

The National Commission For Backward Classes (Annual Statement Of Accounts And Annual Report) Rules, 1996

UNION OF INDIA

India

The National Commission For Backward Classes (Annual Statement Of Accounts And Annual Report) Rules, 1996

Rule

THE-NATIONAL-COMMISSION-FOR-BACKWARD-CLASSES-ANNUAL- of 1996

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1911.

Ministry Of Welfare Notification G.S.R. 384(E) dated 29th August, 1996. - In exercise of the powers conferred by Section 17 of the National Commission for Backward Classes Act, 1993 (27 of 1993), the Central Government hereby makes the following rules, namely :-

1. Short title and commencement.

(1) These rules may be called the National Commission for Backward Classes (Annual Statement of Accounts and Annual Report) Rules, 1996. (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.

- In these rules, unless the context otherwise requires : (a) 'Act' means the National Commission for Backward Classes Act, 1993 (27 of 1993). (b) 'Chairperson' means the Chairperson of the Commission nominated by the Central Government under cl. (a) of sub-section (3) of Sec. (2) of the

Act.(c)'Member-Secretary', means the Member-Secretary nominated by the Central Government under cl. (d) of sub-section (2) of Sec. (3) of the Act.(d)'Audit Officer' means the Comptroller and Auditor General of India or any person appointed by him in connection with the audit of the accounts of the Commission;(e)'Financial Year' means the year beginning on the 1st April and ending on 31st March following;(f)'Form' means Form annexed to these rules;(g)The words and expressions used in these rules but not defined herein shall have the meaning respectively 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 Member-Secretary or such officer of the Commission as may be authorized by the Member-Secretary in this behalf.(2)The annual statement of Accounts duly approved by the Commission shall be submitted by the Member-Secretary to the Central Government by such date as may be specified by the Central Government.(3)The Commission shall forward to the Central 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 Central Government.(4)The Commission shall also furnish annually the Utilisation Certificate certifying that the grant has been utilised as per the terms and conditions.(5)The Member-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' annexed to these rules.(7)The Annual Statement of accounts referred to in sub-section (1) of Section 13 of the Act shall be signed and authenticated by the Member-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 report thereon.(9)On receipt of the audit report, the Commission shall within three months remedy and defect or irregularly pointed out therein and report to the Central Government and to the Audit Officer about the action taken by it thereon.

4. Annual report of the Commission.

(1)The Member-Secretary any other officer of the Commission duly authorized by the Member-Secretary in this behalf shall prepare in Form 'B' annexed to these rules the Annual Report referred to in Sec.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 to in sub-rule (1) shall be placed before the Commission for approval.(3)The annual report referred to in sub-rule (1) after approval by the Commission shall be signed and authenticated by the Member-Secretary.(4)Copies of the authenticated report shall be submitted by the Member-Secretary or such officer of the Commission, as may be authorized by the Member-Secretary in this behalf, to the Central Government, by the 31st August, following the year to which the annual report relates, to enable the Central Government to take action as required, under Section 15 of the Act.

Form AAccounts Of The Commission[See

Rule 3(b)]Receipt and Payment Account of the National Commission of Backward Classes for the year ending 31st March

Receipts	Plan	Non-Plan	TotalAmount	Payments	Plan	Non-Plan	TotalAr
1	2	3	4	5	6	7	8
1.OPENING BALANCE							
Cashin hand							
Cashat Bank							
2.Grant in aid From the Min. of Welfare	RecurringExpenditure						
	1(a)Establishment Charges1.Salaries (Chairperson & Members of the Commission)						
Recurring							
Non-Recurring	2.Salaries (Officers & Establishment)						
3.Revenue received by the Commission	3.Payment for professional and Special Services						
Plan-Recurring	4.Travel Expenses.						
(a)InvestmentsEachvalue or investments encashed.Interest on InvestmentsInterest on Bank Account and short term Deposites.							
(b)Revenue	(b)Others						
ReceiptsMiscellaneousReceiptsEstablishment							
any, charged by the CommissionSaleof PublicationsInterestReceipts for Advance to Employees(c)Debt/DepositsAdvances to StaffHouseBuilding AdvanceMotorCar/AdvanceMotorCar/ScooterAdvanceOtherAdvancesContingent AdvancesAdvanceto C.P.W.DAdvanceto	ChargesWagesOfficeExpensesRentRates & PublicationsInterestReceipts publicityHospitalityExpensesRepairs/MaintenanceFurnitureand equipmentMotorVehiclesMaintenanceof VehiclesPetrol,Oil and LubricantsConference& seminarsTelephoneChargesOtherChargesLitigation17.Audit (b)(c)Provident Fund & Other ContributionsPensions& Gratuities (including						

D.G.S. & D. Advance to commutation of
 Suppliers Other Advances (iii) Other Deposit Security Deposit Earnest Money
 Deposit Remittance Receipts & S.P.C./D.F. Deposit Linked
 etc. recoveries from Insurance
 Deputationists Licence fees Scheme Health Central Govt.
 Health GPF GPF Advances/Final
 Scheme Postal Life payment CGESIS/CGEIS(d) Grant-in-aid
 Insurance Central Govt. to other
 Employees Group Insurance Organisation Expenditure in
 Scheme Non-recurring Litigations and Special
 Studies. Promotional and
 Educational
 Research(e) Investments Investments(details
 to be shown in
 Schedule)(f) Contingent
 Advance Advanceto
 CPWD Advanceto DGS
 & d Advanceto
 Suppliers Other advances(g) Advance
 to Staff House Building
 Advance Motor car
 Advances Motor Car/Scooter
 Advances Other Advance(h) Other
 Adjustments (Remittances) GPF/CPF
 etc. recoveries from
 Deputationists. Licence Fee. Income Tax Central Govt.
 Health
 Scheme Postal Life
 Insurance 6. CGESIS/CGEIS(ii) Non-Recurring(a) Other
 Establishment Charges Land Buildings Furniture &
 Fixtures Machinery &
 Equipments. Motor Vehicles Publications(b) Deposits 1. Security
 Deposit Earnest Money
 Deposit(c) Closing Cash
 Balance Cash in
 hand Cash at Bank.

TOTAL

National Commission For Backward Classes Receipts And Payment Account-Provident Fund &
 Group Insurance Schemes Etc. For The Period Ending 31st March 19-

Receipt	Amount	Payments	Amount
1	2	3	4
A. General Provident Fund(a) Opening	A. General Provident		
Balance(b) Subscription(c) Recovery of Advance(d) Interest	Fund(a) Advance/withdrawal/final		

								payment(b)Investment of Balance(c)Closing Balance-Cash at Bank B.Group Insurance Scheme(a)Paymentfor Insurance cover(b)Paymentof savings funds(c)Investments(d)ClosingBalance-Cash at Bank
B.Group Insurance Scheme(a)OpeningBalance(b)InsuranceFund(c)SavingFund								
Expenditure	Plan	Non-Plan Amount	Total Plan	Incoem Amount	Plan	Non-Total		
1	2	3	4	5	6	7	8	
1.Recurring(a)Establishment Charges1Salaries (Chairperson and Members of the Commission)2Salaries (Officers and Establishment)3Payment for Professional4Travel Expenses(b)OtherEstablishments Charges1Wages2Office Expenses3Rent, Rates and Taxes,4Advertisement & Publicity5Hospitality Expenses6Publications7Repairs & Maintenance8Repair of Furniture & Fixture9Repair of Machinery and equipmentTotal10Maintenance of Vehicles11Petrol, Oil and Lubricants12Conference and seminars13Telephone Charges14Other Charges15Legal Charges16Audit Fee(c)ProvidentFund & Other Contributions1.Pensions & Gratuities (including commuted value of Pension &LSPC).2.Contribution to CPF.3.Deposit Linked Insurance Scheme.4.Interest on CPF.5.Interest on GPF6.Group Insurance Scheme.(a)Insurance	1.PlanA.By Grant-in-aid from Min. of WelfareLess: Amount of Grant-in-aidCapitalisedB.Receipt on account of Interest and Special Services(i)Interest on Investment(ii)Interest on bank account and short term depositsC.Other Receipts(i)MiscellaneousReceipts(ii)Fees,if any, charged by the Commission.(iii)Saleof Publications(iv)Interest Receipts from Advances to EmployeesExcessof Expenditure overIncome.							

Fund(b)Savings

Fund(d)Assistance to other

Orgns.SpecialStudies and

ExpenditureonLitigationPromotional&

Educational Research.Excessof

Income overExpenditure.Total:

National Commission For Backwork Classes Balance Sheet As On 31st March

LIABILITIES	AMOUNT	ASSETS	AMOUNT
CapitalAsset Fund	Schedule1	FixedAssets	ScheduleA
Excessof Income over expenditure	Schedule2	Investments	ScheduleB
CurrentLiabilities & Provisions			
Remittances	Schedule3	ContingentAdvances and (Other Loans)	ScheduleC
ProvidentFunds etc.	Schedule4	Security/EarnestMoney Deposit	ScheduleD
Sundrycreditors	Schedule5	ProvidentFund etc.	ScheduleE
andother liabilities		SundryDebitors	ScheduleF
		ClosingBalance	
		Cashin hand	
		Cashat Bank	

Total:

Member SecretaryNational Commission For Backward Classes Schedule 1-Capital Asset Fund

S.No.	Description	OpeningBalance	Additions	Amountwritten Off	ClosingBalance
1.	Land				
2.	Buildings				
3.	Furniture & Fixtures				
4.	Machinery & Equipment				
5.	Vehicles				
6.	Publications				
7.	Gifted/Donated Assets				
8.	Others				
Total:					

Member-SecretaryNational Commission For Backward Classes Schedule 2-Excess Of Income Over Expenditure

S.No.	Description	Amount
1.	Balance as per last Balance Sheet	

2.Excess of Income over Expenditure

3.Others

Total:

Member-SecretaryNational Commission For Backward Classes Schedule 3-Remittances

S.No.	Description	Opening Balance	Additions Remitted	Amounts Closing	Balance
1.	General Provident Fund etc. recovery of staff on deputation				
2.	Licence Fee				
3.	Income Tax				
4.	Central Govt. Health Scheme				
5.	Postal Life Insurance				
6.	Central Govt. Employees Group Insurance Scheme				
7.	Others				
	Total:				

4-Provident Fund Etc.

S.No.	Description	Amount
-------	-------------	--------

A.General Provident Fund

1.Opening Balance

2.Subscription

3.Recovery of Advance

4.Interest

Less: Advance/Final payment/Investments SubTotal :

B.Group Insurance Scheme

(a) Saving Fund

1.Opening Balance

2.Subscription

3.Interest

Less: Payment/Investments SubTotal :

Member-Secretary

(b) Insurance Fund

1.Opening Balance

2.Subscription

3.Interest

Less: Payment/Investments SubTotal :

Grand Total

Member-SecretaryNational Commission For Backward Classes Schedule 5-Sundry Creditors/other Liabilities

S.No.	Description	Opening Balance	Additions	Repayments	Total Amount
1.	Security Deposit				
2.	Earnest Money Deposit				
3.	Sundry Creditors				

4.Other Liabilities

Total:

Member-SecretaryNational Commission For Backward Classes Schedule A-Capital Asset Fund

S.No.	Description	OpeningBalance	Additions	Amount	ClosingWritten Off Balance
-------	-------------	----------------	-----------	--------	-------------------------------

1.Land

2.Buildings

3.Furniture & Fixtures

4.Machinery &
Equipment

5.Vehicles

6.Publications

7.Gifted/Donated Assets

8.Others

Total:

Member-SecretaryNational Commission For Backward Classes

B-Investments

S.No.	Details	Amount
-------	---------	--------

1.Fixed Deposits with Bank(s)

(a)Opening Balance

(b)Investments made

(c)Investments Encashed

(d)Closing Balance

National Commission For Backward Classes Schedule C-Contingent & Other Loans And Advances

S.No.	Description	OpeningBalance	Additions	Recoveries	BalanceAmount
-------	-------------	----------------	-----------	------------	---------------

A.Contigent Advance

(a)Advances to CPWD

(b)Advances to DGS&D

(c)Advances to Suppliers

B.Advances to Employees

(a)House Building Advances

(b)Motor Car Advance

(c)Motor Car Scooter
Advance

(d)Other Advances

C.Other Advances

Total:

Member-Secretary National Commission For Backward Classes Schedule D-Security/earnest Money Deposit

S.No.	Description	OpeningBalance	Additions	Repaid	ClosingBalance
-------	-------------	----------------	-----------	--------	----------------

1.Security Deposit

2.Earnest Money Deposit

Total:

Member-Secretary National Commission For Backward Classes Schedule E-Provident Fund Etc.

S.No.	Description	Amount
-------	-------------	--------

1.General Provident Fund

OpeningBalance

Add: Investment made during the year

Less: Investments encashed

Amountof Balance in cash

2.Group Insurance Scheme

(i)Saving Fund

OpeningBalance

Add: Investments made during year

Less: Investment encashed

Amountof Balance in cash

(ii)Insurance Fund

OpeningBalance

Add: Investments made during the year

Less: Investments encashed

Amountof Balance in cash

National Commission For Backward Classes Schedule F-Sundry Debtors

S.No.	Description	OpeningBalance	Additions	Adjustments	ClosingBalance
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A.

B.

C.

D.

Total:

Member-Secretary Form 'B' Annual Report Of National Commission For Backward Classes [See Rule-4(1)] Annual Report for the Financial Year April 19..... 19.....

1. Introduced by

2. Constitution of Commission including changes therein.

3. Meetings of the Commission

4. Brief report with regard to examination of requests for inclusion of any class of citizens as a Backward Class in the lists and hear complaints of over-inclusion or under-inclusion of any Backward Class in such lists and tender such advice to the Central Government as deemed appropriate.