

Bar Council of India Rules
Rules made by the Bar Council of India in exercise of
its rule making powers under the Advocates Act, 1961
Part-I
definitions

Definitions: In these rules, unless the context otherwise requires:-

- (a) 'Act' means the Advocates Act, 1961, as amended from time to time;
- (b) 'Advocate' means an advocate entered in any roll under the provisions of the Act;
- (c) 'Casual Vacancy' means a vacancy caused otherwise than by the expiry of the term;
- (d) 'Chairman' means the Chairman of the Bar Council of India;
- (e) 'Clear days' means that time is to be reckoned exclusive of both the first and the last days;

Illustration: - The election of members to a State Council is fixed for the 15th January 1965. Under the rules of the State Council, ballot papers have to be dispatched 10 clear days before the date of election. Consequently the last date for the dispatch of ballot papers will be 4th January, 1965.

- (f) 'Council' means the Bar Council of India;
- (g) 'Prescribed' means prescribed by the rules;
- (h) 'Rules' means the Rules made by the Council;
- (i) 'Secretary' means the Secretary of the Bar Council of India and includes any person whosoever designated and entrusted for the time being with the duties of the Secretary;
- (j) 'State Council' means a Bar Council constituted under Section 3 of the Act;
- (k) 'Vice-Chairman' means the Vice-Chairman of the Bar Council of India.

Part-II
Matters relating to the bar council of india
chapter-I

(Rules under Section 15 (2), (c), (d), (f) and (g) read with Sections 4 and 10B of the Act.)

A. Election of Members of the Council

1. Notice of every meeting of the Council and committees shall ordinarily be sent by the Secretary not less than 15 days before the date of the meeting except when the Chairman requires a meeting to be called on short notice on grounds of urgency. If any five or more members of the Council require in writing, a meeting to be called on short notice of not less than 10 days for consideration of specified matters, the Secretary shall convene the meeting on such date as requisitioned and the agenda for such meeting shall include matters specified by such members. No proceeding shall be invalidated merely on the ground that the rule relating to notice is not strictly complied with.

2. (1) The notice and agenda for the first meeting of the State Council held after the election of its members on the expiry of the term of its members elected at the previous election under Section 8 of the Act may include the election of a member of the State Council to the Council

under Section (1) (c) of the Act.

(2) Every such election shall be held not later than 30 days after the first meeting of the State Council after election under Section 8 of the Act.

3. The election of a member of the Council shall be conducted by the Secretary of the State Council who shall act as the Returning Officer.

4. A person elected as a member of the Council under Section 4 (1) (c) of the Act shall cease to be such member:

(a) from the date when he ceases to be a member of the State Council as mentioned in Section 4 (3) (ii) of the Act.

(b) on the acceptance by the Council of his resignation.

5. (1) In the case of a vacancy in the office of the member of the Council arising for any reason mentioned in Rule 4 (a) of this Chapter or on account of death, intimation of the vacancy shall be given by the Secretary of the State Council to the Secretary of the Council forthwith and

(2) The election to fill the vacancy under Rules 4 (a) or (b) shall be held within 30 days from the date of the vacancy.

6. (a) If the State Council does not take steps in time for the holding of the election as referred to in these Rules, and

(b) in the case of vacancy of the member of the Council arising under Section 10B of the Act, the Secretary of the Council shall call upon the concerned State Council requiring it to elect its member to the council within 30 days of such notice.

7. Every notice by the Secretary of the State Council fixing a date for the election of a member to the Council under these rules shall be sent not less than 15 clear days before the date fixed for the election. A copy of the said notice shall be sent simultaneously to the Secretary of the Council.

8. (1) The name of each candidate for the election shall be proposed by one member and seconded by another member of the State Council at the meeting. No member shall propose or second more than one name.

(2) If only one candidate has been duly nominated, the Returning Officer shall declare him elected.

(3) Any nominated candidate can withdraw before the voting takes place.

(4) If the number of candidates duly nominated is more than one, there shall be an election by secret ballot. The Returning Officer shall provide voting papers with the names of the candidates

typed. Each voting paper shall bear the signature of the Returning Officer.

(5) A voter in giving his vote shall place in his voting paper the mark 'X' against the name of the candidate of his choice.

The voting paper shall not be signed by the voter and in the event of any erasures, obliterations or alterations in the voting papers or of the voting paper purporting to have been signed by the voter, the voting paper shall be deemed to have been defaced and the vote purporting to have been given thereby shall not be taken into account for the purposes of the election. Subject to the provisions of Rule 10, the decision of the Returning Officer whether the voting paper has or has not been defaced shall be final.

A voting paper shall be invalid on which-

- (a) the mark 'X' is not made, or
- (b) the mark 'X' is set opposite the name of more than one candidate or is so placed as to render it doubtful to which candidate it is intended to apply, or
- (c) the mark 'X' and any other mark of figures are set opposite the name of the same candidate, or
- (d) there is any mark in writing by which the voter can be identified.

(6) The Returning Officer shall count the valid votes immediately after the close of voting in the presence of the candidates or their nominees who may choose to be present.

(7) The candidate securing the largest number of the votes shall be declared elected by the Returning Officer.

In the case of two more candidates securing an equal number of votes, the Returning Officer shall decide the election by drawing lots.

(8) Immediately after the declaration of the result, the Returning Officer shall put the ballot papers used for voting in the election in a separate cover, have the cover closed and sealed with his signature and that of all contesting candidates if they desire to do so.

(9) The result of the election shall be communicated forthwith to the Secretary of the Council and sent to the State Gazette or Gazettes concerned for publication.

9. (1) In case of a dispute arising out of the election, any of the contesting candidates, or any other member of the State Council, may challenge the election by a petition which shall be filed with, or despatched by registered post to the Secretary of the Council within 10 clear days of declaration by the Returning Officer of the result of the election as mentioned in Rule 8 (7). The petitioner shall also send copies of the petition to all the contesting candidates and to the Secretary of the State Council.

(2) As soon as possible after the receipt of the copy of the petition under sub-rule (1), the Secretary of the State Council shall send the sealed cover containing the ballot papers referred to in Rule 8 (8) above, and all other papers and records relating to the election to the Secretary of the Council.

10. (1) The Council may reject any petition received under Rule 9, if, in its opinion, there is no

prima facie case.

(2) If the Council is of the opinion that there is a *prima facie* case, either the council or a Committee of the Council comprising not more than 3 members of the Council constituted therefor shall, after hearing all the parties concerned, determine the said dispute.

(3) The Council, or the Committee, as the case may be, shall have all or any of the following powers:

- (a) to dismiss the petition;
- (b) to set aside the election;
- (c) to declare any candidate as having been duly elected;
- (d) to order a fresh election; and
- (e) to make an order as to costs.

(4) A copy of the Order of the Council or the Committee may be sent to the State Council.

(5) The State Council concerned shall cause such fresh election to be held as may be ordered under sub rule (3) of this rule.

(6) The parties shall be entitled to obtain copies of the Order or the decision of the Council or of the Committee as the case may be, on payment of the charges, if any, prescribed therefore under the rules of the Council. The Chairman of the Council or the President of the Committee, as the case may be, may also permit copies of any other part of the record of the enquiry to be furnished on payment of such charges as may be prescribed during the tendency of the election petition.

B. Expiry of term of office of Chairman, Vice-Chairman and Members of Committees of the Council

11. A member of the Council elected as Chairman or Vice-Chairman or Member of any Committee of the Council, shall cease to hold office as such chairman, Vice-Chairman or Member of Committee on the expiry of his term as a Member of the Bar Council of India.

Rule 11-A. No member shall have the right to resign from the membership of the Bar Council of India on grounds which are not considered genuine or for the purpose of sharing the terms fixed by the Statute.

C. Election of Chairman and Vice-Chairman

12. (1) (a) The election of the Chairman and Vice-Chairman shall be held at a meeting of the Council.

(b) At every such meeting for the election of the Chairman, the Vice-Chairman, if he is not a candidate, shall preside. In the absence of the Vice-Chairman, a member of the Council who is not a candidate, elected by the members present, shall preside.

(c) In the case of the election of the Vice-Chairman, the Chairman, or in his absence the Vice-Chairman, if he is not a candidate shall preside.

In the absence of the Chairman and the Vice-Chairman, any member of the Council who is not a candidate, elected by the members present, shall preside.

- (d) (i) The name of the candidate for the election shall be proposed by one member and seconded by another member at the meeting.
 - (ii) No member shall propose or second more than one name.
 - (iii) If only one member has been duly nominated, he shall be declared elected.
 - (iv) Any candidate nominated may withdraw before voting takes place.
- (e) If the number of candidates duly nominated is more than one, there shall be an election by secret ballot.
- (f) The Secretary shall provide voting papers with the names of the candidates. Each voting paper shall bear the signature of the Secretary.
- (g) A voter in giving his vote shall place on his voting paper a mark 'X' against the name of the candidate of his choice.

The voting paper shall not be signed by the voter and in the event of any erasures, obliterations or alterations in the voting paper, or of the voting paper purporting to have been signed by the voter, the voting paper shall be deemed to have been defaced and the vote purporting to have been given thereby shall not be taken into account for the purposes of the election. The decision of the Chairman of the meeting whether the voting paper has or has not been defaced shall be final.

A Voting Paper shall be invalid on which

- (i) the mark 'X' is not made, or
- (ii) the mark 'X' is set opposite the name of more than one candidate or is so placed as to render it doubtful to which candidate it is intended to apply, or
- (iii) the mark 'X' and any other mark or figures are set opposite the name of the same candidate, or
- (iv) there is any mark in writing by which the voter can be identified.
- (v) The Secretary shall count the valid votes immediately after the close of the voting.

The member securing the largest number of votes shall be declared elected. In the case of two or more members securing an equal number of votes, the Chairman of the meeting shall decide the election by drawing lots.

(2) The Chairman or the Vice-Chairman shall hold office for a period of two years, or until his term of office as Member of the Bar Council of India ceases whichever is earlier

(3) The Chairman or the Vice-Chairman may resign his office by letter addressed to the Secretary of the Council. Such resignation shall take effect from the date of the acceptance thereof by the Council or from such other date as the Council may fix.

Provided in the eventuality of mid-term poll of the office of the Chairman or Vice-Chairman, the term shall be of the residuary term.

13. If the Chairman or the Vice-Chairman ceases to be a member of the Council for any reason, the vacancy shall be filled up by election as far as possible at the next meeting of the Council.

14. The result of the election of the Chairman or the Vice-Chairman shall be sent forthwith to the Gazette of India for publication.

D. Powers and duties of the Chairman and Vice-Chairman

15. Save as otherwise provided in these rules, and subject to the resolutions of the Council, the Chairman shall exercise general control and supervision over the affairs of the Council.

16. He shall preside over the deliberations of the Council and of all committees of which he is a member.

17. Save as otherwise decided at a meeting of the Council or the Committee, as the case may be, he shall cause the meetings of the Council or the Committee convened at such time as he may fix. He shall also settle the items for agenda for the meetings of the Council.

18. He shall have power to pass interim orders in revisional and other matters arising out of the supervisory jurisdiction of the Council.

19. He shall have power to punish any employee of the Council by way of censure or reprimand and may initiate proceedings for suspension, removal or dismissal.

20. He shall be the authority to sanction the disbursement of salaries of the staff and to order payment of any bill outstanding against the Council.

21. The Vice-Chairman shall exercise all the powers and discharge all the functions of the Chairman in his absence and under his direction.

22. On a motion of "No confidence" being passed by Bar Council of India by a resolution passed by majority of not less than 3/4th of the members present and voting and such majority passing "No confidence motion" is more than 2/3rd of the total number of members constituting the Bar Council for the time being, the Chairman or Vice-Chairman or any other office bearer against whom the motion is passed shall cease to hold office forthwith.

Notwithstanding anything contained in the Act or the Rules made thereon, the Chairman or Vice-Chairman shall not preside over the meeting in which motion of "No confidence" is discussed against him and such meeting shall be convened on a notice of atleast one month. The chairman or the Vice-chairman shall have the right to vote, speak or take part in the proceeding of the meeting.

Chapter-II

Meetings of Council and its Committees other than those of the Disciplinary Committees

(Rules under section 15(2) (h) and (j) of the Act)

1. Notice of every meeting of the Council and the Committees shall ordinarily be sent by the Secretary not less than 15 days before the date of the meeting, except when the Chairman or any two members require a meeting to be called on short notice on grounds of urgency. No

proceedings shall be invalidated merely on the ground that the rule relating to notice is not strictly complied with.

2. Notice of the meeting shall specify the time and place of the meeting and shall contain the agenda fixed for the meeting.
3. No member shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given ten days' notice to the Secretary, unless the Chairman, in his discretion, permits him to do so.
4. The minutes of the previous meeting shall ordinarily be read and recorded at the subsequent meeting.
5. The quorum for the meeting of the Council shall be seven and for all other Committees except the Executive Committee and the Legal Education Committee, the quorum shall be two. The quorum for the Executive Committee and the Legal Education Committee shall be four.
6. If urgent action by the council or by any Committee of the Council other than a Disciplinary Committee becomes necessary, the Chairman of the Council or of such Committee as the case may be may permit the business to be transacted by circulation of papers to the members of the Council or the Committee as the case may be. The action proposed to be taken shall not be taken unless agreed to by a majority of the members of the Council or the Committee as the case may be. The action so taken shall be forthwith intimated to all the members of the Council or the Committee concerned. The papers shall be placed before the next meeting of the Council or the Committee concerned for confirmation.
7. The Council or any Committee may adjourn from day to day or any particular day, without further notice.
8. A member shall address the chair when speaking at a meeting of the Council and he shall be entitled to speak only once on each subject, unless otherwise required or permitted by the Chairman to do so.
9. Save as otherwise provided in these rules, the decision on any matter shall be by majority and in the case of equality of votes, the Chairman of the meeting shall have a second or casting vote.
10. No matter once decided shall be reconsidered for a period of three months unless the Council by a two-third majority of the members present so permits.
11. Any Committee may refer for advice any matter to the Council.
12. In the absence of the Chairman and the Vice-Chairman at any meeting, a member chosen by members present shall preside at the meeting.

CHAPTER-III

Constitution, functions and procedure of Committees of the Bar Council of India
(Rules under Sections 9, 9A, 10 and 15 (2) (i) and (j) of the Act)

1. The Council may appoint from amongst its members, one or more Committees as it may deem necessary, in addition to those specified in the Act and delegate such powers, duties, and functions to such Committees as it deems fit.

2. Any casual vacancy in the above Committees shall be filled up by the Council.

3. Save where the Chairman or the Vice-Chairman is a member of the Committee or the Sub-Committee, the Committee or the Sub-Committee shall choose its Chairman for the meeting, unless at the time of the constitution thereof the name of the Chairman has been specified.

4. Unless otherwise determined at the time of election, the term of the members of the Committees of the Council shall be as follows :-

- (a) Executive Committee — 2 years
- (b) Disciplinary Committee — 3 years
- (c) Legal Education Committee — 4 years
- (d) Legal Aid Committee — 2 years
- (e) Advocates Fund Committee — 2 years
- (f) Any other Committee not falling under the above clauses — 2 years

The Executive Committee

5. (1) The procedure for the election of the Members of the Executive Committee shall be by secret ballot and in accordance with the rules in so far as they are applicable, laid down in Rule 12, Chapter I Part II.

(2) A casual vacancy in the Committee shall be filled up by election by the Council.

(3) The Committee shall elect its own Chairman and Vice-Chairman. The Chairman shall preside over the deliberations of the Committee and in his absence the Vice-Chairman shall preside*.

(4) The Committee shall be the executive authority of the Council and shall be responsible for giving effect to the resolutions of the Council. It shall have powers :-

- (a) to manage the funds of the Council;
- (b) invest the funds of the Council in the manner directed by the Council from time to time;
- (c) to grant leave to members of the staff, other than casual leave;
- (d) to prescribe books of account, registers and files for the proper management of the affairs of the Council;
- (e) to appoint and supervise the work of the members of the staff and prescribe their conditions of service;
- (f) to appoint auditors and fix their remuneration;
- (g) to consider the annual audit report and place it before the Council with its comments for its consideration;
- (h) to maintain a library and under the directions of the Council publish any journal, treatise or pamphlets on legal subjects;
- (i) to prepare and place before the Council the annual administration report and the statement of

account;

- (j) to provide for proper annual inspection of the office and its registers;
- (k) to authorise the Secretary to incur expenditure within prescribed limits;
- (l) to fix travelling and other allowances to members of the Committees of the Council, and to members of the staff;
- (m) to delegate to the Chairman and/or the Vice-Chairman any of its aforementioned powers;
- (n) to do all other things necessary for discharging the aforesaid functions.

The Legal Education Committee

6. (1) The procedure for the election of the Members of the Legal Education Committee shall be by secret ballot, and in accordance with the rules, in so far as they are applicable, laid down in Rule 12, Chapter I, Part II.

(2) The names of the remaining five members of the Committee to be co-opted shall be proposed and seconded by the members of the Council. In case more than five persons are proposed they shall be chosen by a show of hands. If there is equality of votes, the Chairman of the meeting shall have a casting vote.

7. A casual vacancy in the Committee shall be filled in by the Council from amongst its members or non-members as the case may be, in the manner specified in Rule 6 above. 8. The Committee shall have the following powers and duties:

(a) to make its recommendations to the Council for laying down the standards of legal education for the Universities;

(b) to visit and inspect Universities and report the results to the Council;

(c) to recommend to the Council the conditions, if any, subject to which foreign qualification in law obtained by persons other than citizens of India may be recognised for admission as Advocates under the Act;

(d) (i) to recommend to the Council for recognition of any degree in law of any University in the territory of India under Section 24 (1) (c) (iii) of the Act, and

(ii) to recommend the discontinuance of any recognition already made by the Council.

The Disciplinary Committee

9. (1) The procedure for the election or co-option of the members of the Disciplinary Committee shall be by secret ballot and in accordance with the rules, in so far as they are applicable, as laid down in Rule 12, Chapter I, Part II.

(2) Any casual vacancy shall be filled in by Council by election or co-option from amongst its members or non-members as the case may be.

(3) The Chairman or the Vice-Chairman of the Executive Committee shall assign and allocate all matters relating to the Disciplinary Committees amongst them if more than one such Committee

is constituted or is in existence.

(4) In case of the absence of a Bar Council of India's member during the sitting of the Disciplinary Committee of the Bar Council of India, the remaining two members of the said Committee may request any available Bar Council of India member to fill the vacancy caused by such absence and in case of the absence of a co-opted member of a Disciplinary Committee of the Bar Council of India, the other two members may make similar request to any other available co-opted member of a Disciplinary Committee of the Bar Council of India and the Committee so constituted shall be deemed to be a Committee constituted under this rule for the purpose of that meeting and shall have all the powers of a Disciplinary Committee of the Bar Council of India*.

10. For the purpose of determining the senior most member of a Disciplinary Committee under Section 9 of the Advocates Act, 1961, the seniority :

(i) of a Senior Advocate, and

(ii) of an Advocate of the Supreme Court enrolled before 1-12-1961, shall be determined in accordance with the date of his enrolment under the Bar Councils Act, 1926.

11. Election of Representatives : The Procedure for electing its representative to the Press Council of India under the Press Council Act, 1965, or for electing any other representative or representatives by or from amongst its members to any other statutory body by virtue of any special power conferred under any other enactment or for any other election by the Council provided that any member so requires, shall be in accordance with the same procedure and shall in so far as it may be applicable, be as laid down in Rule 12, Chapter I, Part II.

Chapter-IV

Qualifications And Conditions Of Service Of The Secretary, Accountant And Other Members Of The Staff.

(Rules under Section 15(2) (k) of the Act)

Bar Council of India Employees Service Rules 1997

1. These Rules shall be called "Bar Council of India Employees Service Rules, 1997".
2. These Rules shall come into force from the date to be specified by the Executive Committee.
3. Under the Rules, the appointing authority shall mean Executive Committee of the Bar Council of India except in the case of secretary as provided in Chapter III, Rule 5(4) (e) of the Bar Council of India Rules.
4. The qualifications and conditions of service of the Secretary, Accountant and other members of staff are those as specified in Schedule I to these Rules.
5. Recruitment shall be by direct appointment/promotion of the employees in the Bar Council of India as provided in the first schedule to these Rules.
6. That for the purpose of direct recruitment, vacancies shall be advertised in atleast one daily

newspaper.

7. That recruitment/promotion to the post shall only be made in the case of vacancy.
8. That for recruitment/promotion a person must possess qualifications as provided in Schedule I to these Rules.
9. In case it is not possible to find eligible person for promotional post it may be filled by direct recruitment but the person must possess eligibility criteria as prescribed under Schedule I.
10. That for the recruitment to the service of the bar Council of India the incumbent's minimum age shall not be less than 21 years and not more than 35 years on the date of appointment except for the posts of Secretary and Accountant.
11. The Secretary, the Accountant and other members of the staff shall retire on attaining the age of 60 years provided that in case the Executive Committee so recommends and the Council approves, they may be given extension for a period not exceeding two years.

An Employee of the Council shall retire on the forenoon of the last day of the month in which he attains the prescribed age of superannuation.

However, an employee whose date of birth is the first of a month, shall retire on the afternoon of the last day of the preceding month

12. (i) That promotion shall be made on the basis of seniority-cum-merit upon grades of Assistants.
(ii) For the post of Office Superintendent, other equivalent posts and the other posts in Schedule, the consideration shall be made on the basis of merit-cum-seniority.
13. That it shall be necessary to maintain annual confidential records of all employees of the Bar Council of India. The annual confidential records of the Secretary shall be maintained by the Chairman and records of all other employees shall be maintained by the Secretary who shall place it with his remarks before the Chairman of the Bar Council of India annually and if a person is aggrieved by any adverse communication of remark, he can file an appeal before the Executive Committee of the Bar Council of India.
14. That the post of Chowkidar/peon/Gardener and Guest room Attendant shall be interchangeable regardless of their appointment.
15. The pay scale and allowances of the employees and other conditions of the service shall be as determined by the Executive Committee and approved by the Bar Council of India.
16. (i) The pay scales of the Secretary and members of staff are those as specified in Schedule II to these Rules.
(ii) The Secretary and other permanent members of the staff shall be entitled to dearness allowance, house rent allowance and City Compensatory allowance at the rate as may be determined from time to time by the Executive Committee and approved by the Bar Council of India.

17. All the permanent employees of the Council shall be entitled to the benefit of provident fund

and gratuity in accordance with the rules framed by the Executive Committee and approved by the Bar Council of India.

18. That strength of posts in the Bar Council of India shall be as specified in the Second Schedule to the Rules.

19. The posts re-designated shall cease to exist. The post not mentioned in Schedule II shall also cease to exist as soon as the employees holding the post demits the office.

20. (1) That an employee of the Bar Council of India may be placed under suspension if any departmental enquiry is pending or is contemplated against him/her or he/she is involved in any criminal case involving moral turpitude during the course of enquiry for trial.

(2) An employee shall be entitled for substantive allowance of 50% of his basic pay and allowance during the period of suspension and it shall be for the disciplinary authority to pass order on conclusion of enquiry or trial whether an employee is entitled for payment of full salary for the period he has remained under suspension.

(3) The authority which made the order of suspension shall be competent to increase the amount of subsistence allowance by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period if the period of suspension has been prolonged due to the reasons to be recorded in writing not directly attributable to the Council employees.

(4) The amount of subsistence allowance may be reduced by suitable amount not exceeding 50% of the subsistence allowance if the period of suspension has been prolonged due to the reasons to be recorded in writing, directly attributable to the Council employee.

Sr. No.	Name of Post	Method of recruitment	Qualification/Eligibility criteria
1	Secretary	Direct	(a) Be a citizen of India (b) be a law graduate or barrister-at-law (c) have been either — <ul style="list-style-type: none">• Registrar of the Supreme Court or a high Court in• (ii) an advocate with 15 years practice at the Bar, or• (iii) Secretary of a Bar Council for

			<p>atleast 10 years, or</p> <ul style="list-style-type: none"> • (iv) District Judge having five years' experience as District Judge,, or • (v) Principal of a recognised Law College having experience as a Principal for five years' and seven years' standing at the Bar, or • (vi) Professor or Reader of Law in a University recognised by the Council with 10 years standing and having seven years experience at the Bar, or • (vii) Law Graduate with three years experience as Assistant Secretary of the Bar Council of India
			<p>(d) be ordinarily not less than 40 years and not more than 50 years of age at the time of appointment. Provided that if at any time the Council considers that a person having the necessary qualifications is not available, it may relax any of the qualifications mentioned in sub-rules (c) and (d) of this rule.</p>
2	Asstt. Secretary	By promotion	(i) Office Superintendent (i) Asstt. Registrar and Accountant with minimum of five years experience in the post.
3	Asstt. Secretary-Cum-Accounts Officer	By promotion	C.A. plus B.Com. with five years as Accountant
4.	Office Supdt.	By promotion	From Assistant Gr. III with six years experience

5	Asstt. Registrar	By promotion	from Assistant Grade III with six years experience.