

**UTTAR PRADESH SHASAN  
GRIH (POLICE) ANUBHAG-9  
No.- 5154 /VI-P-9-22-2(24)/2021  
Lucknow: Dated 12, December, 2022.  
NOTIFICATION**

UTTAR PRADESH STATE INSTITUTE OF FORENSIC SCIENCES SOCIETY,  
FIRST BYLAWS, 2022

*(Drafted under Societies Registrations Act-1860 (Act No. XXI of 1860)*

- 1 The Name of the Society: Uttar Pradesh State Institute of Forensic Sciences Society, Lucknow, Uttar Pradesh
- 2 Address of Society: Uttar Pradesh State Institute of Forensic Sciences Society, Lucknow, Uttar Pradesh c/o ADG Technical Services, 8th Floor, 4th tower Police Head Quarter, Gomti Nagar Extension, Lucknow.
- 3 Working area of society : The area of operation of the Society shall be the State of Uttar Pradesh & any other place as may be decided by the General Body of the Society.
- 4 Registered Office: The main campus of Uttar Pradesh State Institute of Forensic Sciences, Lucknow, Uttar Pradesh c/o ADG Technical Services, 8th Floor, 4th tower Police Head Quarter, Gomti Nagar Extension, Lucknow.

**5. Definitions:**

In these bylaws, unless the context otherwise requires -

- (a) 'Act' means the Societies Registration Act, 1860 (Act No. XXI of 1860).
- (b) 'Institute' means the Uttar Pradesh State Institute of Forensic Sciences.
- (c) 'University' means the National Forensic Science University (NFSU), established by the National Forensic Sciences University Act, 2020.
- (d) 'State Government' means the Government of the State of Uttar Pradesh.
- (e) 'General Body' means General Body of the Uttar Pradesh State Institute of Forensic Sciences Society, Lucknow.
- (f) 'Management Committee' means the Management Committee of the Uttar Pradesh State Institute of Forensic Sciences Society, Lucknow.
- (g) 'Society' means Uttar Pradesh State Institute of Forensic Sciences, Lucknow, registered under the Societies Registration Act, 1860.

**6. Constitution of the Society:**

- 1) The Society shall consist of, and operate through
  - (a) The General Body, and
  - (b) The Management Committee
- 2) The Society may delegate all or any of its power to its General Body, its Management committee or any of the Committees constituted by it, or to the Director of the Institute established by it.
- 3) The Society shall be open to persons of either sex and of whatever race, creed, caste or class and no test or condition shall be imposed as to religious belief or profession in admitting students or in appointing members, teachers and workers or in any other connection what so ever.

- 4) The Society shall keep a roll of members and every member of the Society shall sign the roll and state there in particulars including his qualifications, occupation and address. No person shall be deemed to be a member unless he signed the roll as aforesaid.
- 5) If, a member of the society changes his address he may notify his new address in the roll of members but if he fails to notify the new address the address recorded in the roll of members shall be deemed to be his correct address.
- 6) The General Body of the Society would be its highest decision making body and shall have all the members as laid down in the Rules of Association. The general superintendence, direction and control of the affairs of the Society and its income and property, movable as well as immovable shall be vested in it.
- 7) The Management Committee shall consist of all the members as laid down in the Rules of Association. The members of the management committee shall be elected by the members of the General Body with a 2/3 majority, present and voting.
- 8) The Management committee shall be responsible for the day to day functioning of the Institute and shall carry out such functions as delegated by the General Body.
- 9) The tenure of the Management Committee shall normally be two years, provided the General Body shall have the powers to extend it beyond two years.
- 10) In case of an emergent vacancy arising in the Management Committee, a new member shall be elected for the remainder period of the tenure, by a 2/3 majority of the members of the General Body, present and voting.

#### **7. Funds of the Society:**

The funds of the society shall consist of the following

- 1) Grants received from State and Central government for the functioning of the Institute.
- 2) All Fees and other charges levied by the society, through the General Body.
- 3) All receipts by way of grants, gifts, donations, benefactions, bequest by the individuals or institutions.
- 4) Any other receipts.

#### **8. Management of the funds of the Society:**

- (a) All funds of the societies shall be deposited into Society's Account with the any **nationalised banks** as mentioned in the Reserve Bank of India Act, 1934 (No. 2 of 1934) and shall be withdraw jointly by the Officers empowered in this behalf by the society as mentioned above in the Rules of Association.
- (b) The funds shall be utilized only in accordance with the general rules laid down by the State Government and within the general financial limits prescribed by the State Government, to achieve the objectives of the Society.
- (c) No property or profits/earnings of the Society shall be directly or indirectly transferred to any existing or former members of the Society.
- (d) The accounts of the funds of the Society shall be properly maintained and regular special/annual audits must be conducted.
- (e) The budget of the Society shall be audited by a qualified Auditor.

#### **9. Term of Members:**

Term of office of the non-official members in the General Body shall be usually three years, which may be further extended for two years subject to majority decision of the General Body.

Member of the General Body, other than the ex-officio member shall cease to be a member if he dies, resigns, becomes of unsound mind, becomes insolvent or is convicted for a criminal offence involving moral turpitude or if he is removed by the State Government from the membership of the General Body or if he does not attend three consecutive meetings of the General Body without taking leave from the Chairperson. An ex-officio member shall cease to be a member of the General Body on relinquishing the charge of the post by virtue of which he was member. The successor on the post shall automatically become the member of the General Body.

#### **10. Resignation of Members:**



- 1) A member other than ex-officio-member may resign office by a letter addressed to the Chairperson and such resignation shall take effect from the date it is accepted by the Chairperson.
- 2) Any vacancy in the General Body shall be filled in by nomination and the terms of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he is nominated.
- 3) No Act or proceedings of the General Body shall be invalid merely by reason of the existence of any vacancy therein or of irregularity in appointment or nominations of any of its members.

**11. Meeting of the General Body:**

- 1) The General Body shall ordinarily meet twice a year before the end of March and an emergency session can be called at any time after a notice of 24 hours is given and the agenda of the meeting is stated.
- 2) Provided that Chairperson may, whenever he thinks fit, and shall on the written requisition of not less than three members of the General Body may call a special meeting.
- 3) An advance notice of 15 days before every general meeting, notice thereof specifying the place, date and time of the meeting and 3 days in case of special meeting of the general nature thereof shall be given to all members of the General Body by registered post or by hand delivery at their respective addresses registered with the Society.
- 4) Within 15 days of the receipt of requisition as stipulated above, the Chairperson shall convene the meeting.
- 5) Every meeting of the General Body of the Society shall be presided over by the Chairperson or in his absence by the Vice Chairperson.
- 6) Agenda of the meeting of the Society or the General Body, as the case may be, shall be circulated among the members at least 15 days before the meeting.

Provided that any business which it may be necessary for the Society or the General Body, as the case may be, to perform its duties, except such as may be placed before its meetings, may also be carried out by circulation among all its members and a resolution so circulated and approved by members shall be as effective and binding as resolution passed under ordinary circumstances.

**12. Meeting of the Management Committee:**

- 1) The Management Committee shall ordinarily meet four times a year before the end of March and shall meet once in three months. An emergency session can be called at any time after a notice of 24 hours is given and the agenda of the meeting is stated.
- 2) An advance notice of 7 days before every general meeting, notice thereof specifying the place, date and time of the meeting and in case of special meeting of the general nature thereof shall be given to all members of the General Body by registered post or by hand delivery at their respective addresses registered with the Society.
- 4) Within Seven days of the receipt of requisition as stipulated above, the Chairperson shall convene the meeting.
- 5) Every meeting of the Management Committee of the Society shall be presided over by the Chairperson or in his absence by the vice Chairperson.
- 6) Agenda of the meeting of the Management Committee, as the case may be, shall be circulated among the members at least 7 days before the meeting.

Provided that any business which it may be necessary for the Management Committee, to perform its duties, except such as may be placed before its meetings, may also be carried out by circulation among all its members and a resolution so circulated and approved by members shall be as effective and binding as resolution passed under ordinary circumstances.

**13. Minutes:**



- 1) The minutes of proceedings of the meeting of the General Body or the Management Committee shall be drawn up by the Member Secretary and circulated amongst the members. The minutes along with any amendment suggested shall be placed for confirmation at the next meeting of the Society or the General Body, as the case may be, after the minutes are confirmed and signed by the Chairperson, they shall be recorded in the Proceedings Register.
- 2) At any meeting a declaration by the Chairperson that a resolution has been carried by a particular majority and an entry to that effect in the Proceedings Register shall be conclusive evidence of the fact.
- 3) Proceedings of every meeting signed by the Chairperson shall be properly kept by the Member Secretary.
- 4) Apart from matters requiring approval of the State Government under these rules which shall be submitted to it separately giving full exposition there of, a copy of the proceedings of each General Body meeting shall be furnished to the State Government as soon as possible.

**14. Voting:**

- 1) Each member of the Society or of the General Body shall have one vote and shall be given personally. All the matter shall be decided by a majority of votes cast by the members present in a meeting, but the Chairperson shall also have a casting vote in addition to his vote as a member in case of equality of votes.
- 2) The voting shall be by show of hands.
- 3) If an ex-officio member of the General Body is likely to be unable to attend any meeting of the General Body, as the case may be, he or, if he thinks fit, authorize in writing the official next to him. The official so authorized will not, however, be entitled to vote at the meeting.

**15. Quorum:**

(a) Three fourth of the total number of members but not less than four members of the General Body, as the case may be, shall constitute the quorum at their respective meetings.

(b) One half of the total number of members but not less than four members of the Management Committee, as the case may be, shall constitute the quorum at their respective meetings.

Provided that, if a meeting is adjourned for want of quorum, no quorum shall be necessary for the adjourned meeting.

**16. Adjournment:**

- 1) If within fifteen minutes from the time appointed for the meeting, no quorum is present, the meeting, if convened upon the requisition of members, shall be dissolved and in any other case it shall stand adjourned to the same day in following week at the same time and place, at such adjourned meeting no quorum shall be necessary and the members present may transact the business for which the meeting was called.
- 2) The Chairperson may, in consultation with the members present at the meeting adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting which was adjourned.

**17. Resolution:**

- 1) Agenda of the meeting of the Society or the General Body, as the case may be, shall be circulated among the members at least fourteen days before the meeting.
- 2) After giving notice of clear 15 days or with the permission of the Chairperson a member can move resolution at a meeting of the Society or the General Body.
- 3) Any business which it may be necessary for the Society or the General Body, as the case may be to perform, except such as may be placed before its meetings, may be carried out by circulation among all its members and any resolution so circulated and approved by



the members shall be as effective and binding as if such resolution had been passed at the meeting of the Society or the General Body, as the case may be.

**18. Powers & Duties of the Chairperson:**

- 1) The Chairperson shall give general guidance and take steps for the:
  - a) Achievement & Promotion of the objects of the Society.
  - b) Organization and Maintenance of the Society.
  - c) Maintenance & Management of Financial Health of the Society.
- 2) The Chairperson shall exercise such powers as may be delegated to him by the General Body.
- 3) All orders of the Chairperson shall be communicated to all the members of the Society under the signature of the Member Secretary. Any order not bearing the signature of the Member Secretary shall not be deemed to be an order of the Chairperson.

**19. Powers & Duties of the Vice-Chairperson:**

- 1) The Vice-Chairperson shall exercise all the powers of Chairperson in the absence of the Chairperson.
- 2) He shall exercise such powers and perform such duties as may be assigned or delegated to him by the General Body /Chairperson.
- 3) He shall put up to the Chairperson, matters requiring the approval of Chairperson along with his recommendations. No proposal/matter shall be put up to Chairperson without the recommendation of the Vice Chairperson.

**20. Power to Make Rules:**

Subject to the provisions herein contained, the General Body may frame rules to regulate its businesses and ensure smooth functioning in the various spheres of its activities and functions and businesses of various committees constituted under these rules or appointed under these rules and may also amend, alter or rescind any regulation so framed.

**21. Delegation of Powers by the General Body:**

The General Body may delegate its powers and functions for a specific references to a committee constituted or appointed under these rules, or to the Chairperson or the Vice Chairperson or to the Member Secretary such of its power for conducting of its business as it may deem fit.

**22. Contracts:**

Except as may be otherwise provided in the bye-laws of the Society, all contracts and assurances for and on behalf of the Society shall be expressed in the name of the Society and shall be under the seal of the Society. All such contracts and assurances shall be signed by the person authorized by the General Body.

**23. Bar On Contracts with Members:**

No contract for the sale, purchase or supply of any goods or materials shall be made for and on behalf of the Society with any member of the Society or the General Body or his relative or firm in which such Member or his relative is a partner or share-holder or with any other partner or share-holder of a firm or a private company in which the member is a partner or director.

**24. Suit or Proceeding:**

The society may sue or be sued through Member Secretary of the Society.

**25. Modification of the Objects of the Society:**

Subject to the prior approval of the State Government, the Society may amend any object(s) for which it is established in accordance with the procedure prescribed therefore by the Act.

**26. Amendment of Rules:**

These bye-laws or rules made by the Society hereafter may be amended, altered or cancelled at any time with the prior approval of the State Government and by a resolution passed by a majority of two third of the members present and voting at any meeting of the General Body duly convened for the purpose.



27. (a) The Society shall establish an Institute by the name of the Uttar Pradesh State Institute of Forensic Sciences, which for academic purposes, shall be affiliated to the National Forensic Science University as per section 7(m) of National Forensic Science University Act.

(b) The Society shall frame rules governing the recruitment, promotion, training, conditions of service and disciplinary measures for the employees of the institute.

(c) At the time of commencement of the Institute, there shall be the following departments and laboratories namely

(i) Department of Physics with Ballistics Lab, Forensic Acoustics Lab and Documents Lab;

(ii) Department of Chemistry with Explosives Lab, Toxicology Lab and Narcotics-analysis Lab;

(iii) Department of Biology with Biology Lab, Serology Lab and DNA Lab;

(iv) Department of Computer Science with Data Analytics Lab, Cyber Security Lab and Cyber Forensics Lab;

(v) Department of Behavioural Sciences with Lie Detection Lab, Narco-analysis Lab and Brain Mapping Lab;

(vi) Department of Criminology;

(vii) Department of Law; and

(viii) Department of Police Science and Administration.

**28. Objectives of the Institute shall be:**

(a) To create a pool of trained manpower in the field of forensics who can be recruited for various positions in forensic laboratories all over the country.

(b) To train the police personnel as well as the members of the judiciary in the field of forensic sciences

(c) To develop the knowledge of science, technology, providing specially designed academic training programs in various technologies related with forensic science and behavioural science and also advanced technologies of policing and forensic science and behavioural science, which includes both theoretical input and practical training for forensic and other applications; to generate expertise in advanced technologies required in investigation and handling of crime cases;

(d) To create capabilities for upgrading the infrastructure to global standards for education, training and research in the areas related to policing and forensic science, technology, criminology and applied behavioural science;

(e) To function as a leading resource centre for knowledge and development in the areas of forensic science, behavioural science related to civil laws related to police matter and criminal laws;

(f) To establish close linkages with various forensic science laboratories, Institutes, law enforcement authorities and Institutions to make teaching, training and research relevant in policing and forensic science;

**29. The following shall be the officers of the Institute:**

(a) Director

(b) Additional Director

(c) Deputy Directors

(d) Administrative Officer

(e) Finance Officer

(f) Assistant Registrars

30. (a) The Director of the Institute shall be appointed on deputation, by the State Government.

(b) The person to be appointed as the Director shall be governed by the following conditions

(i) He shall be a serving IPS officer not below the rank of Additional Director General;

(ii) The term of his appointment as Director shall be for a period of three years or till the retirement of the incumbent, whichever is earlier;

(iii) The other terms and conditions of the Director shall be such as may be determined by the State Government.



- (c) The Director can be removed from his post by the State Government.
- (d) The Director shall be the principal academic and executive officer of the Institute and shall oversee, control and monitor the policy making, planning, management of finances and infrastructure, administration of the academic programs and general administration of the Institute to ensure efficiency and good order of the Institute.
- (e) The Director shall have the powers of a Head of Department as defined by the State Government and financial powers of an equivalent rank in his parent Department.
- (f) The Director may assign such responsibilities to the Additional Director and Deputy Directors as deemed necessary for the administration of the institute.
- (g) The Director shall have the power to convene meetings of any of the authorities, bodies or committees of the Institute, as and when he considers it necessary to carry out his responsibilities.
- (h) The Director shall have the authority to curtail the deputation tenure of non-academic staff other than the officers of the institute.
- (i) The Director shall request the convening of the General body meeting annually.

**31.** The Director of the Institute shall be assisted by an Additional director in carrying out of his duties and responsibilities.

- (a) The Additional Director of the Institute shall be appointed on deputation, by the State Government.
- (b) The person to be appointed as the Additional Director shall be governed by the following conditions
  - (i) He shall be a serving IPS officer of the rank of Inspector General;
  - (ii) The term of his appointment as Additional Director shall be for a period of three years or till the retirement of the incumbent, whichever is earlier;
  - (iii) The other terms and conditions of the Additional Director shall be such as may be determined by the State Government.
- (c) The Additional Director shall assist the Director in policy making and carrying out the administration, academic, research and training activities. He shall exercise such other powers and perform such other duties as may be assigned to him by the Director.

**32.**(a) There shall be two Deputy Directors, to be appointed on deputation by the State Government.

- (b) The person to be appointed as the Deputy Director shall be governed by the following conditions
  - (i) He shall be an expert in the field of Forensic Science;
  - (ii) The term of his appointment as Deputy Directors shall be for a period of three years or till the retirement of the incumbent, whichever is earlier;
- (c) The Deputy Directors shall assist the Director in policy making and carrying out the administration, academic, research and training activities. They shall exercise such other powers and perform such other duties as may be assigned to him by the Director.

**33.** (a) The Administrative Officer shall be appointed on deputation by the State Government.

- (b) The term of his appointment as Administrative Officer shall be for a period of three years or till the retirement of the incumbent, whichever is earlier;
- (c) The Administrative Officer shall-
  - (i) Assist the Director in the general administration of the Institute;
  - (ii) Be the custodian of the records, the common seal and such other property of the Institute;
  - (iii) On the directions of the Director enter into agreements, sign the documents and authenticate the records on behalf of the Institute;
  - (iv) Exercise such other powers and perform such other duties, as prescribed by or under these by laws, or assigned to him, by the Director, from time to time.

**34.** (a) The Finance Officer shall be appointed on deputation by the State Government.

- (b) The term of his appointment as Finance Officer shall be for a period of three years or till the retirement of the incumbent, whichever is earlier;
- (c) The Finance Officer shall be responsible:
- (i) To ensure that no expenditure not authorized in the budget, is incurred by the Institute;
  - (ii) To disallow any proposed expenditure which may contravene the provisions of the General Financial rules and rules and regulations issued by the State Government, from time to time;
  - (iii) To ensure that statutory audits, special and annual, are carried out as prescribed by the State Government rules;
  - (iv) To ensure that the budget is audited by a qualified auditor.
  - (v) To ensure that no financial irregularity is committed and to take steps to set right any irregularities pointed out during audit;
  - (vi) To carry out such other functions and exercise such powers of the Finance Officer shall be such and may be prescribed.
35. (a) There shall be five Assistant Registrars. The Assistant Registrars shall be appointed on deputation by the State Government or by direct recruitment
- (b) These Assistant Registrars shall be responsible for:
- (1) Administration and Establishment.
  - (2) Conduct of examinations.
  - (3) Academic work.
  - (4) Accounts and funds of the Institute and the Society.
  - (5) Purchase of equipment, furniture, etc. and construction works.

**GENERAL PROVISIONS**

36. The Service conditions of the Director, the Additional Director, the Deputy Directors, Administrative Officer, the Finance Officer and the Assistant Registrars (appointed on deputation) will be governed in accordance with Service Rules of their parent department.

**37. Powers of the State Government:**

The State Government may by order for the reasons to be specified there of suspend the execution of any resolution or order of the society, if such resolution, order or act is inconsistent with the powers conferred by the rule and/or detrimental to the public interest.

**38. General:**

Any matter not covered by the above rules and bye-laws will be governed by the rules applicable to the employees of the State Government for time being in force till the General Body frames its rules and bye-laws

  
(Sanjay Prasad)  
Principal Secretary.