

Rajasthan Go-Seva Ayog Rules, 1996

RAJASTHAN

India

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Rule RAJASTHAN-GO-SEVA-AYOG-RULES-1996 of 1996

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Rajasthan Go-Seva Ayog Rules, 1996 Published vide Notification No. G.S.R. 338, dated 23-12-1996, published in Rajasthan Rajpatra, Part 4(Ga), dated, 21-3-1997 In exercise of the powers conferred by section 28 of the Rajasthan Go-Seva Ayog Act, 1995 (Act No. 21 of 1995), State Government hereby makes the following Rules, namely:-

1. Short title and commencement.

(1) These rules may be called the Rajasthan Go-Seva Ayog Rules, 1996. (2) These Rules shall come into force with immediate effect.

2. Definitions.

- In these rules, unless the subject or context otherwise requires:- (a) "Act" means the Rajasthan Go-Seva Ayog Act, 1995 (Act No. 21 of 1995). (b) "Commission" means the Rajasthan Go-Seva Ayog established and incorporated under section 3 and constituted under section of the Act. (c) Government and State Government means respectively Government of Rajasthan and State of Rajasthan. (d) "Member" means a member of the commission and includes the chairman and vice chairman nominated under section 4 of the Act. (e) The words and expressions used herein but not defined in these rules have the same meaning as are respectively assigned to them in the Act.

3. Power and duties of the Secretary.

- 1. The secretary shall be Chief Executive Officer of the Commission and shall function under the chairman of the Commission. He shall be responsible for proper functioning of the Commission as per the Act and the Rules.

- 2. He shall issue notice of the meeting, prepare agenda, notes and circulate it to all the members, atleast one week before the date of meeting.**
- 3. He shall make arrangements for the meeting of the commission as and when called.**
- 4. He shall draw the proceedings of the meetings of the commission and after getting them approved by the chairman, shall forward to the State Government and also circulate to all the members of the commission.**
- 5. He shall supervise and ensure proper implementation of the decisions of the commission in the prescribed time limit.**
- 6. He shall prepare annual report, financial report and such other reports giving complete account of the activities of the commission during the financial year well in time and will place before the chairman for approval before sending the same to State Government.**
- 7. He shall ensure that all the reports, financial statements and audit reports forwarded to the State Government in the prescribed time limit as mentioned in Section 23 of the Act.**
- 8. He shall ensure that the reports on such matters and Statistics as the State Government may require from time to time are being provided on or before such date and such interval and in such manner as the State Government directs.**
- 9. He shall keep a check over the malafide diversion of funds provided to the commission and shall bring it to the notice of State Government giving specific instances for appropriate action. Before doing so he shall bring the position to the notice of the chairman.**
- 10. Any decision/action of the commission which is in his opinion contrary to the provisions of the Act or detrimental to the cause of the commission's objectives, shall be brought to the notice of State Government immediately for appropriate action. Before doing so he shall bring this to the notice of the chairman.**

11. He shall supervise the staff of the commission including the Treasurer and shall look after day to day work of the commission's office.

12. He shall ensure that any vacancy due to retirement under section 5 of the Act of casual vacancy due to death, resignation as mentioned in Section 12 of the Act is immediately brought to the notice of State Government for nominating a new member.

13. Any other power/duties assigned by the commission for the smooth functioning of the commission.

4. Functions of the Chairman.

- 1. The Chairman shall be the head of the commission and shall preside over all the meetings of the commission.

2. He shall discharge his duties strictly according the guidelines mentioned in the Act and directions given by the State Government from time to time.

3. He shall take appropriate measures to generate funds for the commission by way of accepting grants, subventions, donations and gifts from the Central or State Governments, any local authority, institution, society. Trust, Company and also from private bodies or individuals.

4. The chairman shall call meetings of the commission whenever he thinks fit but not later than three months from the previous meeting.

5. He shall ensure that the proceedings of the meetings have been forwarded to State Government in a reasonable time and copy circulated among the members.

6. He shall give clear directions to the Secretary and the Treasurer and other members of the Staff regarding proper implementation of the decisions of the commission and also about various projects and schemes undertaken by the commission.

7. He shall also give directions and instructions about proper working of the commission as and when required.

8. Chairman may delegate his functions/powers to the Vice- Chairman subject to approval of the commission.

5. Functions of the Vice-Chairman.

- 1. The Vice-Chairman shall preside over meetings of the commission in the absence of the Chairman.

2. The Vice-Chairman shall deal all urgent/immediate matter in the absence of Chairman, but such decision shall be brought to the notice of the Chairman for his approval as soon as possible.

6. Powers of the chairman.

- 1. Chairman shall have power to form committees/sub-committees and appoint member of such committees/sub-committees for the purpose of implementation of various programme and projects of the commission.

2. Chairman shall be the appointing authority for officers and staff of the commission.

7. Funds of the Commission.

- 1. The commission shall have its own funds as defined in section 20 of the Act.

2. All payments shall be received by the commission through cross cheques/drafts or money orders and also by cash for which proper receipt will be given. However State Government may transfer its grants etc. to the commission's account, according to the procedure laid down in General Finance and Accounts Rules of the State.

3. With the approval of the Finance Department of the State Government, the Commission shall open a P.D. account and all receipts of the commission shall be deposited in this account only.

4. The P.D. account shall be operated as per the procedure laid down in General Finance and Accounts Rules.

5. Funds of the Commission shall be kept in the P.D. Accounts. For meeting the day to day requirement a Bank Account shall be opened, which should not have an amount at any point of time more than one months estimated expenditure in any case.

8. Finance Committee.

- 1. The Commission shall have a finance committee as per subsection (2) of Section 21. The committee shall have the following members:-

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| i. Chairman of the Commission | Chairman |
| ii. One Non-Official member of the Commission nominated by the Chairman. | Member |
| iii. Secretary Animal Husbandry Department or his representative not below the rank of Dy. Secretary Animal Husbandry Department | Member |
| iv. Dy. Secretary, Finance (Exp. I) Department | Member |
| v. Treasurer of the commission | Member-Secretary |

2. The Finance Committee shall examine all proposals, schemes, and projects having financial implications before their approval and sanction by the commission.

9.

The Commission shall have an Executive Committee consisting of the following.-

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| i. Chairman of the Commission | Chairman |
| ii. Vice-Chairman of the Commission | Member |
| iii. Two non-Official member of the Commission nominated by the Chairman | Member |
| iv. Secretary, Animal Husbandry Department or his representative not below the rank of Dy. Secretary | Member |
| v. Secretary of the Commission | Member secretary |

10.

The Executive Committee shall discharge such functions as may be entrusted to it by the commission. All decisions taken by the Executive Committee shall be put up to the commission for ratification in the next meeting of the Commission. Decisions not ratified or approved, shall be modified as per directions of the commission.

11.

The Commission shall form Technical Committee/s for schemes or other technical matters as and when required.

12. Budget of the Commission.

- 1. The Treasurer shall prepare budget proposals giving details regarding receipts and payments for the next financial year well in advance preferably by the end of September each year in the prescribed proforma in the G.F. & A. R. for the purpose.

2. He shall also prepare revised budget estimates for the current year giving details regarding receipts and expenditure of the commission by the end of November each year.

3. Budget proposals and revised budget estimates shall be placed before the finance committee for examination and report.

4. After examination of the report of the finance committee, the commission shall submit the budget proposals and revised budget estimates, to the State Government for its approval and sanction.

5. The State Government may sanction the budget proposals submitted to it or make such modifications, as it may deem proper.

6. As and when the budget is sanctioned by the State Government, the commission shall be competent to appropriate the amount out of the fund for the purpose for which the provision is made in the budget.

13. Annual Report of the Commission.

- 1. The Secretary of the Commission shall prepare the Annual Report each year giving details of its activities, achievements, financial statement and proposed activities to be undertaken in the next year.

2. The report shall be prepared and submitted to the Commission within one month after the end of financial year.

3. The report shall be placed in the next meeting of commission for discussion and approval before forwarding it to the State Government.

4. The annual report shall be submitted to the State Government within three months after the end of financial year.

14. Accounts, Audit and Statistics.

- 1. The Accounts of the commission shall be audited by Chartered Accountant appointed by commission with the prior approval of the State Government or by such person as the Government may direct.

2. The Commission shall send a copy of audited accounts along with audit report to the State Government within a period of 30 days after the receipt of the audit report in the office of the commission.

15.

The Commission with the prior approval of the State Government shall be empowered to create-abolish or keep in abeyance such posts as are necessary for proper implementation of the programme and scheme of the commission and fill such post as per relevant rules.