shall give notice thereof in writing to the Member-Secretary so as to reach him not less than 7 days before the date of ordinary meeting and 5 days in the case of extraordinary meeting. When such notice has been given, the proposed resolution shall be circulated immediately by the Member-Secretary to the members and be included in the Agenda.

(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 Governing Body shall be taken on a majority vote. In case of equality of votes, the Chairman of the meeting shall have the casting vote.

(13) Any business which it may be necessary for the Governing Body to perform may also be carried out by Circulation amongst all its members and any resolution so circulated and approved by a majority of members of the Governing Body shall be effectual and binding as if such resolution had been passed by a meeting of the Governing Body. The resolution and the action taken thereon shall be placed before the next meeting of the Governing Body for Confirmation.

(14) Any urgent matter may be got approved by the Chairman and the action taken thereon shall be placed before the next meeting of the Governing Body for Confirmation.

(15) No subject disposed of by the Governing Body at a 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.

#### 5. *Authentication of Order and Decisions of the Governing Body*

All order and decisions of the Governing Body shall be authenticated by the signatures of the Director, Deputy Director (Admn.) or any other person authorized by the Governing Body in this behalf.

#### 6. *Roll of Members*

The Institute shall keep a roll of members of the Governing Body giving their addresses and occupation and every member shall sign the same. If any member changes his address, he shall notify his new address to the Member-Secretary, who shall thereupon enter his new address in the roll of members. If the member fails to notify his new address, the address in the roll of members shall be deemed to be his address.

#### 7. *Allowances to the Members of the Governing Body, Standing Committees and Ad hoc Committees*

**(1) The members of the Governing Body, Standing Committees and Ad Hoc committees shall be paid sitting fee/honorarium of Rs 4000/- per day, besides reimbursement of TA, Conveyance, Boarding and Lodging as per GOI rules<sup>2</sup>.**

~~1. The Members of the Governing Body, Standing Committees and Ad Hoc Committees shall not receive any pay, fee, remuneration or other allowances except travelling and daily allowances for attending meetings.~~

(2) The members of the Governing Body, Standing Committees and Ad hoc Committees, if they are officers of the Central Government or State Government

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<sup>2</sup> 40<sup>th</sup> Governing Body meeting dated 18.02.2021 & 62<sup>nd</sup> SFC dated 14.08.2020- Agenda-7 (Annexure-I)

shall normally receive travelling allowance and daily allowance from the source from which they draw their salaries at the rates admissible to them. If so required, the Institute shall reimburse the Government/individual concerned.

- (3) In the case of members of the Governing Body, Standing and Ad hoc Committees other than those mentioned in sub-bye-law (2), travelling and daily allowances shall be paid at the rates prescribed from time to time by the Central Government under SR 190 and the executive decisions and orders there under
- (4) The Director may, for special reasons, sanction journeys by air, not otherwise admissible to members of the Governing Body, Standing and Ad hoc Committees. For such journeys travelling allowance shall be paid at rates admissible to Group 'A' officers of the Central Government. The Director should send a list to the Chairman of the Standing Finance Committee of all journeys so authorized.

#### 8. *Estate Committee*

There may be constituted an Estate Committee for the purpose of considering additions and alterations to buildings belonging to the Institute and other questions relating to their maintenance and use. The composition of the Estate Committee may be as follows<sup>3</sup>:

<b>Director NIHFW</b>	<b>Chairman</b>
<b>Integrated Financial Adviser Ministry of Health and Family Welfare or his representative</b>	<b>Member</b>
<b>Joint Secretary in the Deptt. of Family Welfare Dealing with NIHFW or his representative</b>	<b>Member</b>
<b>Senior Architect DGHS or his Representative</b>	<b>Member</b>
<b>Dy. Director (Admn.)</b>	<b>Convenor</b>

<sup>3</sup> 22<sup>nd</sup> Governing Body meeting dated 05.11.1990- Agenda no 7 (Annexure-II)

**NIHFW**

~~Joint Secretary (Family Welfare) Ministry of Health and Family Welfare~~ ~~Chairman~~

~~Integrated Financial Adviser Ministry of Health and Family Welfare or his representative~~ ~~Member~~

~~Senior Architect DGHS or his Representative~~ ~~Member~~

~~Director~~ ~~Convener~~

**The Director has been delegated the financial power as per GFR to execute Works. The GFR rule under chapter "Works" may be referred for the same.<sup>4</sup>**

~~Minor works not exceeding Rs. 25,000/- in each case may be undertaken by the Director without reference to the Estate Committee~~

*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, officers, offices or laboratories attached to other institutions in accordance with the guidelines given by the Governing Body.
- (2) The allotment and the assessment and recovery of rent of the building shall, so far as possible, be made by the Director in accordance with the provisions of Fundamental Rule 45-A, 45-B, and 45-C, and Supplementary Rules framed there under.
- (3) **The residential quarters of NIHFW will be allotted to the employees of the Institute on the basis of the supplementary rules and instructions/orders**

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<sup>4</sup> 40<sup>th</sup> Governing Body meeting dated 18.02.2021 & 54<sup>th</sup> SFC meeting dated 21.04.2014-Agenda item no 11 (Annexure-III)

**issued by the Directorate of Estate, GOI, mutatis mutandis in the matter of allotment of staff quaters<sup>5</sup>.**

- ~~(3) Any employee of the Institute, if offered residential accommodation in the premises of the Institute shall on occupation pay therefore such rent and other charges as may be fixed by the Governing Body.~~
- (4) The other provisions like reservation, license fee, separate pools, out of turn allotment, etc, will be governed as per rules, instructions and order issued by Directorate of Estate in the matter.**
- ~~(4) The residential quarters of NIHFV will be allotted to the employees of the Institute on the basis of the allotment rules as may be adopted by Governing Body from time to time~~

#### *10. Power to Award Prizes, Scholarships etc.*

The Institute may award such prizes, souvenir, stipends and scholarships to its trainees or students, as may be decided by the Governing Body from time to time.

#### *11. Power to Arrange Lectures*

- (1) The Institute may invite experts to deliver lectures in the Institute from time to time on payment of suitable fee or honorarium and pay them travelling allowance at the rates admissible to Central Government employees of similar status for their journeys within India.
- (2) The rate of fee or honorarium payable to a lecturer shall be such as may be determined by the Director in each case, but shall not exceed the limits prescribed by the Governing Body from time to time.

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<sup>5</sup> 40<sup>th</sup> Governing Body meeting dated 18.02.2021 & 53<sup>rd</sup> SFC meeting dated 23.9.2013- Agenda-11 (Annexure-IV)

### PART III – SERVICE BYE-LAWS

#### 12. Employees to be whole time Servants

Unless in any case it be 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 appointing authority of the Institute without claim for additional remuneration

#### 13. Permanent and Temporary Posts

A post in 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.

#### 14. Classification of Posts

(a) All the posts in the Institute shall be classified in the following groups:

- (i) Group 'A' as per Part A of Appendix I
- (ii) Group 'B' as per Part B of Appendix II -
- (iii) Group 'C' as per Part C of Appendix III
- (iv) Group 'D' as per Part D of Appendix IV- VII<sup>6</sup>

(b) The Governing Body may direct:

- (i) The creation of a post in any category;
- (ii) The abolition of a post in any category;

#### 15. Appointing Authorities

Appointments to posts under the Institute shall be made:

- (i) By the Governing Body in the case of Director with the prior approval of the Government of India;
- (ii) By the Chairman in the case of appointments to Group 'A' posts;
- (iii) By the Director in the case of appointments to Group 'B' and Group 'C' posts;  
and

<sup>6</sup> 63<sup>rd</sup> SFC meeting dated 2.11.2021 –Agenda no 14 (Annexure-V)

- (iv) By the Deputy Director (Admn.) in the case of appointments to Group 'D' posts.

## 16. Method of Recruitment

- (i) Recruitment to posts under the Institute may be made:
- (a) by direct recruitment; or
  - (b) by promotion; or
  - (c) by appointment of a person on deputation/foreign service; or
  - (d) on contract basis.
- (ii) There shall be recruitment rules for each post. These shall be approved by the Governing Body. While framing recruitment rules, the following principles may be broadly kept in view:

### *A. Age Limits*

1. The upper age limit for the posts of Professor and Associate Professor in Group 'A' may be 50 years; and 40 years for all other posts in Group 'A'.
2. The upper age limit for the posts in Group 'B' may be 35 years; and for 'C' and 'D' 30 years.
3. The age limit prescribed for direct recruits may not apply to departmental candidates competing as direct recruits.
4. The crucial date for computing age limit may be 1st July of the year.

### *B. Educational Qualification*

The Degree/Diplomas/Certificates prescribed shall be from a recognized University/Institution or their equivalent declared as such by the Government for recruitment purposes.

### *Mode of Recruitment*

1. All the posts of Professors, Associate Professors and Assistant Professors except Joint Director which may be filled by promotion, may be filled by direct recruitment.



2. The post of Deputy Director (Admn.) and Accounts Officer and such other posts for which feeder posts are not available may be filled by deputation on foreign services; failing this, the posts may be filled by direct recruitment.<sup>7</sup>

For all other posts where an immediate lower cadre exists which can act as a feeder cadre/posts for promotion in direct line, a quota for promotion may be laid down. These posts may be filled as per the criteria laid down in the recruitment rules of the institute. (Scanned copy of the RR) Where it is a single higher post, it may be filled by promotion, failing which by direct recruitment. Where two or more posts exist, 50 per cent vacancies may be filled by promotion and 50 percent by direct recruitment.

For posts being filled by promotion, there should be at least three feeder posts in the lower cadre.

The crucial date for computing the length of service should be 1st of the month in which the Departmental Promotion Committee meets

### *C. Research Experience/Publications*

The following criteria may be adopted:

Experience of research work in an appropriate research post; original research published in national and international journals; research published as monographs or a technical report or equivalent publication of a Government or Autonomous Organisation; or research presented and accepted in scientific conferences at State, national or international levels.

### *17. Direct Recruitments*

- (i) Appointment to any post by direct recruitment shall be made on the recommendation of a Selection Committee.
- (i) ~~(a) The Standing Selection Committee for Group "A" posts except that of Director shall consist of~~

<sup>7</sup> Amendment approved by the Governing Body of the Institute in its 8th meeting held on 28th January, 1982; The post of Dy. Director (Admn.), may be filled in by deputation on foreign service terms; and the post of Accounts Officer by promotion, failing which by deputation".

- (i) <sup>8</sup> (a-A) The Standing Selection Committee for Group 'A' posts of the level of Professor/Associate Professor/Reader/Deputy Director (Admn.) and above, except that of Director shall consist of: -

<b>Secretary (Family Welfare) Ministry of Health &amp; Family Welfare</b>	-	<b>Chairman</b>
<b>Director General of Health Services</b>	-	<b>Vice Chairman</b>
<b>JS (FA)</b>	-	<b>Member</b>
<b>Director, AIIMS</b>	-	<b>Member</b>
<del>Two members nominated by the Governing Body from amongst themselves</del>	-	<del>Members</del>
<b>Two experts on the subject not belonging to the Institute from among the Panel of Experts Approved by the Chairman of the Governing Body.</b>	-	<b>Members</b>
<b>Director, NIHFW</b>	-	<b>Member Secretary</b>
<del>Alternative Vice-Chairman (Secretary/Additional Secretary in the Department of Family Welfare, Ministry of Health and Family Welfare)</del>	-	<del>Chairman</del>
<del>Three members nominated by the Governing Body from among themselves</del>	-	<del>Members</del>
<del>Director</del>	-	<del>Members Secretary</del>
<del>In addition the Selection Committee will be assisted by two experts on</del>	-	<del>Members</del>

<sup>8</sup> As amended by the Ministry of Health and Family Welfare vide their letter No. A. 45011/60/89-C&G, dated 14-3-1990. A 25/11/91 (according to No. A. 45011/4/85-C&G, GB Sept. 1985) & letter dated 3.10.1996 with reference to note no. 13-1/9 Admn-II dated 12.01.1996 (Annexure-VI)

~~the subject not belonging to the  
Institute nominated by the Chairman of  
the Governing Body~~

~~The tenure of the Standing Selection Committee will be three years coterminous  
with the term of non-official members of the Governing Body~~

**(ii) (a-B) The Standing Selection Committee for the other Junior Grade 'A' post shall consist of:**

- |   |   |                         |
|---|---|-------------------------|
| <b>Director, NIHFW</b>  | - | <b>Chairman</b>         |
| <b>** Two experts on the subject not belonging to the Institute from amongst the panel of Experts approved by the Chairman of the Governing Body.</b> | - | <b>Members</b>          |
| <b>Additional D.G. (PH)</b>   | - | <b>Members</b>          |
| <b>Head of the Concerned Department of the Institute.</b>   | - | <b>Member Secretary</b> |
- \* The tenure of the non-official members of the Governing Body will be coterminous with their term of the Governing Body.**
- \*\* The life of the panel for Experts will be for a period of Five Years.**

**(b) Selection Committee for Group 'B' posts shall consist of:**

- |   |   |                  |
|---|---|------------------|
| <b>Director</b>   | - | <b>Chairman</b>  |
| <b>Two officers from the concerned and/or allied Department nominated by the Director</b> | - | <b>Members</b>   |
| <b>Deputy Director (Admn.)</b>  | - | <b>Secretary</b> |

**(c) The Selection Committee for Group 'C' posts shall consist of:**

- |   |   |                 |
|---|---|-----------------|
| <b>Director or any officer nominated by him</b> | - | <b>Chairman</b> |
|---|---|-----------------|

Two officers from the concerned and/or allied Department nominated by the Director - Members

Deputy Director (Admn.) - Secretary

**For the post of LDC & Stenographer Grade-III<sup>9</sup>**

1. Deputy Director (Admn.) - Chairman
2. Head of the concerned and/or allied Deptt. - Member
3. One outside member not belonging to the Institute nominated by Director (Under Secretary Level) - Expert Member
4. One member of SC/ST - Member
5. Section Officer (Admn-II) - Member Secretary

~~(d) The Selection Committee for Group 'D' posts shall consist of:~~

~~Deputy Director (Admn.) ..... Chairman~~

~~Two officers nominated by the Director ..... Members~~

~~Section Officer ..... Secretary~~

**MTS (Multi-Tasking Staff) in the Institute will be filled through outsourcing agency on contractual basis<sup>10</sup>**

(i) In the matter of selection of candidates for any post to be filled by direct recruitment, the following procedure shall be followed:

- (a) As and when direct recruitment is made to Group 'A' and Group 'B' posts, the Institute shall notify the vacancies to Employment Exchange and also simultaneously advertise them. In respect of vacancies in Groups 'C' and 'D' selection shall be made from the nominees of Employment Exchange alone and the posts will be advertised only when a non-

<sup>9</sup> Revision of RR for Group 'C' various posts of NIHF, as per letter No-A.11034/01/2019-Trg. (Pt.I) dated 16.06.2020 for the post of LDC & Stenographer Grade-III (Annexure-VII)

<sup>10</sup> Annexure-V

availability certificate has been issued by the Employment Exchange concerned.

(b) Employees of Groups 'C' and 'D' of the Institute will be considered for higher posts in the Institute as direct recruits along with the nominees of the Employment Exchange without being sponsored by the Employment Exchange(s) provided they fulfill the prescribed educational qualifications etc. Departmental candidates will not be given any preferential treatment nor will they be given any preferential treatment nor will they be interviewed earlier than the nominees of the Employment Exchange.

(c) Selection of candidates for any posts, in the Institute shall normally be made from amongst the candidates applying in response to advertisements by the Institute or sponsored by Employment Exchange. However, in respect of those posts where the response is poor and suitable candidates are not likely to apply, potential candidates may also be contacted, but they will also have to apply formally and such applications may also be considered by the Selection Committee along with those received in response to such advertisement.

~~(ii) Appointment of casual labourers to Group 'D' posts borne on regular establishment, which are required to be filled by direct recruitment, will be made subject to the following conditions:~~

~~(a) No casual labourer, not registered with the Employment Exchange, should be appointed to posts borne on the regular establishment;~~

~~(b) Casual labourers appointed through Employment Exchange and possessing experience of a minimum of 240 days of service (including broken period of service during the 2 years of continuous service) as casual labourer in the Institute will be eligible for appointment to the posts in the regular establishment of the Institute without any further reference to the Employment Exchange.~~

#### 18. *Recruitment by Promotion*

(a) Appointment to a post in any group by promotion shall be made whether in a substantive or officiating capacity, on the recommendation of a Departmental Promotion Committee from amongst employees serving in posts in the 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'.

(b) The Departmental Promotion Committee shall consist of:

(i) For promotion to a post in Group 'A' of the level of Assistant Professors and above and other equivalent posts except that of Director:

Secretary/Additional Secretary in the Department of Family Welfare, Ministry of Health and Family Welfare	Chairman
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Director General of Health Services or his nominee	Member
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<b>Joint Secretary in the Ministry of Health &amp; Family Welfare dealing with the NIHFV for promotion to other Group 'A' post: <sup>11</sup></b>	<b>Member</b>
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<del>One expert on the subject not belonging to the institute nominated by the Chairman of the Governing Body</del>	<del>Member</del>
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Director	Member Secretary
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(ii) For promotion to other Group 'A' post:

Director	Chairman
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Head of Concerned Department	Member
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Head of another allied Department nominated by the Director	Member
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<b>Director in the Ministry of Health &amp; Family Welfare</b>	<b>Member</b>
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<sup>11</sup> Letter no A.45011/41/85-C&G dated 20.09.1985 (Annexure-VIII)

**dealing with the NIHFV**

	<del>One expert on the subject not belonging to the Institute nominated by the alternative Vice-Chairman</del>	<del>Member</del>
	Deputy Director (Admn.)	Member Secretary
(iii)	For promotion to Groups 'B' and 'C' posts:	
	Director or any officer nominated by him	Chairman
	Head of the concerned and/or allied Department	Member
	One outside expert not belonging to the Institute nominated by the Director	Member
	Deputy Director (Admn.)	Member Secretary
(iv)	For promotion to Groups 'D' posts:	
	Deputy Director (Admn.)	Chairman
	One officer to be nominated by the Director	Member
	One outside member not belonging to the Institute nominated by the Director	Member
	Section Officer	Member Secretary

**19. Qualifications for Appointments**

The age, qualifications, etc. for appointment in any post in the Institute shall be such as may be prescribed in the recruitment rules. These rules shall normally correspond to those prescribed for similar posts under the Central Government and/or similar posts in various national institutions.

## 20. *Reservation of Posts for Scheduled Castes/Tribes*

While making appointments to posts in the Institute, the appointing authority shall observe Government orders regarding reservations and other concessions admissible to the Scheduled Castes, Scheduled Tribes etc. from time to time.

## 21. *Application Fee and TA for Attending Interview*

- (1) The outside candidates applying for Group 'A', and 'B' and C posts in the Institute shall be charged application fee of ~~Rs. 8/-~~ **Rs. 500/-, Rs. 300/- and Rs. 200/-<sup>42</sup>** for each post, provided that Scheduled Castes/Scheduled Tribes candidates, displaced persons etc. shall be granted such concessions as are admissible under Government orders from time to time.
- (2) Candidates selected for interview for a post in the Institute may be paid travelling allowance as admissible under Government rule from time to time.

## 22. *Fitness*

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

- (i) He is found medically fit by competent authority as per Government rules; and
- (ii) The Appointing Authority is satisfied that he possesses good character and antecedents.

## 23. *Grant of Advance Increments on Initial Appointment*

The Appointing Authority may, on the recommendation of the Selection Committee, supported by adequate justification, grant advance increments, not exceeding five, in consideration of his qualification and experience to an employee on his initial appointment to a post in the Institute.

## 24. *Period of Probation*

- (1) Employee appointed/promoted to Group 'A', 'B' and 'C' posts shall be on probation for two years and to Group 'D' posts, for one year. During the period of probation, the employee shall be required to put in satisfactory service failing which his service shall be liable to be terminated at any time without assigning any reason. The Appointing Authority may, however, extend or curtail the period of probation.

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<sup>12</sup> 49<sup>th</sup> SFC meeting dated 11.08.2009 –Agenda no 17 & 38<sup>th</sup> Governing Body meeting dated 25.01.2012 (Annexure-IX)



(2) Where a person appointed to a post under the Institute on probation, is, during his period of probation, found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the Appointing Authority may.

- (i) In case of a person appointed by promotion or by direct recruitment as a departmental candidate revert him to the post held by him immediately before such appointment;
- (ii) In the case of a person appointed by direct recruitment terminate his services under the Institute without notice;
- (iii) Every person appointed to a permanent post under the Institute by promotion or by direct recruitment shall, on satisfactory completion of his period of probation, be eligible for substantive appointment for that post.

#### 25. *Temporary and Permanent Service*

- (i) An employee shall be temporary employee of the Institute unless he is appointed substantively to a permanent post under the Institute.
- (ii) An employee appointed substantively to any permanent post under the Institute shall be permanent employee of the Institute.

#### 26. *Termination of Services*

Service of a temporary employee may be terminated by the Appointing Authority:

- (i) Without assigning reasons during the period of probation following first appointment at any time without notice;
- (ii) After such period of probation in accordance with the provisions of the Central Civil Services (Temporary Service) Rule 1965 as amended from time to time.

#### 27. *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.

The seniority of "existing employees" shall be the same as on the 21st March, 1965.

The inter-so-seniority of the employees working in the erstwhile National Institute of Family Planning and National Institute of Health Administration and Education and those who are recruited on deputation/foreign service terms and seek/sought their absorption

in the Institute shall be determined as per principles laid down by the Department of Personnel and Administrative Reforms, Government of India.

#### 28. Leave

The 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 Central Civil Services (Leave Rules) 1972 as amended from time to time, providing that incumbents on deputation to posts in the Institute on foreign service shall be governed by leave rules as may be stipulated in the conditions of their deputation

**Director, NIHFV is authorized to operate the power regarding grant the study leave to the employees of the Institute<sup>13</sup>.**

#### 29. Contributory Provident Funds

(1) Employees of the Institute, except those on deputation or on foreign service, shall be eligible to join the Contributory Provident Funds of the Institute, on model of the rules of the Contributory Provident Fund (India) of the Central Government. Superannuated and retired officers re-employed in the Institute, may be permitted to contribute to the Contributory Provident Fund, provided that where the terms of re-employment is initially for a year or less but is later extended so as to exceed one year, the Institute's contribution with the interest will be credited to their account only after the completion of one year's service on re-employment. The Institute's contribution with interest aforesaid shall be payable for the entire period for which the re-employed officer is allowed to contribute to the Contributory Provident Fund if such period exceeds one year.

(2) The "existing employees" will be eligible to contribute to the Contributory Provident Fund with effect from the 22nd March, 1965 or after completion of one year's continuous service, whichever is later. For the purpose of computing length of service under this sub-by-law, service under the Government of India prior to the 22nd March, 1965, shall be taken into account.

#### 30. Protection of Pensionary Terms of "Existing Employees"

Notwithstanding anything contained in By-Laws 22, the existing employees who had the option to retain the pensionary benefits available to them under the Government rules

<sup>13</sup> 15<sup>th</sup> Governing Body meeting dated 18.10.1985 Agenda-6 (Annexure-X)

will be entitled to the benefit of the liberalization in pension rules sanctioned by Government subsequent to their transfer. The liability to retiring benefits in such cases will be shared between the Government and the Institute in accordance with the provisions of Appendix II.

**All the employees of the Institute recruited on or after 1.1.2004, will be governed by the New Pension scheme as per Pension Fund Regulatory and Development Authority(PFRDA)<sup>14</sup>.**

### 31. *Tripal Benefit Scheme*

The Institute may constitute a suitable scheme for providing gratuity and pension to the employees of the Institute on the basis of the triple benefit scheme in vogue in other academic institutions in consultation with the Central Government.

### 32. *Absence from Duty*

Unless otherwise decided by the Chairman of the Governing Body in exceptional circumstances, no permanent employees of the Institute shall be away from his post otherwise than on leave or because of suspension, for more than five years continuously.

### 33. *Superannuation*

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 NIHFW. The age of superannuation of Scientific and Technical personnel shall, however, be 60 years.

**The age of superannuation of faculty of NIHFW will be 62 years<sup>15</sup>**

### 34. *Conduct, Discipline and Penalties*

(1) The Central Civil Services (Conduct) Rules 1964 as amended from time to time shall apply mutatis-mutandis to the employees of the Institute.

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<sup>14</sup> Office memorandum 30.01. 2009 no 1(13)/EV/2008 GOI, Ministry of Finance, Department of Expenditure (Annexure-XI)

<sup>15</sup> 39<sup>th</sup> Governing Body meeting dated 16.04.2018 -Supplementary agenda item-1 (Annexure-XII)

(2) The Central Civil Services (Classification, Control and Appeal) Rules 1965 as amended from time to time, shall mutatis-mutandis, apply to the employees of the Institute, provided that for this purpose:

(a) Except where specifically provided otherwise the Governing Body 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.

(b) In respect of Central or State Government servant borrowed by the Institute, the provisions respectively of Rules 20 and 21 of the Central Civil Services (Classification, Control and Appeal) Rules 1965 shall apply and the Governing Body shall exercise the function of the Central or the State Government as the case may be, for the purpose of the two rules aforesaid.

### 35. *Appointments on Contracts*

Notwithstanding anything contained in these Bye-Laws the Institute may, in special circumstances, appoint a person on contract for a period not exceeding 5 years with a provision of renewal for further period. The contract shall be in the form prescribed by the Government for this purpose with such formal modifications as may be necessary.

### ~~36. *Projects and Project Employees*~~

### **36. ACCEPTANCE OF PROJECTS AND FUNDS FOR RESEARCH PROGRAMMES FROM OUTSIDE AGENICES<sup>16</sup>:**

**(A) The Institute may accept projects and funds for research evaluation and other studies subject to the condition that the objectives of the project are of relevance to the main objectives of the Institute and are of value to the Health and Family Welfare Programmes as mentioned below:**

**(a) The Director may accept project and funds for a short duration. He should report the same to the Standing Finance Committee, Governing Body later, in due course.**

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<sup>16</sup> 21<sup>st</sup> Governing Body meeting dated 11.10.1989 - agenda no-12 & 25<sup>th</sup> SFC meeting dated 27.10.1989- agenda item no 5 (Annexure-XIII)

**RULES FOR RECRUITMENT OF PROJECT STAFF:****I CREATION OF POSTS:**

The Director is empowered to create such posts upto the level of Reader as may be necessary for conducting the research work in the usual scales of pay as for similar posts in the NIHFW, provided the posts are not created in any scale higher than those for Institute staff. The posts could, however, be created on a lower scale of pay, if considered essential.

**II. ADVERTISEMET AND CIRCULATION OF POST:**

The posts in Groups A&B will be filled up by advertising the posts through DAVP. For filling up of projects posts in Groups C&D, a fortnight notice will be given to the concerned Employment Exchange for receipt of nominations and in case such nominations are not received by the due date, the vacancies may be filled up otherwise.

**III. APPOINTMENT OF STAFF**

Director is empowered to appoint any person in Groups A, B & C upto the level of Reader on the recommendations of ad-hoc Selection Committee which may be constituted by the Director.

Deputy Director (Admn.) is empowered to any person in Group D on the recommendations of a constituted Selection Committee.

**IV. TERMS AND CONDITIONS OF DEPUTATION REGARDING APPOINTMENT OF REGULAR EMPLOYEES OF NIHFW**

The employee of the Institute may also be eligible for the appointment to project posts on the terms and conditions of deputation. (attach)

**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**

Terms and conditions of deputation covering appointment of regular employees of the NIHFW on the Research/Projects/ Schemes/Enquiries accepted at NIHFW with the financial support from that various outside agencies.

1. **Pay:-** The pay of regular officers/employees of the NIHFw on their appointment on the research projects/schemes/ enquiries accepted at the NIHFw, with support from various outside agencies will be fixed in accordance with the normal rules.
2. **Leave Salary Contributions:-** The leave salary contribution would be payable from the grant of the Research Projects/ Schemes/Enquiry concerned according to the rates in force from time to time and in accordance with the orders issued by the Government of India under F.R.116 in case of deputationists on foreign service.
3. **Medical Attendance and treatment under Employees Health Scheme of the NIHFw:-**
  - a) The persons employed on research project/scheme/ inquiry will pay their contribution towards CGHS as prescribed in the rules of CGHS Employees Health Scheme from time to time. If the amount of the Employees' contribution falls short of the amount per annum fixed by the institute for extending CGHS facilities to its Employees, the differences will be debited to the grant received from the concerned research project/ scheme/enquiry to make up a total amount fixed by the Institute from time to time (which is Rs.353/- per annum at present per employee). The adjustment will be made at close of every financial year. The rate/charges for extending CGHS facilities will be fixed as per the charges fixed by the CGHS for extending CHS Scheme facilities to Semi- Govt. organizations or as may be decided by the Institute from time to time.
  - b) In case the total duration of a Research. Project/ Scheme/Enquiry is for a period of one year or less, no recovery on account of difference in the subscription recovered from the employee and the amount fixed per annum (Rs.353/- per annum at present) will be made or debited to the grant concerned.
4. **Leave:-** The employees of the institute employed at the research projects/schemes/enquiries will continue to be governed by the leave Rules applicable to the employees of the NIHFw.
5. **Travelling Allowance:-** On the appointment of an Institute employee on a Research scheme/Project/Enquiry and/or on reversion/termination of the project therefrom his travelling. allowance, joining time, etc. will be regulated under the supplementary Rules of the Central Govt. and paid for by the Research Projects/Schemes/Enquiry concerned.
6. **Leave:- Salary in case of disability: -** The Research Project/ Scheme Enquiry concerned will be liable to pay leave salary in respect of any disability incurred in

and through employment in the research project/schema/ enquiry.

**7. Period of commencement/expiry of service in the Research Project/ Scheme/Enquiry:-**

The service/employment will commence from the date of officer/employee of the Institute makes over charge of the post held by him/her in regular employment in the Institute for taking up the post in the research project/scheme/enquiry and will expire on the date he/she takes over charge of the post originally held by him/her in regular employment/ the Institute. This clarifies that the Institute, employee in the event of his/her reversion from the research project/ scheme enquiry or in the event of the termination from the research project/scheme enquiry will be taken back in the post held by him/her in the regular set-up of the Institute prior to his/her appointment in research project/scheme/ enquiry and his/her pay will be fixed as admissible under the rules applicable in such cases from time to time.

If the aforesaid reversion/termination of the research project/schemes/enquiry results in surplus of staff, the reverted person will be taken back in his/her post held by him/ her in the particular department- where he/she was working prior to his/her appointment in the research project/scheme/ enquiry and the person appointed in the post vacated by him/ her as result of his/her appointment in the research scheme/ project/enquiry, would be reverted/terminated if he/she was fresh entrant in the Institute's service and so on without on criteria of seniority in the cadre except in the case of ministerial staff.

- 8. The whole expenditure in respect of compensatory allowance for duration of leave in or at the end of employment in the research project/scheme/enquiries concerned and would be debitable to grant concerned.**
- 9. Leave Travel Concession:-** The employees of the NIHFW employed on a Research Project/Scheme/Enquiry will be entitled to leave travel concession from the grant concerned on the scale he/she is entitled to under the rules in force in this respect from time to time and the cost of such concessions will be borne by the Research Project/Scheme Enquiry concerned.
- 10. Reimbursement of tuition fees:-** The officer/employees of the NIHFW during his/her employment in the research project/scheme/enquiry will be eligible to claim reimbursement of tuition fees in respect of his/her children from the research project/scheme/enquiry in terms of rules applicable the Institute's regular employees and the expenditure would be debitable to the grant concerned.

**11. Contribution Provident Fund Scheme:-** The employees working on- the Research/ Project/Scheme/Enquiry will be allowed to contribute to the Institute's Contributory Provident Fund.

The Employer's contribution will be debited to the grant of the Research Project/Scheme/Enquiry concerned. The employee of the Institute, on his appointment on the Research Project/ Scheme/Enquiry will be considered to being continuous employment of the Institute and necessary recovery will be made from the grant of Research Project/Scheme/Enquiry on account of employer's contributions from the date of appointment on the Scheme/Project/Enquiries will be considered to all intents and purposes as that of a regular employee of the Institute. the employers' contributions will be calculated in accordance with the provisions of the Fundamental Rules and the amount debited to the grant concerned.

**12. Residential accommodation:-** The persons employed on the research/Schemes/Enquiries may be provided with residential accommodation if available, from the Institute's Residential pool. Their priority would count alongwith other non-essential employees of the Institute of their categories and rent recovered under F.R.45-A

**13. Children Education allowance:-** The Children Education allowance payable to the persons, appointed on the Research/ Schemes/Projects/Enquiries would be debitable to the Research Grant concerned.

~~(a) The Institute may accept such projects as may be approved by the Governing Body or by the Director in accordance with the guidelines laid down by the Governing Body. The Director may employ suitable persons for the purpose on such terms and conditions as may be determined by the rules to be framed from time to time and approved by the Governing Body.~~

~~(b) Until detailed rules are framed and approved by the Governing Body. The Director with the approval of the Government of India is empowered to accept projects and funds for research programmes from outside agencies subject to the condition that the objectives of the project/research programmes are of relevance to the main objectives of the Institute and are of value to the health and family welfare programmes.~~

~~(c) Till such time as the detailed rules are framed and approved by the Governing Body, the Director subject to the approval of the Alternative Vice-Chairman is and~~



~~on the terms and conditions applicable to the corresponding posts in the Institute for a period not exceeding 6 months. For making such appointment he may at his discretion constitute such ad hoc Selection Committees as the circumstances of each case may require. For filling up of projects posts, the duration of which is three months or less, a fortnight notice will be given to the concerned Employment Exchange(s) for receipt of the nominations and, in case, where such nominations are not received by the due date, the vacancies will be filled otherwise.~~

- (d) The Director shall have full powers to dispose of the surplus stores left over on the termination of a project/scheme unless otherwise provided in the terms on which the project/scheme has been accepted.

### *37. Consultancy Services*

The Institute shall provide consultancy services on terms and conditions to be approved by the Governing Body.

### *38. Foreign Service/Deputation*

The employees of the Institute may be transferred or sent on deputation, whether within or outside India.

### *39. Medical Facilities for Employees.*

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

### *40. House Rent Allowance.*

Such of the employees of the Institute as are not provided with Institute's accommodation shall be entitled to House Rent Allowance at such rate as may be approved by Government of India.

### *41. Loans and Advances*

The employees of the Institute shall be entitled to all kinds of loans and advances on the same terms and conditions as are applicable to Central Government employees of corresponding status.

#### 42. *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 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 of the Institute.

## PART IV- FINANCIAL BYE-LAWS

### 43. Preparation and Sanction of Budget Estimates

- 1) The director will each year prepare detailed estimates of the receipts and expenditure of the Institute for the ensuing financial year for approval by the Governing Body.
- 2) Should it be proposed, during the course of a financial year, to finance any scheme which has not been included in the estimates for that year, the sanction of the Governing Body shall be obtained to the method proposed for financing it within the sanctioned estimates. The Director shall maintain in his office a Budget Register in which he will enter the grants received from the government of India and any money received from other sources and shall show all amounts allotted for specific purposes. The Director shall furnish annual certificate to the Auditor as to the correctness of the annual balances.
- 3) The approval of the Governing Body is necessary to all Schemes proposed to be financed from the funds of the Institute.
- 4) Subject to availability of funds, an additional grant for any approved scheme or new emergent expenditure for purposes and objects of the Institute can be sanctioned upto the following limits:

Chairman	Rs. 1,00,000.00
Director	Rs. 25,000.00

### 44. Communication of Sanctioned Budget Estimates

One copy of the finally sanctioned estimates will be supplied to the Auditor. All variations in the estimates sanctioned during the year shall be similarly communicated.

### 45. Appropriation

- 1) The funds of the Institute shall not be appropriated for expenditure on any item which has not been approved by the competent authority under these bye-laws.
- 2) 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.

#### **46. Re-Appropriation**

The Director shall have the power to re-appropriate funds from one Secondary Unit of appropriation to another within a Primary Unit. Re-appropriation from one primary Unit to another can be done by the Director only with the approval of the Standing Finance Committee.

#### **47. Expenditure Sanction**

- 1) The Director shall keep a watch over expenditure against the grants sanctioned by the Governing Body and in cases where expenditure has exceeded or is likely to exceed the sanctioned grant, take steps to provide an additional grant or make a re-appropriation from anticipated savings under other units of appropriation.
- 2) No expenditure from the funds of the Institute shall be incurred without the sanction of the competent authority.
- 3) The Director shall have full powers to sanction the details of expenditure on any item included in the budget and sanctioned by competent authority.
- 4) A sanction to incur expenditure will not become operative until there has been an appropriation of funds under these bye-laws to cover it.

#### **48. Contracts**

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

#### **49. Bank Account**

- 1) The funds of the Institute shall be lodged and transacted through a current account with the State bank of India or any Nationalised Bank. However, part of such balance in the bank as may not be required for expenditure for sometime may be kept in any interest-bearing account by investing the funds in short-term fixed deposits or by keeping in savings fund of the bank as reserve fund as per rules of the bank. As soon as the balance kept in interest-bearing account is required for expenditure, the same may be re-transferred to the current account.

- 2) All cheques on the bank account be signed and all bills, notes and other negotiable instruments be drawn, accepted and made on behalf of the Institute by the joint signatures of any two of the following officers:
  - i. Director
  - ii. Deputy Director (Admn.)
  - iii. Drawing and Disbursing Officer
- 3) All cheques, bills, notes and other negotiable instruments payable to the Institute may be endorsed on behalf of the Institute by the Drawing and Disbursing Officer.
- 4) All loans, advances or borrowings on behalf of the Institute may be negotiated by the director and approved by the Governing Body.

#### **50. Drawal of Funds and Maintenance of Accounts**

- 1) Funds shall be drawn from the bank by means of cheques in the manner laid down in the bye-laws. Cheque books will remain in the personal custody of the Director or other person, as may be authorised by the Director in this behalf.
- 2) The claims for pay and allowances and travelling allowances of officers and contingent bills will be drawn in the prescribed forms and submitted to the Drawing and Disbursing Officer. All bills will be checked and passed for payment by the Accounts Officer. The pay and allowances bills of the employees may be signed by an officer declared to be the Drawing and Disbursing Officer by the director. The contingent and travelling allowances bills will be counter-signed by the Director or any other officer authorised by the Director on his behalf before these are passed by the Accounts Officer for payment. The monthly pay and allowances bills shall be passed for payment by the Accounts Officer. Payment will be made by means of demand drafts or cheques or cash as may be decided by the Director.
- 3) The Director shall maintain regular accounts of all the money and properties in respect of the affairs of the Institute and shall prepare annual statement of accounts including the Balance Sheet in such form as may be prescribed by the Institute in consultation with the Auditor of the Institute. The Accounts Officer of the Institute will advise the Director on all matters concerning Audit and Accounts. He will be responsible to the Director for the accuracy and completeness of the Accounts of the Institute in accordance with the bye-laws of the Institute.

4) The Primary Accounts of the Institute will be maintained in the following forms:

- i. The Cash Book/Ledger
- ii. The Register of Securities
- iii. The Receipt Book
- iv. The Register of Stock of cheque books
- v. The Register of Stock of Receipt Books
- vi. The Register of Stock of non-expenditure articles
- vii. The Register of Leave and Pension Contributions
- viii. The Register of Advances, Permanent and Temporary.

#### **51. Audit**

- 1) The Accounts of the Institute 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 regards. The Auditor of the Institute 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.
- 2) 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 Governing Body and the Ministry of Health and Family Welfare, Government of India. The Auditor shall also forward a copy of the report direct to the Ministry of Health and Family Welfare.
- 3) The Accounts Officer will apply a check of the nature of pre-audit to all payments from the funds of the Institute and will maintain appropriate registers in this behalf.
- 4) All sanctions, order of delegations of competent authorities under the Rules and Regulations or these bye-laws affecting the Institute accounts shall be reduced to writing and communicated to audit.

#### **52. Exercise of Financial and Other Powers**

- 1) \* Unless otherwise provided in the Rules and Regulations and bye-laws, the Director and the Governing Body, may exercise respectively, the financial powers vested in the Head of Department and the Administrative Ministries of the Government of India under the Delegation of Financial Powers Rules, 1978, the General Financial Rules, the Fundamental Rules, the Treasury Rules etc. as amended from time to time. The Governing Body may authorise the Chairman to exercise such of its powers as may be considered expedient for the day-to-day administration of the Institute.

- 2) The Director may, subject to such restrictions as he may think fit to impose, authorise Deputy Director (Admn.) or any other Group 'A' Officer of the Institute to exercise all or any of the powers conferred upon him under these bye-laws.

### **53. Amendment of bye-Laws**

Any alternation in the bye-laws shall require the prior approval of the Government of India.

\*Amendment approved by the Governing Body of the Institute in its 8th meeting held on 28th January, 1982;

"Full powers for Stationery, printing and binding and also other expenditure of non-recurring and recurring nature upto budgetary limits and also to order sale by auction or otherwise in the interest of the Institute of in-serviceable stores and perishable articles. The powers to write off irrecoverable losses should be exercised as laid down in the Delegation of Financial Power Rules, 1978".

Appendix-I

**SCHEDULE SHOWING POSTS IN THE NATIONAL INSTITUTE OF HEALTH  
AND FAMILY WELFARE (BYE-LAW 14)**

**PART A (Group 'A')**

1	Director	(Rs. <del>2500-125/2-2750</del> ) <sup>* 17</sup>
2	Joint Director	(Rs. <del>2250-125/2-2500</del> ) <sup>*</sup>
3	Professor (Medical)	(Rs. <del>1800-100-2000-125/2-2250</del> ) <sup>*</sup>
4	Professor(Non-Medical)	(Rs. <del>1500-60-1800-100-2000</del> )
5	Deputy Director (Admn.)	(Rs. <del>1500-60-1800</del> )
6	Associate Professor(Medical)	(Rs. <del>1100-50-1500-60-1800</del> ) <sup>*</sup>
7	Associate Professor (Non-Medical)	(Rs. <del>1300-50-1700</del> )
8	Assistant Professor (Medical)	(Rs. <del>1100-50-1600-60-1800</del> ) <sup>*</sup>
9	Assistant Professor (Non-Medical)	(Rs. <del>1100-50-1600</del> )
10	Senior Documentation Officer	(Rs. <del>1100-50-1600</del> )
11	Research Officer (Medical)	(Rs. <del>700-40-900-EB-40-1100-50-1300</del> ) <sup>*</sup>
12	Research Officer (Non-Medical)	(Rs. <del>700-40-900-EB-40-1100-50-1300</del> )
13	General Duty Medical Officer Grade II Junior Scale	(Rs. <del>700-40-900-EB-40-1100-50-1300</del> ) <sup>*</sup>
	Senior Scale	(Rs. <del>1100-50-1600</del> ) <sup>*</sup>

**\*These posts carry Non-Practicing Allowance as per rates approved by the Government of India.**

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<sup>17</sup> 7<sup>th</sup> Pay Commission Scale (Annexure-XIV)



**\*\*Note: The revision of the scales of pay of faculty posts is under considerations. The pay scale of the Faculty posts will, therefore, be substituted by those approved for these categories of posts.**

14	Technical Officer Documentation	<del>(Rs.700-40-900-EB-40-1100-50-1300)</del>
15	Technical Officer (Reprography)	<del>(Rs.700-40-900-EB-40-1100-50-1300)</del>

**PART B (Group 'B')**

1	Accounts Officer	<del>(Rs.840-40-1000-EB-40-1200)</del>
2	Section Officer	<del>(Rs.650-30-740-35-810-EB-35-880-40-1000-EB-40-1200)</del>
3	Stores Officer	<del>-do-</del>
4	Health Educator	<del>-do-</del>
5	Librarian	<del>-do-</del>
6	Training Officer	<del>-do-</del>
7	Hindi Officer	<del>-do-</del>
8	Workshop and Maintenance Officer	<del>-do-</del>
9	Stenographer Grade I	<del>(Rs.650-30-740-35-880-EB-40-960)</del>
10	Technical Officer (AV)	<del>(Rs.550-25-750-EB-30-900)</del>
11	Photographer	<del>-do-</del>

12	Senior Artist	<del>do</del>
13	Sub-Editor	<del>do</del>
14	Senior Technical Assistant	<del>do</del>
15	Assistant Research Officer	<del>do</del> *

**\*Revision in pay scale of the post of Assistant Research Officer as approved by the Governing body of the Institute in its meeting held on 28<sup>th</sup> January, 1982 and made effective from 28<sup>th</sup> January, 1982:**

**"Rs. 650-30-750-35-810-EB-35-880-40-1000-EB-40-1200".**

16	Cameraman (Microfilming)	<del>do</del>
17	Silk Screen Technician	<del>do</del>
18	Senior Public Health Nurse	<del>do</del>
19	Accountant	<del>(Rs.500-20-700-EB-25-900)</del>

**PART C (Group 'C')**

1	Assistant	<del>(Rs.425-15-500-EB-15-560-20-700-EB-25-800)</del>
2	Stenographer Grade II	<del>do</del>
3	Purchase Assistant	<del>do</del>
4	Senior Draftsman	<del>(Rs.550-20-650-25-750)</del>

5	Research Assistant	<del>(Rs.425-15-500-EB-15-560-20-700)</del>
6	Senior Machine Operator	<del>-do-</del>
7	Public Health Nurse	<del>(Rs.455-15-560-EB-20-700)</del>
8	Offset Press Operator	<del>(Rs.425-15-500-EB-15-560-20-700)</del>
9	Cameraman-cum-Platemaker	<del>-do-</del>
10	IBM Typewriter Operator	<del>-do-</del>
11	Technical Assistant (Production)	<del>-do-</del>
12	Technical Assistant (AV)	<del>-do-</del>
13	Transport Supervisor	<del>-do-</del>
14	Assistant Librarian	<del>-do-</del>
15	Junior Hindi Translator	<del>-do-</del>
16	Electrical Supervisor	<del>-do-</del>
17	Theatre Sister	<del>(Rs.425-15-560-EB-20-640)</del>
18	Selection Grade Clerk	<del>-do-</del>
19	Store-Keeper	<del>(Rs.380-12-440-EB-15-560-EB-20-640)</del>
20	Caretaker	<del>-do-</del>

21	Hostel Warden	<del>(Rs.380-12-440-EB-15-560-EB-20-640)</del> (Inclusive of messing allowance)
22	Wireman-cum-Mechanic (Electrician)	<del>(Rs.380-12-500-EB-15-560)</del>
23	Mechanic	<del>-do-</del>
24	Laboratory Technician	<del>-do-</del>
25	Computer	<del>(Rs.330-10-380-EB-12-500-EB-15-560)</del>
26	Machine Operator	<del>-do-</del>
27	Key-Punch Operator	<del>-do-</del>
28	Lady Health Visitor	<del>-do-</del>
29	Draftsman	<del>-do-</del>
30	Graining Machine Operator-cum-Plate maker	<del>-do-</del>
31	Xerox Operator	<del>-do-</del>
32	Projectionist	<del>-do*</del>
33	Upper Division Clerk	<del>-do-</del>

**\*Revision in pay scale of the post of Projectionist as approved by the Governing body of the Institute in its meeting held on 27th June, 1981 and made effective from 27th June, 1981:**

**"Rs. 425-15-530-EB-15-560-20-600".**

34	Upper Division Clerk-cum-Cashier	<del>(Rs.330-10-380-EB-12-500-EB-15-560 + Special pay)</del>
35	Stenographer Grade III	<del>(Rs.330-10-380-EB-12-500-EB-15-560)</del>
36	Receptionist	<del>-do-</del>
37	Junior Artist	<del>(Rs.330-8-370-10-400-EB-10-480)</del>
38	Proof Reader	<del>-do-</del>
39	Field Worker	<del>-do-</del>
40	Lower Division Clerk	<del>(Rs.260-6-290-EB-6-326-8-366-EB-8-390-10-400)</del>
41	Hindi Typist	<del>-do-</del>
42	Assistant Store-Keeper	<del>-do-</del>
43	Assistant Projectionist	<del>-do-</del>
44	Addressograph Operator	<del>-do-</del>
45	Feeder	<del>(Rs.260-6-326-EB-8-350)</del>
46	Copy Holder	<del>-do-</del>
47	Library Attendant	<del>-do-</del>
48	Senior Gestetner Operator	<del>-do-</del>
49	Driver	<del>-do-</del>

50 Carpenter ~~-do-~~

51 Plumber ~~-do-~~

---

**PART D (Group 'D')**

1 Book Binder (Rs.210-4-250 EB-5-270)

2 Inkman ~~-do-~~

3 Field Attendant (Rs.210-4-250 EB-5-270)

4 Clinic Attendant/Female Attendant ~~-do-~~

5 Junior Gestetner Operator ~~-do-~~

6 Library Attendant (Junior) ~~-do-~~

7 Drafter (Rs.200-3-206-4-234 EB-4-250)

8 Packer ~~-do-~~

9 Cleaner ~~-do-~~

10 Cook ~~-do-~~

11 Assistant Cook (Rs.196-3-220 EB-3-232)

12 Assistant Cook-cum-Bearer ~~-do-~~

13	Bearer	<del>-do-</del>
14	Room Attendant	<del>-do-</del>
15	Masalchi	<del>-do-</del>
16	Peon	<del>-do-</del>
17	Farash	<del>-do-</del>
18	Chowkidar	<del>-do-</del>
19	Sweeper	<del>-do-</del>
20	Mali	<del>-do-</del>
21	Animal Attendant	<del>-do-</del>
22	Processing Attendant	<del>-do-</del>
23	Helper Offset	<del>-do-</del>

**\*\*Revision in pay scales of faculty posts as approved by the Government Body in its meeting held on 21st October, 1981 and made effective from 21st October, 1981:**

1	Professor (Medical)	<del>(Rs.1500-60-1800-100-2000-125/2-2500 + NPA Rs.500/-)</del>
2	Professor (Non-Medical)	<del>(Rs.1500-60-1800-100-2000-125/2-2500)</del>
3	Associate Professor (Medical)	<del>(Rs.1200-50-1300-60-1900+NPA Rs.400/-)</del>

- |   |                                   |   |
|---|-----------------------------------|---|
| 4 | Associate Professor (Non-Medical) | <del>(Rs.1200-50-1300-60-1900)</del>                  |
| 5 | Assistant Professor (Medical)     | <del>(Rs.1100-50-1500-60-1800+</del><br>NPA Rs.300/-) |
| 6 | Assistant Professor (Non-Medical) | <del>(Rs.1100-50-1500-60-1800)</del>                  |



## Appendix-II

**BYE -LAW 30**

Settlement of pensionary terms in respect of the Government employees as transferred to the Central Family Planning Institute consequent on its conversion from a Government Office into an autonomous body.

- 1) Permanent Government servant so transferred were given the option to either retain the pensionary benefits available to them under the Government rules or be governed by the rules of the Institute. Those who exercised the option for retaining pensionary benefits under Government rules, will continue to be entitled to the benefit of the liberalisations in pension rules introduced on Government side subsequent to their transfer.

This option will also be available to quasi permanent and temporary employees when they are confirmed in the Institute.

- 2) (i) Where a Government servant has opted/opts to retain the service conditions as under Government which provide for pensionary benefits and the Institute has no pension scheme on their side Government would undertake to pay them pension but will recover the capitalised value (commuted value of pension plus the proportionate death-cum-retirement gratuity) of Institute's share of pension from the body on retirement of the individual concerned determined on the basis of service rendered with the Institute.  
  
(ii) In the event of death on an optee of Central Government rules while in service of the Institute, family pension/death-cum-retirement gratuity to the family of the deceased will be admissible under Central Government rules and liability thereof apportioned as in clause (i) above.
- 3) In cases where the Government servant transferred to the Institute has elected/elects to be governed by the rules of the Institute and the rules of the Institute provide for Contributory Provident Fund benefits, an amount equal to what Government would have contributed had the employee been on Contributory Provident Fund terms under Government, together with simple interest thereon at two per cent, for the period of his service under Government may be credited to his Contributory Provident Fund account by the Government with the Institute as an opening balance on the date of his confirmation and

Government's liability in respect of his service under them treated as extinguished by this payment.

Provided that this concession may not be claimed as a matter of right but may be sanctioned at the discretion of the Government in individual cases where it is merited.

- 4) In cases where the government servants transferred to the Institute have elected/elect to be governed by the rules of the Institute and the rules of the Institute provide for pension, the pensions on retirement from the Institute would be payable to them by the Institute. The pensionary liability will, however, be allocated between Government and the Institute on service share basis. The Government will liquidate its share by paying the capitalized value of their share of pension to the Institute.



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F.No.F. 20013/10/2020-Acad  
**THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE**  
**BABA GANGNATH MARG, MUNIRKA, NEW DELHI-110067.**  
 (Academic Section)

Dated: 1st June, 2021

**REVISED CIRCULAR**

**Subject: Revision of Honorarium for External Resource Person for Teaching Activities, Part-Time Faculty/Consultants and Experts attending various Committees Meetings/Examinership, etc.**

With the approval of Secretary (H&FW) in his capacity as Chairman of the Standing Finance Committee of the NIHFV in its meeting held on 14<sup>th</sup> August, 2020 and ratified in 40<sup>th</sup> Governing Body Meeting held on 18.02.2021 regarding Revision of Honorarium for External Resource Person for Teaching Activities and Experts attending various Committees Meetings/Examinership, etc. The following are approved:

- i) The SFC approved the increase of remuneration for Part Time Visiting Faculty/Consultants from Rs.2500-3000 to Rs.3000-5000 per day as per the qualification and experience to be decided by the Director on the recommendation of ad-doc Selection Committee.
- ii) The SFC approved the increase of existing honorarium from Rs.1000/- to Rs.3000/- per session for external resource person for Training Programme at the NIHFV. **No honorarium for faculty of the Institute for externally funded training courses.**
- iii) The SFC approved the revision of honorarium to members attending various committees like Governing Body, SFC, PAC etc. from Rs.2000/- to Rs.4000/- per day as sitting fee/Honorarium besides reimbursement TA, Conveyance, Boarding and lodging as per GOI rules.
- iv) The SFC approved revision of honorarium to experts attending Selection Committee/Department Promotion Committee, Technical Advisory Committee, Institutional Review Board, externals examiners for conducting viva vice examination etc. from Rs.1500/- to Rs.3000/- per meeting/day besides reimbursement of TA/Conveyance, Boarding and Lodging as per GOI rules.

This issues with the approval of the Director.

(Dr. J.P. Shivdasani)  
 Acting Deputy Director (Admn.)

**Copy to:-**

1. All HODs/Sectional Heads.
2. Section Officer (Accounts), NIHFV
3. Incharge, (Project Cell)
4. Computer Centre
5. Senior Documentation Officer
6. PA to Director
7. Dean of Studies
8. PA to Acting Deputy Director (Admn.)

Speed Post/E-mail

No. A.11034/21/2020-Trg.  
Government of India  
Ministry of Health & Family Welfare  
(Training Division)

Nirman Bhawan, New Delhi  
Dated: 1st April, 2021

To

The Director,  
National Institute of Health and Family Welfare,  
Baba Gang Nath Marg, New Mehrauli Road,  
Munirka, New Delhi-110067.

Subject: Minutes of the 40<sup>th</sup> meeting of the Governing Body of NIHF  
held on 18<sup>th</sup> February, 2021 - Regarding.

Sir,

I am directed to refer to NIHF's E-mail dated 23<sup>rd</sup> March, 2021 on the subject cited above and to convey the approval of Hon'ble Minister of Health & Family Welfare, in his capacity as the Chairman of the Governing Body (GB) of NIHF, to the Minutes of the 40<sup>th</sup> meeting of the Governing Body of NIHF held on 18<sup>th</sup> February, 2021.

2. You are requested to circulate a copy of the approved minutes of the 40<sup>th</sup> GB meeting (**copy enclosed**) to all the members of the GB and also to take suitable action on the direction/decision of the GB.

Yours faithfully,

Signed by Kumar Pranav  
Date: 01-04-2021 13:08:24  
Reason: Approved  
(Kumar Pranav)

Under Secretary to the Govt. of India

## The National Institute of Health and Family Welfare

Minutes of the 40th Governing Body meeting of the National Institute of Health and Family Welfare (NIHFW) held on **18.02.2021 at 11.30 A.M.** in the MOHFW, Nirman Bhawan, New Delhi under the Chairmanship of Dr. Harsh Vardhan, Hon'ble Minister for Health & Family Welfare being Chairman of the Governing Body of NIHFW.

The following were present:

- |   |             |
|---|-------------|
| 1. Dr. Harsh Vardhan,<br>Hon'ble Union Minister of H&FW<br>New Delhi.   | Chairperson |
| 2. Dr. Balram Bhargava,<br>Secretary, Deptt. Health & Research and<br>DG, ICMR<br>New Delhi.                                      | Member      |
| 3. Dr. Sunil Kumar,<br>Director General Health Services,<br>MOHFW, New Delhi.   | Member      |
| 4. Prof. Randeep Guleria,<br>Director, AIIMS, New Delhi.<br>(Present Online)  | Member      |
| 5. Dr. Nipun Vinayak,<br>Joint Secretary (Trg.),<br>MOHFW, New Delhi.   | Member      |
| 6. Ms. Vandana Jain,<br>Joint Secretary<br>(Representative of AS & FA)<br>MOHFW, New Delhi.                                       | Member      |
| 7. Prof. Saudan Singh,<br>Chairperson, PAC of NIHFW and<br>Dean, North DMC Medical College &<br>Hindu Rao Hospital,<br>New Delhi. | Member      |
| 8. Dr. K.S. James,<br>Director, IIPS, Mumbai<br>(Present online)  | Member      |
| 9. Dr. Dileep Mavalankar,<br>Director, Indian Institute of Public Health<br>Gandhinagar, Gujarat.                                 | Member      |

- |     |  |                  |
|-----|--|------------------|
| 10. | Dr. Nikhil Tandon,<br>Professor & Head<br>Department of Endocrinology<br>AIIMS, New Delhi                            | Member           |
| 11. | Prof. Shally Awasthi,<br>Head, Deptt. of Pediatrics<br>King George Medical University, Lucknow.<br>(Present online)  | Member           |
| 12. | Dr. Rajesh Kumar,<br>Ex-Dean, PGIMER, Chandigarh.  | Member           |
| 13. | Dr. B.S. Garg,<br>Ex-Dean<br>Wardha Medical College, Wardha.   | Member           |
| 14. | Dr. Madan Gopal<br>[Representative of<br>Additional Secretary (Health, Nutrition & WCD)]<br>NITI Aayog<br>New Delhi. | Member           |
| 15. | Dr. Sanjiv Kumar,<br>Chairperson, Indian Academy of Public Health<br>M-15, South Extension-II, New Delhi.            | Member           |
| 16. | Dr. Alok Mukhopadhyay,<br>Executive Director,<br>Voluntary Health Association of India (VHAI)<br>New Delhi.          | Member           |
| 17. | Prof. Harshad Thakur,<br>Director,<br>NIHFW, New Delhi.  | Member-Secretary |

Following members could not attend the meeting due to urgent official commitments:

Shri Rajesh Bhushan, Secretary (Health & Family Welfare), MoHFW; Dr. Dharmendra Singh Gangwar, Addition Secretary & Financial Advisor, MoHFW; Dr. Manohar Agnani, Additional Secretary, MOHFW (Special invitee); and Mrs. Arti Ahuja, Additional Secretary (Health), MoHFW.

Others present were:

Prof. V K Tiwari, Dean of Studies, NIHFW; Prof Mihir Kumar Mallick, Acting Dy. Director (Admn.), NIHFW; Dr J P Shivdasani, Research Officer, NIHFW; Mr. Kumar Pranav, Under Secretary, MoHFW.

At the outset, with the permission of the Chair, Professor Harshad Thakur, Director, NIHFW welcomed the Chairperson and Members of the Governing Body. The meeting started with a round of self-introduction.

18818/2024/D/o P & Dr. Madan Gopal from NITI Ayog cautioned that NIHFW has certain limitation in the competency and should undertake the work which can be completed successfully.

Finally, the GB was of the view that instead of taking so many short-term, mid-term and long-term objectives it is advisable to focus on 7-8 major areas on which NIHFW can work in detail. The Chairperson advised that out of the 7-8 areas each area may be delegated to respective faculty members of the Institute so that they can work on it and submit their detailed plans to achieve those objectives. The Chairperson also stated that the eminent persons in the respective fields may be invited to help in identifying the 7-8 major objectives/areas and also work on those objectives. 5-6 objectives/areas which were suggested by the Members are (i) Orientation of civil servants regarding the health emerging needs (ii) Training and monitoring of Health and Welfare Centres in the country (iii) Evidence based research for the policy changes (iii) Research integrated with MoHFW Programmes (iv) Adoption of Field Practice and Demonstration Area (FPDA) by NIHFW (v) Plan of re-structuring of NIHFW as per the current needs etc. Also, the GB mentioned that all the Members may give their suggestions on the vision document within a month and the same can be examined/incorporated in the Vision document appropriately.

The Governing Body approved the revised/updated Vision Document of NIHFW.

**Agenda No. 5:- Ratification of the Minutes of the Standing Finance Committee (SFC) (52<sup>nd</sup> to 62<sup>nd</sup>) held during 2012 to 2020.**

The Governing Body ratified the recommendations of the meetings of the Standing Finance Committee held on:-

1. 52nd SFC; 4th July, 2012
2. 53rd SFC; 23rd September, 2013
3. 54th SFC; 21st April, 2014
4. 55th SFC; 24th March, 2015
5. 56th SFC; 29th May, 2015
6. 57th SFC; 02nd December, 2015
7. 58th SFC; 28th June, 2016
8. 59th SFC; 04th August, 2017
9. 60th SFC; 21st June, 2018
10. 61st SFC; 16th July, 2019 and
11. 62nd SFC; 14th August, 2020

**Agenda No. 6:- Ratification of the Minutes of the Programme Advisory Committee (PAC) along with Review Meetings (30<sup>th</sup> to 37<sup>th</sup>) held during 2013 to 2020.**

The Governing Body ratified the recommendations of the meetings of the Programme Advisory Committee (PAC) held on:-

1. 30th PAC; 14-15th February, 2013 and mid-term review meeting; 22nd October, 2013,
2. 31<sup>st</sup> PAC; 20th February, 2014.
3. 32<sup>nd</sup> PAC; 27th & 28th Feb., 2015 and mid-term review meeting; 22nd Sept., 2015,
4. 33<sup>rd</sup> PAC; 16th March, 2016 and mid-term review meeting; 23rd Nov., 2016,
5. 34<sup>th</sup> PAC; 13th April, 2017,
6. 35<sup>th</sup> PAC; 28th March, 2018,
7. 36th PAC; 15th & 16th April, 2019 and mid-term review meeting; 25th Nov., 2019,
8. 37<sup>th</sup> PAC meeting (By Circulation) 25<sup>th</sup> June, 2020 and
9. Minutes of the Mid-term review meetings; 25 November 2020 and December 11<sup>th</sup>, 2020.

AGENDA ITEM NO.7RE-CONSTITUTION OF THE ESTATE COMMITTEE OF NIHFV

Bye-law 8 of the NIHFV constituting or Bye-law provides for an Estate Committee for the purpose of considering additions and alterations to buildings relating to the Institute. The composition of the Committee is as under :-

- |    |   |          |
|----|---|----------|
| 1. | Joint Secretary(Family Welfare)<br>Ministry of Health and F.W.                        | Chairman |
| 2. | Integrated Financial Adviser<br>Ministry of Health & Family<br>Welfare or his nominee | Member   |
| 3. | Senior Architect<br>Director General of Health Services                               | Member   |
| 4. | Director, NIHFV   | Convener |

Minor works not exceeding Rs.25,000/- in each case may be undertaken by the Director without reference to the Estate Committee.

1. The composition of the Estate Committee is proposed to be revised as under:-

- |    |  |          |
|----|--|----------|
| 1) | Director NIHFV   | Chairman |
| 2) | Integrated Financial Adviser<br>Ministry of Health and Family<br>Welfare or his representative     | Member   |
| 3) | Joint Secretary in the Department<br>of Family Welfare dealing with NIHFV<br>or his representative | Member   |
| 4) | Senior Architect, DGHS or<br>his representative  | Member   |
| 5) | Dy. Director (Admn.)<br>NIHFV  | Convener |

2. The expenditure limit of Rs.25,000/- is too low even for minor works since the cost of material and labour has increased considerably. It is therefore necessary to increase the limit to Rs. 1.5 lakh in each case.

*[Handwritten Signature]*



File No.A-11034/14/2020-Trg

Speed Post/E-mail

No. A-11034/14/2020-Trg.  
Government of India  
Ministry of Health and Family Welfare  
(Training Division)

Nirman Bhawan, New Delhi-11

Dated: 2<sup>nd</sup> September, 2019

To

The Director,  
National Institute of Health and Family Welfare,  
Baba Gang Nath Marg, New Mehrauli Road,  
Munirka, New Delhi-110067

Sub: Minutes of the 62<sup>nd</sup> meeting of the Standing Finance Committee (SFC) of NIHFW held on 14.08.2020 in the Ministry of Health & Family Welfare.

Sir,

I am directed to refer to the subject cited above and to convey the approval of Secretary (HFW) in her capacity as the Chairperson of the SFC of NIHFW to the Minutes of the 61<sup>st</sup> meeting of the SFC of the Institute held on 14.08.2020 under the Chairpersonship of Secretary (HFW).

2. You are requested to circulate a copy of the approved minutes of the 62<sup>nd</sup> SFC Meeting (copy enclosed) to all the members of the SFC.

Yours faithfully,

Encl: As stated above

Sd/-  
(Kumar Pranav)  
Under Secretary to the Government of India  
Tele:011-23061881

cost-implications.

62 SFC

Agenda Item No.7 : Revision of Honorarium for External Resource Persons for Teaching Activities and Experts attending various Committees Meetings/Examinership, etc.

7.1 The NIHFWS proposed revision of guidelines for payment of honorarium to part-time faculty/consultants and to experts attending various meetings and exams (as per details in Agenda Item no. 7)

7.2 The SFC deliberated upon the issue and decided that extra honorarium need not be given to internal faculty since it is part of their duties.

7.3. For external experts, the following was approved.

7.4 The SFC approved the increase of remuneration for Part Time Visiting Faculty/ Consultants from Rs.2500-3000 to Rs.3000-5000 per day as per the qualification and experience to be decided by the Director on the recommendation of ad-hoc Selection Committee.

7.5 The SFC approved the increase of existing honorarium from Rs.1000 to Rs.3000 per session for external resource person for Training Programme at the NIHFWS. The SFC, as mentioned in para 7.2 above, did not agree for honorarium to faculty of the Institute for externally funded training courses.

7.6 The SFC approved the revision of honorarium to members attending various committees like Governing Body, SFC, PAC etc. from Rs.2000 to Rs.4000 per day as sitting fee/ honorarium besides reimbursement TA, Conveyance, Boarding and lodging as per GOI rules.

7.7 The SFC approved revision of honorarium to experts attending Selection Committee/Departmental Promotion Committee, Technical Advisory Committee, Institutional Review Board, externals Examiners for conducted viva vice examination etc. from Rs.1500 to Rs.3000. per meeting/ day besides reimbursement of TA/ Conveyance, Boarding and Lodging as per GOI rules.

Agenda Item No. 8 : Starting of New International Hostel and Operationalization of Hospitality Services at NIHFWS Facilities through Outsourcing.

8.1 The NIHFWS proposed to outsource housekeeping and other facilities in the new international hostel to a professional agency. It was also proposed that based on the experience, the old hostel and guest house operations could also be outsourced.

## Annexure-II

NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Minutes of the Twenty Second meeting of the Governing Body of the NIHFV held on the 5th November, 1990 at 3.00 PM in the Committee Room (1st Floor), Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi under the Chairmanship of Vice-Chairman of the Governing Body of NIHFV (Secretary, Family Welfare, Ministry of Health & Family Welfare, New Delhi).

The following were present :

- |    |  |                  |
|----|--|------------------|
| 1. | Shri J.C. Jetli,<br>Secretary, Deptt. of Family Welfare,<br>Ministry of Health & Family Welfare,<br>Nirman Bhavan,<br>New Delhi. | Vice-Chairman    |
| 2. | Shri M.S. Dayal,<br>Additional Secretary (Health)<br>Ministry of Health & Family Welfare<br>Nirman Bhavan<br>New Delhi.          | Member           |
| 3. | Shri S.B. Mishra<br>Joint Secretary (SB)<br>Ministry of Health & Family Welfare<br>Nirman Bhavan<br>New Delhi.                   | Member           |
| 4. | Prof. A.S. Paintal<br>Director General<br>ICMR, New Delhi.   | Member           |
| 5. | Prof. S.K. Kacker<br>Director<br>AIIMS, New Delhi.   | Member           |
| 6. | Dr. J.S. Yadava<br>Director<br>Indian Institute of Mass Communication<br>New Delhi.  | Member           |
| 7. | Prof. Yogendra Singh<br>Dean<br>School of Social Sciences<br>JNU, New Delhi.   | Member           |
| 8. | Dr. S. Sriramachari<br>Sr. Scientist, INSA<br>Institute of Pathology<br>Safdarjung Hospital<br>New Delhi.                        | Member           |
| 9. | Prof. J.P. Gupta<br>Director<br>NIHFV, New Delhi.  | Member-Secretary |

Shri Rasheed Masood, Minister of State, Ministry of Health & Family Welfare, Dr. G.K. Vishwakarma, DGHS, Shri M.P. Gupta, Joint Secretary (FA), Ministry of Health & Family Welfare, Dr. K. Srinivasan, Director, IIPS, Bombay, Dr. (Mrs.) M.R. Chandrakapure,

AGENDA ITEM NO. 6

TO APPROVE THE PROPOSAL FOR RE-CONSTITUTION OF ETHICS COMMITTEE OF N.I.H.F.W.

The Governing Body authorised the Vice-Chairman to approve the re-constitution of Ethics Committee of NIHF on the pattern of ICMR where a retired judge is either a member or the Chairman of the Committee.

AGENDA ITEM NO. 7

RE-CONSTITUTION OF THE ESTATE COMMITTEE OF N.I.H.F.W.

Governing Body approved that the proposal of amendments in Bye Law 8 for the re-constitution of the Estate Committee of NIHF. The existing limit on expenditure by Director on minor works was raised from Rs.25,000/- to Rs.1.00 lakhs in each case.

AGENDA ITEM NO. 8

TO APPROVE THE DRAFT ANNUAL REPORT AND ANNUAL ACCOUNTS OF THE N.I.H.F.W. FOR THE YEAR 1989-90.

The Governing Body approved the Annual Report of the NIHF for the year 1989-90. It also noted the fact that the Annual Accounts of the Institute for the year 1989-90, are being audited by the Directorate of Audit, Central Revenues, New Delhi. The Governing Body desired that the annual accounts alongwith the audit report should be sent to the Ministry well in time so as to enable them to place it on the table of the Parliament after obtaining approval of the Chairman of the Governing Body. The Governing Body also desired that the audit paras outstanding on the accounts of the Institute should be looked into expeditiously and matter reported to the Governing Body after the present audit.

AGENDA ITEM NO. 9

CONSTITUTION OF PANEL OF EMINENT SCIENTIST/PERSONALITY FOR THE ORATION OF THE ANNUAL DAY CELEBRATION OF THE N.I.H.F.W.

The Governing Body authorised the Vice-Chairman of the Governing Body to approve the panel of Eminent Scientist/personality for the oration of the Annual Day celebration of the NIHF, on behalf of the Governing Body.

AGENDA ITEM NO. 10

ENHANCEMENT OF PROVISION OF FUNDS FOR HOUSE BUILDING ADVANCE

The Governing Body approved the proposal for enhancement of provision of funds for House Building Advance from existing Rs.70,000/- to Rs. 5,00,000/- per year from the financial year 1991-92 and asked the Director to take up the matter with the Ministry. Governing body also decided that the refund of the advances sanctioned out of this amount of Rs.5.00 lakhs and interest thereon may be credited to a House Building Fund of the Institute, so that it may grow in due course of time and enable more beneficiaries to be covered.

Director, Health Services, Maharashtra, Bombay, Dr. Harcharan Singh, Ex-Adviser (Health), Planning Commission, New Delhi and Dr. (Mrs.) Banoo J. Coyaji, Chairperson, KEM Hospital, Pune could not attend the meeting.

Also present :

1. Shri Shekhar Reddy,  
Deputy Secretary (IF),  
Ministry of Health and F.W.
2. Shri Hasib Ahmed  
Deputy Director (Admn.)  
NIHFW.
3. Shri R.K. Verma  
S.O. (Admn.)  
NIHFW.
4. Shri Charan Singh  
S.O. (PAC)  
NIHFW.

AGENDA ITEM NO. 1

(a) TO RECORD APPRECIATION OF THE SERVICES OF OUT GOING MEMBERS OF THE GOVERNING BODY.

(b) TO WELCOME THE NEW MEMBERS OF THE GOVERNING BODY.

(a) The Governing Body placed on record the appreciation of the services and guidance provided by Shri Rafique Alam, former Minister of State of Health and Family Welfare, Shri Nilamani Routray, Former Union Minister of Health & Family Welfare, Ms. Mira Seth, former Secretary (FW), Ministry of Health & Family Welfare and Dr. T.N. Krishnan, Director, Centre for Development Studies, Trivandrum and Dr. (Ms.) Sneh Bhargava, Director, AIIMS, New Delhi, Chairman, Vice-Chairman and Members respectively of the Governing Body of the Institute.

(b) The Governing Body welcomed Shri Rasheed Masood, Minister of State for Health & Family Welfare, Shri J.C. Jetli, Secretary (FW), Ministry of Health and Family Welfare, Dr. J.S. Yadava, Prof. Yogendra Singh and Prof. S.K. Kacker, in their capacity as Chairman, Vice-Chairman and Members respectively of the Governing Body of the Institute.

AGENDA ITEM NO. 2

CONFIRMATION OF THE MINUTES OF THE LAST MEETING OF THE GOVERNING BODY OF N.I.H.F.W. HELD ON 11TH OCTOBER, 1989

The minutes of the Twenty First meeting of the Governing Body of the NIHFW held on 11th October, 1989 were confirmed.

AGENDA ITEM NO. 11

CREATION OF ONE POST OF PROGRAMME COORDINATION AND MONITORING OFFICER (PCMO) IN THE N.I.H.F.W.

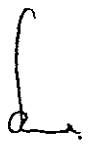
The Governing Body approved the proposal for creation of one post of Programme Coordinator and Monitoring Officer (PCMO), in principle in place of Joint Director on the Non-Plan side alongwith the qualification & experience and method of recruitment as Direct recruitment subject to the approval of the Govt. of India.

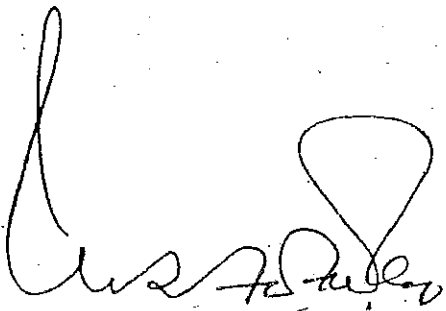
AGENDA ITEM NO. 12

AMENDMENT IN THE RECRUITMENT RULES FOR THE NON-MEDICAL POSTS OF LECTURERS IN N.I.H.F.W.

Governing Body approved the proposal of amendment in the Recruitment Rules for the non-medical posts of Lecturers, keeping in view the applicability of UGC pay scales for faculty posts in NIHFV as per requirements of UGC Guidelines issued by Ministry of Human Resource Development vide their letter No.F.1-21/87-VI dated 22nd July, 1988.

The meeting ended with a vote of thanks to the Chair.

  
Member Secretary

  
Chairman

By Hand  
FAX  
Annexure-III

File No.A-45011/14/11-Stats-II  
Government of India  
Ministry of Health and Family Welfare  
Email: statstwo-mohfw@nic.in, ☎/FAX: 011-23061848

424, 'C' Wing, Nirman Bhawan,  
New Delhi-110011, dated 12.05.14

To

The Director,  
National Institute of Health and Family Welfare,  
Baba Gang Nath Marg, New Mehrauli Road,  
Munirka, New Delhi-110067

Subject: 54<sup>th</sup> meeting of Standing Finance Committee of NIHFV.

Sir,

I am directed to refer to your UO No.F.20013/1/2014-Acad. dated 24.04.14 on the above mentioned subject and to return the duly approved Minutes of the 54<sup>th</sup> meeting of the Standing Finance Committee held on 21.04.14 at 12.00 noon under the Chairmanship of Secretary (H&FW) for further necessary action at your end.

Yours faithfully,



(Soma Sanyal)

Under Secretary to the Government of India

☎: 23061203

**AGENDA ITEM NO.7****Funding of 'Policy Unit' BY the regular budget of the institute.**

The SFC did not approve the proposal and decided to close the unit. However, SFC advised that NIHFW should take up the responsibility of this unit through its own human resources and also review and relook at the work done by the Policy Unit for further Health Policy related activities. The funding through the outside agency may also be explored.

**AGENDA ITEM NO.8**

**Establishment of National Cold Chain and Vaccine Management Resource Centre (NCCVMRC) at NIHFW.**

The SFC approved the proposal.

**AGENDA ITEM NO.9**

**Change in the grade pay of Research Officers in NIHFW from Rs.5400/- to Rs.6000/- in the pay band 3 (Rs.15600-39100+6000/-).**

The SFC did not approve the proposal.

**AGENDA ITEM NO.10**

**Approval of Estimated Expenditure of the institute budget (for the year 2014-15) under the head "Land & Building" for the work of development, modification and renovation.**

The SFC approved the proposal.

**AGENDA ITEM NO.11**

**To delegate adequate financial powers to Director as per GFR.**

The SFC approved the proposal.

*[Handwritten signature]*  
12/5/14



**AGENDA ITEM NO.11****TO DELEGATE ADEQUATE FINANCIAL POWERS TO DIRECTOR AS PER GFR**

In its last SFC meeting held on 23-09-2013 (Annexure-1) it was discussed by the Chairperson and the members of Committee to delegate adequate Financial Powers to Director as per GFR to execute works. The GFR Rule 123 to 134 under this chapter "Works" gives the details for the same (Annexure-IX).

Therefore to expedite the Maintenance/Repair works, the Director may be delegated Financial Powers as per GFR for the smooth functioning of the Institute.

**The SFC is requested to kindly consider and approve the above proposal.**

By Hand**Annexure-IV**

File No.A-45011/14/11-Stats-II

GOVERNMENT OF INDIA

Ministry of Health and Family Welfare

Email: statstwo-mohfw@nic.in, ☎/ FAX: 011-23061848

424, 'C Wing, Nirman Bhawan,  
New Delhi, dated 07.10.2013

To

The Director,  
National Institute of Health and Family Welfare,  
Baba Gang Nath Marg, New Mehrauli Road,  
Munirka, New Delhi 110067Subject: Draft minutes of the 53<sup>th</sup> meeting of the Standing Finance  
Committee of NIHFV held on 23<sup>rd</sup> September, 2013.

Sir,

I am directed to refer to NIHFV's U.O. No.D.20011/1/2013-  
Acad., dated 23.09.2013 on the above mentioned subject and to  
forward <sup>the</sup> minutes of the above SFC meeting duly approved by  
Secretary (MoHFW).

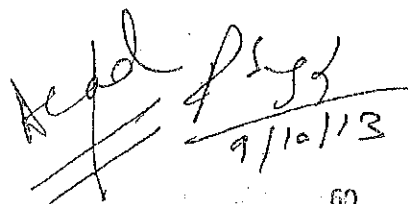
Yours faithfully,



(Soma Sanyal)

Under secretary to the Government of India

Ph. 23061203



Mr. Phool Singh

3206134-670  
9/10/13

**Agenda item No.10**

**Approval of the works of development, modification & renovation.**

The SFC approved the proposal in Principle. On perusal of the Annexure VII it was not clear, how many works are carried over & how many are fresh. Director was asked to furnish complete information.

**Agenda item No.11**

**Approval of Rules for Allotment of Staff Quarters in NIHFW**

The SFC approved the proposal.

**Agenda item No.12**

**Approval of revision of charges for the use of Hostel/Guest House.**

The SFC approved the proposal.

**Agenda item No.13**

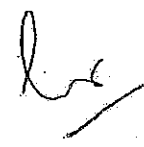
**Approval of guidelines for Institute's Financial Support to Research Officers for attending the scientific conferences/congresses held abroad**

The SFC approved the proposal.

**Agenda item No.14**

**Approval for entitlement of DA/Per-Diem/Honorarium during evaluation studies/extra-mural training etc. with the country**

The SFC advised the Institute to follow the rates as approved by the Government, applicable to the stay, local travel and food of the officers, proceeding on tour, in connection with the regular activities of the Institute.



AGENDA ITEM NO.11.**APPROVAL OF RULES FOR ALLOTMENT OF STAFF QUARTERS IN NIHFW.**

Bye law 42 of the Institute states that in respect of matters not provided for in the bye-laws, the rules as applicable to Central Government servants regarding general conditions of service etc. shall apply mutatis-mutandis to the employees of the Institute. The institute followed the supplementary rules of the Government of India and the orders issued by the Directorate of Estates in the matter of allotment of staff quarters until the SFC approved separate Allotment Rules for NIHFW staff quarters, in its meeting held on 27.10.1989. It is seen that while the allotment rules of the Government of India have changed from time to time, keeping in view the changing circumstances, the Allotment Rules of NIHFW have remained unchanged. Many provisions in NIHFW's Allotment Rules are less favorable for the employees. For example, while the Supplementary Rules allow retention of Staff quarters for two years in case of the death of an allottee, the Allotment Rules of NIHFW allow retention of Staff quarters for a period of six months only, in such a case. Moreover the Allotment Rules of NIHFW are incomplete and ambiguous. It is therefore proposed that the Institute may be allowed to follow mutatis mutandis the Supplementary Rules and the orders etc. issued by Directorate of Estates in the matter of allotment of staff quarters.

The SFC is requested to kindly consider and approve the above proposal.

Speed Post/E-mail

No. A.11034/21/2020-Trg.  
Government of India  
Ministry of Health & Family Welfare  
(Training Division)

Nirman Bhawan, New Delhi  
Dated: 1st April, 2021

To

The Director,  
National Institute of Health and Family Welfare,  
Baba Gang Nath Marg, New Mehrauli Road,  
Munirka, New Delhi-110067.

Subject: Minutes of the 40<sup>th</sup> meeting of the Governing Body of NIHF  
held on 18<sup>th</sup> February, 2021 - Regarding.

Sir,

I am directed to refer to NIHF's E-mail dated 23<sup>rd</sup> March, 2021 on the subject cited above and to convey the approval of Hon'ble Minister of Health & Family Welfare, in his capacity as the Chairman of the Governing Body (GB) of NIHF, to the Minutes of the 40<sup>th</sup> meeting of the Governing Body of NIHF held on 18<sup>th</sup> February, 2021.

2. You are requested to circulate a copy of the approved minutes of the 40<sup>th</sup> GB meeting (**copy enclosed**) to all the members of the GB and also to take suitable action on the direction/decision of the GB.

Yours faithfully,

Signed by Kumar Pranav

Date: 01-04-2021 13:08:24

Reason: Approved

(Kumar Pranav)

**The National Institute of Health and Family Welfare**

Minutes of the 40th Governing Body meeting of the National Institute of Health and Family Welfare (NIHFW) held on **18.02.2021** at **11.30 A.M.** in the MOHFW, Nirman Bhawan, New Delhi under the Chairmanship of Dr. Harsh Vardhan, Hon'ble Minister for Health & Family Welfare being Chairman of the Governing Body of NIHFW.

The following were present:

- |   |             |
|---|-------------|
| 1. Dr. Harsh Vardhan,<br>Hon'ble Union Minister of H&FW<br>New Delhi.   | Chairperson |
| 2. Dr. Balram Bhargava,<br>Secretary, Deptt. Health & Research and<br>DG, ICMR<br>New Delhi.                                      | Member      |
| 3. Dr. Sunil Kumar,<br>Director General Health Services,<br>MOHFW, New Delhi.   | Member      |
| 4. Prof. Randeep Guleria,<br>Director, AIIMS, New Delhi.<br>(Present Online)  | Member      |
| 5. Dr. Nipun Vinayak,<br>Joint Secretary (Trg.),<br>MOHFW, New Delhi.   | Member      |
| 6. Ms. Vandana Jain,<br>Joint Secretary<br>(Representative of AS & FA)<br>MOHFW, New Delhi.                                       | Member      |
| 7. Prof. Saudan Singh,<br>Chairperson, PAC of NIHFW and<br>Dean, North DMC Medical College &<br>Hindu Rao Hospital,<br>New Delhi. | Member      |
| 8. Dr. K.S. James,<br>Director, IIPS, Mumbai<br>(Present online)  | Member      |
| 9. Dr. Dileep Mavalankar,<br>Director, Indian Institute of Public Health<br>Gandhinagar, Gujarat.                                 | Member      |

- |     |  |                  |
|-----|--|------------------|
| 10. | Dr. Nikhil Tandon,<br>Professor & Head<br>Department of Endocrinology<br>AIIMS, New Delhi                            | Member           |
| 11. | Prof. Shally Awasthi,<br>Head, Deptt. of Pediatrics<br>King George Medical University, Lucknow.<br>(Present online)  | Member           |
| 12. | Dr. Rajesh Kumar,<br>Ex-Dean, PGIMER, Chandigarh.  | Member           |
| 13. | Dr. B.S. Garg,<br>Ex-Dean<br>Wardha Medical College, Wardha.   | Member           |
| 14. | Dr. Madan Gopal<br>[Representative of<br>Additional Secretary (Health, Nutrition & WCD)]<br>NITI Aayog<br>New Delhi. | Member           |
| 15. | Dr. Sanjiv Kumar,<br>Chairperson, Indian Academy of Public Health<br>M-15, South Extension-II, New Delhi.            | Member           |
| 16. | Dr. Alok Mukhopadhyay,<br>Executive Director,<br>Voluntary Health Association of India (VHAI)<br>New Delhi.          | Member           |
| 17. | Prof. Harshad Thakur,<br>Director,<br>NIHFW, New Delhi.  | Member-Secretary |

Following members could not attend the meeting due to urgent official commitments:

Shri Rajesh Bhushan, Secretary (Health & Family Welfare), MoHFW; Dr. Dharmendra Singh Gangwar, Addition Secretary & Financial Advisor, MoHFW; Dr. Manohar Agnani, Additional Secretary, MOHFW (Special invitee); and Mrs. Arti Ahuja, Additional Secretary (Health), MoHFW.

Others present were:

Prof. V K Tiwari, Dean of Studies, NIHFW; Prof Mihir Kumar Mallick, Acting Dy. Director (Admn.), NIHFW; Dr J P Shivdasani, Research Officer, NIHFW; Mr. Kumar Pranav, Under Secretary, MoHFW.

At the outset, with the permission of the Chair, Professor Harshad Thakur, Director, NIHFW welcomed the Chairperson and Members of the Governing Body. The meeting started with a round of self-introduction.



Dr. Madan Gopal from NITI Ayog cautioned that NIHFW has certain limitation in the competency and should undertake the work which can be completed successfully.

Finally, the GB was of the view that instead of taking so many short-term, mid-term and long-term objectives it is advisable to focus on 7-8 major areas on which NIHFW can work in detail. The Chairperson advised that out of the 7-8 areas each area may be delegated to respective faculty members of the Institute so that they can work on it and submit their detailed plans to achieve those objectives. The Chairperson also stated that the eminent persons in the respective fields may be invited to help in identifying the 7-8 major objectives/areas and also work on those objectives. 5-6 objectives/areas which were suggested by the Members are (i) Orientation of civil servants regarding the health emerging needs (ii) Training and monitoring of Health and Welfare Centres in the country (iii) Evidence based research for the policy changes (iii) Research integrated with MoHFW Programmes (iv) Adoption of Field Practice and Demonstration Area (FPDA) by NIHFW (v) Plan of re-structuring of NIHFW as per the current needs etc. Also, the GB mentioned that all the Members may give their suggestions on the vision document within a month and the same can be examined/incorporated in the Vision document appropriately.

The Governing Body approved the revised/updated Vision Document of NIHFW.

**Agenda No. 5:- Ratification of the Minutes of the Standing Finance Committee (SFC) (52<sup>nd</sup> to 62<sup>nd</sup>) held during 2012 to 2020.**

The Governing Body ratified the recommendations of the meetings of the Standing Finance Committee held on:-

1. 52nd SFC; 4th July, 2012
2. 53rd SFC; 23rd September, 2013
3. 54th SFC; 21st April, 2014
4. 55th SFC; 24th March, 2015
5. 56th SFC; 29th May, 2015
6. 57th SFC; 02nd December, 2015
7. 58th SFC; 28th June, 2016
8. 59th SFC; 04th August, 2017
9. 60th SFC; 21st June, 2018
10. 61st SFC; 16th July, 2019 and
11. 62nd SFC; 14th August, 2020

**Agenda No. 6:- Ratification of the Minutes of the Programme Advisory Committee (PAC) along with Review Meetings (30<sup>th</sup> to 37<sup>th</sup>) held during 2013 to 2020.**

The Governing Body ratified the recommendations of the meetings of the Programme Advisory Committee (PAC) held on:-

1. 30th PAC; 14-15th February, 2013 and mid-term review meeting; 22nd October, 2013,
2. 31<sup>st</sup> PAC; 20th February, 2014.
3. 32<sup>nd</sup> PAC; 27th & 28th Feb., 2015 and mid-term review meeting; 22nd Sept., 2015,
4. 33<sup>rd</sup> PAC; 16th March, 2016 and mid-term review meeting; 23rd Nov., 2016,
5. 34<sup>th</sup> PAC; 13th April, 2017,
6. 35<sup>th</sup> PAC; 28th March, 2018,
7. 36th PAC; 15th & 16th April, 2019 and mid-term review meeting; 25th Nov., 2019,
8. 37<sup>th</sup> PAC meeting (By Circulation) 25<sup>th</sup> June, 2020 and
9. Minutes of the Mid-term review meetings; 25 November 2020 and December 11<sup>th</sup>, 2020.



**Annexure-V**  
**SPEED POST/E-MAIL**

No-A.11034/34/2021-Trg.  
Government of India  
Ministry of Health & Family Welfare  
(Training Division)

Nirman Bhawan, New Delhi-11  
Dated: 6<sup>th</sup> December, 2021

To

The Director,  
National Institute of Health and Family Welfare,  
Baba Gang Nath Marg, New Mehrauli Road,  
Munirka, New Delhi-110067

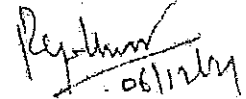
Subject: Draft minutes of the 63rd meeting of the Standing Finance Committee of the NIHFWS held on 22nd November, 2021 - reg.

Madam,

I am directed to refer to the NIHFWS's I.D No. A.33011/01/2021-Acad dated 24th November, 2021 on the subject cited above and to forward herewith duly approved draft minutes of the 63rd meeting of the SFC of NIHFWS for further necessary action at your end.

END: as above

Yours faithfully,



(Rajeev Kumar)

Under Secretary to the Govt. of India  
Tele:011-23061213

It was advised that NIHFW should work out the funding of 08 positions of NTAGI which have been approved by MoHFW. A detailed agenda with information regarding IFD approval and post creation may again be placed in the next SFC meeting.

Agenda No.12:-

**USE OF INTERNAL RECEIPTS RECEIVED FOR THE USE UNDER GENERAL HEAD IN CASE OF EMERGENCY ONLY.**

Regarding the utilization of Corpus fund/Development fund amounting to approx. Rs.60 crores lying at NIHFW, it was advised that for using the development fund the bye-laws created for the use of development funds at IIPS, Mumbai approved by MoHFW may be referred. On the similar lines a new agenda may be placed in the next SFC meeting.

Agenda No. 13:-

**PROMOTION OF LATE SH. JAGMEHAR SINGH, EX-SENIOR TECHNICAL ASSISTANT (STA) TO THE POST OF LIBRARIAN W.E.F. 01.04.2012(GROUP B POST) AGAINST THE VACANCY TO BE FILLED THROUGH DIRECT RECRUITMENT METHOD THROUGH CONDUCTING A SPECIAL MEETING OF GOVERNING BODY.**

It was advised that a Speaking Order may be prepared as per the response received from Department of Law Affairs (DoLA) and DoPT and the same may be forwarded to Hon'ble NCSC.

Agenda No. 14

**PROPOSAL FOR OUTSOURCING OF MTS IN NIHFW.**

SFC approved the proposal.

In the closing remarks, the Secretary (H & FW) advised that next SFC meeting may be conducted within one month with the details as directed above.

Fwd: Revision of RRs for Group 'B' & 'C' posts of Staff Car Driver Ordinary Grade/Grade II, Grade I and Special Grade in NIHFw, New Delhi - Regarding.

1 message

DEPUTY DIRECTOR (ADMN) NIHFw <dd\_a@nihfw.org>

Wed, Sep 2, 2020 at 11:44 PM

To: V P Uprati <vpuprati@nihfw.org>

Cc: "Dr. Harshad P. Thakur" <harshad@nihfw.org>, Director <director@nihfw.org>

Dear Upratiji,

Congratulations for your fulfillment of your efforts.

Let us make an Agenda item for 40th GB being planned shortly.

----- Forwarded message -----

From: Training Division DoHFW MoHFW <training-mohfw@nic.in>

Date: Wed, 2 Sep 2020, 4:59 pm

Subject: Revision of RRs for Group 'B' & 'C' posts of Staff Car Driver Ordinary Grade/Grade II, Grade I and Special Grade in NIHFw, New Delhi - Regarding.

To: director.nihfw <director@nihfw.org>

Cc: DDA NIHFw <dd\_a@nihfw.org>, Kumar Pranav <kumar.pranav@nic.in>

Sir,

Please find a letter No.A.11034/1/2019-Trg. dated 2.9.2020 on the subject cited above as an attachment alongwith enclosures for necessary action on the same.

With regards,

Training Division,

DoHFW, MoHFW,

511-D, Nirman Bhawan,

New Delhi - 110011.



2 attachments

RRs for Drivers.pdf  
4059K

Letter forwarding RRs.pdf  
59K

AGENDA ITEM NO. 14**PROPOSAL FOR OUTSOURCING OF MTS IN NIHFV**

At present, the sanctioned strength, existing staff, vacant position and advertised posts of MTS in NIHFV is as under:

Sanctioned posts	Existing staff	Vacant posts	Posts advertised
67	38	29	04

2. Now it is proposed that the vacant positions of MTS in the Institute may be filled through outsourcing agency on contractual basis. The procedure of filling up the posts is a time consuming process and secondly the financial implications for filling the posts through the outsourcing agency on contractual basis are very less as compared to filling up the posts on regular basis.

3. Apart from this, the expenditure incurred on providing Medical facilities and other allowances i.e. HRA, Transport etc. to regular MTS will be saved by outsourcing the MTS.

4. The Financial implications on outsourcing the MTS in NIHFV will be as under:

Existing vacant MTS positions	Salary of regular MTS (As per the recommendations of 7th GPC)	Salary of MTS (skilled) to be outsourced (As per the approved rates of wages by the Delhi Govt.) on contractual basis	Financial implications, if any
29	Rs.30,749/-p.m.x29 =Rs.8,91,721/-	Rs.19,291/- p.m.x29=Rs.5,59,439/-	Saving (Rs.8,91,721 - Rs.5,59,439) of Rs.3,32,282/- p.m.

5. The Labour Department, Government of NCT of Delhi's vide its Order No. F.No. 12(142)/02/MW/VII/Partfile/2044-2055 dated 18.06.2021. (Annexure-XIV) (Page No:212-213), has declared the revised rates of minimum wages in respect of skilled category in all scheduled employments as Rs.19,291/- per month.

**Proposal:-**

6. As shown in the above table, the amount of salary which will be paid to a MTS (29 in number) if they are appointed on regular basis in NIHFV will be Rs.19,88,434/- p.m. After outsourcing the services of MTS on contractual basis, it will come to Rs.5,59,439/- p.m. as per the minimum wages for skilled category, as declared by the Government of NCT of Delhi, resulting in a net saving of Rs. 3,32,282/- p.m. It is also proposed that as and when other posts of MTS get vacant, it will also be allowed to

## The National Institute of Health and Family Welfare

Minutes of the 40th Governing Body meeting of the National Institute of Health and Family Welfare (NIHFW) held on 18.02.2021 at 11.30 A.M. in the MOHFW, Nirman Bhawan, New Delhi under the Chairmanship of Dr. Harsh Vardhan, Hon'ble Minister for Health & Family Welfare being Chairman of the Governing Body of NIHFW.

The following were present:

- |   |             |
|---|-------------|
| 1. Dr. Harsh Vardhan,<br>Hon'ble Union Minister of H&FW<br>New Delhi.   | Chairperson |
| 2. Dr. Balram Bhargava,<br>Secretary, Deptt. Health & Research and<br>DG, ICMR<br>New Delhi.                                      | Member      |
| 3. Dr. Sunil Kumar,<br>Director General Health Services,<br>MOHFW, New Delhi.   | Member      |
| 4. Prof. Randeep Guleria,<br>Director, AIIMS, New Delhi.<br>(Present Online)  | Member      |
| 5. Dr. Nipun Vinayak,<br>Joint Secretary (Trg.),<br>MOHFW, New Delhi.   | Member      |
| 6. Ms. Vandana Jain,<br>Joint Secretary<br>(Representative of AS & FA)<br>MOHFW, New Delhi.                                       | Member      |
| 7. Prof. Saudan Singh,<br>Chairperson, PAC of NIHFW and<br>Dean, North DMC Medical College &<br>Hindu Rao Hospital,<br>New Delhi. | Member      |
| 8. Dr. K.S. James,<br>Director, IIPS, Mumbai<br>(Present online)  | Member      |
| 9. Dr. Dileep Mavalankar,<br>Director, Indian Institute of Public Health<br>Gandhinagar, Gujarat.                                 | Member      |

- |     |  |                  |
|-----|--|------------------|
| 10. | Dr. Nikhil Tandon,<br>Professor & Head<br>Department of Endocrinology<br>AIIMS, New Delhi                            | Member           |
| 11. | Prof. Shally Awasthi,<br>Head, Deptt. of Pediatrics<br>King George Medical University, Lucknow.<br>(Present online)  | Member           |
| 12. | Dr. Rajesh Kumar,<br>Ex-Dean, PGIMER, Chandigarh.  | Member           |
| 13. | Dr. B.S. Garg,<br>Ex-Dean<br>Wardha Medical College, Wardha.   | Member           |
| 14. | Dr. Madan Gopal<br>[Representative of<br>Additional Secretary (Health, Nutrition & WCD)]<br>NITI Aayog<br>New Delhi. | Member           |
| 15. | Dr. Sanjiv Kumar,<br>Chairperson, Indian Academy of Public Health<br>M-15, South Extension-II, New Delhi.            | Member           |
| 16. | Dr. Alok Mukhopadhyay,<br>Executive Director,<br>Voluntary Health Association of India (VHAI)<br>New Delhi.          | Member           |
| 17. | Prof. Harshad Thakur,<br>Director,<br>NIHFW, New Delhi.  | Member-Secretary |

Following members could not attend the meeting due to urgent official commitments:

Shri Rajesh Bhushan, Secretary (Health & Family Welfare), MoHFW; Dr. Dharmendra Singh Gangwar, Addition Secretary & Financial Advisor, MoHFW; Dr. Manohar Agnani, Additional Secretary, MOHFW (Special invitee); and Mrs. Arti Ahuja, Additional Secretary (Health), MoHFW.

Others present were:

Prof. V K Tiwari, Dean of Studies, NIHFW; Prof Mihir Kumar Mallick, Acting Dy. Director (Admn.), NIHFW; Dr J P Shivdasani, Research Officer, NIHFW; Mr. Kumar Pranav, Under Secretary, MoHFW.

At the outset, with the permission of the Chair, Professor Harshad Thakur, Director, NIHFW welcomed the Chairperson and Members of the Governing Body. The meeting started with a round of self-introduction.

18818/2024/D/o P & E. Madan Gopal from NITI Ayog cautioned that NIHFW has certain limitation in the competency and should undertake the work which can be completed successfully.

Finally, the GB was of the view that instead of taking so many short-term, mid-term and long-term objectives it is advisable to focus on 7-8 major areas on which NIHFW can work in detail. The Chairperson advised that out of the 7-8 areas each area may be delegated to respective faculty members of the Institute so that they can work on it and submit their detailed plans to achieve those objectives. The Chairperson also stated that the eminent persons in the respective fields may be invited to help in identifying the 7-8 major objectives/areas and also work on those objectives. 5-6 objectives/areas which were suggested by the Members are (i) Orientation of civil servants regarding the health emerging needs (ii) Training and monitoring of Health and Welfare Centres in the country (iii) Evidence based research for the policy changes (iii) Research integrated with MoHFW Programmes (iv) Adoption of Field Practice and Demonstration Area (FPDA) by NIHFW (v) Plan of re-structuring of NIHFW as per the current needs etc. Also, the GB mentioned that all the Members may give their suggestions on the vision document within a month and the same can be examined/incorporated in the Vision document appropriately.

The Governing Body approved the revised/updated Vision Document of NIHFW.

**Agenda No. 5:- Ratification of the Minutes of the Standing Finance Committee (SFC) (52<sup>nd</sup> to 62<sup>nd</sup>) held during 2012 to 2020.**

The Governing Body ratified the recommendations of the meetings of the Standing Finance Committee held on:-

1. 52<sup>nd</sup> SFC; 4th July, 2012
2. 53<sup>rd</sup> SFC; 23<sup>rd</sup> September, 2013
3. 54<sup>th</sup> SFC; 21<sup>st</sup> April, 2014
4. 55<sup>th</sup> SFC; 24<sup>th</sup> March, 2015
5. 56<sup>th</sup> SFC; 29<sup>th</sup> May, 2015
6. 57<sup>th</sup> SFC; 02<sup>nd</sup> December, 2015
7. 58<sup>th</sup> SFC; 28<sup>th</sup> June, 2016
8. 59<sup>th</sup> SFC; 04<sup>th</sup> August, 2017
9. 60<sup>th</sup> SFC; 21<sup>st</sup> June, 2018
10. 61<sup>st</sup> SFC; 16<sup>th</sup> July, 2019 and
11. 62<sup>nd</sup> SFC; 14<sup>th</sup> August, 2020

**Agenda No. 6:- Ratification of the Minutes of the Programme Advisory Committee (PAC) along with Review Meetings (30<sup>th</sup> to 37<sup>th</sup>) held during 2013 to 2020.**

The Governing Body ratified the recommendations of the meetings of the Programme Advisory Committee (PAC) held on:-

1. 30<sup>th</sup> PAC; 14-15<sup>th</sup> February, 2013 and mid-term review meeting; 22<sup>nd</sup> October, 2013,
2. 31<sup>st</sup> PAC; 20<sup>th</sup> February, 2014.
3. 32<sup>nd</sup> PAC; 27<sup>th</sup> & 28<sup>th</sup> Feb., 2015 and mid-term review meeting; 22<sup>nd</sup> Sept., 2015,
4. 33<sup>rd</sup> PAC; 16<sup>th</sup> March, 2016 and mid-term review meeting; 23<sup>rd</sup> Nov., 2016,
5. 34<sup>th</sup> PAC; 13<sup>th</sup> April, 2017,
6. 35<sup>th</sup> PAC; 28<sup>th</sup> March, 2018,
7. 36<sup>th</sup> PAC; 15<sup>th</sup> & 16<sup>th</sup> April, 2019 and mid-term review meeting; 25<sup>th</sup> Nov., 2019,
8. 37<sup>th</sup> PAC meeting (By Circulation) 25<sup>th</sup> June, 2020 and
9. Minutes of the Mid-term review meetings; 25 November 2020 and December 11<sup>th</sup>, 2020.

NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

WELFARE

Annexure-VI

17. Direct Recruitments:

(i) Appointment to any post by direct recruitment shall be made on the recommendation of the Selection Committee.

recruitment of a

(ii)(a-A) The Standing Selection Committee for Group 'A' post of the level of Professor/Associate Professor/Reader/Deputy Director (Admn.) and that of Director shall consist of

for Group 'A' Associate Professor above, except

Secretary (Family Welfare) Ministry of Health & Family Welfare

Chairman

Director General of Health Services

Vice-Chairman

Two members nominated by the Governing Body from amongst themselves

Members

Two experts on the subject not belonging to the Institute from amongst the Panel of Experts approved by the Chairman of the Governing Body.

Members

Director, NIHF

Member - Secretary

(ii)(a-B) The Standing Selection Committee for the other Junior Grade 'A' post shall consist of:

Director, NIHF

Chairman

\*\* Two experts on the subject not belonging to the Institute from amongst the panel of Experts approved by the Chairman of the Governing Body.

Members

Additional D.G. (PH)

Member

Head of the concerned Department of the Institute.

Member - Secretary

\* The tenure of the non-official members of the Governing Body will be co-terminus with their term of the Governing Body.

\*\* The life of the panel for Experts will be for a period of Five Years.

As amended by the Ministry of Health and Family Welfare vide their letter No. A. 45011/60/89-C&G, dated 14-9-1990.



PNE/4/2023-P & E

Ministry of Health & Family Welfare  
Department of Family Welfare

New Delhi  
Dated the 3rd Oct. 1996

The Director,  
National Institute of Health & Family Welfare,  
New Mehrauli Road, New Delhi,  
New Delhi-110067.

Subject: Nomination of Members of the Governing Body of NIH  
New Delhi in the Standing Selection Committee for  
Group 'A' posts in the Institute-Regarding.

I am directed to refer to NIHFU U.O. Note No. 13-1/96  
dated 12-7-1996 on the above subject and to convey  
that Minister of State for Health & Family Welfare in his  
capacity as the Chairman of the Governing Body of National  
Institute of Health & Family Welfare and as the Appointing  
Authority of all Group 'A' posts in the Institute has  
nominated ~~to~~ <sup>as</sup> ~~IS(F&W)~~ and Director, All India Institute of  
Medical Sciences, against the 2 slots for Governing Body  
posts in the Standing Selection Committee for Group 'A'  
posts of the Institute.

Further necessary action in the matter may please be  
taken immediately.

Yours faithfully,

(Smt. A. Kishore)  
Under Secretary to the Government of India

*Handwritten notes:*  
From Reddy  
for file  
and send to  
Shri. R. Venka  
10/10/96

*Handwritten notes:*  
Prepared  
for  
Gen. Secy (F&W)  
12-10-96

*Handwritten notes:*  
10/10/96  
10/10/96

No. A.11034/01/2019-Trg. (Pl.I)

Government of India

Ministry of Health &amp; Family Welfare

(Training Division)

Annexure-VII

Nirman Bhawan, New Delhi

Dated: 16<sup>th</sup> June, 2020

To

The Director,  
National Institute of Health and Family Welfare,  
Baba Gang Nath Marg, New Mehrauli Road,  
Munirka, New Delhi-110067.

Subject: Revision of RRs for Group 'C' various posts of NIHF, New Delhi - Regarding.

Sir,

I am directed to refer to your letter No.A.50011/4/18-Admn.II dated 13.3.2020 on the subject cited above and to forward herewith duly signed Minutes of the meeting dated 18.2.2020 of Sub-committee for consideration of the revision of RRs for Group 'C' posts of LDC and Stenographer Grade-III in NIHF, New Delhi alongwith the draft RRs approved by the Committee. You are, therefore, requested to take further necessary action on the same at your end.

Yours faithfully,



(Kumar Pranav)

Under Secretary to the Govt. of India

Tele No.011-23061881

BBG/20/20  
20/06/2020

20/6

28

29/2020/TRAINING

Minutes of the Sub-Committee on Amendment of Recruitment Rules for Group 'C' posts of Stenographer Grade-III and Lower Division Clerk in NIHF, held on 18.02.2020 at 11.30 A.M. in the Chamber of Joint Secretary (NV), MoHFW.

The following were present:

- |    |  |   |
|----|--|---|
| 1. | Sh. Nipun Vinayak,<br>Joint Secretary (NV),<br>Ministry of Health & Family Welfare | - Chairman  |
| 2. | Sh. Rabindra Prasad,<br>Director (Establishment)                                   | - Member  |
| 3. | Sh. B.P. Kirtania,<br>Under-Secretary, IFD,<br>Ministry of Health & Family Welfare | - As rep. of Deputy Secretary/<br>Director (IFD), MoHFW<br>(Member) |
| 4. | Sh. Anil Kumar,<br>Dy. Director (Admn.), NIHF<br>Member                            | - As rep. of Director, NIHF<br>(Member)                             |

Dr. Harshad Thakur, Director, NIHF and Director (IFD) could not attend the meeting due to busy and pre-occupied official work. Sh. Anil Kumar, Dy. Director (Admn.), NIHF and Sh. B.P. Kirtania, Under-Secretary (IFD) attended the meeting on behalf of Director, NIHF and Director (IFD), MoHFW respectively. Sh. D.V.K. Rao, Dy. Secretary (Trg.), Ministry of Health & Family Welfare was also present in the meeting.

2. The Sub-Committee went through the draft Recruitment Rules proposed by the NIHF for the posts of Lower Division Clerk and Stenographer, Grade -III (Annexure I & II). The Committee first discussed the draft Recruitment Rules for the post of Lower Division Clerk and approved the proposed amendments with the following exceptions:

- i) Column No. 4 - Replacement of Scale of Pay to correspondence pay level should be as per the recommendations of 7th CPC, accepted by Govt. of India i.e. Level 2, Rs. 19,900 - 63,200, was agreed to.
- ii) Column No. 7 - The age limit for direct recruitment should be between 18 to 27 years instead of Not exceeding 25 years, was also accepted.
- iii) Column No. 8 & 9 - The Educational Qualification of 10+2 mentioned in Column (8) and (9) should be accepted for those recruited after the new amended RRs. But it should not be applied in case of those candidates (MTS) recruited prior to notification of these RRs. A Note need to be recorded under the RRs.
- iv) Column No. 11 - Method of recruitment should be (a) 60% by DR (instead of 50%) to have more quality manpower; (b) 20% by promotion on seniority cum fitness basis (instead of 25%) from MTS; and (c) 20% from amongst MTS on the basis of a limited Departmental Competitive Examination (instead of 25%) to open the path of promotion and create more opportunities for existing eligible MTS.

Contd...2/

299/2020/TRAINING

-2-

v) Column No.13 - The composition of Group 'C' DPC should be as under:

- |    |  |                    |
|----|--|--------------------|
| 1. | Deputy Director (Admn.)  | : Chairman         |
| 2. | Head of the concerned and/or allied Deptt.   | : Member           |
| 3. | One outside member not belonging to the Institute<br>nominated by the Director (Under Secretary Level) | : Expert Member    |
| 4. | One member of SC/ST  | : Member           |
| 5. | Section Officer (Admn -II)   | : Member Secretary |

The subsequent amendment to the Institute's Bye-Laws may also be proposed for approval of Governing Body accordingly.

3. The Committee also discussed the draft of proposed amendment to the Recruitment Rules for the post of Stenographer Gr. III and approved the proposed amendments with the following exceptions:-

i) Column No.4 - Replacement of Scale of Pay to corresponding Pay Level should be as per the recommendations of 7th CPC, accepted by Govt. of India i.e. Level:4 Rs.25,500-81,100 was agreed to.

ii) Column No.7 - The age limit for direct recruitment should be between 18 to 27 years instead of 30 years.

The proposed amendment to Recruitment Rules for the posts of Lower Division Clerk and Stenographer Gr. III, as modified and approved by the Sub-Committee, are given in the Annexure-III & IV.

The meeting ended with a vote of thanks to the chair.

(Sh. Anil Kumar)

(Sh. B.P. Kirtania)

(Sh. Rabindra Prasad)

(Sh. Nipun Vinayak)

1869872024/Adm. Section

A-PRC/12/120233/PA8/1

11/11/85 - 11

Confidential

Annexure-VIII

Govt. 45011/41/85-230  
Government of India  
Ministry of Health and Family Welfare  
(Deptt. of Family Welfare)

New Delhi, dated the 19 September, 1985.

The Director,  
National Institute of Health and Family Welfare,  
New Mehrauli Road,  
Munirka,  
New Delhi-110 067.

Subject:- Confirmation of Group 'A' Officers in National  
Institute of Health and Family Welfare.

Sir,

P-104/C

I am directed to refer to your U.O. No. 15-1/81-Admn.I dated the 2nd July, 1985, addressed to the Alternative Vice-Chairman of the Governing Body of the National Institute of Health and Family Welfare on the subject mentioned above. To say that the following officers this Ministry have been approved by the Secretary in her capacity as Alternative Vice-Chairman and the Minister of Health and Family Welfare in her capacity as Chairman of the Governing Body of the Institute, as expert in the D.P.C. for the Group 'A' Posts:-

132/100/155  
20/9

- I) Joint Secretary in the Ministry of Health and Family Welfare - For the posts of Assistant Professor and of Health and Family Welfare above
- II) Director in the Ministry of Health and Family Welfare dealing with the National Institute of Health and Family Welfare. - Below the posts Assistant Professors.

669/A-I  
20/9/85

It is requested that necessary action may kindly be taken in the matter.

Yours faithfully,

(A.K. Bhatia)  
Under Secretary to the Govt. of India.

19/9  
962/Dir  
20/9/85

Minutes of the Fifteenth Meeting of the Governing Body of the NIHFV held on the 18th October, 1985 at 11.00 AM in the Committee Room, Administrative Block of the NIHFV, New Delhi under the Chairmanship of the Secretary, Ministry of Health and Family Welfare (Alternative Vice-Chairman of the Governing Body of the NIHFV)

.....

The following were present:

- |    |   |                              |
|----|---|------------------------------|
| 1. | Shri S.S. Dhanoa,<br>Secretary,<br>Ministry of Health and<br>Family Welfare                         | Alternative<br>Vice-Chairman |
| 2. | Shri P.K. Umashankar,<br>Additional Secretary (Health),<br>Ministry of Health and<br>Family Welfare | Member                       |
| 3. | Dr. D.B. Bisht,<br>Director General of<br>Health Services   | Member                       |
| 4. | Prof. V. Ramalingaswami,<br>Director General,<br>Indian Council of Medical<br>Research, New Delhi   | Member                       |
| 5. | Shri R.M. Bhargava,<br>Joint Secretary (FA),<br>Ministry of Health and<br>Family Welfare            | Member                       |
| 6. | Dr. N. Bhaskara Rao,<br>Director,<br>Operations Research Group,<br>Baroda.                          | Member                       |

**NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE  
MINUTES OF STANDING FINANCE COMMITTEE**

Minutes of the 49<sup>th</sup> Meeting of the Standing Finance Committee of the National Institute of Health & Family Welfare held on 11<sup>th</sup> August, 2009 in the Chamber of Additional Secretary and Financial Advisor, Nirman Bhavan, Ministry of Health & Family Welfare.

**Present:**

- |   |                  |
|---|------------------|
| 1. Shri Naved Masood,<br>Addl. Secretary & Financial Advisor<br>Ministry of Health & Family Welfare,<br>Nirman Bhavan, New Delhi. | Chairman         |
| 2. Dr. N.K. Sethi,<br>Senior Advisor,<br>Planning Commission(Health)  | Member           |
| 3. Dr. Rattan Chand<br>Chief Director<br>Ministry of Health & Family Welfare<br>Nirman Bhavan, New Delhi.                         | Special Invitee  |
| 4. Dr. Deoki Nandan<br>Director, NIHFV.   | Member-Secretary |

Secretary (Ministry of Health & Family Welfare) and Dr. R.K. Shrivastav, Director General of Health Services, could not attend the meeting.

Dr. V.K. Tiwari, Acting Deputy Director(Admin.), Shri J.P. Shivdasani, Research Officer, Smt. Lekha Nair, Accounts Officer and Shri R.S. Sharma, Part-time Faculty were also present.

the Institute may be constituted for consideration of pay anomalies and recommendations of the committee may be forwarded to MoHFW for further consideration.

**AGENDA ITEM NO. 16**

**REMOVING DISPARITY IN THE PAY SCALE TO THE POST OF PROGRAMMER IN NIHFW.**

The SFC approved the proposal, in principle. The Committee directed that an Anomaly Committee comprising of representatives of MoHFW, IFD (MoHFW) and the Institute may be constituted for consideration of pay anomalies and recommendations of the committee may be forwarded to MoHFW for further consideration.

**AGENDA ITEM NO. 17**

**CHARGING FEE FOR APPLICATION FOR VARIOUS CATEGORIES OF POSTS (TECHNICAL AND NON TECHNICAL) UNDER GROUP A, B & C.**

The proposal was approved by the SFC and directed that after expenditure, the balance amount may be deposited as miscellaneous receipts in the Institute's account.

**AGENDA ITEM NO. 18**

**FIXATION OF CHARGES FOR NURSING VISITS / EDUCATIONAL VISITS / OBSERVATIONAL VISITS IN NIHFW.**

The SFC approved the proposal and also advised the Institute to revise the charges from time to time.

**AGENDA ITEM NO: 19**

**REVISION OF SUBSCRIPTION CHARGES FOR THE INSTITUTE'S JOURNAL "HEALTH AND POPULATION: PROSPECTIVE AND ISSUES (HPPI)"**

The SFC approved the proposal. It was recommended that an exercise be also undertaken to ensure that as far as possible the Journal is brought out on "No-Profit-No-Loss" basis.



NIHFW has two posts of Programmer, one in group 'B' in the scale of Rs. 8300-84800 Grade Pay 4800 (pre-revised scale 7500-12000) and the other is in group 'A' in the scale of Rs. 15600-39100 Grade Pay 5400 (pre-revised scale 8000-13500). Both the Programmers are having same job responsibilities but having different pay scales. The Recruitment Rules of both the posts are also similar (Annexure XII Page 92A-93A). It is proposed that the Group B post of Programmer may be brought at par with Group A post of programmer in view of similar RRs and Job Profile.

Standing Finance Committee is requested to kindly consider and approve the proposal.

### AGENDA ITEM NO. 17

#### CHARGING FEE FOR APPLICATION FOR VARIOUS CATEGORIES OF POSTS (TECHNICAL AND NON TECHNICAL) UNDER GROUP A, B & C.

The Institute is currently charging Rs.50/- for applying Group A posts since long and it is not revised and for Group B,C and D no fee is charged. The recent trend shows that even for two posts 5000 people are applying and 70-80 percent are rejected after screening. The screening of application for large number of candidates takes lot of official time and resources. Therefore, it is proposed to revise the application fee Rs.500/- for Group A, staff, Rs.300/- for group B staff, and Rs.200/- for group 'C' staff. This will prevent non serious candidates to apply for various positions in the Institute. However, the applicants belonging to SC/ST/PH categories will be exempted from the fee. Besides, the departmental candidates will also be exempted from payment of application fee. The amount generated will be utilized for electronic processing of applications and conduct of online test / OMR based test in the Institute.

Name of the Post	Existing	Proposed
Group A Posts	Rs.50/-	Rs.500/-
Group B	Nil	Rs.300/-
Group C	Nil	Rs.200/-

Standing Finance Committee is requested to kindly consider and approve the proposal.

### AGENDA ITEM NO. 18

#### FIXATION OF CHARGES FOR NURSING VISITS / EDUCATIONAL VISITS / OBSERVATIONAL VISITS IN NIHFW.

The students from various Medical Colleges/Nursing Colleges and Universities/Institutions make educational visits at NIHFW. Precious man-hours/infrastructure/hospitality are being utilized / provided for the purpose. It is therefore, proposed that we may charge fees from the Colleges/Institutions at

File No.A-45011/39/09-Stats-I  
GOVERNMENT OF INDIA

Ministry of Health and Family Welfare  
424, C Wing, Nirman Bhawan, New Delhi - 110011  
Email: statstwo-mohfw@nic.in, ☎ and FAX: 011-23061848

Dated 09.02.12

To

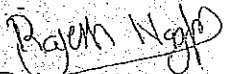
The Director,  
National Institute of Health and Family Welfare,  
Babā Gang Nathi Marg, New Mehrauli Road,  
Munirka, New Delhi-110067

Subject: Minutes of the 38<sup>th</sup> meeting of Governing Body of NIHFV.

Sir,

I am directed to refer to your UO No.A-29011/2/2010-Admn.II dated 25.01.12 on the above mentioned subject and to send herewith the approved minutes of the 38<sup>th</sup> meeting of Governing Body of NIHFV for circulation and further necessary action at your end.

Yours faithfully,

  
(Rajesh Nagpal)

Under Secretary to the Government of India

☎: 23061120

**AGENDA ITEM No.1**

- a) **Welcome the New Members of the Governing Body.**
- b) **Place on Record Appreciation of Services of the Outgoing Members.**

Governing Body welcomed the new Vice-Chairperson, Shri P.K. Pradhan, IAS, Secretary (Health & Family Welfare), MoH&FW, Govt. of India.

The Governing Body also welcomed the following new members who have become the new Ex-Officio Members of the Governing Body of NIHFV.

- Dr. Jagdish Prasad, Director General of Health Services
- Shri Keshav Desiraju, IAS, Addl. Secretary (Health)
- Shri R.K. Jain, IAS, Addl. Secretary & Financial Advisor
- Shri Ambrish Kumar, Advisor (Health), Planning Commission
- Prof. M. Bhattacharya, Acting Director, NIHFV and Member-Secretary, Governing Body

The Governing Body placed on record its appreciation of the services rendered by the outgoing Vice-Chairman/Members of the Governing Body, listed below:

- Ms K. Sujatha Rao, IAS, Ex-Secretary, Health and Family Welfare, GOI
- Ms. Jalaja, Ex-Secretary-AYUSH and Officiating Secretary-H&FW, GOI
- Shri K. Chandramouli, IAS, Ex-Secretary, Health and Family Welfare, GOI
- Dr.N.K.Sethi, Ex-Sr. Adviser (Health), Planning Commission, GOI
- Shri.V.Venkatachalam, IAS, Ex-Addl. Secretary (Health), MoHFW, GOI
- Dr. R.K. Srivastava, Ex-Director General: Health Services, GOI
- Mr.Naved Masood, Ex-Financial Advisor, GOI
- Prof. Deoki Nandan, Ex-Director, NIHFV

**AGENDA ITEM No.2**

**Confirmation of the Minutes of the Thirty Seventh meeting of the Governing Body of NIHFV held on 13<sup>th</sup> August, 2009.**

In connection with the confirmation of the minutes of the 37<sup>th</sup> meeting of the Governing Body, it was pointed out to the Governing Body that the minutes of the 49<sup>th</sup> Meeting of Standing Finance Committee were approved, as an additional agenda item. The Minutes were confirmed with this correction.

Minutes of the Fifteenth Meeting of the Annexure-X  
Governing Body of the NIHFV held on the  
18th October, 1985 at 11.00 AM in the  
Committee Room, Administrative Block of  
the NIHFV, New Delhi under the Chairman-  
ship of the Secretary, Ministry of Health  
and Family Welfare (Alternative Vice-  
Chairman of the Governing Body of the NIHFV)

The following were present:

- |    |  |                              |
|----|--|------------------------------|
| 1. | Shri S.S.Dhanoo,<br>Secretary,<br>Ministry of Health and<br>Family Welfare                         | Alternative<br>Vice-Chairman |
| 2. | Shri P.K.Umashankar,<br>Additional Secretary (Health),<br>Ministry of Health and<br>Family Welfare | Member                       |
| 3. | Dr. D.B.Bisht,<br>Director General of<br>Health Services   | Member                       |
| 4. | Prof. V.Ramalingaswami,<br>Director General,<br>Indian Council of Medical<br>Research, New Delhi   | Member                       |
| 5. | Shri R.M.Bhargava,<br>Joint Secretary (FA),<br>Ministry of Health and<br>Family Welfare            | Member                       |
| 6. | Dr. N.Bhaskara Rao,<br>Director,<br>Operations Research Group,<br>Baroda.                          | Member                       |

- 17 -

management of NCH care, particularly in the rural areas and urban slums, in the training programmes of various categories of personnel working in the field of health and family welfare.

With the above observations, the Governing Body decided that after some editing and adding the list of publications, the Annual Report for the year 1984-85 along with the audited Annual Accounts for 1984-85 should be submitted to the Chairman of the Governing Body for approval on behalf of the Governing Body.

AGENDA ITEM NO.5

CONSTRUCTION OF RESIDENTIAL FLATS FOR THE STAFF OF NIHFV - REGARDING

The plan of construction of residential quarters for the staff of the NIHFV was approved. However, the Institute should keep the following points in view:-

- i) There should be optimal use of the land, and
- ii) The construction of the residential quarters might be phased blockwise so that the progressive utilisation of the quarters could be ensured.

AGENDA ITEM NO.6

DELEGATION OF POWER TO DIRECTOR, NIHFV FOR GRANT OF STUDY LEAVE TO THE EMPLOYEES OF THE INSTITUTE

The delegation of power to the Director, NIHFV for grant of Study Leave to the employees of the Institute was approved. The Governing Body, however, observed that this would require an amendment to the Bye-laws of the Institute and a specific proposal in this regard should be submitted to the Governing Body in its next meeting. In the meanwhile, the Director, NIHFV was authorised to operate the power regarding grant of Study Leave to the employees of the Institute.



New Delhi, the 30<sup>th</sup> January, 2009

OFFICE MEMORANDUM

Subject: Applicability of New Pension Scheme to the employees of Autonomous Bodies under various Central Ministries/Departments.

This is in continuation of this Department's O.M. of even number dated 28<sup>th</sup> November, 2008 wherein it was requested that in order to ensure that employees in the autonomous bodies under the administrative control of your Ministries/Departments, recruited on or after 1-1-2004, are brought over to the NPS architecture, the autonomous bodies may be advised to contact PFRDA for shifting to the NPS architecture operationalized by PFRDA/NSDL.

To take the above process further, the PFRDA has devised a formal 'Letter of Consent' which is required to be submitted by the Central Autonomous Bodies indicating their formal commitment towards discharging their obligations under the NPS. The format of the said 'Letter of Consent' is being enclosed with this O.M. The 'Letter of Consent' may be circulated to all the Central Autonomous Bodies under the administrative control of your Ministries/Departments for forwarding the same to PFRDA through the Financial Advisers of the respective Ministries/Departments.

Each: As above.

*Pl. circulate in  
for and  
5/2*

*Manoj*

[Manoj Sahay]  
Director

- To
- All Financial Advisers (As per standard list).

Copy to:

- PFRDA
- NSDL
- JS(CM), D/o Economic Affairs

*Dir (R)*

*Pl. put up with  
draft for  
circulation.*

*12.8.09  
5.1.09*

*5.1.0*

*US (Fin III)*

*41*

ON THE LETTER HEAD OF CAB

File No.....

Date:.....

To  
PFDA  
N. Delhi

Through:- The FA of the Administrative Ministry/Department concerned

Subj:- *Commitment to discharge all obligations under the New Pension Scheme (NPS)*Ref:- Office Memorandum No. 1(13)/EV/2008 dated 28<sup>th</sup> November, 2008 Issued by the Dept. of Expenditure, Ministry of Finance, Government of India

Sir,

With reference to the above, we hereby undertake to ensure that our employees recruited on or after 1-1-2004 would be brought over to the NPS Architecture, and that we shall be governed by all the directions and scheme of things as envisaged by the PFDA under the NPS Architecture, from time to time.

We shall be shifting to the NPS Architecture as operationalised by PFDA/NSDL, and that the exercise of shifting over to the NPS Architecture shall be completed at the earliest.

We shall comply with and honour all the requirements in regard to the various arrangements made by PFDA/NPS Trust with all the NPS Intermediaries including the CRA. We agree for the direct billing by CRA, as already provided for in PFDA's existing contract with CRA, as also by other NPS Intermediaries under the NPS Architecture and to be bound by the entire framework of NPS Architecture, from time to time.

We understand that the process flow in respect of our organisation would be identical to those presently followed for Central Government Ministries/Departments, and that NSDL would engage in dialogue with us for determining whether they would like to upload data centrally or through multiple points.

Yours faithfully,

Sd/-

Authorized Signatory of the CAB

cc to:-

1. NSDL
2. JS(CM), D/O Economic Affairs
3. JS(Pers.), Dept. of Expenditure
4. NPS Trust

NO.A-45011/23/13-STATIS-11/18

Government of India  
Ministry of Health and Family Welfare  
(Training Division)

**Annexure-XII**

Nirman Bhawan, New Delhi-11

Dated: 5<sup>th</sup> June, 2018

To

The Director,  
National Institute of Health and Family Welfare,  
Baba Gang Nath Marg, New Mehrauli Road,  
Munirka, New Delhi-110067.

Sub. Minutes of the 39<sup>th</sup> meeting of the Governing Body of NIHFV held on 16.04.2018 at 4.30 PM in the Ministry of Health & Family Welfare.

Sir,

I am directed to refer to NIHFV's E-mail dated 17.04.2018 on the subject cited above and to convey the approval of Hon'ble Minister of Health & Family Welfare in his capacity as the Chairman of the Governing Body (GB) of NIHFV to the Minutes of the 39<sup>th</sup> meeting of the GB of the Institute held on 16.04.2018 under the Chairmanship of Hon'ble Minister of Health & Family Welfare.

2. You are requested to circulate a copy of the approved minutes of the 39<sup>th</sup> GB Meeting (copy enclosed) to all the members of the GB.

Yours faithfully.

Encl. As stated above

  
(Pradip Kumar Pal)

Under Secretary to the Government of India

☎. 011-23063019



SUPPLEMENTARY AGENDA ITEMS

Item No. 1: Proposal for enhancement of age of superannuation of Faculty of NIHFWS from existing 60 years to 62 years.

The Governing Body considered the proposal and approved the proposal for implementation. However, all the staff other than faculty will be governed by the Central Government rules for the purpose of superannuation.

Item No. 2: Revision of Recruitment Rules for the Post of Programmer, Accounts Officer and Accountant

The Governing Body considered the proposal and approved the proposal for implementation.

While concluding the discussions, the Chairman, Governing Body categorically mentioned that the institutions under the Ministry of Health & Family Welfare should follow the guidelines and norms of the Ministry of Health & Family Welfare and seek to attain excellence within those norms as far as possible, instead of exploring the options of being governed by any other Body/Ministry like MoHRD/UGC.

The Chairman, Governing Body also directed that a road map for the development and growth of NIHFWS in next ten years be prepared for consideration before the Governing Body/Ministry.

The meeting ended with a Vote of Thanks to and from the Chair.

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NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

Minutes of the Twenty First Meeting of the Governing Body of the NIHFV held on the 11th October, 1989 at 10.00 AM in the Committee Room, Administrative Block, NIHFV under the Chairmanship of Secretary, Department of Family Welfare, Ministry of Health & Family Welfare (Vice-Chairman of the Governing Body of NIHFV).

The following were present:

1. Ms. Mira Seth, Secretary, Department of Family Welfare, Ministry of Health and Family Welfare. Vice-Chairman
2. Dr. G.K. Vishwakarma, Director General of Health Service, Nirman Bhavan, New Delhi. Member
3. Shri M.S. Dayal, Additional Secretary (Health), Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi. Member
4. Shri M.P. Gupta, Joint Secretary (FA), Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi. Member
5. Dr. S. Sriramachari, Senior Scientist, I.N.S.A., Institute of Pathology, Safdarjang Hospital, New Delhi. Member
6. Dr. K. Srinivasan, Director, International Institute for Population Sciences, Bombay. Member
7. Dr. (Mrs.) M.R. Chandrakapure, Director, Directorate of Health Services, Maharashtra, Bombay. Member
8. Prof. J.P. Gupta, Director, NIHFV. Member-Secretary

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AMENDMENT IN THE RULES FOR THE ACCEPTANCE  
OF PROJECT/STUDIES AND RECRUITMENT OF  
STAFF THERETO.

The proposal for amendment in the Rules for the acceptance of Projects/Studies and recruitment of staff thereto was approved by the Governing Body subject to the following conditions:

Director was authorised to accept the Research/Evaluation Projects/Studies etc. of duration upto 3 years only. The Projects of more than 3 years duration will require approval of the Chairman of the Governing Body.

The Director was authorised to create/make appointments to the posts at a level of Senior Lecturer or equivalent posts in the pay scale of Rs. 3000-5000. The creation/appointment to a post above this level, in a time bound project, will require the approval of the Vice-Chairman of the Governing Body.

Faculty designations in such time bound projects should be assigned only in those cases, where there is a training component involved. Appointment to such faculty posts will then be made within the framework of qualifications and experiences etc. under UGC pattern.

4. In no case the Institute will accept any project sponsored by a Private Organisation.

AGENDA ITEM NO. 13

CREATION OF TWO FLOATING POSTS TO UNDERTAKE  
STUDIES ON VARIOUS ENQUIRIES ASSIGNED BY THE  
MINISTRY OF HEALTH AND FAMILY WELFARE -  
DELEGATION OF POWERS TO DIRECTOR.

The proposal was approved by the Governing Body subject to the condition that such posts will be created and filled for a period of one year at a time and with the approval of the Vice-Chairman of the Governing Body.

AGENDA ITEM NO. 14

SCHEME FOR GRANT OF SABBATICAL LEAVE  
TO THE FACULTY OF NIMH - PROPOSAL FOR

The Governing Body approved the rules framed by the Institute for grant of Sabbatical leave to the faculty of

NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

Minutes of the Twenty-Fifth meeting of the Standing Finance Committee of National Institute of Health and Family Welfare held on the 27th October, 1989 at 11.00 A.M. in the Chamber of Secretary, Family Welfare, Ministry of Health and Family Welfare, (Chairman of the Standing Finance Committee of NIHFV), Nirman Bhavan, New Delhi.

The following were present:

1. Ms. Mira Seth,  
Secretary, Family Welfare,  
Ministry of Health & Family Welfare,  
New Delhi.

2. Dr. A.K. Mukherjee,  
Acting Director General of  
Health Services,  
New Delhi.

3. Dr. Harcharan Singh,  
Adviser (Health),  
Planning Commission,  
Yojana Bhavan,  
New Delhi.

4. Dr. J.P. Gupta,  
Director,  
NIHFV.

Shri M.P. Gupta, Joint Secretary (FA) could not attend the meeting.

Also present:

Shri M.R. Bhagwat,  
Director (AP),  
Ministry of Health & Family Welfare,  
New Delhi.

Shri Hasib Ahmed,  
Deputy Director (Adm.),  
NIHFV.

Shri R.K. Verma, NIHFV.

Shri Charan Singh, NIHFV.

Shri K.S. Sethi,  
Accounts Officer, NIHFV.

AGENDA ITEM NO. 3

TO CONSIDER THE RECOMMENDATIONS OF THE  
LAST MEETING OF THE PROGRAMME ADVISORY  
COMMITTEE HELD ON 20TH FEBRUARY, 1989.

The Committee noted that the recommendations made by the Programme Advisory Committee in its meeting held on 20th February, 1989 were placed before the Governing Body in its meeting held on 11th October, 1989 and have been approved.

AGENDA ITEM NO. 4

APPROVAL TO THE CREATION OF PLAN POSTS  
DURING 1989-90 IN THE 7TH FIVE YEAR PLAN AT  
NHFW.

The Committee noted that the proposal for creation of plan posts during 1989-90 has already been placed before the Governing Body in its meeting held on 11th October, 1989 and decided that these proposals may be sent to Ministry of Health and Family Welfare for further necessary action. In case the Ministry needs any further information, clarification etc. the same may be done by way of a meeting with the Director of the Institute.

AGENDA ITEM NO. 5

AMENDMENT IN THE RULES FOR THE ACCEPTANCE  
OF PROJECT/STUDIES AND RECRUITMENT OF  
STAFF THERETO.

The Standing Finance Committee was informed that this item was placed before the Governing Body in its meeting held on the 11th October, 1989 and the Governing Body had approved the proposal with certain modifications. It was reiterated by Standing Finance Committee that the existing procedure of Ad-hoc Selection Committee for making appointments to various project posts, as already contained in the guidelines should be adhered to.

AGENDA ITEM NO. 6

CREATION OF TWO FLOATING POSTS TO UNDER-  
TAKE STUDIES ON VARIOUS ENQUIRIES ASSIGNED  
BY THE MINISTRY OF HEALTH AND FAMILY  
WELFARE-DELEGATION OF POWERS TO DIRECTOR.

The Committee noted that the item was placed before the Governing Body in its meeting held on 11th October, 1989 which approved the proposal with certain modifications.

**AMENDMENT IN THE RULES FOR THE ACCEPTANCE OF PROJECT/STUDIES AND RECRUITMENT OF STAFF THERETO.**

The Rules authorises the Director of the Institute to accept projects of three years duration and funds thereof from the outside agencies alone. It also authorises the Director to create posts upto the level of Assistant Professors for undertaking these project upto 3 years. It has all along been felt that restricting the scope of these rules in terms of funding agency and the duration of projects, hampers the functioning of the Director in undertaking a project and completing it in a time frame; particularly those projects which are entrusted by the Ministry of Health and Family Welfare.

In view of above, proposal for amending clause B(I) of the rules were placed before the SFC in its meeting on 25th August, 1988 suggesting increase in the powers of Director to create posts upto the level of Reader for such projects. The SFC however agreed to only limited amendment but the decision was not confirmed by the SFC in its next meeting on 31st October, 1988. Later Ministry of Health and Family Welfare vide D.O. from Director (AP) dated 28th September, 1988, while examining the issue for reconsideration of the decision has suggested that the matter may be placed before the Standing Finance Committee in its next meeting.

Accordingly, the matter has been examined further in detail and it is suggested that the existing rules may be amended to provide for the following:

- (1) Director may be authorised to accept the research/evaluations projects of a fixed duration, entrusted to the Institute either by the Ministry of Health and Family Welfare or any other outside agency, provided the projects is not to continue beyond the duration fixed in the beginning and is not likely to have any repercussion on the non-plan budget of the Institute. This will

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includes projects/studies of the Institute approved by its Programme Advisory Committee (PAC) and included in the plan budget of the Institute, provided they are of a fixed duration.

- (ii) Restriction on the Director to accept the projects of three years duration only, needs to be removed. This restriction is definitely uncalled for as the projects particularly these of longer duration, are entrusted to the Institute after prolonged considerations at different levels including that in the Ministry of Health and Family Welfare even when they are funded by outside agency. Any restriction on acceptance after this only postpones the starting of the project and its completion within the stipulated time frame. Director may therefore be authorised to accept all the projects whether funded by the Ministry of Health and Family Welfare or any other agency, irrespective of their duration.
- (iii) Also the existing rule authorises the Director to create posts for such projects only upto the level of Assistant Professor. This needs to be revised upward so as to facilitate creation of posts upto Reader's level for the duration of the project (and not for three years alone). This is necessary in view of the proposed UGC pattern in the faculty of the Institute under which the posts of Assistant Professor will be converted into Lecturer. Since such project can be entrusted to a senior level person only, for its proper management coordination including interaction with other senior officials of state governments, it is imperative that the powers of the Director to create such posts and recruit person should be raised to the level of a Reader.

In view of above following amendments in the existing Rules for the Acceptance of projects and recruitment of staff thereto (by NIHFW. Copy at Annexure-IV (pages 56 to 60) suggested as:

- (i) The words 'from outside agencies' occurring in the second line of the paragraph below Rule 'A' may be deleted.

- (ii) The words not exceeding a period of three years occurring in the second line of para (A) (a) of the rules may be deleted.
- (iii) The para (A) (b) of the Rules may be deleted completely.
- (iv) The words Assistant Professor occurring in the second line under rule (B) (I) of the rules may be substituted by Reader.
- (v) The words Assistant Professor occurring in the second line under the rule (B) (III) (a) of the rule may be substituted by Reader.



F. No. 1-10/79-Admn.II(PAC)  
NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

Rules for the Acceptance of projects and recruitment of staff thereto by the NIHF

As per the directive of the Governing Body of NIHF in its meeting held on 27th June, 1981, the proposal for approval of the rules for the acceptance of Projects and recruitment of staff thereto by the NIHF was placed before the Standing Finance Committee of NIHF in its Tenth Meeting held on the 7th September, 1981 and the following rules/guidelines have been approved by the Standing Finance Committee.

(A) ACCEPTANCE OF PROJECTS AND FUNDS FOR RESEARCH PROGRAMMES FROM OUTSIDE AGENICES:

The Institute may accept projects and funds for research evaluation and other studies from outside agencies subject to the condition that the objectives of the project are of relevance to the main objectives of the Institute and are of value to the Health and Family Welfare Programmes as mentioned below:

- (a) The Director may accept project and funds for a short duration i.e. not exceeding a period of three years. He should report the same to the Standing Finance Committee Governing Body later, in due course.
- (b) If the duration of the project is more than a period of three years then the prior approval of the Standing Finance Committee/Governing Body should be obtained.

(B) RULES FOR RECRUITMENT OF PROJECT STAFF:

I. CREATION OF POSTS:

The Director is empowered to create such posts upto the level of Assistant Professor as may be necessary for conducting the research work in the usual scales of pay as for similar posts in the NIHF, provided the posts are not created in any scale higher than those for Institute staff. The posts could, however, be created on a lower scale of pay, if considered essential.

II. ADVERTISEMENT AND CIRCULATION OF POST:

The posts in Groups A&B will be filled up by advertising the posts through DAVP. For filling up of projects posts in Groups C&D, a fortnight notice will be given to the concerned Employment Exchange for receipt of nominations and in case such nominations are not received by the due date, the

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vacancies may be filled up otherwise.

III. APPOINTMENT OF STAFF

- (a) Director is empowered to appoint any person in Groups A, B & C upto the level of Assistant Professor on the recommendations of an ad-hoc Selection Committee which may be constituted by the Director.
- (b) Deputy Director (Admn.) is empowered to appoint any person in Group D on the recommendations of a constituted Selection Committee.

IV. TERMS AND CONDITIONS OF DEPUTATION REGARDING APPOINTMENT OF REGULAR EMPLOYEES OF NIHF.

The employees of the Institute may also be eligible for appointment to project posts on the terms and conditions of deputation (attached).

NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Terms and conditions of deputation covering appointment of Regular Employees of the NIHFw on the Research/Projects/Schemes/Enquiries accepted at the NIHFw with the financial support from the various outside agencies.

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1. Pay:- The pay of regular officers/employees of the NIHFw on their appointment on the research projects/schemes/enquiries accepted at the NIHFw, with support from various outside agencies will be fixed in accordance with the normal rules.
2. Leave Salary Contributions: The leave salary contribution would be payable from the grant of the Research Projects/Schemes/Enquiry concerned according to the rates in force from time to time and in accordance with the orders issued by the Government of India under F.R.116 in case of deputationists on foreign service.
3. Medical Attendance and treatment under Employees Health Scheme of the NIHFw:
  - a) The persons employed on the research project/scheme/enquiry will pay their contribution towards CGHS as prescribed in the rules of CGHS Employees Health Scheme from time to time. If the amount of the Employees' contribution falls short of the amount per annum fixed by the Institute for extending CGHS facilities to its Employees, the differences will be debited to the grant received from the concerned research project/scheme/enquiry to make up a total amount fixed by the Institute from time to time (which is Rs.353/- per annum at present per employee). The adjustment will be made at the close of every financial year. The rate/charges for extending CGHS facilities will be fixed as per the charges fixed by the CGHS for extending CHS Scheme facilities to Semi-Govt. organisations or as maybe decided by the Institute from time to time).
  - b) In case the total duration of a Research Project/Scheme/Enquiry is for a period of one year or less, no recovery on account of difference in the subscription recovered from the employee and the amount fixed per annum (Rs.353/- per annum at present) will be made or debited to the grant concerned.
4. Leave:- The employees of the Institute employed at the research projects/schemes/enquiries will continue to be governed by the leave Rules applicable to the employees of the NIHFw.
5. Travelling allowance:- On the appointment of an Institute

employee on a Research scheme/Project/Enquiry and/or on reversion/termination of the project therefrom his travelling allowance, joining time, etc. will be regulated under the supplementary Rules of the Central Govt. and paid for by the Research Projects/Schemes/Enquiry concerned.

6. Leave Salary in case of disability:- The Research Project/Scheme Enquiry concerned will be liable to pay leave salary in respect of any disability incurred in and through employment in the research project/scheme/enquiry.

Period of commencement/expiry of service in the Research Project/Scheme/Enquiry:

The service/employment will commence from the date of officer/employee of the Institute makes over charge of the post held by him/her in regular employment in the Institute for taking up the post in the research project/scheme/enquiry and will expire on the date he/she takes over charge of the post originally held by him/her in regular employment in the Institute. This clarifies that the Institute employee in the event of his/her reversion from the research project/scheme enquiry or in the event of the termination from the research project/scheme enquiry will be taken back in the post held by him/her in the regular set-up of the Institute prior to his/her appointment in research project/scheme/enquiry and his/her pay will be fixed as admissible under the rules applicable in such cases from time to time.

If the aforesaid reversion/termination of the research project/schemes/enquiry results in surplus of staff, the reverted person will be taken back in his/her post held by him/her in the particular department where he/she was working prior to his/her appointment in the research project/scheme/enquiry and the person appointed in the post vacated by him/her as result of his/her appointment in the research scheme/project/enquiry, would be reverted/terminated if he/she was fresh entrant in the Institute's service and so on without on criteria of seniority in the cadre except in the case of ministerial staff.

8. The whole expenditure in respect of compensatory allowance for duration of leave in or at the end of employment in the research project/scheme/enquiries concerned and would be debitable to grant concerned.
9. Leave Travel Concession:- The employees of the NIIHFW employed on a Research Project/Scheme/Enquiry will be entitled to leave travel concession from the grant concerned on the scale he/she is entitled to under the rules in force in this respect from time to time and the cost of such concessions will be borne by the Research Project/Scheme Enquiry concerned.

10. Reimbursement of tuition fees: The officer/employees of the NIHFW during his/her employment in the research project/scheme/enquiry will be eligible to claim reimbursement of tuition fees in respect of his/her children from the research project/scheme/enquiry in terms of rules applicable to the Institute's regular employees and the expenditure would be debitable to the grant concerned.
11. Contribution Provident Fund Scheme: The employees working on the Research Projects/Scheme/Enquiry will be allowed to contribute to the Institute's Contributory Provident Fund.
- The Employer's contribution will be debited to the grant of the Research Project/Scheme/Enquiry concerned. The employee of the Institute on his appointment on the Research Project/Scheme/Enquiry will be considered to being continuous employment of the Institute and necessary recovery will be made from the grant of Research Project/Scheme/Enquiry on account of employer's contributions from the date of appointment on the Scheme/Project/Enquiries will be considered to all intents and purposes as that of a regular employee of the Institute. The employers' contributions will be calculated in accordance with the provisions of the Fundamental Rules and the amount debited to the grant concerned.
12. Residential accommodation: The persons employed on the Research/Schemes/Enquiries may be provided with residential accommodation if available, from the Institute's Residential pool. Their priority would count alongwith other non-essential employees of the Institute of their categories and rent recovered under F.R.45-7.
13. Children Education Allowance: The Children Education Allowance payable to the persons appointed on the Research Schemes/Projects/Enquiries would be debitable to the Research Grant concerned.

## Annexure-XIV

## Pay as per VII Pay Commission

Sl. No.	Designation	Pay Matrix Level
1.	Director (15)	Rs. 1,82,200/-
2.	Deputy Director(Administration) Pay Matrix Level-12	Rs. 78,800-209200
3.	Professor(Direct) Pay Matrix Level-(14+NPA)	Rs. 1,44,200-2,18,200
	Professor Deptt. of RBM Pay Matrix Level-(14+NPA)	Rs. 1,44,200-2,18,200
	Professor Deptt. of CHA Pay Matrix Level-(14+NPA)	Rs. 1,44,200-2,18,200
	Professor Deptt. of E&T Pay Matrix Level-(14+NPA)	Rs. 1,44,200-2,18,200
	Professor Deptt. of Communication Pay Matrix Level-14	Rs. 1,44,200-2,18,200
	Professor Deptt. of Epidemiology Pay Matrix Level-14	Rs. 1,44,200-2,18,200
	Professor Deptt. of Social Science Pay Matrix Level-14	Rs. 1,44,200-2,18,200
	Professor Deptt. of Planning & Evaluation Pay Matrix Level-14	Rs. 1,44,200-2,18,200
	Professor Deptt. of Statistics & Demography Pay Matrix Level-14	Rs. 1,44,200-2,18,200
	Professor Deptt. of Medical care & Hospital Administration Pay Matrix Level-14	Rs. 1,44,200-2,18,200
	Professor Deptt. of Population, Genetics & Human Development Pay Matrix Level-14	Rs. 1,44,200-2,18,200
4.	Reader (DIRECT) Pay Matrix Level-13A+NPA(for Medical Personnel)	Rs. 79,800-2,11,500
	Deptt. of Social Sciences (Non-Medical)	Rs. 79,800-2,11,500
	Deptt. of RBM (Non-Medical)	Rs. 79,800-2,11,500

Sl. No.	Designation	Pay Matrix Level
	Deptt. of RBM (Non-Medical)	Rs. 79,800-2,11,500
	Deptt. of CHA (Medical)	Rs. 79,800-2,11,500
	Deptt. of P&E (Non-Medical)	Rs. 79,800-2,11,500
	Deptt. of RBM (Medical)	Rs. 79,800-2,11,500
	Deptt. of E&T	Rs. 79,800-2,11,500
	Deptt. of CHA (Nursing)	Rs. 79,800-2,11,500
	Deptt. of MCHA (Medical)	Rs. 79,800-2,11,500
	Deptt. of Management Sciences	Rs. 79,800-2,11,500
	Deptt. of Communication (Electronic Media)	Rs. 79,800-2,11,500
5.	Assistant Professor Pay Matrix Level-10+NPA, UGC (For Medical Personnel)	Rs. 57,700-1,82,400
	Deptt. of Social Sciences	Rs. 57,700-1,82,400
	Deptt. of E&T (Medical)	Rs. 57,700-1,82,400
	Deptt. of E&T	Rs. 57,700-1,82,400
	Deptt. of Social Sciences	Rs. 57,700-1,82,400
	Deptt. of Sco. Sciences	Rs. 57,700-1,82,400
	Deptt. of CHA	Rs. 57,700-1,82,400
	Deptt. of S & D	Rs. 57,700-1,82,400
	Deptt. of RBM	Rs. 57,700-1,82,400
	Deptt. of RBM (Bio-MR)	Rs. 57,700-1,82,400
	Deptt. of RBM	Rs. 57,700-1,82,400
	Deptt. of Communication	Rs. 57,700-1,82,400
	Deptt. of Communication(P. Media)	Rs. 57,700-1,82,400
	Deptt. of S & D	Rs. 57,700-1,82,400
	Deptt. of P & E	Rs. 57,700-1,82,400
	Deptt. of P & E (Health Economics)	Rs. 57,700-1,82,400
	Deptt. of RBM (Clinic)	Rs. 57,700-1,82,400
6.	Sr. Documentation Officer Pay Matrix Level-11	Rs 67,700-2,08,700

Sl. No.	Designation	Pay Matrix Level
7.	Medical Officer Pay Matrix Level-10+NPA (For Medical Personnel)	Rs.56,100-1,77,500
8.	Research Officer Pay Matrix Level-10	Rs.56,100-1,77,500
	Deptt. of Communication	Rs.56,100-1,77,500
	Deptt. of RBM	Rs.56,100-1,77,500
	Deptt. of Social Science	Rs.56,100-1,77,500
	Deptt. of Sco. Sciences	Rs.56,100-1,77,500
	Deptt. of Communication	Rs.56,100-1,77,500
	Deptt. of E&T Deptt. of S & D	Rs.56,100-1,77,500
9.	Technical Officer (Rep.) Pay Matrix Level-10	Rs.56,100-1,77,500
10.	Technical Officer (Doc.) Pay Matrix Level-10	Rs.56,100-1,77,500
11.	Assistant Director (OL) Pay Matrix Level-10	Rs.56,100-1,77,500
	Deptt. of S & D	Rs.56,100-1,77,500
	Deptt. of RBM	Rs.56,100-1,77,500
	Deptt. of Nutrition	Rs.56,100-1,77,500
	Deptt. of Field Training	Rs.56,100-1,77,500
	Deptt. of MCHA	Rs.56,100-1,77,500
	Deptt. of RBM (Anesthesia)	Rs.56,100-1,77,500
	Deptt. of Comm. (Health&Extn. Education)	Rs.56,100-1,77,500

**Part B (Group 'B')**

Sl. No.	Designation	Pay Matrix Level (7 CPC)
1.	Section Officer (7)	Rs.9300-34800+GP Rs.4600/-
2.	Account Officer (7)	Rs.9300-34800+GP Rs.4600/-
3.	Workshop & Maintenance Officer (7)	Rs.9300-34800+GP Rs.4600/-
4.	Accountant (On Deputation) (6)	Rs.9300-34800+GP Rs.4200/-
5.	Stenographer Gr. I (7)	Rs.9300-34800+GP Rs.4600/-
6.	Assistant Research Officer (7)	Rs.9300-34800+GP Rs.4600/-
	ARO (PG&HD) (7)	Rs.9300-34800+GP Rs.4600/-
	ARO (RBM) (7)	Rs.9300-34800+GP Rs.4600/-
	ARO (MCHA)(7)	Rs.9300-34800+GP Rs.4600/-
7.	Senior Public Health Nurse (7)	
8.	Sub-Editor (English) (6)	Rs.9300-34800+GP Rs.4200/-
9.	Sub-Editor (Hindi) (6)	Rs.9300-34800+GP Rs.4200/-
10.	Sr. Artist (6)	Rs.9300-34800+GP Rs.4200/-
11.	Photographer (6)	Rs.9300-34800+GP Rs.4200/-
12.	Tech. Officer (AVE) (6)	Rs.9300-34800+GP Rs.4200/-
13.	Librarian (7)	Rs.9300-34800+GP Rs.4200/-
14.	Cameraman (Microfilm) (6)	Rs.9300-34800+GP Rs.4200/-
15.	Sr. Technical Assistant (Doc.) (6)	Rs.9300-34800+GP Rs.4200/-
16.	Assistant Nursing Supdt. (7)	Rs.9300-34800+GP Rs.4200/-



Sl. No.	Designation	Pay Matrix Level (7 CPC)
17.	Nursing Sister (6)	Rs.9300-34800+GP Rs.4200/-
18.	Programmer (7)	Rs.9300-34800+GP Rs.4600/-
19.	Data Entry Operator, Gr. E (7)	Rs.9300-34800+GP Rs.4200/-
20.	Public Health Nurse (6)	Rs.9300-34800+GP Rs.4200/-
21.	Assistant (6)	Rs.9300-34800+GP Rs.4200/-
22.	Sr. Technical Assistant (Photo-type-setting) (6)	Rs.9300-34800+GP Rs.4200/-
23.	Steno. Gr. II (6)	Rs.9300-34800+GP Rs.4200/-
24.	Technical Assistant (Press) (6)	Rs.9300-34800+GP Rs.4200/-
25.	Sr. Technical Assistant (Lab.) (7)	Rs.9300-34800+GP Rs.4600/-
26.	Technical Assistant (Lab.) (6)	Rs.9300-34800+GP Rs.4200/-
27.	Staff Nurse (6)	Rs.9300-34800+GP Rs.4200/-
28.	Jr. Hindi Translator (6)	Rs.9300-34800+GP Rs.4200/-
29.	Sr. Draftsman (6)	Rs.9300-34800+GP Rs.4200/-
30.	Electrical Supervisor (6)	
31.	Jr. Engineer (Civil) (6)	
32.	Transport Supervisor (6)	Rs.9300-34800+GP Rs.4200/-
33.	Research Assistant (6)	

### Part C (Group 'C')

Sl. No.	Designation	Pay Scale 6th CPC (pre-revised)
1.	UDC	PB-1 Rs. 5200-20200 + 2400(GP)
2.	Stenographer Gr.-III	PB-1 Rs. 5200-20200 + 2400(GP)
3.	Receptionist	PB-1 Rs. 5200-20200 + 2400(GP)
4.	Xerox Operator	PB-1 Rs. 5200-20200 + 2400(GP)
5.	Laboratory Assistant	PB-1 Rs. 5200-20200 + 2000(GP)
6.	LDC	PB-1 Rs. 5200-20200 + 1900(GP)
7.	Assistant Store Keeper	PB-1 Rs. 5200-20200 + 1900(GP)
8.	Copy Holder	PB-1 Rs. 5200-20200 + 1900(GP)
9.	Book Binder	PB-1 Rs. 5200-20200 + 1900(GP)

### I. Group 'C' - (Technical)

Sl. No.	Designation	Pay Scale 6th CPC (pre-revised)
1.	Cameraman-cum-Platemaker	PB-1 Rs. 5200-20200 + 2800(GP)
2.	Tech.Asstt. (Prod.-Proc.)	PB-1 Rs. 5200-20200 + 2800(GP)
3.	Assistant Librarian	PB-1 Rs. 5200-20200 + 2800(GP)
4.	Reprographic Asstt.	PB-1 Rs. 5200-20200 + 2800(GP)
5.	Projectionist	PB-1 Rs. 5200-20200 + 2800(GP)
6.	Pharmacist	PB-1 Rs. 5200-20200 + 2800(GP)
7.	DEO- Grade 'B'	PB-1 Rs. 5200-20200 + 2800(GP)
8.	Radiographer	PB-1 Rs. 5200-20200 + 2800(GP)
9.	Graining Machine-cum-Plate maker Operator	PB-1 Rs. 5200-20200 + 2400(GP)
10.	O.T. Technician	PB-1 Rs. 5200-20200 + 2400(GP)
11.	Sr. Library Attendant	PB-1 Rs. 5200-20200 + 1900(GP)

Sl. No.	Designation	Pay Scale 6th CPC (pre-revised)
12.	Feeder	PB-1 Rs. 5200-20200 + 1900(GP)
13.	Driver Ordinary Grade	PB-1 Rs. 5200-20200 + 1900(GP)
14.	Driver Grade II	PB-1 Rs. 5200-20200 + 2400(GP)
15.	Driver Grade I	PB-1 Rs. 5200-20200 + 2800(GP)

**Part D (Group 'D')-Erstwhile Group 'D'**

Sl. No.	Designation	Pay Scale 6th CPC (pre-revised)
1.	Lab. Attendant	PB-1 Rs. 5200-20200 + 1800(GP)
2.	Cook	PB-1 Rs. 5200-20200 + 1800(GP)
3.	Assistant Cook	PB-1 Rs. 5200-20200 + 1800(GP)
4.	Room Attendant	PB-1 Rs. 5200-20200 + 1800(GP)
5.	Ward Boy	PB-1 Rs. 5200-20200 + 1800(GP)
6.	Animal Attendant	PB-1 Rs. 5200-20200 + 1800(GP)

**II. MTS**

Sl. No.	Designation	Pay Scale 6th CPC (pre-revised)	Pay Scale 7th CPC	Sanctioned post
1.	MTS	PB-1 Rs. 5200-20200 + 1800(GP)	Pay Level - 1	75* as per RRs <ul style="list-style-type: none"> <li>*Current sanctioned strength is 62. 28 MTS (contractual) are currently filled through GeM. As per meeting of 63<sup>rd</sup> SFC meeting held on 22 November, 2021 agenda no. 14 SFC approved the proposal for outsourcing of MTS as and when other posts of MTS get vacant in NIHFW. These posts will be filled on contractual basis through outsourced agency.</li> </ul>



आरोग्यम् सुखसम्पदा

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