

The Punjab Khadi and Village Industries Board Rules, 1957

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Rule

THE-PUNJAB-KHADI-AND-VILLAGE-INDUSTRIES-BOARD-RULES-1957 of 1957

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The Punjab Khadi and Village Industries Board Rules, 1957Published vide Noitfication Punjab Government Notification No. 3710B-Dib 57/16996 dated 4-9-1957.

1. Short title.

- These rules may be called the Punjab Khadi and Village Industries Board Rules, 1957.

2. Definition.

- In these rules, unless the context otherwise requires, -(a)"Act" means the Punjab Khadi and Village Industries Board Act, 1955 (Punjab Act 40 of 1956).(b)'Chairman' means the Vice Chairman of the Board.(c)'Vice-Chairman' means the Vice Chairman of the Board.(d)'Secretary' means the Secretary of the Board.(e)'Joint Secretary' means the Joint Secretary of the Board.(f)'Financial year' means the year commencing on the 1st day of April.(g)['bank' means, - [Added by Punjab Government notification No./G.S.R. 10/P.A. 40/56/Section 3/Amd. 2/83, dated 27th January, 1983.](i)a banking company as defined in the Banking Regulation Act, 1949;(ii)any banking institution notified by the Central Government under section 51 of the Banking Regulation Act, 1949;(iii)the State Bank of India constituted under the State Bank of India Act, 1955;(iv)a subsidiary bank as defined in the State Bank of India (Subsidiary Banks) Act, 1955;(v)any of the Banks mentioned in column 2 of the First Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970;(vi)any of the banks mentioned in column 2 of the first Schedule of the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970;"Centre" means, -(i)a District Office of the Board including its any other sub- office; and(ii)the establishments of the Boards which encourage, assist or carry on Khadi and Village industries or carry on trade or

business in such industries and in the matters incidental to such trade of business;"registered institution" means :-(i)any Co-operative Society registered under the Punjab Co-operative Societies Act, 1961; and(ii)any society registered under the Societies Registration Act, 1960;(j)"form" means a form appended to these rules.]

3. Procedure of payments, deposits and investments on behalf of the Board :.

-(a)The Board shall receive requisite funds for implementing the various schemes and under section 20 of the Act and deposit the same in the Bank.(b)Payments by or on behalf of the Board shall be made in cash or by cheques drawn against the current account of the Board.(c)The cheques and all orders for making investments or withdrawal of the same, or for the disposal in any other manner of the funds of the Board shall be signed by the Secretary; provided the transaction does not exceed Rs. 5,000 in each case and where the amount exceeds, this will be countersigned by any member of the Board specially authorised by the Chairman in writing to do so.(d)Placing of money in fixed deposits and investment thereof and the disposal of such money if so placed or invested shall require the prior approval of the Board:[Provided that the moneys received from the Commission shall be placed in fixed deposit in a bank with the prior approval of the Chairman.] [Proviso added by Punjab Government notification No. G.S.R. 10/P.A. 40/56/Section 34/Amd. (2)/83, dated 17th January, 1983.]

4.

Custody of money required for current expenditure of Board and investment of money not so required :-(a)[The account of the Board shall be kept in bank and all moneys of the Board with the exception of :- [Substituted for Clause (a) by Punjab Government notification No. G.S.R. 10/P.A.40/56/Section 34/Amd. (2)/83, dated 17th January, 1983.](i)petty cash as mentioned in clause (c);(ii)money placed in fixed deposits;(iii)money invested in accordance with the provisions hereafter contained;shall be paid into that account].(b)The Secretary will place requisite cash at the disposal of incharges of the various centres for running day-to-day work of the said centre; provided the centre. In such cases where the amount exceeds Rs. 2,000 but does not exceed Rs. 10,000, [prior approval] [Substituted for the words 'Consent' and 'Approval' by Punjab Government Notification No. G.S.R. 10/P.A. 40/56/Section 34/Amd. (2)/83, dated 17th January, 1983.] of the Chairman will be obtained in writing. In cases where the amount exceeds the limit of Rs. 10,000, the [prior approval] [Substituted for the words 'Consent' and 'Approval'by Punjab Government Notification No. G.S.R. 10/P.A. 40/56/Section 34/Amd. (2)/83, dated 17th January, 1983] of the Board shall be necessary.(c)The petty cash required for meeting current expenditure shall be in the custody of the cashier or any other officer who may be nominated by the Secretary in this behalf and shall not exceed [Rs. 1,500]. [Substituted for the letter and figures 'Rs. 500' by Punjab Government Notification No. G.S.R. 10/P.A. 40/56/Section 34/Amd. (2)/83, dated 17th January, 1983.](d)Persons entrusted with the cash, store and stock will be required to furnish necessary security as may be determined by the Government from time to time.

4A. [Power to write off losses. [Inserted by the Punjab Government notification No. 8696-3-1B-II-60/19553, dated 28th September, 1960.]

(1)The Board may on the recommendation of the Finance Committee of the Board, writ off losses up to Rs. 1,000 falling under any or all of the following categories :-(a)Los of irrecoverable value of stores of public money due to theft, fraud, etc.;(b)Loss of irrecoverable advance other than loans; and(c)Deficiency and depreciation in the value stores.(2)The Board shall take suitable action against the person responsible for the loss and sent a report to the Government or Commission, as the case may be.ExplanationNothing contained in this rule shall apply to loss occasioned by irrecoverable loans. Sanction of the Government or Commission, as the case may be, shall be obtained before such losses are written off.]

4A. [Honorarium and Allowances of the Chairman. [Rule added by G.S.R. 129/P.A. 40/56/Section 34/Amd. (1)/66, dated 21st June, 1966.]

- The Chairman shall be paid an honorarium of one thousand rupees and a fixed travelling allowance of three hundred rupees. He shall also be entitled to a rent free residential accommodation the rent of which shall not exceed three hundred rupees per mensem.]

5.

[Travelling Allowance for the purpose of reimbursing personal expenditure incurred in attending the meeting of the Board, or in connection with any other duty assigned to them by the Board or the Government for the purpose of the Act, member of the Board or its sub-committees, including co-opted members, who are non-officials shall be paid travelling allowance at rates to be fixed by the competent authority from time to time.Note. - The expression 'competent authority' used in this rule shall mean the Administrative Department Acting in consultation with the Department of Finance.]

6. Making of contract.

- Every contract or agreement on behalf of the Board, shall be in writing and shall be signed and sealed by common seal of the board.(b)[The Secretary may, on behalf of the Board, enter into any contract of agreement in such manner and form as, according to the law for the time being in force would bind him if the contract or agreement were entered into on his own behalf; provided that the amount of contract or agreement does not exceed Rs. 25,000; [Substituted for clauses '(b) and (c)' by Punjab Government Notification No. G.S.R. 10/P.A. 40/56/Section 34/Amd. (2)/83, dated 17th January, 1983](c)Any other contract or agreement on behalf of the Board exceeding Rs. 25,000 shall be entered into by the Secretary in the presence of another member so authorised by the Board, who would also affix his signatures to the contract or agreement in token that the same was signed in his presence. The signatures of such a member shall be in addition to the signatures of any witnesses to the execution of such a contract or agreement.]

7. Preparation of programmes.

- The programmes under Section 23(1) of the Act shall be prepared by the Board during every financial year for the next financial year in the form 'A' and shall be forwarded to the State Government before the 15th September, in the year in which it is prepared. A supplementary programme, if any, under section 27 of the Act shall also be prepared by the Board in any financial year in from 'A' and shall be forwarded to the State Government before the 30th June in that year.

8. Preparation of Budget.

(a) The Board will submit to Government its annual budget in the usual form in accordance with the calendar which may be issued by Government and the instructions which Government may issue from time to time. The budget [shall] [Substituted for the word 'should' by Punjab Government notification No. G.S.R. 10/P.A. 40/56/Section 34/Amd. (2)/83, dated 17th January, 1983.] show distinctly in full details and with explanatory notes for marked differences in estimated marked receipts and expenditure under all its heads on capital and revenue accounts, the schedule of staff already employed and to be engaged during the next year in the usual form. It [shall] [Substituted for the word 'should' by Punjab Government Notification No. G.S.R. 10/P.A. 40/56/Section 34/Amd. (2)/83, dated 17th January, 1983.] be accompanied by the Board's programme relating to each scheme and schedule of staff as sanctioned by Government. (b) A supplementary budget, if necessary, shall be submitted to Government in the usual form on such date as the Government may [specify] [Substituted for the word 'notify' by Punjab Government Notification No. G.S.R. 10/P.A. 40/56/Section 34/Amd. (2)/83, dated 17th January, 1983.].

9.

The Board will grant Loan, subsidy, etc. to [individual and registered institutions) within the budget provision of various schemes.] [Substituted for the words 'individuals, registered institutions and co-operative societies' by Punjab Government Notification No. G.S.R. 10/P.A. 40/56/Section 34/Amd. (2)/83, dated 17th January, 1983.]

10. Annual Reports.

- The Board shall submit its annual report, in the form 'B' to Government and the Head of the Department associated with the development of Khadi and Village Industries before the expiry of the period specified in section 28 of the Act. The quarterly progress report shall be prepared by the Secretary in the form that may be prescribed by Government and copies thereof submitted to the Government and the Head of the Department associated for the development of Khadi and Village Industries.

11. Accounts.

- The receipts and expenditure of the Board shall be classified under such major, minor and subordinate heads of accounts, as the State Government may in consultation with the Board direct and shall be shown under such further detailed heads again as the Board may deem necessary for the purpose of administration and control. Within six months of the close of each year the annual statement of account referred in section 30(1) of the Act shall be prepared, showing the financial results of any scheme or works under-taken by the Board in that year. Form-A Programme

1. Name of the Scheme

2. Introduction.

3. Scheme as in operation during the current year-Administrative aspects.

Technical aspects (Training). Economic aspects. Social and rural development aspects with particular reference to employment, progress achieved during the six months and expected during the remaining part of the year.

4. New year's programme.

(a) Administrative. (b) Technical. (c) The Programme shall contain :-(1) the particulars of the scheme which the Board propose to execute whether in-part or wholly, during the next year. (2) Particulars of any work or undertaking which the Board proposed to organise during the next year for the purposes of and carrying out its functions under the Act; and (3) Such other particulars as may be required.

5. Estimated receipts and expenditure.

6. [Reasons and full justifications for the supplementary programme.] [For supplementary programme only]

Form-B

1. Introductory.

2. Constitutional changes, if any.

3. Administrative review.

4. Meetings of the Board (short review)

5. Industry wise brief description and prospective programme for the next year.

Note :- Review of each scheme should lay stress on its record socio-economic and financial aspects. It should contain complete statistics with special reference to training and Five-Year Plans.

6. General Survey.

[Rule 5 substituted vide notification No. 8/25/78-3181/12271, dated 16th October, 1980.]