

The Punjab Women and Children Development and Welfare Corporation (General) Rules, 1983

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Rule

THE-PUNJAB-WOMEN-AND-CHILDREN-DEVELOPMENT-AND-WELFARE CORPORATION (GENERAL) RULES, 1983

- Published on 30 August 1983
- Commenced on 30 August 1983
- [This is the version of this document from 30 August 1983.]
- [Note: The original publication document is not available and this content could not be verified.]

The Punjab Women and Children Development and Welfare Corporation (General) Rules, 1983 Published vide Punjab Government Notification No. G.S.R. 71/P.A. 19/79/Section 32/83, Dated 30th August 1983 No. G.S.R. 71/P.A. 19/79/Section 32/83. - In the exercise of the powers conferred by Section 32 of the Punjab Women and Children Development and Welfare Corporation Act, 1979 (Punjab Act 19 of 1979), the Governor of Punjab is pleased to make the following rules, namely :-

1. Short title and commencement.

- These rules may be called the Punjab Women and Children Development and Welfare Corporation (General) Rules, 1983.

2. Definitions.

- In these rules unless there is anything repugnant in the subject or context -(a)"Act" means the Punjab Women and Children Development and Welfare Corporation Act, 1979 (Punjab Act No. 19 of 1979).(b)"defaulter" means a person from whom any amount is due to the Corporation and includes a person who is responsible as surety for the payment of any such amount;(c)"Form" means a Form appended to these rules;(d)"Section" means a section of the Act.

3. Terms and conditions of appointment of Chairman and Managing Director.

- [Sections 7 and 32] - (1) The Chairman shall be appointed by Government from amongst the Directors of the Board; Provided that if in the opinion of the Government it is in public interest so to do, it may appoint any person, who is not a Director of the Board to be the Chairman. (2) The Managing Director shall be appointed by the Government from amongst the officers borne on the Cadre strength of the Indian Administrative Service or of the Punjab Civil Service (Executive Branch) of the State of Punjab. (3) The Chairman who is not a salaried officer of the Government shall be allowed salary, allowance and other facilities with the prior approval of the Department of Finance, as under :

- | | |
|-----------------------------|--|
| (i) Salary | ... Rs. 1,500 (Rupees One thousand and five hundred) per month.
Equivalent to the amount of rent actually paid by him for hired residential accommodation subject to a maximum of one thousand and eight hundred rupees per mensem and in the case the residential accommodation in |
| (ii) House Rent Allowance | ... owned by him, he shall be entitled to the payment of house rent allowance at the rate of one thousand and eight hundred rupees per mensem or an amount equivalent to the rent assessed by the Department of Public Works for that accommodation whichever is less. |
| (iii) TA/DA | ... As admissible to a Member of Punjab Legislative Assembly.
Staff Car for local use and journey on tour. If the Chairman possesses his |
| (iv) Staff Car | ... own car maintenance allowance not exceeding Rs. 300/- (Rupees three hundred) shall be given.
Telephone facility at office and residence; provided that the local calls at |
| (v) Telephone | ... residence shall not exceed 3000 per quarter. The cost of private calls will, however, be recovered from the Chairman. |
| (vi) Leave | ... Leave as per appendix 16 of Punjab Civil Service Rules, Volume I, Part II. |
| (vii) Medical reimbursement | As may be allowed by the Corporation under its regulations from time to time. |

(4) The Managing Director shall be given the same salary and allowance to which he is entitled as an officer of the Government plus deputation allowance, if any, as may be allowed by the competent authority from time to time.

4. Salary and allowance of the Director of the Board.

(1) Each director including a director appointed as Chairman other than director nominated from amongst the salaried officers of government shall receive a fee of fifty rupees for attending each meeting of the Board or of the Committee appointed under Section 12 by the Board and shall also be allowed travelling and halting allowances as may be fixed by the Board from time to time with the previous approval of the Government. (2) A Director or the Chairman who is a salaried officer of the Government, shall work in honorary capacity as Director or Chairman of the Board as the case may be.

5. Circumstances under which a Director is removable.

- [Sections 7 and 32] - The Government may at any time remove any director including Chairman, other than a director nominated from amongst the salaried officers of the Government if in its opinion such director or the Chairman as the case may be :- (a) is absent without leave of the Government in the case of the Chairman and of the Board in the case of a Director, for more than three consecutive meetings of the Board, without a cause, sufficient in the opinion of the Government or the Board, as the case may be, to exonerate his absence. (b) has acted in contravention of the general orders passed by the Board, and has been guilty of misconduct in the discharge of his duties; Provided that no order of removal shall be passed without giving a reasonable opportunity of showing cause against the proposed order of removal.

6. Procedure of recovery.

- [Sections 20 and 32] - (1) The Managing Director may make an application to the Sub-Divisional Officer (Civil) in whose jurisdiction the loanee resides as per record of the Corporation stating that a particular sum has fallen due to the Corporation from the loanee named in the application and that the said sum has not been paid to the Corporation as per stipulation between the loanee and the Corporation. (2) The Sub-Divisional-Officer (Civil) shall after giving the loanee an opportunity of representing his case either personally or in writing within a period of ten days, determined by an order, the amount due to the Corporation and shall convey the same to the Managing Director.

7. Recovery Certificate.

- [Sections 20 and 32] - On receipt of an order made under rule 6, the Managing Director shall issue a certificate in Form 'A'. The Collector of the district in which the loanee resides as per record of the Corporation or to which he may have shifted or in which he may be carrying on business or owning any property, shall proceed to recover the amount from the defaulter in the manner specified in sub-section (1) of Section 20.

8. Maintenance of accounts.

- [Sections 22 and 32] - The Corporation shall prepare and maintain the accounts in the form and manners specified in appendices I, II, III and IV to these rules. Form 'A' [See Rule 7] Certificate From The Managing Director, Punjab Women and Children Development and Welfare Corporation. To The Collector, ----- Dated, Chandigarh the _____ Sir, The sum of Rs. _____ is payable on account of _____ by _____, son of _____ resident of _____ who is believed (to be at _____) to have property consisting of _____ in your district.

2. Under the Punjab Women and Children Development and Welfare Corporation Act, 1979, the said sum is recoverable by you as if it were an arrears of land revenue which had accrued in your own district. You are hereby requested to recover it and remit it to may office at -----.

Yours faithfully, Managing Director. Appendix-I (See Rule 8) Punjab Women and Children Development and Welfare Corporation, Chandigarh Balance Sheet as on the 31st March,

Previous Year	Liabilities	Previous Year			Assets		
Rs.		Rs.	Rs.	Rs.		Rs.	Rs.
1.	Capital -oo	1. Fixed assets -		
	Authorised paid by the State Government	(At cost less depreciation, as per Schedule 'A' annexed)
	2. Reserves and funds -				(a)-----		
	(i) Guarantee Fund				(b)-----		
	Balance as per last year			
	Add - Contribution by the Government	2. Investments -		
	Add - Contribution by Corporation	Explaining nature and mode of valuation ...		
	(ii) Bad Debt Fund -				3. Current Assets, Loans and advances -		
	Balance as per last year						
	Add - Contribution out of net profit at 10%	A. Current Assets		
	Add - Contribution by State Government	(i) Sundry debtors -		
	(iii) Relief and Common Goods Fund -				(a) Due from loanees -		
	Balance as per last year				(i) Secured against hypothecation of goods
	Add - Contribution out of net profit at 7½%	(ii) Secured against mortgage of land and property
	(iv) Profits				(iii) Unsecured loans, if any
	As per last balance sheet	(a) Interest accrued thereon
	Additions during the year	(ii) Other assets -		

(v) Development rebate reserve	(a) Dead Stock
(vi) Other reserves	(b) Loose tools
3. Secured loans	(c) Stock in trade etc.
(Giving nature and valuation of Security)	(iii) Cash and Bank Balance
4. Unsecured loans	(iv) Cash in hand
5. Current liabilities and provisions	(b) Balance with Banks and postal orders etc.
(a) Current liabilities	(c) Stamps in hand
Sundry creditor	(d) Stationery and Store in hand
Expenses payable	B. Loans and Advances -		
				Advances recoverable in cash or kind as per value to be received, by staff
Deduction from staff	Advances, rates, taxes, etc.		
Other liabilities	Security deposits
(b) Provisions -				Prepaid expenses
Provisions for taxation	4. Miscellaneous expenditure and losses -		
Other provisions	(a) Expenses pending for capitalisation
				(b) Any other item
				(c) Net loss if any

Total ...

Note. - (1) The balance sheet shall be signed by the Accounts Officer, Secretary, Managing Director and the Chairman.

2. The Corporation shall make additions or remove the Head given above according to the convenience and need due to expansion of the business from time to time, as may be required.

Appendix-II(See Rule 8)

Previous year	Previous year		
Rs.	Rs. Rs.		Rs. Rs.
... To Salaries Allowances	...	By interest received	...
... To Staff	...	By interest accrued on loans and	...

			deposits		
...	To Directors	By income from Agricultural Farm
...	To Contribution to -	By hire charges of Agricultural Machinery and equipemnt
...	To leave Salary	By Gifts and Grants and Donations
...	To Pension	By Gain on sale of Assets
...	To House Rent	By Miscellaneous income
...	To Running and maintenance of Agricultural Farm	By net loss carried over to balance sheet
...	To Rent, rates and taxes			
...	To Water and Electricity Cahrges			
...	To travelling and conveyance			
...	To Staff			
...	To Directors			
...	To interest paid			
...	To Bank charges			
...	To running and maintence of vehicles			
...	To Miscellaneous store consumed			
...	To Printing and Stationery			
...	To postage, telephone and telegram			
...	To Newspapers and periodicals			
...	To Advertisements			
...	To Entertainment expenses			
...	To Staff welfare			
...	To Grants and subsidies			
...	To Legal expenses			
...	To Assets written off			
...	To Miscellaneous expenses			
...	To loss on Sale of assets			
...	To Auditors remuneration			
...	To Depreciation			
...	To provison for			
...	To income tax			
...	To bad debts Fund			
...	To Guarantee Fund			
...				

To Relief and common goods
fund

To net profit carried to Balance

... Sheet ...

Appendix-III(See Rule 8)The Punjab Women and Children Development and Welfare Corporation,
Chandigarh

'A' of fixed Assets as on 31st March

Serial No.	Sub-Head	Original cost as on	Additions during the year	Sale/transfer written off during the year	Net Cost
1	2	3	4	5	6
1.	Furniture and fixture				
2.	Machinery and plant				
	(a) Vehicle				
	(b) Car				
	(c) Cycle				
3.	Equipment -				
	(a) Duplicating machine				
	(b) Deep Freezer				
	(c) Air-conditioner				
	(d) Type-writers				
	(e) Calculators				
	(f) Sewing machines				
	(g) Electric equipment etc. etc.				
	Grand Total				
Rate of depreciation	Depreciation up to	Depreciation during the year	Total depreciation	Written down value as on 31st March	Written down value of previous year
7	8	9	10	11	12

Appendix-IV(See Rule 8)Statement of Loans Outstanding as on 31st March, 19...

Net amount
outstanding at the
close of the year

| - Grand Total

(A+B)