

**PUDUCHERRY INSTITUTE OF LINGUISTICS AND CULTURE**  
PUDUCHERRY

**Manual 1:**

The particulars of PILC's organisation, functions and duties

This manual contains the present organisational structure, objectives and major functional areas of this institute. The Institute is an autonomous organisation registered under the Societies Registration Act, 1860 and has been functioning under the department of Art & Culture, Government of Puducherry, Puducherry and the institute is affiliated to the Tamil University, Thanjavur, Tamilnadu. The main thrust of activities centred around promoting research in the fields of language and culture in the Union Territory of Puducherry.

i. Particulars of its organisation, functions and duties

**Name:** Puducherry Institute of Linguistics and Culture.

**Registered Office:-** The Registered Office of the Institute shall be situated at Puducherry.

**Objects:** The object of the Puducherry Institute of Linguistics and Culture shall be to promote in all possible ways advanced research and publication in all aspects of Linguistics and Culture and Historical Studies with special reference to the Union Territory of Puducherry and to disseminate knowledge and research findings of various branches of learning undertaken by the Institute to the academic community.

**Functions of the Institute :** With a view to promote the objects specified above, the Institute may do or cause to be done the following namely;-

1. to carry out a survey of the dialects of spoken languages in the Union Territory of Puducherry and publish the reports;
2. to prepare a series of language teaching materials for teaching Tamil, Telugu, Malayalam, Kannada and other languages;
3. to study the impact of French language and culture on the social life of the people of the Union Territory of Puducherry;
4. to undertake the translation of French literary works into Tamil, Telugu, Malayalam, Kannada and other languages and Vice versa
5. to carry out studies on folklore, history and culture of the people of the Union Territory of Puducherry

6. to conduct Seminars/Workshops/Conferences/Training Programmes/Summer Courses on Linguistics, Culture and History of Puducherry;
7. to organise a research library with particular emphasis on Linguistics, Culture and History and other allied subjects;
8. to award scholarships, studentships and similar grants, remuneration or monetary assistance as may be conducive towards promotion of the above objects;
9. to bring out a research journal of a high standard;
10. to undertake such other allied activities which would directly or indirectly help achieve the above objectives ;
11. to invest and deal with the funds and monies of the institute entrusted or endowed to the institute in such manner as may from time to time be determined by the governing body;
12. to create administrative academic and ministerial posts in the institute and make appointments thereto;
13. to take over any institute with all assets whether incorporated or not having similar objective;
14. construct buildings and structures of whatever nature or kind as are found to be necessary or expedient and to demolish, alter, repair, renovate, improve, extend, develop the buildings or parts of them in furtherance of the objects of the institute
15. purchase, take on lease or licence or hire or otherwise acquire, and to hold, manage, administer and otherwise deal with any movable and immovable properties, rights and privileges, as the Governing Body may deem necessary, expedient or desirable for the promotion of any of the objects of the institute;
16. sell, exchange, alienate, issue, give out on lease or licence, mortgage, charge, pledge, hypothecate, transfer, surrender, dispose of and or otherwise deal with all or any of the properties, funds and assets of the institute as the Governing Body deems fit;
17. apply for, receive, accept and utilise any grants, aids and/or other allowances from any Government Universities or other Institutions/ Agencies/Financial Institutions or Individuals, in connection with the institute's works and activities

conducted and properties held, by the Institute and to deal with the same in accordance with the terms and conditions thereof, to execute such documents there for over all or any of the properties of the Institute as may be required.

18. receive, accept, hold, expend, charge and receive from students, pupils, trainees such fees, rates and charges as may be prescribed by the Governing Body from time to time and administer and use any gift, bequest, grant, donation, or foundation, in kind or in money, or any other property as authorised by law;
19. open, operate jointly or separately, accounts of any description with any recognised or Scheduled Banks on such terms and in such manner as the Governing Body may deem fit in respect of the funds belonging to the Institute;
20. invite representatives of Government, Universities and other Organisations in India and other countries to participate in the programmes of the Institution;
21. co-operate with any linguistic or cultural association in India and arrange for interchange of personnel, material and data;
22. frame such rules and regulations and bye-laws for the conduct of the business of the Institute for achievement of the objects of the Institute as aforesaid;
23. appoint and engage a qualified auditor to audit the accounts of the Institute as approved by the Governing Body of the Institute and to pay him such remuneration as the nature of the work warrants;
24. constitute such committee or committees as it may deem fit for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the Institute;
25. delegate any of its powers to the Governing Body of the Institute or to any other committee or committees and
26. do all such other lawful acts and things either on its own or in conjunction with other organisations or persons as the Institute may consider necessary, incidental or conducive to any or all of the above mentioned objects.

**Manual 2:**

The powers and duties of PILC's officers and employees

Sl.No	Name	Designation	Duties
1	V. KALIAPERUMAL	Director(i/c)	Administration/ Academic (Ph.D./M.Phil., Guide) & Research activities
2	Vacant	Library Information Asst.	Purchase of books to Library, Accessories Register maintenance, keeping Library
3	S MURUGANBABU	Data Processing Assistant	Website, E. Journal, Establishment matters, Pay related bills, Financial statements
4	P PUNITHA	Stenographer Gr. II	Taking notes and regulating director's schedule
5	J AROKIADASS	Driver Gr. I	Driving vehicle and its maintenance
6	P ANANTHI DIDEROT	Upper Division Clerk	Purchase of stores, Publication, Endowments, Service Books
7	S SATHISH BABU	Data Entry Operator	Data Entry/Typing work, Data Bank, Ph.D. and M.Phil., related work
8	K GANESH SINGARAM	Multi-Tasking Staff (Gen.)	Opening/Closing Office, Carrying of files, Collection & Despatch of letters
9	K VELMOUROUGANE	Multi-Tasking Staff (Gen.)	Opening/Closing Office, Carrying of files, Collection & Despatch of letters
10	S DHATCHAYANI	Multi-Tasking Staff (H/k)	Cleaning of PILC Building
11	R POORANI	Multi-Tasking Staff (H/k)	Cleaning of PILC Building

**Manual 3:**

The procedure followed in the decision making process, including channels of supervision and accountability

The principal authorities of the Institute are the Governing Body, General Body and Research-cum-Academic Council. The Governing Body is the supreme body which vests all powers and will meet once in every six months to execute academic and administrative decisions, formulate policies, review the programmes of the institute and suggest measures for further development.

**Governing Body** : The Governing Body shall consist of not less than seven members and not more than fifteen members inclusive of the Chairman and Vice-Chairman.

a. Not exceeding three members other than members specified under para V of the Memorandum of Association of Puducherry Institute of Linguistics and Culture shall nominated to the governing Body by the Chairman from among the eminent academicians working in the universities/reputed Research Institutions in the fields of Linguistics, Anthropology, Sociology, Folkloristics, Literary Studies, Language Education Technology and other relevant field.

b. The members so nominated by the chairman shall hold office for a period of three years and under special circumstances they can be considered for re-nomination by the Chairman.

**Powers of the Governing Body;-**

1. The Governing Body shall have the entire control and management of the business and affairs of the Society, the administration of all properties, movable and immovable, all its institutions and assets, and shall have all such powers of the Society and do all such things generally to carry out the objects of the Society as are by the Act not required to be exercised or done by the Society in general meetings. The Governing Body shall also have powers from time to time to make, vary, modify, change and repeal rules and regulations and bye-laws for the transaction and regulation of business and affairs both of the Society and of itself, for the administration of all properties and institutions and assets, provided that the bye laws and regulations newly made or varied shall not be inconsistent with the existing sets of bye-laws, rules and regulations made by the Society and are not contrary to the letter and spirit of the Society's Memorandum.

2. The Governing Body is also empowered to do, execute and perform all acts, deeds and things as are set out in particular in the Memorandum of Association of the Society as if these clauses in the Memorandum were incorporated in these rules and regulations.

3. The Governing Body shall maintain every year a corrected or amended -
- a. list of the Members of the Society together with their names and addresses
  - b. list of the Members of the Governing Body upto date;
  - c. list of the properties and assets of the Society; and
  - d. registers of accounts relating to the Society annually audited and shall forward a copy of such of the audited accounts at such times and to such persons as the authorities may appoint or nominate.

**Meeting of the Society;**- The annual general meeting of the Society shall take place every year at such time and place as the Governing Body may decide and the agenda therefor should be -

- to receive the Governing Body's report, consider and adopt it in regard to the administration of the Society and its properties;
- to receive and pass the audited income and expenditure account and the balance sheet of the Society for the year ending preceding the meeting.
- to consider all other lists and matters, as are enjoined by the Act to be submitted to the Government of Puducherry or other statutory authorities according to law;
- to appoint an auditor and fix his remuneration; and
- to transact any other business brought forward by any member of the Society, notice of which has been given to the Governing Body at least ten days before the date of the meeting.

**Manual 4:**

The norms set by the Institute for the discharge of its functions

All instruments, deeds and documents which are to be executed for and on behalf of the society shall be executed for and on behalf of the Society by the Chairman or Vice-Chairman, or such member of the Governing Body who may have been authorised in writing to do so by the Chairman, or Vice-Chairman or by a meeting of the Governing Body. If, and whenever such instrument, deed or document requires the seal of the Society be affixed to it, the person executing it shall have the power to affix the seal.

**Manual 5:**

The rules, regulations, instructions, manuals and records, held by the Institute or under its control or used by its employees for discharging its functions

Recruitment Rules - framed to the post(s) in PILC at par with the Govt. of Puducherry

Pay & other allowances - as in Govt. of Puducherry

Selection - Employment Exchange/Direct Recruitment/Promotion/Deputation

Pensioners - Pension Schemes are yet to be implemented

Memorandum of Association

Articles of Association

Service bye laws

**Manual 6:**

A statement of the categories of documents that are held by the Institute or under its control  
This manual lists of documents held by the Institute such as Pay Ledger, Cash Book, Bill Drawn Register, Pay Bill Register, Stock Register, Inward & Despatch Registers, Attendance Registers.

**Manual 7:**

The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or administration thereof;

**Governing Body :** The Governing Body of the Institute shall be as follows;-

1.	The Hon'ble Minister for Art & Culture	<i>Chairman</i>
2.	The Secretary to Government (Art & Culture)	<i>Vice-Chairman</i>
3.	The Secretary to Government (Finance)	<i>Member</i>
4.	The Secretary to Government (Law)	<i>Member</i>
5.	The Director of Education	<i>Member</i>
6.	The Director, Art and Culture	<i>Member</i>
7.	Director of P I L C	<i>Member-Secretary</i>
8.	Not exceeding three eminent academicians working in Universities/ reputed research institutions in the fields of Linguistics, Anthropology, Sociology, Folkloristics, Literary Studies, Language Education Technology and other relevant field to be nominated by the Chairman	<i>Members</i>

The Institute's Website <https://pilc.py.gov.in> provides for consultation with the members of the public in relation to the formulation of its policy and its implementation.

**Manual 8:**

The statement of boards, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public; This manual lists the constitution and names of incumbents of the following committees. One man Committee, Project Advisory Committees, Expert Committee and Purchase Committee.

**Citizen Charter (2023)**



**Manual 9:**

A directory of PILC's Officers and Employees

The names, designations and residential addresses of all officers of this institute and employees are included in this manual.

Sl no.	Names	Designations	Date of birth	Residential addresses
1.	V. KALIAPERUMAL	Director (i/c)		
2	S MURUGANBABU.	Data Processing Assistant	31/03/1966	121 Yanam Venkatachalam Pillai St Puducherry 605 001
3	P PUNITHA	Stenographer Gr. II	16/04/1968	100 Muthu Mariamman Koil Street, Puducherry 605 001
4	S SATHISH BABU	Data Entry Operator	29/12/1985	54 Thirumal Nagar Kosapalayam, Puducherry
5	P ANANTHI DIDEROT	Upper Division Clerk	31/05/1971	17, 1st Cross, Poraiyathamaman Koil St, Tamizhthai Nagar, Puducherry 605 001
6	J AROKIADASS	Driver Gr. I	21/04/1966	No.19 20 <sup>th</sup> Cross, Krishna Nagar. Puducherry 605 008
7	K GANESH SINGARAM	Multi-Tasking Staff (General)	30/03/1974	29 Louis Pragasam Street, Puducherry 605 001
8	K VELMOUROUGANE	Multi-Tasking Staff (General)	20/07/1973	29 Louis Pragasam Street, Puducherry 605 001
9	S DHATCHAYANI	Multi-Tasking Staff (House-keeping)	30/07/1972	60 12th Main Road, I Cross-1st Street, Krishna Nagar, Puducherry 605 008
10	R POORANI	Multi-Tasking Staff (House-keeping)	12/03/1986	20 East Pudu Nagar, Kuruvintham 607 402

**Manual 10:**

The monthly remuneration received by each of PILC's officers and employees, including the system of compensation as provided in its regulations.

This manual includes the remuneration received by each of its officers and employees.

Sl. No.	Names	Pay Matrix		
		Level	Cell	Basic
1	S MURUGANBABU	7	14	66000
2	P PUNITHA	5	18	48200
3	S SATHISH BABU	5	9	37000
4	P ANANTHI DIDEROT	4	5	28700
5	J AROKIADASS	6	18	58600
6	K GANESH SINGARAM	2	18	33000
7	K VELMOUROUGANE	2	18	33000
8	S DHATCHAYANI	1	14	26400
9	R POORANI	1	9	22800

**Manual 11:**

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

PILC is the only research institute which has been established and is being financially supported by the Govt. of Puducherry. The annual budget allocation and proposed expenditures will be included in this manual.

**Manual 12:**

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme.

Not applicable

**Manual 13:**

Particulars of recipients of concessions, permits or authorizations granted by it

Not applicable

**Manual 14**

Details in respect of the information, available to or held by it, reduced in an electronic form;

The Institute's Website <https://pilc.py.gov.in> includes all the information in News letter for the Tamil research scholars and other activities of the Institute.

**Manual 15**

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

The Research Library of the Institute is open from 8.45 a.m. to 1.00 p.m. and (after lunch hours) 2.00 p.m. to 5.45 p.m. on all working days. It is open for the Research Scholars of the Institute. The Library provides books relating to Linguistics, Literature, Anthropology and Folklore and reputed Indian and foreign journals. It is open to public for reference purpose only for the benefits of Puducherry scholars.

**Manual 16**

The name, designation and other particulars of the Public Information Officer.

Shri V. Kaliaperumal

Designation: Director(i/c)

Puducherry Institute of Linguistics and Culture

Puducherry 605 008

Tel. 0413 2255817 (Dir.) 0413 2255827 (Off.)

Email: [pilc@py.gov.in](mailto:pilc@py.gov.in)

The authorities of the Institute as envisaged in the Memorandum of Association viz.,

1. The Governing Body
2. The Rules & Regulations

**Manual 17**

Such other information as may prescribed

Nil