

Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments (Jewels or Other Valuables and Documents Maintenance) Rules, 1987

ANDHRA PRADESH

India

Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments (Jewels or Other Valuables and Documents Maintenance) Rules, 1987

Rule

ANDHRA-PRADESH-CHARITABLE-AND-HINDU-RELIGIOUS-INSTITUT of 1987

- Published on 1 January 1987
- Commenced on 1 January 1987
- [This is the version of this document from 1 January 1987.]
- [Note: The original publication document is not available and this content could not be verified.]

Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments (Jewels or Other Valuables and Documents Maintenance) Rules, 1987Last Updated 28th May, 2019In exercise of the powers conferred by Section 40 read with Section 153 of the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1987 (Act No. 30 of 1987) the Governor of Andhra Pradesh hereby makes the following rules, the same having been previously published as required by sub-Section (1) of Section 153 of the said Act. Rules under Section 40

1. Short title.

- These rules may be called the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments (Jewels or other Valuables and Documents Maintenance) Rules, 1987.

2.

Subject to the administrative control of the Trustee,the Executive Officer of every Charitable or Religious Institution or Endowment shall maintain a register in such form as may be specified by the Commissioner containing lists of jewels, gold and silver vessels and other valuables, of the Institution or Endowment. The lists shall give a correct description and full particulars of all jewels and also gems, if any, in the jewels and other valuables The weight and the estimated value of the

jewels and other valuables, other than the Vahanams shall be indicated in the respective lists. Where new jewels or valuables are purchased or otherwise acquired, entries to that effect shall be made in the said register. When any jewel or valuable is sold, lost exchanged or altered, an entry shall be made about such sale, loss, exchange or alteration in the said register and any new jewel or valuable that is substituted thereof shall be entered as fresh item, indicating the authority for such substitution.

3.

It shall be the duty of the Trustee Executive Officer to make proper arrangements for the safe custody of the jewels and valuables. He shall provide iron safes, boxes, or the receptacles, with adequate locking arrangements. Wherever necessary, strong rooms shall be fortified with Godrej doors, constructed for keeping their on safes, boxes, or other receptacles. The mantapams, halls, or rooms in which gold or silver Vahanams or palanquins are kept, shall have suitable locking arrangements and the Vahanams shall be covered by dust proof sheets when not in use.

4.

The jewels and other valuables shall be in the joint custody of the Executive Officer and the Trustee or Chairman of the Board of Trustees. Where the institution has no Executive Officer, the jewels and other valuables shall be kept in the joint custody of the Trustee or Chairman of the Board of Trustees and such other person as may be decided upon by the Commissioner, Regional Joint Commissioner, Deputy Commissioner or Assistant Commissioner.

5.

Where jewels and other valuables are in the joint custody, each of the safe or other receptacles or the strong room in which they are kept shall have at least two locks of different pattern and key of one of the persons having joint custody and that of the other lock shall be in the custody of the other person.

6.

Whenever any jewels or other valuables in the joint custody has to be taken out of its receptacle or the strong room, it shall be taken out only in the presence of the persons having joint custody or their duly authorised agents.

7.

Jewels and other valuables, which are not used daily but are used only during festivals or on special occasions may, when they are required for use, be entrusted to an office-holder after obtaining his written acknowledgement in a register in Form-I of the Annexure. A written undertaking shall also be taken from the office-holder in Form-II thereof. The particulars regarding the jewels and other

valuables taken out and their serial number in the register maintained under Rule 2 and the period for which the custody is entrusted to the office-holder shall also be entered in the register in Form.I. If the jewel or valuable so entrusted is required for more than one day, the Trustee Executive Officer shall provide facilities to the office-holder to keep the jewel or valuable in safety. As soon as the festival or special occasion or the period for which the jewel or valuable is taken, whichever is earlier, is over, the office holder shall return the jewel or valuable to the person or persons entitled to the possession thereof. Immediately on return of the jewel or valuable, a record to such return shall be made in the register maintained under this rule in the presence of the office-holder and the undertaking is given by the office-holder returned to him.

8.

(1)Notwithstanding anything in Rules, 4, 5 and 6 jewels and other valuables required for use every day may, on the responsibility of the Trustee Executive Officer, be entrusted to an archaka or other office holder for custody. Such archaka or other officer holder shall be provided with necessary safe receptacles with locking arrangements for keeping the jewels and other valuables. The Executive Officer, shall in such cases obtain a written acknowledgement in the register maintain under Rule 2 from the archaka or other Office-holder in token of having received the jewels and other valuables and a written muchilika or bond or undertaking to the effect that he would be responsible for their safety, that he would indemnify the institution against any loss or damage caused due to his negligence or misconduct and that he would produce them for check whenever called upon to do so shall also be taken from him.(2)The Executive Officer Trustee shall make periodical verification of the jewels and valuables entrusted to an archaka or office-holder under this rule. But the Executive Officer may, in consultation with the trustees or Chairman of the Board of Trustees, provide additional safeguards that may be required for ensuring such safe custody in the interest of administration, subject to such conditions as the Commissioner may by general or special order direct, so that the responsibility could be shared by other office-holders or archakas entering the Garbhalayaor other place when the jewels and other valuables are in actual use.(3)The Commissioner shall have the power, to direct the Trustees,the Chairman of the Board of Trustees or the Executive Officer, to obtain such security as he may deem fit from any office-holder or servant, who may be entrusted with any jewel or valuable or to issue such directions as he may deem fit or as the circumstances of the institution or endowment may require.

9.

A Trustee Executive Officer shall not repair, alter, convert, melt, replace, sell, gift away, or destroy any jewels, vahanam, kanuka article made of gold or silver or other valuables belonging to the institution or endowment, without the prior permission of the Commissioner, Regional Joint Commissioner, Deputy Commissioner or Assistant Commissioner, as the case may be.

10.

(a)The Commissioner shall issue such instructions to the Trustee Executive Officer, as may be necessary, for the preservation or otherwise of the jewels or valuables and the Trustees

Executive-Officer shall be bound to carry such instructions.(b)The Commissioner may also consider wherever it is necessary to, Issue instructions to the Trustee Executive Officer to deposit the sealed receptacles containing the jewellery and valuables in the Treasury or sub-treasury of the Government to ensure proper-preservation and safe custody.Provided that the register containing the items of jewellery and valuables and deposited in the Treasury or Sub-Treasury should be duly attested by the Trustee Executive Officer, the Departmental Officer and the Officer in charge of the Treasury or Sub-Treasury and the said items shall be subjected to periodical verification.

11.

A Trustee Executive Officer shall not, without obtaining the previous sanction of the Commissioner, Regional Joint Commissioner, Deputy Commissioner, or Asst Commissioner, as the case may be, make any new jewels or Vahanam for the use in the institution or endowment.

12.

Documents relating to the title of a Charitable or Religious Institution or Endowment to properties and securities, such as Government promissory notes, stock certificates, debentures, post-office cash certificates, National Savings Certificates and fixed-deposit receipts of banks obtained by the institution or endowment and mortgage deeds, bonds and promissory notes in favour of the institution or endowment shall be(a)where the institution or endowment has an Executive Officer, in the Joint Custody, under double lock, of the trustee or Chairman of the Board of trustees and the Executive Officer; and(b)where the institution or endowment has no Executive Officer, in the joint custody, under double lock, of the trustee or Chairman of the Board of Trustees and such other person as may be decided upon by the Commissioner, Regional Joint Commissioner, Deputy Commissioner or Assistant Commissioner, as the case may be.

13.

When any document which is in joint custody is required for reference, encashment or other purposes, it shall be taken out in the presence of the persons having such custody or their duly authorised agents and a record thereof shall be made in register (containing details of the documents) kept for the purpose. When the document is restored to joint custody, an entry thereof shall be made in the said register.

14.

The persons having joint custody shall be responsible for taking timely action for the recovery of any moneys or properties recoverable under the securities and if there is default in taking timely action owing to their neglect or for other reason, the loss thereof, if any, to the institution or endowment shall be recoverable from such persons.

15.

(1) Documents, other than those referred to in Rule 12, shall be in the custody of the Executive Officer and where there is no such Executive Officer, they shall be in the custody of the trustee or Chairman of the Board of Trustees or such other officer as the Chairman may decide. (2) The provisions of Rules 13 and 14 shall apply, so far as may be, to the persons where the documents are in their sole custody under this rule.

16.

Where the temple is situated on the hill or in such an isolated remote area, which is easily accessible or susceptible to dacoity, thefts or otherwise, on a proposal received from the Executive Officer Trustee of the said institution, the Commissioner, shall immediately address the District Collector and the Superintendent of Police who in consultation with the Executive Officer Trustee of the institution and other persons residing in the said area shall make necessary arrangements for posting the Armed Guards in the said area to safeguard the temple, its properties and the properties and lives of the persons residing in the said area, at the cost of the State. Annexure 1 Form 1 Register of Acknowledgement (Rule 7)

1. Name of the institution Village Mandal District

2. Date and time of issue:

3. Purpose of issue i.e. daily use for adorning the deities or the name of the festival or special occasion, and the like.

4. Period for which the jewels and valuables are entrusted.

5. Description of jewels and valuables:

(a) Serial number of the jewels and valuables in the register. (b) Full description of jewels and valuables in the register (c) Number of items (d) Weight as shown in the Register. (e) Value as shown in the register.

6. Name of the Office-holder to whom the jewels and valuables are issued.

7. Time and date of acknowledgement by the recipient.

I have taken custody of the jewels and valuables described in column 5, for daily use festival or special occasion forday from to after verifying and satisfying myself that they tally with the particulars thereof. Date and time: Place : Signature : Designation : Witnesses
(a) Issuing Officer: (b) Any other employees of the Institution:

8. Date and time of return of the jewels and valuables to the institution.

9. I have checked the jewels and valuables and satisfied myself that they tally with the particulars in column 5 and received them in good condition.

10. Remarks:

Signature of the person receiving back the jewels and valuables. Designation: Date and time: Form 2(Rule 7) Undertaking to be given by an office-holder receiving the jewels and other valuables of the institution I,

..... Designation

..... hereby undertake that I shall be responsible for the safety of the jewels and other valuables, entrusted to me for safe custody duly Acknowledged by me on

..... at page of the Register of Acknowledgements and for adorning the deities as per custom and usage. I further undertake that I shall return them intact on the expiry of the period of my duty or service in the festival or special occasion and that I shall indemnify Sri temple situated in.

..... Village Mandal District, for the loss of whole or any part of the jewels and valuables entrusted to my custody or for damage caused to them due to my carelessness, negligence, misconduct and the like as estimated by the trustee or the Executive Officer of the institution from my personal property. I shall produce all or any of them at any time for check by the authorities of the institution, failing which they may be treated as missing and I shall make good, the loss thereby caused to the institution. Signature: Designation of the Office-holder. Date: Place: Witnesses:

1. Name of the issuing Officer and time.

2. Name of any other servant of the institution.