

RULES AND REGULATIONS

1. The Rules and Regulations may be called the "Rules and Regulations of the National Power Training Institute".

DEFINITIONS

2. In these Rules and Regulations -
- (a) "Society" means National Power Training Institute.
 - (b) "President" means the President of the Society.
 - (c) "Governing Council" means the Body, which according to Rule 21 shall exercise powers on behalf of the Society.
 - (d) "Director General" means Director General appointed as full time Member Secretary of the Society by the Government of India under Rule '3'.
 - (e) "Training Institutes" means Training Institutes of the Society under Rule 44 (a).
 - (f) "Management Council" means the body which according to Rule 44(b) shall manage the affairs of the Training Institutes.
 - (g) The "Executive Director" means the Principal Director of the Regional Training Institutes of the Society and the "Dean In charge CAMPS" means the Head of the Centre for Advanced Management & Power Studies.
 - (h) "Year" means financial year commencing from 1st day of April of any year and terminating on 31st day of March of the following calendar year.

COMPOSITION OF THE SOCIETY

3. The Society shall consist of the following members:-

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| i) | Secretary, Ministry of Power | President |
| ii) | Chairman, Central Electricity Authority | Vice-President |
| iii) | All Members of the Governing Council
Of the Society | Members |
| iv) | All Members of Central Elec. Authority | Members |
| v) | Chairmen of all Electric Supply Under-
Takings/Utilities of the Govt. of India
As well as State Governments | |
| vi) | Chairman, Bharat Heavy Electricals Ltd./
Chairman, ABL, Bombay | |
| vii) | Director General, Central Power Research Institute | |
| viii) | Director General,
National Power Training Institute | Member-Secy. |




Director General
National Power Training Institute
(Ministry of Power, Govt. of India)
Sector-33, Faridabad-121003 (Haryana)

4. The Society shall keep a roll of Members giving their addresses and occupations and every member shall sign the same.
5. If a Member of the Society change his address, he shall notify within a month of such change his new address to the Member Secretary and the entry in the roll will accordingly be changed, but if he fails to notify his new address, the address in the roll of Members shall be deemed to be his address.

DURATION OF APPOINTMENT

6. Where such a person is appointed as a Member of the Society by reason of the office or appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment.
7. Should any member of the Society be unable to attend a meeting of the Society, and nominates a substitute on his behalf for that meeting, the President of the Society may, at his discretion, allow the substitute so named to participate in the meeting of the Society on behalf of the absenting member. Such a substitute shall have right to vote in that meeting.

AUTHORITIES OF THE SOCIETY

8. The following shall be the authorities of the Society:
 - i) The President of the Society
 - ii) The Governing Council
 - iii) The Director General of the Society
 - iv) The Management Council of the Institutes of the Society
 - v) The Executive Director of the Regional Institutes of the Society and Principal Director as Head of the Centre for Advanced Management & Power Studies.

OFFICERS OF THE SOCIETY

9. (a) The Director General of the Society shall be the Chief Executive Officer of the Society and shall be assisted by such other officers and employees as are necessary for the satisfactory performance of its functions.
- (b) The Executive Director shall be the Head of the Training Institutes of the Society. One of the Deans designated (on rotation) as Principal Director shall be the Head of Centre for Advanced Management & Power Studies.
- (c) The Director General and Deans of the Society shall be appointed by the Govt. of India (with the approval of the Appointments Committee of the Cabinet). The Executive Directors and Sr. Consultants shall be appointed by the Chairman, Governing Council, NPTI.

OFFICE OF THE SOCIETY

10. The Office of the Society shall be situated at NPTI Complex, Sector-33, Faridkot.

PROCEEDINGS OF THE SOCIETY

11. The Society will meet annually to review the progress achieved towards realization of its objectives and direct the Governing Council wherever necessary:-



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Director General
National Power Training Institute
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Sector-33, Faridkot-147003 (Haryana)

- i) The Annual General Meeting of the Society shall be held at such date, time and place as may be determined by the President every year. At such annual meetings, the Director General shall submit drafts of the annual report and yearly accounts for discussions and approval. The same shall, thereafter, be adopted and passed by the Society with such modifications, as may be required.
 - ii) Except as otherwise provided in these rules, all meetings of the Society shall be called by the notice issued by the Director General or his nominee.
12. The President may convene a Special meeting of the Society, whenever he thinks fit.
 13. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served by Registered post upon every member of the Society not less than fifteen clear days before the day fixed for the meeting.
 14. Every meeting of the Society shall be presided over by the President. In the absence of the President, the Vice-President shall preside. In the absence of the President and the Vice-President, the Members shall choose one of the members present to be the Chairman of the said meeting.
 15. No meeting of the Society shall be held during the vacancy of the President.
 16. Five of the members of the Society present shall form a quorum at every meeting of the Society.
 17. All questions at meetings of the Society shall be determined by the majority of votes.
 18. Each Member of the Society shall have one vote.
 19. In the event of equality of votes, the President shall have a casting vote.
 20. A notice will be deemed to be duly served upon any member of the Society if it is given to him personally or if it is sent to him by Registered Post in an envelop addressed to him at his address in the roll of Members.

GOVERNING COUNCIL

21. (a) The affairs of the Society shall be managed, administered, directed and controlled by the Governing Council as mentioned in the sub-rule (b) in accordance with Rules, Regulations and Bye-laws of the Society.
- (b) The Governing Council of the Society for the purpose of Act XXI of 1860 shall consist of the following:
 - i) Secretary, Ministry of Power
 - ii) Chairperson, CEA
 - iii) Additional Secretary / Special Secretary (in-charge of T&R Division), Ministry of Power
 - iv) Member (GO&D), Central Electricity Authority
 - v) Economic Adviser / Joint Secretary (in-charge of T&R Division), Ministry of Power
 - vi) Joint Secretary & FA, Ministry of Power



[Handwritten Signature]
 Director General
 National Power Training Institute
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 Sector-33, Faridabad-121003 (Haryana)


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| vii) | Representative from HRD not below the rank of Jt. Secretary | Member |
| viii) | Five Representatives – One each from Power Region on a rotational basis | Members |
| ix) | Representative from NTPC | Member |
| x) | Representative from PGCIL | Member |
| xi) | Representative from NHPC | Member |
| xii) | Six persons of eminence one each from the fields of – Technical Education, Management, Power Equipment Manufacturing Industry, Power Development, Non-Conventional Energy Sources and Energy Conservation/Rural Electrification – nominated by the Govt. of India | Members |
| xiii) | Director General, NPTI | Member-Secy. |
- (c) The members in the categories of ‘Representatives from Power Regions’ and ‘Persons of Eminence’ as prescribed in clause 21 (b) (viii) and clause 21 (b) (xii) respectively will be nominated by Government of India for a period of three (3) years.
22. Any vacancy in the membership of the Governing Council shall be filled up by the appointment or nomination by the authority entitled to make such appointment or nomination.
 23. Every meeting of the Governing Council shall be presided over by the Chairman. In the absence of the Chairman, the Vice-Chairman shall preside. In the absence of the Chairman and the Vice-Chairman, the Members shall choose one of the members present to be the Chairman of the meeting.
 24. Five of the members of the Governing Council in person shall constitute a quorum at any meeting of the Governing Council.
 25. No less than fifteen days clear notice shall be given to each Member for every meeting of the Governing Council.
 26. The Governing Council shall meet as often as possible. At least one meeting of the Governing Council shall be held every three months.
 27. The Director General in consultation with the Chairman shall call for a meeting of the Governing Council at any time.
 28. Each member of the Governing Council including the Chairman shall have one vote and if there be an equality of votes on any question, the Chairman or the Member who presides over the meeting shall in addition, have a casting vote.
 29. The representative of the Ministry of Finance shall have the right to ask for any financial matter in which his opinion is beyond the financial powers of the Governing Council be referred to the Ministry of Finance, Govt. of India.
 30. It shall be the function of the Governing Council to carry out the objects of the Society as set forth in the Memorandum of Association.
 31. The Governing Council shall have the management of all the affairs and funds of the Society and shall have authority to exercise all the powers of the Society subject nevertheless in respect of expenditure to such limitations as the government of India may from time to time impose.

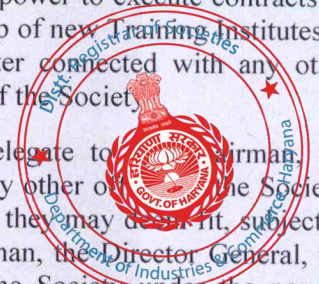



32. The Governing Council shall have the power with the approval of the Government of India to frame, amend or repeal bye-laws, not inconsistent with these rules for the administration and management of the affairs of the Society.
33. (a) Subject to these Rules and Bye-laws the Governing Council shall have the powers to create and appoint scientific, technical, administrative and other officers and staff for conducting the affairs of the Society.
- (b) No post, the maximum of the scale of pay of which exceeds Rs.4500/- per month, shall be created in the Society except with the approval of the Govt. of India.
- (c) The creation of posts shall be subject to the budget provisions and the observance of the orders issued by the Govt. of India from time to time.
- (d) No post of the Society shall be created unless the scale of rate of pay of the post which is proposed to be created has been approved by the Govt. of India for a post of similar character under the Govt. of India.
- (e) Appointment in the Society shall be made in accordance with the Bye-laws of the Society, provided that appointments to the post of Director General and Deans of the Society shall be made by the Govt. of India (with the approval of Appointments Committee of the Cabinet).
- (f) Governing Council shall have full powers to frame and amend Recruitment Rules (including seniority and promotion) for all posts of the Society except for the post of Director General, who is Chief Executive of the Institute so long as these rules/amendments are in conformity with the policies of the Govt. of India.
- (g) The Governing Council shall have full powers in the formulation of all personnel policies of the Society including matters connected with health, discipline, training, conditions of service etc.
34. The Governing Council shall have the power to enter into arrangements with the Government of India, State Governments and other public or private organizations or individuals for securing and accepting endowments, grants-in-aid, donations or gifts of the Society on mutually agreed terms and conditions, provided that the conditions of such grants-in-aid, donations or gifts if any shall not be inconsistent or in conflict with the nature or objects of the Society or with the provisions of these rules.
35. (a) The Governing Council shall have the power to take over and acquire by purchase, gift or otherwise from Government and other public bodies or private individuals willing to transfer the same, libraries, laboratories, museums, collections, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objects stated in the Memorandum of Association and provisions of these rules.

(b) All the properties both movable and immovable shall vest in the Governing Council. The Governing Council shall have the power to execute contracts on behalf of the Society in connection with setting up of new Training Institutes or alteration of existing training Institutes or matter connected with any other works to be taken in pursuance of the objectives of the Society.

The Governing Council may by Resolution delegate to the Chairman, the Director General, the Management Council or any other officer of the Society, such of its powers for the conduct of business as they may deem fit, subject to the condition that the action taken by the Chairman, the Director General, the Management Council or any other officer of the Society under the powers delegated by this Rule shall be reported for confirmation at the next meeting of the Governing Council.


 Director General
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The Governing Council may also authorize the Standing Committee comprising of the following officers -

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|------|--|-----------------|
| i) | Additional Secretary / Special Secretary
(in-charge of T&R Division), Ministry of Power | Chairman |
| ii) | Economic Adviser / Joint Secretary
(in-charge of T&R Division), Ministry of Power | Member |
| iii) | Joint Secretary & FA, Ministry of Power | Member |
| iv) | Chief Engineer (HRD), CEA | Member |
| v) | Director General, NPTI | Member Convener |

To examine and take decisions on behalf of the Governing Council in respect of matters which are not within the delegation of powers to the Chairman, the Director General, the Management Council or any other officer of the Society subject to the condition that such decisions would be reported to the Governing Council at its next meeting for its confirmation.

POWER OF THE CHAIRMAN OF THE GOVERNING COUNCIL

36. The Chairman shall have the authority to review periodically the work and progress of the Society or make other enquiries into the affairs of the Society and to pass orders as considered necessary.
37. The Chairman shall before taking any decision involving financial expenditure, consult the representative from the Ministry of Finance.

DIRECTIONS BY THE CENTRAL GOVERNMENT

38. (a) In discharge of its functions the Society shall be guided by such instruction on question of policy as may be given to it by the Central Government.
- (b) If any dispute arises between the Central Government and the Society as to whether a question is or is not a question of policy, the decision of the Government of India shall be final.
- (c) That in the event of disagreement between representatives of the Ministry of Finance and Chairman of the Governing Council, NPTI on the financial matters beyond the delegated powers of the Ministry/Department of the Govt. of India, the matter may be referred to the Minister of Administrative Ministry concerned and the Finance Minister for a decision.

THE DIRECTOR GENERAL

39. The Director General as the Chief Executive Officer of the Society shall be responsible for the proper administration of the affairs of the Society under the direction and guidance of the Governing Council.
40. The Director General shall prescribe the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary control, as may be necessary for these rules and the bye-laws.
41. The Director General shall coordinate and exercise general supervision over all training and other activities under the Society.



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Director General
National Power Training Institute
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Sector-33, Faridabad-121001 (Haryana)

42. The Director General shall exercise his powers under the direction, superintendence and control of the Chairman of the Governing Council.
43. The Director General may sue and shall be the person to be sued make appearance in Court wherever required either in person or by proxy and the person who will entertain all legal issues.

TRAINING INSTITUTES

44. (a) The Society shall run such Training Institutes as are transferred to it by the Government by other bodies, as well as those that it may deem necessary to establish in pursuance of its objectives.
- (b) The affairs of the Training Institutes shall be managed, administered, directed and controlled by the Management Council of the Institute in accordance with the Rules & Regulations and Bye-laws of the Society.
- (c) The composition of the Management Council of each Institute shall be determined by the Governing Council of the Society.
45. The rules for the functioning of the Management Council shall be framed by the Governing Council of the Society.

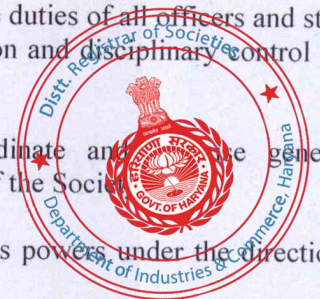
FUNCTIONS AND POWERS OF THE MANAGEMENT COUNCIL

46. It shall be the function of the Management Council to carry out the objectives of the Institute as set forth in the Memorandum of Association.
47. The Management Council shall act as advisory body for controlling over all affairs and funds of the Institute allocated to it by the Governing Council and shall have authority to exercise all the powers delegated to it by the Governing Council subject to nevertheless, in respect of expenditure to such limitations as the Government of India may from time to time impose.
48. The Management Council shall have the powers to propose to the Governing Council any amendment or introduction of bye-laws not inconsistent with these rules for the administration and management of the affairs of the Institute.
49. Subject to the powers delegated by the Governing Council, the Management council shall have powers to recommend creation of posts and to make appointments of technical administrative and other officers and staff for conducting the affairs of the Institute and fixing the amount of their remuneration, subject to budget provision, and to define their duties. In the discharge of these functions, the Management Council shall be guided by the policy of the Government in this regard.

POWERS TO THE PRINCIPAL DIRECTOR/EXECUTIVE DIRECTOR OF THE INSTITUTES

50. The Principal Director and Executive Directors shall prescribe the duties of all officers and staff of the Society in the Institutes and shall exercise such supervision and disciplinary control as may be necessary subject to these rules and bye-laws.
51. The Principal Director and Executive Directors shall coordinate and exercise the general supervision over all training and other activities of the Institutes of the Society.
52. The Principal Director and Executive Directors shall exercise his powers under the direction, superintendence and control of the Director General.

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FUNDS OF THE SOCIETY

53. The funds of the Society will consist of the following :
- i) Grants made by the Govt. of India for the furtherance of the objects of the Society.
 - ii) Contributions from other sources
 - iii) Income from investments
 - iv) Receipts of the Society from other sources
54. The Bankers of the Society shall be the State Bank of India. All funds shall be paid into the Society's account with the State Bank of India and shall not be withdrawn except on a cheque signed by such officer or officers as may be duly empowered in this behalf.

ACCOUNTS AND AUDIT

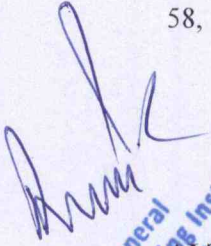
55. The Society shall maintain proper accounts and other relevant records and prepare annual statement of accounts including the balance sheet in such form as may be prescribed by the Govt. of India.
56. The accounts of the Society shall be audited annually by the C&AG of India/an authority approved by the Government of India for the purpose and any expenditure incurred in connection with the audit of accounts of the Society shall be payable by the Society.
57. The accounts of the Society, as certified by the auditing authority together with the audit report thereon shall be forwarded annually to the Govt. of India and it shall cause the same to be laid before the Parliament.

ANNUAL REPORT

58. The Annual Report of the proceedings of the Society and of all work undertaken during the year shall be prepared by the Governing Council for information of the Government of India and the Society. A draft of the Annual Report and the yearly accounts of the Society shall be placed before the Society at its Annual General Meeting for its consideration and approval. Copies of the Annual Report and Yearly accounts, as finally approved by the Society, shall be supplied to the Members of the Society.

ALTERATION OR EXTENSION OF THE PURPOSE OF THE SOCIETY

59. Subject to the approval of the Government of India, being previously obtained, the President of the Society may alter or extend the purpose for which it is established -
- a) if the Governing Council shall submit the proposition for such alteration or extension as aforesaid to the members of the Society in a written or printed report.
 - b) if the Governing Council shall convene special General Meeting of the members of the Society according to the rules and regulations for consideration of the proposition.
 - c) If such report be delivered or sent by post to every member of the Society 14 clear days previous to such special general meeting as aforesaid.

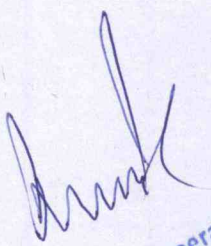

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- d) If such proposition is agreed to by the votes of three fifths of the members of the Society delivered in person at such general meeting.
- e) If such proposition be confirmed by the votes of three fifths of the members of the Society present at the second special general meeting convened by the Governing Council at an interval of one month after the first meeting.

ALTERATIONS OF THE RULES

60. The Sanction of the Government of India shall be obtained before the Rules and Regulations of the Society and any amendment to them are brought into force. The Registrar of Societies may be consulted before obtaining sanction of the Govt. of India. The said Rules and Regulations save and except the Rule '59' may be altered at any time with the sanction of the Government of India by a Resolution passed by the majority of the Society which have been convened for the purpose.
61. (a) Every year a list of the members of the Governing Council shall be filed with the Registrar of Societies in compliance with Section '4' of the Societies Registration Act, 1860.
- (b) The Society may sue/or be sued in the name of its Chairman.
- (c) The Society shall be dissolved as per Section 13 and 14 of the Societies Registration Act, 1860.
62. Balance Sheet and other annual returns would be filed with the Registrar of Societies in accordance with the provisions of the Societies Registration Act, 1860.
63. For matters and things not specifically provided for therein above, the provisions of the Societies Registration Act, 1860 and Rules and Regulations made thereunder shall apply.


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