

# Andhra Pradesh Skill Development Fund Rules, 2012

ANDHRA PRADESH

India

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### Rule

## ANDHRA-PRADESH-SKILL-DEVELOPMENT-FUND-RULES-2012 of 2012

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### 1. Short title and Commencement.

(1)These rules may be called the Andhra Pradesh Skill Development Fund Rules, 2012.(2)These rules shall come into force with immediate effect.

### 2. Definition.

- (i) 'REECAP' means Rajiv Education & Employment Council of Andhra Pradesh.(ii)'REEMAP' means Rajiv Education and Employment Mission in Andhra Pradesh.(iii)'Fund' means Skill Development Fund.(iv)'Secretary' means Secretary of the Management Committee of the Fund.(v)'RYK' means Rajiv Yuva Kiranalalu.

### 3. Establishment of Skill Development Fund.

(1)There shall be established a fund to be called Skill Development Fund;(2)The fund shall be credited with:(a)Money received from the Government of India for skill building and placement program.(b)Andhra Pradesh Government's contribution (including Matching State Share) for skill building and placement program.(c)Contribution from Statutory bodies credited under the Act of Parliament or of the State Legislature, United Nations and its associated bodies etc., provided that there are no conditions attached to such contributions.(d)Miscellaneous Receipts viz., Interest accrued etc.(3)Savings Bank Account shall be opened with SBI/ SBH at State level in the designation of the Head of the Department and the account shall be operated with joint signatures.

#### **4. Constitution of Management Committee.**

- For the Management and administration of the Fund and to strengthen the present fund system, Management Committee consisting of the following official on such terms and condition as it deems fit is constituted:-

Principal Secretary to Government, Rural Development, PR & RD Dept.,	: Chairman & Ex. Officio Member
(i) Mission Director, REEMAP	: Secretary & Ex. Officio Member
(ii) Secretary, Finance / nominee	: Member
(iii) Sub-Mission Heads on rotation basis -one at a time (to be nominated by Chairman of the Committee)	: Member

#### **5. Skill Development Fund (SDF).**

- SDF shall be used for the following: -(1)Funding Sub-Missions partly / fully for implementing training and placement programs.(2)REEMAP's own initiatives towards establishing and operating training and placement facilities on pilot basis so as to facilitate replication and scaling up.(3)Developing I.T based systems for implementation and monitoring.(4)Establishing and operating quality control systems including third party quality assessments.(5)Developing, establishing and operating post placements tracking systems.(6)Taking up Studies / Consultancies to further objectives/responsibilities of RYK(7)Conducting trainings, workshops and awareness programs.(8)Any other purpose aligned to Rajiv Yuva Kiranalu program with prior permission of REEMAP.

#### **6. Functions of Management Committee.**

- The functions of the Management Committee are: -(1)The committee shall meet at least once in every 2 months or as frequently as necessary.(2)It shall scrutinize and approve the training/program budgets of the mission including the Sub-Missions at the beginning of each Financial year.(3)Review the overall performance of Mission in the State and make recommendations to the Government as it deems fit.(4)Manage funds flow in such a way that all the expenditure are met as per the budget.(5)Review of program implementation reports and utilization certificates received from the Sub-Missions and other constituents in respect of funds previously released.(6)Review the fund flow of the Skill Development Fund and deployment of surplus fund.(7)To nominate joint signatory authorities to operate the Skill Development Fund.(8)To review expenditure incurred subject to the guidelines laid down in the order and as issued by Government from time to time.(9)Appoint Auditor to audit the accounts of the Skill Development Fund.

#### **7. Duties and responsibilities of the Secretary.**

- The Secretary shall have the following duties and responsibilities: -(1)Convene meetings of the Management Committee.(2)To furnish all reports, returns and other necessary documents required

to be furnished to the Central/ State Government.(3)To administer the Fund.(4)To keep account of all the financial transactions of the Skill Development.(5)To prepare annual accounts of the Fund and get them audited by Chartered Accountant.(6)Shall liaise the Government and other Department to achieve the objective of the Fund.(7)Secretary is the person to sue or to be sued on behalf of the Management Committee.(8)To conduct review meetings with the Sub-Mission Heads and with District level RYK committees on the physical and financial performance of the Mission.(9)Ensure pre-audit before the release of funds to the Sub-Missions and other recipients.(10)Ensure monthly reconciliation of the Skill Development Fund account.

## **8. Maintenance and Operation of Bank Account.**

(1)The Management Committee shall open a savings Bank account with State Bank of India or State Bank of Hyderabad as may be approved by the Management Committee.(2)Saving Bank account thus opened in the name of the Secretary' of SDF shall be operated with joint signature as authorized by the Management Committee.(3)All the money received by the fund shall as soon as possible be deposited into the said savings bank account and shall not be utilized for any purpose, other than the purpose for which the fund is credited.(4)No payment shall be made out of the Fund unless the expenditure is covered by the sanctioned budget and authorized by the Management Committee.(5)Monthly bank reconciliation of the Skill Development fund account shall be done.(6)Maintenance of cash book and component wise ledgers.

## **9. Transfer of Funds to Sub-Mission for implementation of Rajiv Yuva Kiranalu.**

(1)Funds may be released towards 1st instalment from the savings bank account to the Sub - Missions and other constituents as per the authorized budget requirement of funds projected based on progress and utilization of funds already released.(2)Pre-audit shall be done before the release of 2nd and subsequent instalments.(3)Releases shall be made on line duly approved by the Secretary.(4)Releases shall be made based on proposed work turn-out in terms of number of trainings, placements etc., Ad hoc/consolidated releases shall not be done.(5)Releases shall be regulated taking into consideration the spill over amounts, interest accrued and other available Funds.

## **10. Accounts and Audit.**

(1)Standard accounting procedures shall be followed in respect of maintenance of Skill Development Fund and necessary Registers such as cash book, ledgers etc., shall be opened.(2)Annual accounts shall be prepared in the prescribed formats and audited by the Chartered Accountants.(3)These accounts shall be subjected to a second audit by the C & AG.