

The National Commission For Minorities (Annual Statement Of Accounts, Audit The Annual Report) Rules, 1995

UNION OF INDIA

India

The National Commission For Minorities (Annual Statement Of Accounts, Audit The Annual Report) Rules, 1995

Rule

THE-NATIONAL-COMMISSION-FOR-MINORITIES-ANNUAL-STATEMENT of 1995

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The National Commission For Minorities (Annual Statement Of Accounts, Audit The Annual Report) Rules, 1995 Published vide Notification Gazette of India, G.S.R. 641(E) dated 18th September, 1995

1922.

G.S.R. 641(E) dated 18th September, 1995. - In exercise of the power conferred by Section 15 read with sub-section (1) of Section 11 and Section 12 of the National Commission for Minorities Act, 1992 (19 of 1992), the Central Government hereby makes the following rules, namely,--

1. Short title and commencement.

(1) These rules may be called the National Commission for Minorities (Annual Statement of Accounts, Audit the Annual Report) Rules, 1995. (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.

- In these rules, unless the context otherwise requires, (a) "Act" means the National Commission for Minorities Act, 1992 (19 of 1992); (b) "Audit Officer" means the Comptroller and Auditor General of

India or any person appointed by him in connection with the audit of the accounts of the Commission;(c)"Commission" means the National Commission for Minorities constituted under Section 3 of the Act;(d)"Financial Year" means the year beginning on the 1st of April and ending on 31st of March following;(e)"Form" means Form annexed to these rules.

3. Accounts of the Commission.

(1)The Annual statements of Accounts of the Commission for every financial year shall be prepared by the Secretary or such Officer of the Commission as may be authorised by the Secretary in this behalf.(2)The Annual Statements of accounts duly approved by the Commission shall be submitted by the Secretary of the Central Government by such date as may be specified by the Central Government.(3)The Commission shall forward to the Central Government quarterly review of the progress of the expenditure incurred and the expenditure likely to be incurred during the remaining part of the financial year as and when called for by the Central Government.(4)The Commission shall also furnish annually the Utilisation on Certificate certifying that the grant has been utilised as permits terms and conditions.(5)The Secretary shall supervise the maintenance of the accounts of the Commission, the compilation of the financial statements and returns and shall ensure that all accounts, books, connected vouchers and other documents and papers of the Commission required by the Audit Officer for the purpose of auditing the accounts of the Commission are placed at the disposal of that officer.(6)The accounts of the Commission including initial accounts with effect from the date of its Constitution shall be maintained in Form 'A'.(7)The annual statement of accounts referred to in sub-section (1) of Section 11 of the Act shall be signed and authenticated by the Secretary.(8)The annual statement of accounts shall be submitted to the Audit Officer on or before 30th June, following the year to which the accounts relate and the Audit Officer shall audit the accounts of the Commission and report thereon.(9)On receipt of Audit Report, the Commission shall within three months remedy any defect of irregularity pointed out therein and report to the Central Government and to the Audit Officer about the action taken by it thereon.

4. Annual Report of the Commission.

(1)The Secretary or any other officer of the Commission duly authorised by the Secretary in this behalf, shall prepare in Form B the Annual Report referred to in Section 12 of the Act on or before the 31st Day of July following the financial year to which the Report relates.(2)The Annual Report referred to in sub-rule (1) after approval by the Commission shall be signed and authenticated by the Secretary.(3)Copies of the authenticated report shall be submitted by the Secretary to the Central Government by the end of August, following the year to which the annual report relates to enable the Central Government to take action as required under Section 13 of the Act.
Form AAccounts Of The Commission(See rules 3, 6)Receipts and Payment Account of the National Commission for Minorities for the year ending 31st March

Receipts	Plan	Non-Plan	TotalAmount	Payment	Plan
1	2	3	4	5	6
(1)Openingbalance				RecurringExpenditure	

(i)Cash in hand		1.(a) Establishments charges
(ii)Cash in Bank		1.Salaries Chairperson and Members of the Commission)
(2)Grants-in-aid from the Ministry of Welfare	2.Salaries (Officers and Establishments)	
Recurring		3.Payments for Professional and Special Services
Non-recurring		3.Payment for Professional and Special Services
(3)Revenue Received by the Commission Plan-Recurring	4.Travel Expenses	
(a)Investments		
1.Face value of investments encashed.		
2.Interest on Investments		
3.Interest on Bank Account and short-term Deposits		
(b)Revenue Receipts		(b)Other Establishment charges
1.Miscellaneous Receipts	(1)Office Expenses	
2.Fees if any charged by the Commission	(2)Rent, Rate and Taxes	
3.Sale of Publications		(3)Publications
4.Interest receipts for Advances to Staff	(4)Advertisement and Publicity	
(c)Loan/Deposit Receipts Recoveries of Advances to Staff	(5)Hospitality Expenses	
(i)House Building Advance Motor-Car Advance Scooter/M. Cycle AdvanceOther Advances	(6)Repairs and Maintenance	

(ii) Recoveries of Contingent Advance	(7) Furniture and Fixtures	
Advance to CPWD		(8) Machinery and equipment
Advance to DGS & D		(9) Motor Vehicles
Advance to Suppliers Other Advances		(10) Maintenance of Vehicles
		(11) Petrol, oil and Lubricants
		(12) Conferences and Seminar
		(13) Telephone Charges
(iii) Other Deposits		(14) Other Charges
Security Deposit		(15) Legal Charges
Earnest Money Deposit		(16) Audit fees
(iv) Remittances		(17) Wages
GPF/CPF etc. recoveries from deputationists	(c) Other Contributions	
		1. Pension and Gratuities (including commutation of LSPC
Licence Fee		2. Deposit Linked Insurance
Income Tax		(d) Grants-in-aid to other organisation
Central Govt. Employee		1. Special studies
Central Govt. Health Scheme		2. Promotional and Educational Research
Group Insurance		(e) Investments
Scheme/C.G.I.S.		(f) Contingency Advances
Non-recurring		1. Advance to CPW D
		2. Advance to DGS & D
		3. Advance to Suppliers
		4. Other Advances.
		(g) Advance to Staff
		1. House Building Advance

- 2.Motor Car Advance
- 3.Scooter/M.Cycle Advance
- 4.Other Advances
- (h)Other Adjustments (Remittances)
- 1.GPF/CPF etc. recoveries from deputationists
- 2.Licence Fees
- 3.Income Tax
- 4.Central Govt.Health Scheme
- 5.Postal Life Insurance
- 6.CGEGIS/CGEIS
- (ii)Non-recurring
- (a)Other Establishment charges
- 1.Land
- 2.Buildings
- 3.Furniture and Fixture
- 4.Machinery and Equipment
- 5.Motor-Vehicles
- 6.Publications
- (b)Deposits
- 1.Security Deposit
- 2.Earnest Money Deposit
- (c)Closing Balance
- Cashin hand
- Cashin Bank

NationalCommission
for Minorities-Income
and Expenditure
Account for theyear
ended 31st March

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Expenditure	Plan	Non-Plan	TotalAmount	Payment	Plan	Non-Plan	TotalAmount
1	2	3	4	5	6	7	8
				A.By			
				grants-in-aid			
				from the			
				Ministry of			
				Welfare			
1.Recurring							
(a)Establishment							
Charges							
Salaries(Chairperson		Less-Amountof					
and Members of		grants-in aid					
the Commission)		capitalised.					
2.Salaries		B.Receipton					
(Officers and		account of					
Establishment)		interest					
3.Professional		(i)Interest on					
and special		Investment					
Services							
				(ii)Interest on			
				Bank Account			
				and Short			
				term Deposits			
4.Travel				C.Other			
Expenses				Receipts			
(b)Other		(i)Miscellaneous					
Establishment		Receipts					
charges							
				(ii)Fees, if			
				any, charged			
				by the			
				Commission			
1.Office							
Expenses							
			(iii)Sales of				
			Publications				
2.Rent, Rates			(iv)Interest on				
and Tax			Advances to				
			Staff				
3.Advertisement							
and Publicity							
4.Hospitality							
Expenses							
5.Repair and							
Maintenance							

- 6.Repairs of
Furniture and
Fixture
- 7.Repair of
Machinery and
Equipment
- 8.Maintenance
of Vehicles
- 9.Petrol, Oil and
Lubricants
- 10.Conference
and Seminar
- 11.Telephone
Charges
- 12.Other
Charges
- 13.Legal Charges
- 14.Audit Fees
- 15.Wages
- (c)Provident
Fund and other
contributions
- 1.Pension and
Gratuties
(including
commutation of
Pension
andSLPC).
- 2.Contributions
to contributory
Provident Fund
- 3.Deposit Linked
Insurance
Scheme.
- 4.Interest on
Contributory
Provident Fund.
- 5.Interest on
General
Provident Fund.

6.Group
Insurance
Scheme
(a)Insured
Amount
(b)Saving
Amount
(c)Assistance to
other
Organisations
1.Special Studies
2.Excess of
income over
expenditure

Excess of
Expenditure
over Income

TOTAL

National Commission For Minorities Receipts and Payment Account/GPF and Group Insurance Scheme etc. for the period ended 31st March, 20

Receipts	Amount	Payment	Amount
1	2	3	4
A.General Provident Fund		A.General Provident Fund	
(a)Opening Balance		(a)Advance/Drawing/Final Payment	
(b)Contribution		(b)Investment of Balance	
(c)Recovery of Advance		(c)Closing Balance-Cash at Bank	
(d)Interest			
B.Contributory Provident Fund		B.Contributory Provident Fund	
(a)Opening Balance		(a)Advance/Drawing/Final Payment	
(b)Contribution		(b)Investment of Balance	
(c)Recovery of Advance		(c)Closing Balance-Cash Bank	
(d)Contribution of the National Commission for Minorities			
C.Group Insurance Scheme	C.Group Insurance Scheme	(a)Payment for Insurance	

(a)Opening Balance	(b)Payment of saving Amount
(b)Insured Amount	(c)Investments
(c)Saving Amount	(d)Closing Balance-Cash at Bank.

National Commission For MinoritiesBalance Sheet as on 31st March

Liabilities	Amount	Assets	Amount
Capital AssetsFund	Schedule 1	Fixed Assets	Schedule A
Excess of Incomeover Expenditure	Schedule 2	Investments	Schedule B
Remittances	Schedule 3	ContingentAdvances	Schedule C
Provident Fundsetc.	Schedule 4	Others Loans andAdvances	Schedule C
Sundry creditors	Schedule 5	Security Deposit	Schedule D
CurrentLiabilities & Provisions	Provident Fundetc.	Schedule E
		Sundry Debtors	Schedule F
		Closing Balance	
		Cash in Hand	
		Cash at Bank	

Total

National Commission For Minorities

1-Capital Assets Fund

S.No.	Description	OpeningBalance	AdditionsWritten off	Amount	ClosingBalance
1	Land				
2	Buildings				
3	Furniture& Fixtures				
4	Machinery& Equipment				
5	Vehicles				
6	Publications				
7	Gifted/Donated Assets				
8	Others				
	TOTAL				

Date

SECRETARY

National Commission For Minorities

2-Excess Of Income Over Expenditure

S.No.	Description	Amount
1	Balance as per last Balance Sheet	
2	Excess of Income over Expenditure	
3	Others	
	TOTAL	
	Date	SECRETARY

National Commission For Minorities

3-Remittances

S.No.	Description	Opening Balance	Additions	Amounts Remitted	Closing Balance
	General Provident Fund				
1	etc. recovery from staff on deputation				
2	Licence Fee				
3	Income Fee				
4	Central Govt. Health Scheme				
5	Postal Life Insurance				
6	Central Govt. Employees Group Insurance Scheme				
7	Others				
	TOTAL				

Secretary National commission For Minorities

4-Provident Funds Etc.

S.N.	Description	Amount
A.	Contributory Provident Fund	
1.	Opening Balance	
2.	Subscription	
3.	Recovery of Advance	
4.	Commission's Contribution	
5.	Interest	
	Less : Advance/Final Payments/Investments	
	Sub Total :	
B.	General Provident Fund	
1.	Opening Balance	

2. Subscription

3. Recovery of Advance

4. Interest

Less : Advance/Final Payment/Investments

Sub Total :

C Group Insurance Scheme

(a) Saving Fund

1. Opening Balance

2. Subscription

3. Interest

Less : Payments/Investments

Sub Total :

(b) Insurance Fund

1. Opening Balance

2. Subscription

3. Interest

Less : Payments/Investments

Less : Payments/Investments

Sub Total :

Grand Total

Secretary National Commission For Minorities

5 -Sundry Creditors/other Liabilities

Sl.No.	Description	Opening Balance	Additions	Repayments	Total Amount
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1. Security Deposit

2. Earnest Money Deposit

3. Sundry Creditors

4. Other Liabilities

Total

Date

Secretary

National Commission For Minorities

A-Fixed Assets

Sl. No.	Description	Opening	Additions	Amount written off	Closing Balance
---------	-------------	---------	-----------	--------------------	-----------------

1. Land

2. Building

3. Furniture & Fixture

4. Machinery & Equipment

5. Vehicles

6. Publications

7. Gifted/Denoted Assets

8. Others

Total

Date

SECRETARY

National Commission For Minorities

B-Investments

Sl.No.

Details Amount

Fixed Deposits with

(a) Opening Balance

(b) Investments made

(c) Investments Encashed

(d) Closing Balance

Date

SECRETARY

National Commission For Minorities

C-Contingent And Other Loans And Advances

Sl.No.

Description Opening Balance Additions Recoveries Balance Amount

A. Contingent Advance

(a) Advances to CPWD

(b) Advances to DGS & D

(c) Advances to Suppliers

B. Advances to Employees

(a) House Building Advances

(b) Motor Car Advance

(c) Scooter/Motor Cycle

Advance

(d) Other Advances

C. Other Advances

TOTAL

Date

SECRETARY

National Commission For Minorities

D-Security/earnest Money Deposit

Sl.No.	Description	OpeningBalance	Additions	Repaid	Closing Balance
1	SecurityDeposit				
2	EarnestMoney Deposit				
	TOTAL:				
	Date			Secretary	

National Commission For Minorities

E-Provident Fund Etc.

Sl.No.	Description	Amount
	A.Contributory Provident Fund	
	OpeningBalance	
	Add: Investment made during the year	
	Less: Investment encashed	
	Amountof Balance in cash	
	GeneralProvident Fund	
	OpeningBalance	
	Add: Investment made during the year	
	Less:Investment encashed	
	C.Group Insurance Scheme	
	(i)Saving Fund	
	OpeningBalance	
	Add: Investments made during the year	
	Less:Investment encashed	
	Amountof Balance in cash	
	(ii)Insurance Fund	
	OpeningBalance	
	Add:Investments made during the year	
	Less: Investments encashed	
	ilnmountof Balance in cash	
	TOTAL	
	Date	SECRETARY
	National Commission For Minorities	

F-Sundry Debtors

Sl.No.	Description	OpeningBalance	Additions	Adjustments	ClosingBalance
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A.

B.

C.

D.

TOTAL

SECRETARY

Form-BAnnual Report[See Rule 4(1)]Annual Report for the Financial year April 20.....
20.....

1. Introductory

2. Constitution of Commission including changes therein.

3. Meetings of the Commission

4. Highlights of the year

5. Tours and visits

6. An evaluation of the Progress of development of Minorities under the Union and States.

7. A report on the Monitoring of the working of the safeguards provided in the constitution and laws enacted by Parliament and the State Legislatures.

8. Recommendations for the effective implementation of safeguards for the protection of minorities by the Central Government and the State Governments.

9. A report on the specific complaints regarding deprivation of rights and safeguards of the minorities and action thereon.

10. A report on the Studies undertaken into problems arising out of any discrimination against minorities and the measures for their removal.

11. A report on the Studies, research and analysis conducted by the Commission on the issues relating to socio-economic and educational development of minorities.

12. Measures in respect of any minority to be undertaken by the Central Government or the State Governments.

13. Matters referred to the Commission by the Central Government.

14. Administrative set up of the Commission including finances and accounts and implementation of official language.

15. Conclusion and recommendations.

Date.....Secretary