

Memorandum of Association & Rules and Regulations



V.V. GIRI NATIONAL LABOUR INSTITUTE
Sector-24, NOIDA

**Memorandum of Association
&
Rules and Regulations**



V.V. GIRI NATIONAL LABOUR INSTITUTE
Sector-24, NOIDA

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**MEMORANDUM OF
ASSOCIATION**



Memorandum of Association

1. The name of the Society will be "The V.V. Giri National Labour Institute".*
2. The registered office of the Society shall be at New Delhi in the Union Territory of Delhi.
3. The objects for which the Society is formed are to provide for education, training, study and research in labour and related subjects, and with this purpose:
 - (a) to undertake and assist in the organisation of training and study courses, conferences, seminars and lectures;
 - (b) to undertake, aid, promote and coordinate research through its own or other agencies including Universities and other institutions of standing;
 - (c) to establish Wings for (i) Education, Training and Orientation; (ii) Research including Action Research; (iii) Consultancy; (iv) Publication and such other as may be necessary to achieve the objectives of the Society;
 - (d) to analyse specific problems encountered in the planning and implementation of labour and allied programmes and to suggest suitable remedial measures;

* Substituted vide (Item No. 6 of General Council meeting held on 22.2.1995)

- (e) to prepare, print and publish papers, periodicals and books in furtherance of the objects of the Society;
- (f) to establish and maintain Libraries and Information Services;
- (g) to collaborate with other institutions, organisations, associations and societies in India or abroad, interested in similar objects; and
- (h) to offer fellowships, prizes and stipends in furtherance of the objects of the Society.

4. Pursuant to the aforesaid objects, the Society may:

- (a) accept grants of money, securities or property of any kind and undertake and accept the management of any endorsement, trust, fund or donation consistent with the objects of the Society, on such terms as may be prescribed by the Government of India from time to time;
- (b) invest and deal with funds and monies of the Society;
- (c) impose and recover fees and charges for the services rendered by it;
- (d) purchase, hire, take on lease, exchange or otherwise acquire a property, movable or immovable, which may be necessary or convenient for the purpose of the Society and construct, alter and/or maintain such buildings and works as may be necessary for carrying out the objects of the Society;
- (e) sell, hire, lease, exchange or otherwise transfer or dispose of all or any property, movable or immovable of the Society, provided that for the transfer of immovable

property prior approval in writing of the Government of India is obtained;

- (f) borrow and raise monies on mortgages, promissory notes or other securities founded or based upon all or any of the properties and assets of the Society or without any securities, provided that prior approval in writing of the Government of India is obtained in that behalf;
- (g) draw, accept, make, endorse, discount and deposit Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- (h) create Reserve Fund, Sinking Fund, Insurance Fund or any other special Fund whether for depreciation, repair, improvement extension or maintenance of any of the properties or rights of the Society and/or for recouping wasting assets and for any other purposes for which the Society deems it expedient or proper to create or maintain any such Fund or Funds;
- (i) create administrative, technical, ministerial and other posts in the Society and make appointments thereto in accordance with the Rules and Regulations of the Society, provided that creation of posts carrying a maximum of the scale of which exceeds of Rs. 15,200 (or as revived by Government from time to time) and appointment to post carrying a maximum of pay of Rs. 18,300 or (as revived by Government from time to time) or more per month shall require the prior concurrence of the Government of India;*

* Amended vide minutes of the meeting of the General Council held on 29.2.1992

- (j) establish a Provident Fund for the benefit of the staff of the Society or any sections thereof;
 - (k) make rules and Bye-laws for the conduct of the affairs of the Society and add to, amend, vary or rescind them from time to time; and
 - (L) do all such other acts and things, either alone or in conjunction with other organisations or persons, as the Society may consider necessary, incidental or conducive to the attainment of the above objects.
5. The names, occupations and addresses of the members of the Ad-hoc.Executive Council to whom the Management of the affairs of the Society has for the time being been entrusted are as follows:
- (i) Shri P.N. Nayak Secretary to the Government of India, Department of Labour and Employment.
 - (ii) Shri N.P. Dube Joint Secretary to the Government of India, Department of Labour & Employment.
 - (iii) Shri P.M. Menon Ex-Secretary to the Government of India, D-117, Defence Colony, New Delhi.
6. All property of the Society, movable and immovable, shall vest in the Executive Council.
7. The income and property of the Society, however derived, shall be applied towards the promotion of the objects as set-forth

in this Memorandum of Association, subject, nevertheless in respect of expenditure of grants made by the Government of India, to such direction as the Government of India may from time to time give. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to persons who at any time or have been members of the Society or to any of them, or to any persons claiming through them or Any of them provided that nothing herein shall prevent the payment in good faith of remuneration to any member or other person in return for service rendered to the Society, or for travelling allowance, halting allowance and other similar charges.

8. A copy of the Rules and Regulations of the Society, certified to be correct by three members of the Executive Council, is filed with the Registrar of Societies, Delhi alongwith the Memorandum of Association.
9. We, the several members whose names and address are given below, having associated ourselves for the purposes prescribed in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands herein to and form ourselves into a Society under the Societies Registration Act, 1860 (21 of 1860)

S. No.	Names	Address and Occupations of Members	Signatures of Members
1	Sh. P.M. Nayak	Secretary to the Govt. of India, Dept. of Labour and Employment	Sd/- (P.M.Nayak)
2.	Sh. P.N. Dube	Joint Secretary to the Govt. of India, Dept. of Labour & Employment	Sd/- (P.N. Dube)
3.	Sh. P.M. Menon	Ex-Secretary to the Govt. of India, D-117, Defence Colony, New Delhi	Sd/- (P.M. Menon)
4.	Sh. Ishwar Chandra	Director-General of Employment and Training, Govt. of India, New Delhi	Sd/- (I. Chandra)
5.	Sh.O.Venkatachalam	Chief Labour Commissioner (c) Govt. of India, Shram Shakti Bhawan, New Delhi	Sd/- (O.Venkatachalam)
6.	Sh. K.K. Bhatia	Director, Labour Bureau, Shimla	Sd/- (K.K. Bhatia)
7.	Prof. G. Mukherji	Director, Indian Institute of Public Administration, New Delhi	Sd/- (G. Mukherji)

Signatures of the signatories are hereby attested.

Sd/-
(R. Anandakrishna)

RULES & REGULATIONS

Rules & Regulations

I. SHORT TITLE

These Rules may be called “Rules of the V.V. Giri National Labour Institute”.*

II. DEFINITIONS

1. “The Institute” means the V.V. Giri National Labour Institute
2. “The General Council” means the General Council of the Institute.
3. “The Executive Council” means the Executive Council of the Institute.
4. “The President” means President of the Institute.
5. The Vice-President means the Vice-President of the Institute.
6. “Rule” means any of the Rules, Regulations and By-laws of the Institute.

III. COMPOSITION OF THE INSTITUTE**

The Institute shall consist of the following members:

1. Union Minister for Labour : President
2. Minister of State for Labour*** : Vice-President
3. Six Central Government Representatives
 - i) Secretary, Ministry of Labour**** : Vice President

* Substituted vide minutes(Item No.6 of GC meeting held on 22.2.95).

** Amended vide Government of India Notification No. Q-16012/2/97-ESA(NLI) dated 5.3.1999.

*** Vide Notification No. Q-16012/2/2001-ESA(NLI) dt. 14.7.2004.

**** Vide Notification No. Q-16012/2/97-ESA(NLI) dt. 28.7.1999.

- ii) Addl. Secretary, Ministry of Labour* : Member
- iii) Joint Secretary or an officer of equivalent status looking after the work of V.V. Giri National Labour Institute in the Ministry of Labour : Member
- iv) Financial Adviser, Ministry of Labour : Member
- v) Secretary, Department of Secondary and Higher Education, Ministry of HRD : Member
- vi) Advisor, LEM, Planning Commission Yojana Bhawan : Member
- 4. Two representatives from Workers' Organisations : Members
- 5. Two representatives from Employers' Organisations : Members
- 6. Four eminent persons who have made noteworthy contribution in the field of labour or related fields : Members
- 7. Two members of Parliament (one each from Lok Sabha & Rajya Sabha) : Members
- 8. Important Institution
D.G. Gandhi Labour Institute,
Ahmedabad, Gujarat : Member
- 9. Representative from V.V.G.N.L.I.,
NOIDA
Director, V.V.G.N.L.I.** : Member
Secretary

IV. ROLE OF MEMBERS

The Institute shall keep a role of members giving their occupations and addresses and every member shall sign the same. If a member of the Institute changes his/her address,

* Vide Notification No. Q-16012/2/2001-ESA(NLI) dt. 14.7.2004.

** Substituted in place of Dean vide meeting of the General Council held on 29.2.1992.

he/she notify his/her new address to the Director of the Institute who shall thereupon cause his/her new address to be entered in the role of members and if any member fails to notify his/her new address, the address given in the role of members shall be deemed to be his/her address.

V. TERM OF OFFICE

1. The term of office of all the members mentioned in Clauses from 3 to 7 of Rule III shall be for 3 years.
2. A member of the Institute may resign his/her membership by a letter addressed to the Director of the Institute, but his/her resignation shall take effect only on its acceptance by the President.
3. A member of the Institute shall cease to be a member if he/she becomes insolvent or of unsound mind or if convicted of a criminal offence involving moral turpitude *(or he/she fails to attend 3 consecutive meetings of the General Council without taking leave of absence from the President.)
4. Wherever an organisation or Institution is entitled to nominate any representative on the General Council, such organisation or Institution shall have powers to change the representative.**

VI. OFFICERS OF THE INSTITUTE

The following shall be the Officers of the Institute, namely:

1. President of the General Council
2. Vice-President of the General Council

* Approved vide decision of General Council in its meeting held on 16.3.2000.

** Substituted vide General Council meeting held on 16.3.2000.

3. Chairman of the Executive Council
4. Director of the Institute; and
5. Such other officers as the Executive Council may from time to time appoint.

The Director of the Institute shall be appointed normally for five years by the Government of India in consultation with the Executive council at such terms and conditions of service as the Government may prescribe. The Director of the Institute will be eligible for re-appointment.

VII. THE GENERAL COUNCIL

- (i) There shall be a General Council of the Institute and it shall be composed of all the Members of the Institute;
- (ii) The annual general meeting of the General council shall be held on such date and at such time and place as may be determined by the President;
- (iii) The General Council shall meet at least once a year;
- (iv) For the purpose of the last sub-rule, each year shall be deemed to commence on the first day of April and terminate on the thirty first day of March of the following calendar year;
- (v) The President may convene a special meeting of the General council wherever he/she thinks fit and shall do so on the written requisition of not less than one third of the Members of the Institute;
- (vi) Every action calling meeting of the General Council shall state the date, time and place at which such meeting will be held and shall be served upon every Member of the General council not less than twenty one clear days before day appointed for the meeting;

- (vii) The accidental omission to give notice to, or the non-receipt of notice by any Member or other person to whom it should be given shall not invalidate the proceedings of the meeting;
- (viii) The President shall preside over the meeting of the General council and in the absence of the President, the Vice President shall preside;
- (ix) Six Members of the General Council present in person shall form a quorum. No quorum shall be required for an adjourned meeting;
- (x) All disputed questions at meetings of the General council shall be determined by vote;
- (xi) Each Member of the Institute shall have one vote;
- (xii) In case of an equality of votes, the person Presiding over the meeting shall have the casting vote;
- (xiii) The President may invite any person other than a Member to attend a meeting of the General Council. Such invitees shall not, however, be entitled to vote at the meeting; and
- (xiv) The General Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or Selection of any Member and no act or proceeding of the General Council shall be invalidated or nullified merely by reason of the existence of any vacancy there in or any defect in the appointment, nomination or election of any Member.

VIII. FUNCTIONS AND POWERS OF THE GENERAL COUNCIL

The General council shall have the following powers and functions, namely to:-

- (i) elect members of the Executive Council in accordance with Clause (i) of Rule IX;
- (ii) approve the annual budget of the Institute drawn up by the Executive Council and the budget so approved shall be submitted to the Government of India for sanction of Government Grants;
- (iii) consider the Annual Report prepared by the Executive Council;
- (iv) consider the Balance Sheet and Audited Accounts for outgoing year;
- (v) add and amend with the prior approval of the Government of India the Rules of the Institute;
- (vi) frame with the approval of the Government of India By-laws not inconsistent with these Rules for the regulation of the business of the Institute and in particular with reference to preparation and approval of the Budget Estimates, the sanctioning of the expenditure, re-appropriation of funds, making and execution of contracts, the investment of the funds of the Institute, sale or alteration of such investment, accounts and audit, procedure for appointment of staff the terms and tenure of appointments, emoluments, terms and conditions governing scholarships, fellowships and deputations, grant-in-aid, research schemes and projects, rules of conduct and other conditions of service of the staff of the Institute.
- (vii) constitute ad-hoc/special Committees, with or without power to coopt, for disposal of any business of the Institute or for advice in any matter pertaining to the Institute; and

- (viii) perform such other functions as are entrusted to it under these Rules.

IX. THE EXECUTIVE COUNCIL

- (i) There shall be an Executive Council of the Institute and all properties, movable and immovable of the Society, shall vest in the Executive Council. The Executive Council shall consist of the following Members:
- (a) Chairman of the Executive council to be appointed by the Central Government from amongst the members of the Institute;
 - (b) One nominee of the Government not below the rank of Joint Secretary in the Ministry of Labour;
 - (c) Two eminent persons, who have made noteworthy contributions in the field of Labour and allied subject to be elected by the General Council from among its Members;*
 - (d) Members of the General Council representing the Central Trade unions, and Employers' Organisations/Public Sector Undertakings;
 - (e) A Member of Parliament; to be elected by General Council from its members;*
 - (f) Financial Adviser, Ministry of Labour;* and
 - (g) The Director of the Institute shall be the Member Secretary of the Executive Council;
- (ii) The term of the elected Members of the Executive Council shall be three years but they shall be eligible for re-appointment. If any Member of the Executive Council

* Substituted vide notification (Item No. 7) of General Council Meeting held on 22.2.95.

- ceases to be a Member of the Institute, he/she shall automatically cease to be a Member;
- (iii) The Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any Member and no act or proceeding of the Executive Council shall be invalidated or nullified merely by reason of the existence of any vacancy therein or of any defect in the appointment, nomination or election of any member.
 - (iv) An elected Member of the Executive Council shall cease to be such if he/she fails to attend three consecutive meetings of the Executive council without prior leave of the Chairman.
 - (v) Any casual vacancy amongst the elected Members of the Executive council, arising from death or resignation or otherwise may be filled by nomination by the President and the Member so nominated shall hold office for the unexpired portion of the term of office of the member causing the vacancy.
 - (vi) Every meeting of the Executive Council shall be presided over by its Chairman and in his/her absence by a Member chosen by the Member of the Executive Council.
 - (vii) Four Members of the Executive Council present in person shall constitute a quorum. No quorum shall be required for an adjourned meeting.
 - (viii) For every meeting of the Executive Council, not less than fifteen clear days notice shall be given to each Member.
 - (ix) At least three meetings of the Executive council shall be held in each year.

- (x) For the purpose of the last Sub-rule, each year shall be deemed to commence on the first day of April and terminate on the thirty-first day of March of the following calendar year.
- (xi) The Chairman of the Executive Council may himself/herself call, or by a requisition in writing signed by him/her may require the Director of the Institute to call, a meeting of the Executive council at any time.
- (xii) Each member of the Executive Council including the Chairman thereof shall have one vote and in case three shall be an equality of votes on any question to be decided by the Executive Council, its Chairman or in his/her absence the person presiding over the meeting shall in addition have a casting vote.
- (xiii) The Chairman of the Executive may invite any person other than a Member, to attend a meeting of the Executive Council; such invitees shall not however, be entitled to vote at the meeting.
- (xiv) Any business which may be necessary for the Executive Council to perform may be carried out by circulation among all its members and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if the resolution had been passed at a meeting of the Executive council provided at least six Members have recorded their views on the resolution.

X. FUNCTIONS AND POWERS OF THE EXECUTIVE COUNCIL

- (i) Subject to the general control and directions of the General Council, the Executive Council shall be

responsible for the management and administration of the affairs of the Institute in accordance with these Rules and the Bye-laws made thereunder for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose.

- (A) The Executive Council shall exercise full powers with regard to financial matters subject to the following:*
 - (a) The overall budgetary limits as sanctioned by Government of India are observed;
 - (b) The proposals relating to emoluments structure i.e adoption of pay scales, allowances and revision thereof and creation of posts the maximum of the scale of pay of which exceeds Rs. 15,200 (or as revised by Government of India from time to time) shall be subjected to the prior approval of the Government of India; and
 - (c) The Financial Adviser, Ministry of Labour or his/her representative should be present in the meeting.
- (ii) Without prejudice to the generality of the foregoing sub-rule, the Executive council shall have the following functions, namely:
 - (a) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Institute.
 - (b) to create such posts subject to the observance of the ban orders etc. issued by the Government of India in this regard, appoint and control such staff

* Substituted vide (Item No.10) of minutes of the General Council meeting held on 29.2.1992.

other than those for whose appointment specific provisions has been made elsewhere as may be required for the efficient management of the affairs of the Institute and to regulate recruitment and conditions of their service;

- (c) to receive and to have custody of the funds of the Institute and to manage the properties of the Institute;
- (d) to enter for and on behalf of the Institute into agreements including those containing arbitration clause;
- (e) to sue and defend all legal proceedings on behalf of the Institute;
- (f) to appoint Committees including Standing Committees with power to coopt for disposal of any business of the Institute or for advice in any matter pertaining to the Institute provided that in cases of emergency the Chairman of the Executive Council shall have the power to appoint such Committees;
- (g) to accept the management of any endowment trust funds, subscription or donation provided that it is not attended by any condition inconsistent or in conflict with the objects of the Institute;
- (h) to draw up the Annual Budget of the Institute to be submitted for approval of the General Council;
- (i) to prepare the Annual Report and Accounts of the Institute for the consideration of the General Council;
- (j) to incur expenditure subject to the provisions of the approved budget;

- (k) to lay down terms and conditions governing scholarships, fellowships, deputation, grant-in-aid, research schemes and projects; and
 - (l) to nominate a person or persons to represent the Institute in national or international conferences and organisations subject to that in the case of conference or organisations outside India, with the approval of the Government of India in the Ministry of Labour.
- (iii) The Executive Council may by resolution delegate to its Chairman or to any member of the Standing Committees, or to the Director of the Institute or to any other Officer of the Institute such of its powers for the conduct of business as it may deem fit subjects, to the condition that the action taken by its own Chairman, the Standing Committee or the Director of the Institute, or other Officers, under the powers so delegated shall be subject to the information at the next meeting of the Executive Council.

XI. STANDING COMMITTEES

The Standing Committees of the Institute on:

- (a) Education, Training and Orientation
- (b) Research; and
- (c) Finance

shall consist of Members of the categories specified below to be elected or nominated in the manner hereinafter provided. Each Standing Committee shall have power to coopt as Members such person or persons as may be necessary to discharge its functions.

- (a) Standing Committee on Education, Training and Orientation
 - (i) The Director of the Institute..... Chairman
 - (ii) Joint Secretary in the Ministry of Labour of his/her nominee;
 - (iii) Representatives of the Ministries/Department of personnel, Education, Industry & Agriculture;
 - (iv) An educationist with wide experience in extensive education and training;
 - (v) Two among the Senior Fellows and Fellows of the V.V. Giri National Labour Institute; and
 - (vi) One Trade Union representative.

Note: A Senior Fellow/Fellow shall mean such employee who have been designated as such by the Institute.

- (b) Standing Committee on Research
 - (i) The Director of the Institute;Chairman
 - (ii) Joint Secretary in the Ministry of Labour or his/her nominee;
 - (iii) Two from among the Senior Fellows/Fellows of the Institute;
 - (iv) One nominee of the Planning commission, who may remain a member for a period not exceeding three years provided that he/she will be eligible for renomination;
 - (v) One nominee of the Indian Council of Social Science Research, New Delhi.
 - (vi) One Faculty member of the Jawaharlal Nehru University/Delhi University; and
 - (vii) One Trade Union representative.

(c) Standing Committee on Finance

- i) Chairman of the Executive Council ...Chairman
- ii) Joint Secretary in the Ministry of Labour or his/her nominee
- iii) The Director of the Institute; and
- iv) Two members of the Executive Council of which one will be Financial Adviser, Ministry of Labour and one to be nominated by the Executive Council.*

Note:

- i) As regards the nomination of Trade Union representatives as referred to in (a) and (b) mentioned above, the Executive Council will be the nominating authority.
- ii) Regarding the nomination of an educationist and a faculty member of the Jawaharlal Nehru University/Delhi University, as referred to in (a) and (b) mentioned above, the Chairman of the Executive Council will be the nominating authority.
- iii) For the nomination of Senior Fellows/Fellows as referred to in (a) and (b) and mentioned above, the Chairman of the Executive Council will be the nominating authority.

(d) Selection Committee:

- (i) Selection Committees will be set up by the Chairman of the Executive Council for selection of suitable persons in various positions carrying an initial pay of Rs. 10,000 or more per month (or as revived by Government of India from time to time);** and

* Amendment was made in the meeting of the Executive Council held on 23.3.93

** Consequent upon the implementation of Vth Pay Commission.

- (ii) For vacancies in other positions, the Director of the Institute may set up Selection Committees.

XII. FUNCTION OF THE STANDING COMMITTEES

All proposals or Schemes relating to subjects for which Standing Committees have been constituted, whether initiated by the said Committees or otherwise, shall first be considered by the respective Standing Committees and they shall tender advice on such schemes and proposals to the Executive Council.

POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE SHALL BE AS FOLLOWS:

- i) to scrutinise the accounts and budget estimates of the Institute and to make recommendations to the Executive Council;
- ii) to consider and make recommendations to the Executive Council on proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Executive Council;
- iii) to scrutinise re-appropriation statements and audit notes and make recommendations thereon to the Executive Council;
- iv) to review financial position of the Institute from time to time; and
- v) to give advice and make recommendations to the Executive Council on any other financial questions affecting the affairs of the Institute.

XIII. POWERS & FUNCTIONS OF THE DIRECTOR OF THE INSTITUTE

- i) The Director of the Institute, as the Principal Executive Officer of the Institute, shall be responsible for the proper administration of the affairs of the Institute and shall exercise powers under the direction and guidance of the Executive Council;
- ii) it shall be the duty of the Director of the Institute to coordinate and exercise general supervision over all the activities of the Institute; and
- iii) he/she shall prescribe the duties of all Officers and staff of the Institute and shall, subject to these Rules and Bye-laws if any, exercise such supervision and disciplinary control as may be necessary.

XIV. FUNDS OF THE INSTITUTE

- i) The funds of the Institute shall consist of the following:
 - a) Grants made by the Government of India or any State Government;
 - b) donations and contributions from other sources;
 - c) fees and charges imposed by the Institute for services rendered by it;
 - d) Income from investments; and
 - e) Income and receipts from other sources.
- ii)
 - a) The Bankers of the Institute shall be the State Bank of India or any one or more of the Nationalised Banks; and
 - b) all funds shall be paid into the Institute's accounts with a branch/branches of the State Bank of India

and/or a Branch/Branches of the subsidiaries of the State Bank of India and/or a Branch/Branches of the nationalised banks, and shall not be withdrawn except by means of cheque, order or any other negotiable instrument signed by the Director of the Institute and by such other officer of the Institute as may be duly empowered in this behalf by the Executive Council.

XV. POWERS OF THE GOVERNMENT

In the discharge of its functions, the General Council shall be guided by such directions on questions of policy as may be given to it by the Government of India. The decision of the Government of India as to whether a question is or is not a matter of policy shall be final and such directions shall be in writing.

XVI. AUDIT & ACCOUNTS

- i) The Institute shall cause regular accounts to be kept of all its monies and properties in such forms as may be prescribed by the Government of India;
- ii) the Accounts of the Institute shall be audited annually by Auditors appointed by the Government of India. The Auditors shall have the right to demand the production of books, accounts and connected vouchers and other necessary documents and papers. Any expenditure incurred in regard to such audit shall be payable by the Institute;
- iii) the results of audit shall be communicated by the Auditors to the General Council of Institute. The Auditors shall

also forward a copy of the report direct to the Government of India. The General Council shall submit a copy of the Audit Report along with its observations and the audited accounts to the Government of India who shall cause the same to be laid before both the Houses of Parliament within nine months of the close of the financial year to which the accounts pertain; and

- iv) notwithstanding the provisions of sub-rule (ii) above, the accounts of the Institute will be open to audit by Comptroller and Auditor General in accordance with the provisions of the Comptroller and Auditor General's (DP &C) Act, 1971 and he/she shall have the same right, privileges and authority in connection with the audit of the accounts of the Institute as he/she has in connection with audit of Government accounts and in particular, shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers and also to inspect any office of the Institute.

XVII. ANNUAL REPORT

An Annual Report of the proceedings of the Institute and of all works undertaken during a year, together with the balance sheet and audited accounts, shall be prepared by the Executive Council for the information of the Government of India and of the Members of the Institute. A draft of such report and yearly accounts of the Institute shall be placed before the General Council at the Annual General Meeting.

XVIII. OFFICE OF THE INSTITUTE

The office of the Institute shall be at New Delhi.

XIX. SERVICE OF NOTICE

- i) A notice may be served upon any Member of the Institute either personally or by post at the address mentioned in the role of Members; and
- ii) any notice so served by post shall be deemed to have been served on the day following that on which it is posted.

XX. THE SOCIETY MAY SUE OR BE SUED IN THE NAME OF THE DIRECTOR OF THE SOCIETY.

XXI. ALTERATION OR EXTENSION OF THE PURPOSE OF THE INSTITUTE

Subject to provisions of the Societies Registration Act, 1860 (21 of 1860), the General Council may alter, extend or abridge any purpose or purposes for which the Society is established.

XXII. AMENDMENT OF THE RULES

With the prior concurrence of the Government of India in the Ministry of Labour, the Rules of the Society may be altered at any time by a resolution passed by a majority of not less than two-thirds of the Members present and voting at any meeting of the General Council, which shall have been convened for the specific purpose after giving due notice of such resolution to the Members of the General Council.

Certification given to these Rules and Regulations by Members of the Ad-hoc Executive Council of National Labour Institute meant for this specific purpose is being annexed.

Annexure

We, the several persons whose names and address are subscribed hereto, being Members of the ad-hoc Executive Council of the National Labour Institute, certify the above to be a correct copy of the Rules of the said Society.

S. No.	Name	Occupation and Address	Signature
1.	Shri P.M. Nayak	Secretary to the Government of India, Department of Labour & Employment	Sd/- (P.M. Nayak)
2.	Shri N.P. Dube	Joint Secretary to the Government of India, Department of Labour & Employment	Sd/- (N.P. Dubey)
3.	Shri P.M. Menon	Ex-Secretary to the Government of India, D-117, Defence Colony, New Delhi	Sd/- (P.M. Menon)

(Amended and registered with the Registrar of Societies, Delhi Administration, on 16th October, 1982)



V.V. Giri National Labour Institute

Post Box No. 68, Sector-24, NOIDA

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