

The M.P. Rajya Pichhada Varg Ayog (Annual Statement of Accounts and Annual Report) Rules, 1998

MADHYA PRADESH

India

The M.P. Rajya Pichhada Varg Ayog (Annual Statement of Accounts and Annual Report) Rules, 1998

Rule

THE-M-P-RAJYA-PICHHADA-VARG-AYOG-ANNUAL-STATEMENT-OF- of 1998

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The M.P. Rajya Pichhada Varg Ayog (Annual Statement of Accounts and Annual Report) Rules, 1998 Published vide Notification No. 1026-97-54-1-490, dated 24-4-1998, M.P. Rajpatra (Asadharan), date 25-4-1998 In exercise of the powers conferred by Section 18 read with sub-section (1) of Section 13 and Section 14 of the Madhya Pradesh Rajya Pichhada Varg Ayog Adhiniyam, 1995 (No. 26 of 1995), the State Government hereby makes the following rules, namely :-

1. Short title and commencement.

(1) These rules may be called the Madhya Pradesh Rajya Pichhada Varg Ayog (Annual Statement of Accounts and Annual Reports) Rules, 1998. (2) They shall come into force with effect from the date of their publication in the "Madhya Pradesh Gazette".

2. Definitions.

- In these rules, unless the context otherwise requires :- (a) "Act" means the Madhya Pradesh Rajya Pichhada Varg Ayog Adhiniyam, 1995 (No. 26 of 1995); (b) "Audit Officer" means the Accountant General, Madhya Pradesh, Gwalior or any person appointed by him or by the State Government in connection with the audit of the accounts, of the Commission; (c) "Chairperson" means the Chairperson of the Commission appointed by the State Government under clause (a) of sub-section (2) of Section 3 of the Act; (d) "Commission" means Madhya Pradesh Rajya Pichhada Varg Ayog

constituted under Section 3 of the Act;(e)"Financial year" means the year beginning on the 1st April and ending on 31st March following;(f)"Form" means Form appended to these rules;(g)"Head of the Department" means the Head of the Department declared by the State Government for Madhya Pradesh Rajya Pichhada Varg Ayog;(h)"Member" means Member of the Commission;(i)"Secretary" means the Secretary of the Commission;(j)The words and expressions used in these rules but not defined herein shall have the meaning as assigned to them in the Act.

3. Accounts of the Commission.

(1)The Annual statement 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 Statement of Accounts duly approved by the Commission shall be submitted by the Secretary to the Head of the Department and the Head of the Department shall submit it to the State Government by such date as may be specified by the State Government.(3)The Commission shall forward to the State Government quarterly reviews of the progress of the expenditure incurred and the expenditure likely to be incurred during the remaining part of financial year as and when called for by the State Government.(4)The Commission shall also furnish annually the Utilization Certificate certifying that the grant has been utilized as per the 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' appended to these rules.(7)The Annual Statement of accounts referred in sub-section (1) of Section 13 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 submit to the State Government and the State Government after its approval send this report to the Commission for compliance.(9)On receipt of audit report, the Commission shall dispose of the error or irregularity pointed out therein within three months and report to the State Government and Head of the Department regarding the action taken thereon.

4. Annual report of the Commission.

(1)The Secretary shall prepare, in Form 'B' appended to these rules, the Annual Report referred in Section 14 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 in sub-rule (1) shall be placed before the Commission for approval.(3)The Annual Report referred in sub-section (1), after approval by the Commission shall be signed by the Chairperson and all Members and shall be authenticated by the Secretary.(4)Copies of the authenticated report shall be submitted by the Secretary to the State Government by 31st August, following the year to which the annual report relates, to enable the State Government to take action as required, under Section 15 of the Act. Form AAccounts of the Commission[See Rule 3 (6)]Receipt and payment account of the Madhya Pradesh Rajya Pichhada Varg Ayog for the year ending 31st March

Receipts	Plan	Non-plan	Total Amount	Payments	Plan	Non-plan	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. Opening Balance							
Cash in hand							
Cash in Bank							
Grant-In-Aid From the Recurring Expendure							
2. Min. of Welfare							
				1. (a) Establishments Charges			
Recurring				1. Salaries (Chairperson and Members of the Commission)			
Non-Recurring							
3. Revenue Received by the Commission				2. Salaries (Officers and Establishment)			
Plan-Recurring				Payment for Professional and Special			
(a) Investments				3. Services			
(1) Each value or Investment encashed				4. Travel Expenses			
(2) Interest on investments							
(3) Interest on Bank Account and short term Deposits							
(b) Revenue Receipts				(b) Other Establishment Charge:			
1. Miscellaneous Receipts				(1) Wages			
2. Fees if any, charged by the Commission				(2) Office Expenses			
3. Sale of Publications				(3) Rent, Rates the Taxes			
4. Interest Receipts for Advances to employees				(4) Publications			
				(5) Advertisement and Publicity			
				(6) Hospitality Expenses			
(c) Debt/Deposit Receipts				(7) Repairs/Maintenance			
(i) Recovery of Advance to Staff				(8) Furniture and Fixtures			
House Building Advance				(9) Machinery and equipment			
Motor Car Advance				(10) Motor Vehicle			
Motor Car/Scooter Advance				(11) Maintenance of Vehicles			
Other Advances				(12) Petrol, Oil and Lubricants			
				(13) Conference and Seminars			
				(14) Telephone Charges			
(ii) Recovery of Contingent Advances				(15) Others Charges			
Advances to CPWD				(16) Litigation			
Advances to DGS and D				(17) Audit Fee			
Advances to Suppliers							

Others Advances

Total...

(iii) Others Deposit	(c) Provident Fund and Other Contributions	
Security Deposit	(1) Pensions and Gratuities (including Communication of pension and LSPC)	
Earnest Money Deposit		
Remittance Receipts		
GPF/CPF etc. recoveries	(2) Deposit Linked Insurance Scheme	
From Deputationists	(3) Interest on GPF	
Licence Fee	(4) GPF Advance/Final Payment	
Income Tax	(5) CGESIS/CGEIS	
Central Government Health Scheme	(d) Grant-in-aid to other Organisations	
Postal Life Insurance		Expenditure in Litigations and Special Studies
Central Government Employees		Promotional and Educational Research
Group Insurance Scheme Non-recurring	(e) Investments	
		Investments (details to be shown in schedule)
	(f) Contingent Advance	
		Advance to CPWD Advance to DGS and D Advance to Suppliers Others Advances.
	(g) Advances to Stall	
		1. House Building Advance
		2. Motor Car Advance
		3. Motor

Car/Scooter
Advance
4. Other Advance

(h) Other Adjustments
(Remittances) :

1. GPF/CPF etc.
Recoveries from
Deputationists
2. Licence Fee
3. Income Tax
4. Central
Government
Health Scheme
5. Postal Life
Insurance
6. CGEGIS/CGESI
- (ii) Non-recurring

(a) Other Establishment Charges

1. Land
2. Buildings
3. Furniture and
Fixture
4. Machinery and
Equipments
5. Motor Vehicles
6. Publications.

(b) Deposits

1. Security Deposit
2. Earnest Money
Deposit

(c) Closing Cash Balance

1. Cash in hand
2. Cash at Bank

Total..

Madhya Pradesh Rajya Pichhada Varg Ayog Receipt And Payment Account Provident Fund And Group Insurance Schemes etc. For The Period Ending 31st March 19.....

Receipts Amount

Payments Amount

(1) (2)

(3) (4)

(A) General Provident Fund (A) General Provident Fund

(a) Opening Balance	(a) Advance/withdrawal/final Payment
(b) Subscription	(b) Investment of Balance
(c) Recovery of Advance	(c) Closing Balance-Cash at Bank
(d) Interest	
(B) Group Insurance Scheme (B)	Group Insurance Scheme
(a) Opening Balance	(a) Payment for Insurance cover
(b) Insurance Fund	(b) Payment of Savings fund
(c) Saving Fund	(c) Investments
	(d) Closing Balance Cash at Bank

Total...

SecretaryMadhya Pradesh Rajya Pichhada Varg AyogIncome and Expenditure Accounts for the Year Ending 31st March 19.....

Expenditure Plan Non-plan Total Income Plan Non-plan Total Amount

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Recurring		1				Plan
(a)			Establishment Charges		A.		By Grant-in-aid from Min. of Welfare,
1.			Salaries (Chairperson and Members of the Commission)		B.		Less: Amount of Grant-in-aid Capitalised
							Receipt on account of Interest
2.			Salaries (Officers and Establishment)		(i)		Interest on investment
3.			Payment for Professional and Special Services		(ii)		Interest on bank account and short term deposits
4.			Travel Expenses				
(b)			Other Establishment Charges		C.		Other Receipts
1.			Wages		(i)		Miscellaneous Receipts
2.			Office Expenses		(ii)		Fees, if any, charged by the Commission
3.			Rent, Rates and Taxes		(iii)		Sale of Publication
4.			Advertisement and Publicity		(iv)		Interest receipt from Advances to Employees
5.			Hospitality Expenses				
6.			Publications				
7.			Repairs and Maintenance				
8.			Repair of Furniture and Fixture				
9.							

	Repair of Machinery and equipment		
10.	Maintenance of Vehicles		
11.	Petrol, Oil and Lubricants		
12.	Conference and Seminars		
13.	Telephone Charges		
14.	Others Charges		
15.	Legal Charges		
16.	Audit Fee		
(c)	Provident Fund and Other Contributions		
	Pensions and Gratuities (including commuted value of pension and LSPC)		
1.			
2.	Contribution to CPF		
3.	Deposit Linked Insurance Scheme		
4.	Interest on CPF		
5.	Interest on GPF		
6.	Group Insurance Scheme		
	(a) Insurance Scheme		
	(b) Savings Fund		
(b)	Assistance to Other Organs		
	Special Studies and Expenditure on Litigation		
	Promotional and Educational Research		
	Excess of Income over Expenditure	Excess of Expenditure	
	Total		
Secretary Madhya Pradesh Rajya Pichhada Varg Ayog Balance Sheet As On 31st March			
Liabilities	Amount	Assets	Amount
(1)	(2)	(3)	(4)
Capital Asset Fund	Schedule 1	Fixed Assets	Schedule A
Excess of Income Over Expenditure	Schedule 2	Investments	Schedule B
Current Liabilities and Provisions		Contingent Advances and (Other Loans)	Schedule C
Remittances	Schedule 3		

Provident Fund etc.	Schedule 4	Security/Earnest Money Deposit	Schedule D
Sundry Creditors/other Liabilities	Schedule 5	Provident Fund etc.	Schedule E
		Sundry Debtors	Schedule F
		Closing Balance	
		Cash in hand	
		Cash in Bank	

Total

Secretary Madhya Pradesh Rajya Pichhada Varg Ayog

1 - Capital Asset Fund

No.	Description	Opening Balance	Additions	Amount Written Off	Closing Balance
(1)	(2)	(3)	(4)	(5)	(6)
1.	Land				
2.	Buildings				
3.	Furniture and Fixtures				
4.	Machinery and Equipment				
5.	Vehicles				
6.	Publications				
7.	Gifted/Donated Assets				
8.	Others				

Total

Secretary Madhya Pradesh Rajya Pichhada Varg Ayog

2 - Excess of Income over Expenditure

No.	Description	Amount
(1)	(2)	(3)
1.	Balance as per last Balance Sheet	
2.	Excess of Income Over Expenditure	
3.	Others	

Total

Secretary Madhya Pradesh Rajya Pichhada Varg Ayog

3 - Remittances

No.	Description	Opening Balance	Additions	Amount Remitted	Closing Balance
(1)	(2)	(3)	(4)	(5)	(6)
1.	General Provident Fund etc. recovery of staff on deputation				

2. Licence Fee
3. Income Tax
4. Central Government Health Scheme
5. Postal Life Insurance
6. Central Government Employees Group Insurance Scheme
7. Others
- Total

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4 - Provident Fund Etc.

No.	Description	Amount
(1)	(2)	(3)
A.	General Provident Fund	
1.	Opening Balance	
2.	Subscription	
3.	Recovery of Advance	
4.	Interest	
	Less: Advance/Fund Payment/Investments	Sub-Total
B.	Group Insurance Scheme	
	(a) Saving Fund	
1.	Opening Balance	
2.	Subscription	
3.	Interest	
	Less: Payment/Investments	Sub-Total
	(b) Insurance Fund	
1.	Opening Balance	
2.	Subscription	
3.	Interest	
	Less: Payment/Investments	Sub-Total
	Grant Total...	

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5 - Sundry Creditors/Others Liabilities

S. No.	Description	Opening Balance	Additions	Repayment	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)
1.	Security Deposit				
2.	Earnest Money Deposit				

3. Sundry Creditors
4. Other Liabilities
- Total...

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A - Asset Fund

(Fixed/Capital Asset Fund)

No.	Description	Opening Balance	Additions	Amount Written Off	Closing Balance
(1)	(2)	(3)	(4)	(5)	(6)
1.	Land				
2.	Buildings				
3.	Furniture and Fixtures				
4.	Machinery and Equipment				
5.	Vehicles				
6.	Publications				
7.	Gifted/Donated Assets				
8.	Others				

Total

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B-Investments

S.No.	Details	Amount
(1)	(2)	(3)
1.	Fixed Deposits with Bank(s)	
	(a) Opening Balance	
	(b) Investment made	
	(c) Investments Encashed	
	(d) Closing Balance	

Total

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C - Contingent and others Advances

No.	Description	Opening Balance	Additions	Recovery	Balance
(1)	(2)	(3)	(4)	(5)	(6)
A.	Contingent Advance				
	(a) Advances to CPWD				
	(b) Advances to DGS and D				

- (c) Advances to suppliers
- B. Advance to Employees
 - (a) House Building Advances
 - (b) Motor Car Advance
 - (c) Motor Car/Scooter Advance
 - (d) Other Advances
- C. Others Advances
- Total

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D - Security/earnest Money Deposit

No.	Description	Opening Balance	Additions	Repaid	ClosingBalance
(1)	(2)	(3)	(4)	(5)	(6)
1.	Security Deposit				
2.	Earnest Money Deposit				
	Total				

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Provident Fund Etc.

S.No	Description	Amount
(1)	(2)	(3)
1	General Provident Fund	
	Opening Balance	
	Add: Investment made during the year	
	Less: Investment encashed	
	Amount of Balance in cash	
2	Group Insurance Scheme	
	(i)	Saving Fund
		Opening Balance
		Add: Investment made during the year
		Less: Investment encashed
		Amount of Balance in cash
	(ii)	Insurance Fund
		Opening Balance
		Add: Investment made during the year
		Less: Investment encashed
		Amount of Balance in cash

Total

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F - Sundry Debtors

No.	Description	OpeningBalance	Additions	Adjustments	ClosingBalance
(1)	(2)	(3)	(4)	(5)	(6)

A.B.C.D.

Total

SecretaryForm BAnnual Report of Madiiya Pradesh Rajya Pichhada Varg Ayog[See Rule 4(1)]Annual Report for the Financial Year April 19....(1)Introduced by the Chairperson of the Commission.(2)Constitution of the Commission including changes therein.(3)Meeting of the Commission.(4)Brief report with regard to examination of requests for including of any class of citizens as a Backward Class in the list and hear complaints of over-inclusion or under-inclusion of any Backward Classes in such lists and tender such advice to the State Government as deemed appropriate.(5)Suggestions of the Commission sent to the State Government under sub-section (1) (b) of Section 9 of the Act.(6)Advice of the Commission sent to the State Government under sub-section (1) (c) of Section 9 of the Act.(7)Functions performed by the Commission under sub-section (1) (f) of Section 9 of the Act.(8)Advice of the Commission tendered to the State Government under sub-section (2) of Section 11.

Chairperson Member Member Officer Member(Countersigned)SecretaryMadhyaPradesh Raj PichhadaVarg Ayog.