

**NATIONAL POWER TRAINING INSTITUTE  
(A Government of India Society)**

**BYE-LAWS**

**NPTI Complex, Sector-33, Faridabad  
(Haryana)**



## NATIONAL POWER TRAINING INSTITUTE

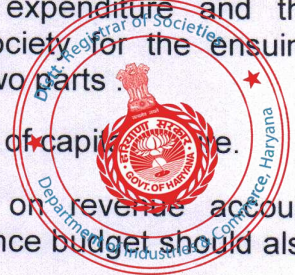
### BYE – LAWS

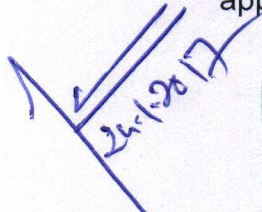
#### I. GENERAL

1. These Bye-Laws may be called the Bye-laws of National Power Training Institute.
2. These Bye-Laws should be read with Memorandum of Association and Rules & Regulations of National Power Training Institute and definitions therein are applicable here also.
3. The Society shall have the full time services of person(s) qualified to perform accounts functions in NPTI HQ/Regional Institutes whose responsibilities shall include -
  - (a) Assisting the Director General/Principal Director/Executive Directors in the preparation of Annual Budget and Balance Sheet of the Society.
  - (b) Assisting the Director General/Principal Director/Executive Directors in the correct maintenance of accounts as prescribed by the Government.
  - (c) Assisting the Director General/Principal Director/Executive Directors in avoiding suitable procedures for procurement of goods and services.
  - (d) Assisting the Director General/Principal Director/Executive Directors in such areas as cash management, cost control, fees fixing, collection of receipts and also in the observance of the correct financial accounts procedures.

#### FINANCE AND ACCOUNTS

##### PREPARATION OF BUDGET ESTIMATES

4. Not later than the first week of August of each year, the Director General shall prepare detailed estimate of receipts and expenditure and the anticipated opening and closing balance of the Society for the ensuing financial year. These estimates shall be prepared in two parts.
  - Part – I Relating to capital works and other items of capital nature.
  - Part – II Relating to income and expenditure on revenue account including personnel budget. A performance budget should also be attached to it.
5. The format of the budget will be formulated by the Governing Council with approval of the Govt. of India.

  
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**Director General**  
**National Power Training Institute**  
**(Ministry of Power Govt. of India)**



6. Should it be proposed, during the course of the financial year to finance any scheme approved by the Governing Council which has not been included in the estimates for that year, the sanction of the Governing Council shall be obtained to the method proposed for financing it whether that be by means of supplementary grant from the Government or by re-appropriation within the sanctioned estimates.
7. Not later than first week of August every year, the Director General shall place the Budget Estimates for the ensuing financial year before the Governing Council for sanction. Budget Estimates approved by the Governing Council shall thereafter be submitted to the Govt. of India for sanction of grants-in-aid not later than 30<sup>th</sup> September in each year.
8. One copy of the finally sanctioned estimates shall be supplied to the Controller of Accounts, Ministry of Power. All variations in the estimates sanctioned by the component authority during the year shall be similarly communicated.
9. The approval of the Governing Council is necessary to all schemes proposed to be financed from the funds of the Society.

#### APPROPRIATIONS

10. The funds of the Society shall not be appropriated unless approved by the competent authority as designated by the Governing Council for expenditure on any item under these bye-laws.
11. The funds provided in the sanctioned estimates shall be deemed to be at the disposal of the Director General. All expenditure within the budget grant shall be approved and sanctioned by the Director General or by one or more members of the staff authorized for the purpose by the Governing Council.

#### REAPPROPRIATION

12. The Director General shall be power to reappropriate funds from one unit of appropriation to another, subject to the following :
  - i) Reappropriation to augment the provision under head "Salaries", "Allowances" etc. shall require the prior consent of the Governing Council.
  - ii) No appropriation shall be made from the head of capital expenditure to the head of revenue expenditure.
  - iii) Reappropriation within the heads of capital expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Governing Council.



22.1.2020

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Director General

National Power Training Institute

(Ministry of Power, Govt. of India)



## EXPENDITURE SANCTION

13. No expenditure from the funds of the Society shall be incurred without the sanction of the competent authority.
14. Subject to the general superintendence and control of the Chairman, Governing Council and subject to adequate budget provisions, the Director General shall have full powers to sanction the details of expenditure on any sanctioned scheme.
15. For efficient functioning of the Society, the Director General may delegate power to the staff of appropriate level for sanction of expenditure. Such delegation of powers shall be reported to the Governing Council.
16. Expenditure in excess of the net appropriation for the year shall require the sanction of the Governing Council.
17. Sanction to the expenditure will not become final until there has been appropriation of funds under these bye-laws to cover it.

## PERMANENT ADVANCE

18. A permanent advance of a sum to be fixed from time to time by the Director General may be kept by the Accounts Officer or such other officers authorized to operate cash and accounts functions, for cash payments. Imprest for Institutes may be fixed by the Director General.

## CONTRACTS

19. All agreements, contracts etc. which may be necessary for the proper conduct of business of the Society shall be executed on behalf of the Society by the Director General or an officer not below the level of Principal Director of the Society authorized by the Director General, NPTI for the purpose.
20. Director General shall sue and be sued in the name of the Society and shall have the power to initiate and defend suits or other proceedings on behalf of the Society and shall be competent on behalf of the Society to compromise or settle or refer to Arbitration any dispute relating to any contracts of transactions of the Society.
21. Director General shall take appropriate legal advice before finally approving the form and substance of all contracts.



24-1-2018

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Director General  
National Power Training Institute  
(Ministry of Power, Govt. of India) 3  
Sector-33, Faridabad - 121 003 (Haryana)



## INVESTMENTS

22. The funds of the Society may be invested only in such manner as may be prescribed by the Governing Council.
23. All investments of the funds of the Society shall be made in the name of the Society. All purchases, sales or alterations of such investment shall be affected on the authority of the Chairman or a Member of the Governing Council designated by him for the purpose.

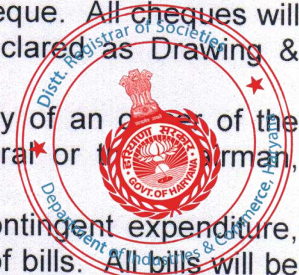
All contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investment of the Society funds should be executed by the Director General on behalf of the Society.

The safe custody of receipts will remain in the personal charge of an officer designated by the Director General. The receipts will be verified once in a six months with the Register of Securities maintained and Certificate of verification will be recorded by another officer of the Society in the Register.

24. The Director General or any other person as may be authorized by the Director General on his behalf shall maintain a Register of Securities held by the Society in which any transaction effecting the securities shall be recorded.

## DRAWAL OF FUNDS

25. Receipts : All moneys received for or on behalf of the Society shall be placed in a current account or saving bank account or fixed deposit account in the name of the Society with the State Bank of India, by the Governing Council or Director General or any other person authorized by the Governing Council and issue receipts for the same.
26. Training Fees for the courses run by the Society shall be as fixed by the Director General.
27. Payments : Payments made by and on behalf of the Society exceeding Rs.500/- shall be made by cross or Account Payee Cheque. All cheques will be signed by two officers, one of whom shall be declared as Drawing & Disbursing Officer by Director General.
28. All Cheque books will be kept in the personal custody of an officer of the Society as may be authorized by the Director General or the Chairman, Governing Council.
29. All claims of pay, allowances, travelling allowance, contingent expenditure, capital expenditure etc. will be presented in the forms of bills. All bills will be checked and passed for payment by the Accounts Officer or such other officer authorized to perform cash and accounts functions.
30. Payments will be made by means of Demand Draft/Cheque/Cash as the case may be.



*(Signature)*  
**Prof.(Dr.) Rajendra Kumar Pandey**  
Director General  
National Power Training Institute  
(Ministry of Power, Govt. of India)



31. The accounts of the Society shall be maintained in such a form and annual statement of accounts compiled in such a form as may be prescribed by the Govt. of India.
32. The Accounts Officer or such other officer so authorized shall apply a check of the nature of pre-audit of all payments from the funds of the Society and maintain the Registers.

### ANNUAL ACCOUNTS AND RESULT OF AUDIT

33. (i) The accounts of the Society shall be subject to an annual audit by the Comptroller & Auditor General of India under Section 20 (1) of C&AG (DPCS) Act, 1971.
- (ii) The scope, extent and manner of conducting audit shall be decided by the C&AG of India.
- (iii) The C&AG of India may suggest the appointment of a primary auditor to conduct the audit on his behalf and on the basis of directives, guidelines issued by him. Where such an Auditor is appointed, the fee will be payable by the Society to the auditor and where a primary auditor is not appointed, expenditure incurred by C&AG of India in connection with the audit will be payable to him by the Society.
- (iv) In addition to audit to be conducted by the primary auditor, if so appointed, C&AG of India will have the right to conduct or test check of the accounts to comment on and supplement the report of the primary auditor.
- (v) The C&AG of India or any person appointed by him in connection with the audit, shall have the same right, privileges and authority as the C&AG has in connection with the auditing of Government Accounts.
34. Ministry of Power, Govt. of India may conduct audit through its internal audit wing as and when it is found necessary.
35. The Primary audit shall ensure observance of the following stipulations of the Central Government :
- (j) Proper accounts of expenditure incurred from Government grants and all other sources be maintained.
- (ii) an adequate system of internal check and control exist to ensure that purchase of stores and execution of works are done with due regard to broad principle of financial prudence and in accordance with procedures laid down by the Government Council.



24/1/2010

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- (iii) A proper record be maintained of all assets acquired from Government grants and all other sources together with the cost of acquisition against each item.
- (iv) Proper store accounts and maintenance of consumables stores be kept and physical verifications under proper supervisions be carried out at periodical intervals.
- (v) A system of reporting to the Governing Council be followed on loss of cash, stores and other assets after proper investigation.

To achieve these tasks, the auditors shall have the right to demand production of account books, connected vouchers and other documents.

- 36. The result of the audit will be communicated by the C&AG of India or any persons appointed by him, to the Governing Council of the Society and shall submit a report along with its observations to the Government. The C&AG of India will also forward a copy of the report direct to the Government.
- 37. All sanctions, orders of delegation of power to competent authorities under the Rules & Regulations or these bye-laws effecting the accounts of the Society shall be reduced in writing and be made available to the Auditors.

## II. POSTS AND APPOINTMENTS

- 38. In respect of the employees of the Society, the Governing Council will lay down following, in the form of working rules :
  - (a) Categories, designations, pay scales and allowances
  - (b) Recruitment procedures
  - (c) Terms & Conditions of service including superannuation and terminal benefits.
  - (d) Conduct Rules and Disciplinary Rules

In this regard the Governing council shall take into account what obtains for similar categories in comparable training Institutions and the general instructions issued by the Central Government from time to time.

- 39. The Director General and Deans shall be appointed by the Government (with the approval of Appointments Committee of the Cabinet) and the Executive Directors and Sr. Consultants shall be appointed by the Chairman, Governing Council. In respect of all other categories of staff upto the level of Director and other staff, Director General shall be the appointing authority.
- 40. Equal opportunities shall be provided to all the advertising the vacancies of posts and/or notifying to the Employment Exchange etc.

*24/1/2018*

**Prof.(Dr.) Rajendra Kumar Pandey**  
**Director General**  
**National Power Training Institute**  
**(Ministry of Power, Govt. of India)**





41. In the filling up of posts, due reservations for Scheduled Caste and Scheduled Tribe candidates will be made in accordance with the procedures laid down by the Govt. of India.
42. The Director General shall be competent to engage consultants on contract in respect of special training programmes, the full cost of which are recoverable from trainees or their sponsors, in accordance with the Rules of the Society for contract appointment.  
Such appointments shall be made with the prior approval of the Governing Council or reported at the earliest possible opportunity, as may be directed by the Governing Council.
43. Director General shall engage Consultants/Guest Faculty in respect of normal training programmes at rates fixed by the Governing Council in accordance with the directives given as per procedures laid down by the Governing Council for such appointments.
44. In terms of Rule '33', Governing Council shall lay down policy, rules and procedures on personnel and administrative aspects consistent with the Memorandum of Association, Rules and Regulations of the Society in the form of working rules to be observed by the Director General, Management Council or any other officer of the Society authorized by it. For this purpose directions as may be given by the Govt. of India from time to time shall be kept in view.

#### **VISITING FACULTY**

45. Scholars may be invited or admitted to the Society as Visiting Faculty for participating in the work of the Society. Visiting Faculty may be paid such honorarium as may be decided by the Governing Council from time to time. In cases of urgency, the Director General may engage the services of such faculty with prior approval of the Chairman, Governing Council.

#### **OTHER MATTERS OF ADMINISTRATION & MANAGEMENT**

46. Members of staff may be deputed by the Director General to attend Training Conferences/Symposium and Congress in India and for a specialized training work of the Society.
47. The participation of Director General and Members of the staff at Conference/Symposium/Training abroad shall be with the prior approval of the Chairman, Governing Council.
48. The Director General may invite experts from India or from abroad in the field of interest to deliver lectures and participate in the activities of the Society.
49. The terms and conditions giving activities under (48) above shall be laid down by the Governing Council from time to time.



24/12/17

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## GENERAL

50. The Director General may delegate such powers that may be considered necessary in the expediency of work to other officers of the Society, consistent with Rules & Regulations and Bye-Laws. All such delegations shall be reported to the Governing Council.
51. These Bye-Laws can be altered by the Governing Council with the prior approval of the Government of India.

Certified that this is the amended/correct copy of the Bye-Laws of National Power Training Institute.

S.No. Name, Designation & Address

Signature

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Faridabad -121003 (Haryana)

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