

The Punjab Khadi and Village Industries Board Rules, 1957

HARYANA

India

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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 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 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.

2A. [Salary and allowances of Chief Executive. [Added by Haryana Government Notification No. GSR 49/92P.A.40/56/S.34/91 dated 2.8.1991.]

- The Chief Executive will be paid salary and allowance etc., as per terms and conditions determined by the Government.]

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

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(a)The Board shall receive requisite funds for implementing the various schemes and those 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.

4. Custody of money required for current expenditure of Board and investment of money not so required :-

(a)The current account of the Board shall be kept in the State Bank of India or in any other Scheduled Bank where State Bank of India does not exist and all moneys of the Board with the exception of petty cash and moneys, placed in fixed deposits or 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 amount does not exceed Rs. 2,000 for an individual centre. In such cases where the amount exceeds Rs. 2,000 but does not exceed Rs. 10,000, consent of the [Chief Executive] [Substituted for the word 'Chairman' by Haryana Government Notification No. GSR 49/92P.A.40/56/S.34/91 dated 2.8.1991.] will be obtained in writing. In cases where the amount exceeds the limit of Rs. 10,000, the approval 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. 500.(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. - (1) The Board may on the recommendation of the Finance Committee of the Board, write off losses up to Rs. 1,000 falling under any or all of the following categories :- (a) Loss 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 send a report to the Government or Commission, as the case may be.] [Inserted by the Punjab Government notification No. 8696-3-1B-II-60/19553, dated 28th September, 1960.] Explanation - Nothing 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. - 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.] [Rule added by G.S.R. 129/P.A. 40/56/S. 34/Amd. (1)/66, dated 21st June, 1966.]

5. Travelling Allowance.

- For the purpose of reimbursing personal expenditure incurred in attending the meetings of the Board, or in connection with any duty assigned to them by the Board or the Government for the purpose of the Act, members of the Board or its sub-committees, including co-opted members, who are non-official shall be paid Travelling Allowance and Daily Allowance at the rate fixed by Government from time to time for Government servants of Grade I drawing a pay of Rs. 1,000 per mensem.

6. Making of Contracts.

(a)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 of the Board may, on behalf of the Board, enter into any contract or agreement in such manner and form as, according to the law for the time in force would bind him if the contract or agreement were not entered into on his own behalf; provided that the amount of contract or agreement shall not exceed Rs. 10,000;(c)Any other contract or agreement on behalf of the Board beyond the value of Rs. 10,000 shall be entered into by the Secretary in the presence of another member so authorised by the Board, who would [append] [Substituted for the word 'attach' by Haryana Notification No. GSR 3/P.A.40/56/S.34/86 dated 3.1.86.] 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 should 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 should 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 notify.

9.

The Board will grant loan, subsidy, etc. to individuals, registered institutions and co-operative societies within the budget provision of various schemes.

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 from time to time.

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 undertaken 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 proposes 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 of socio-economic and financial aspects. It should contain complete statistics with special reference to training and Five-Year Plans.

6. General Survey.