

The Punjab Women and Children Development and Welfare Corporation Staff Regulations, 1981

PUNJAB

India

The Punjab Women and Children Development and Welfare Corporation Staff Regulations, 1981

Rule

THE-PUNJAB-WOMEN-AND-CHILDREN-DEVELOPMENT-AND-WELFARE CORPORATION STAFF REGULATIONS, 1981

- Published on 1 January 1981
- Commenced on 1 January 1981
- [This is the version of this document from 1 January 1981.]
- [Note: The original publication document is not available and this content could not be verified.]

The Punjab Women and Children Development and Welfare Corporation Staff Regulations, 1981 Published vide Punjab Government Notification No. 13/232/80-25W/183 In exercise of the powers conferred by section 31 of the Punjab Women and Children Development and Welfare Corporation Act, 1979 (Punjab Act No. 19 of 1979), and with the previous approval of the State Government the Corporation hereby makes the following regulations, namely

:-Chapter-IIIntroductory

1. Short title.

- These Regulations may be called "The Punjab Women and Children Development and Welfare General Regulations, 1981."

2. Commencement.

- They shall come into force from the date of publication in the official gazette.

3. Definitions.

(1) In these Regulations, unless there is anything repugnant in the subject or context :- (a) "The Act" means the Punjab Women and Children Development and Welfare Corporation Act, 1979. (b) The Rules means the Rules notified under the Punjab Women and Children Development and Welfare Corporation Act, 1979. (c) Other expressions have the meaning respectively assigned to them in the

Act and the Rules made thereunder. Chapter-II

4. Meeting.

(a) Meeting of the Board of Directors shall be held at least once in every quarter of a calendar year. (b) When there is sufficient business to transact, a meeting of the Board of Directors shall be convened by the Managing Director in consultation with the Chairman. A notice ordinarily, of not less than ten days of the meeting signed by the Managing Director or by any other officer of the Corporation on behalf of the Managing Director shall be sent to each Director at his/her registered address, or by hand as the case may be specifying the time, the date and the place of meeting and the business to be transacted at the meeting. Any supplementary agenda for a meeting so fixed may be circulated but not later than two days before the date of the meeting. Such notice shall be sent under registered post or delivered to every Director personally against signatures. (c) No business other than that specified in agenda so circulated and supplementary agenda, if any shall be transacted or discussed at a meeting, except, that any other item may be considered with the permission/consent of the Chairman or the Presiding Director and a majority of the Directors present at the meeting. (d) An Emergent meeting of the Board of Directors may, however be called at a shorter notice by the Managing Director in consultation with the Chairman, but in every such case, the notice shall be such as is sufficient to enable the Director of the Board to attend the meeting. (e) A special meeting of the Board of Directors shall be convened by the Managing Director in consultation with the Chairman, on receipt of a requisition from not less than four Directors specifying also the business proposed to be transacted at such a special meeting. A notice of seven days shall be served under registered post or delivered personally against signature. Except with the permission/consent of the Chairman/Presiding Director, no business shall be transacted or discussed at any special meeting except for which the meeting has been specifically convened. (f) In the event of there being a vacancy in the office of the Managing Director, the reference to the Managing Director as above shall be construed as a reference to the Chairman of the Board.

5. Quorum.

- No business shall be transacted in any meeting of the Board of Directors unless a quorum of 5 Directors, including the Chairman or Presiding Director and Managing Director, is present at the commencement of such business. If within half an hour from the time fixed for the meeting there is no quorum; the meeting shall stand adjourned to any future date or any hour of the same day to be fixed by the time in consultation with the Chairman, and in case it is adjourned to any other future day beyond 48 hours, then the notice to that effect shall be sent to every Director in writing by registered post or delivered personally against signatures.

6. Place of Meeting.

- Meeting of the Board of Directors shall be held in the Head Office of the Corporation or if necessary at such convenient place within or outside the State of Punjab as may be decided by the Managing Director in consultation with the Chairman, keeping in view the interest of the Corporation.

7. Minutes Book.

(a)The Minute Book shall remain in the custody of Managing Director or Officer/Official of the Corporation authorised by him/her in writing in his behalf.(b)The Managing Director shall maintain a Minute Book in which the minutes of the meeting of the Board of Directors shall be recorded by either the Managing Director or an Officer/Official of the Corporation authorised by him/her in this behalf, generally, in the narrative form but, if it is so required, also required in the form of resolutions. The minutes so recorded shall be put up for confirmation to the Chairman or the Director who presided over the meeting. After such confirmation, the Minutes of a meeting of the Board of Directors shall be circulated as soon as possible for the information of the Directors shall be circulated as copy of the proceeding shall also be sent to the Government in the Department of the Welfare for information and necessary action on their part. The minutes shall also be placed before the next meeting of the Board of Directors for confirmation. If any points are raised at the time of confirmation the same shall be decided there and then as part of proceedings of the Board.(c)Any such minutes, if signed by the Chairman at the meeting at which the proceedings took place or by the Chairman/Presiding Director of the next succeeding meeting as the case may be, shall be conclusive evidence of such proceedings of the Board.(d)Until the contrary is proved, every meeting, whether ordinary, emergent or special in respect of which the minutes have been so recorded and confirmed shall be deemed to have been duly called and held, and all proceedings taking place thereat, to have duly taken place.

Chapter-III

8. Powers of the Chairman in Emergency.

- In case of emergency or in matters calling for expeditious/prompt action, the Chairman may pass any order or perform and act within the competence of the Board of Directors, provided that order so passed by the Chairman shall be placed for confirmation before the next meeting of the Board of Directors.

9. Duties of the Managing Director of the Corporation.

(a)The Managing Director shall give effect to the decisions taken by the Board of Directors in the meeting without any delay.(b)The Managing Director shall have the powers to negotiate and carry on the usual or authorised business of the Corporation in accordance with the instructions which the Board of Directors may issue from time to time. The authority to decide whether or not any suit/appeal or any other legal action or proceedings by or against the Corporation be instituted/defended by the Corporation shall be the Board of Directors. The follow up action shall, however, be taken by the Managing Director or in his/her absence, by the Administrative Officer of the Corporation. In an extraordinary situation, if the Managing Director is satisfied that the interest of the Corporation shall be seriously and adversely affected in case he/she does not take action in anticipation of the approval of the Board he/she may take action as may be deemed necessary and proper in the circumstances of the case but in all such cases, the circumstance necessitating such action along with the action taken shall be reported to the Board in the next meeting of the Board.(c)Plaints, etc. by whom to be signed. - Plaints, written statements' "Vakalat namas", "affidavits" and all other documents connected with legal proceedings, may be signed and verified

on behalf of Corporation by the Managing Director by signing such documents, for and on behalf of the Corporation.(d)The Managing Director shall act as Controlling, Drawing and Disbursing Officer in respect of all funds of the Corporation, subject to the specific delegation, if any, and shall operate the bank accounts individually upto Rs. 25,000 but jointly with the Chairman in excess of Rs. 25,000 and draw, accept and endorse bills of exchange and other instruments in the current and authorised business of the Corporation and sign all other accounts, receipts and documents connected with the business.Provided that for drawal of the salary of the staff the Managing Director shall be authorised to draw individually upto Rs. 50,000 and beyond Rs. 50,000 jointly with the Chairman.Provided further that the Administrative Officer can also operate the bank account upto Rs. 5,000 individually and the Finance and Accounts Officer can accept the bank drafts/cheques received in Corporation's Office towards payment etc., and deposit them in the bank. The Finance and Accounts Officer will sign the cheques to be issued to the loanees upto the amount of Rs. 7,500 when specifically authorised by the Managing Director after the case has been sanctioned by the competent authority and other necessary formalities are completed as per rules.(e)The Managing Director shall declare any article or item upto the book value of Rs. 1,000 as unserviceable dead stock articles (surplus) and get the same disposed of through public action.Provided that the reserve price shall be ascertained by a Committee of the Officers authorised by the Managing Director before auction for an article or item above the value of Rs. 1,000 and the aforesaid powers shall be exercised by the Chairman. All such orders shall, however, be reported to the Board of Directors in the next meeting of the Board.(f)The Managing Director shall write-off losses of the book value of an article or item, which does not fetch any auction money or may fetch less than the book value and is totally a financial loss/liability upto Rs. 500. Above Rs. 500 to Rs. 1,000 this power will be exercised by the Chairman. All such orders shall, however, be reported to the Board of Directors in the next meeting.(g)The Managing Director shall organise and supervise the office of the Corporation, maintain discipline and exercise such powers in connection with appointment, termination of services and other disciplinary matters and leave of the staff of the Corporation, as may be vested by the Board of Directors in this behalf and to allocate necessary duties to the staff and make such other arrangements as may be necessary, for the efficient discharge of the functions of the Corporation.(h)The Managing Director shall exercise the powers and perform the duties entrusted or delegated to him/her by any Regulation framed by the Board or by any order or resolution of the Board. Subject in each case, to the restrictions if any contained in the said Regulations, Rule, order, resolution; and(i)The office of the Managing Director shall generally do all such acts or things as may be incidental to or consequential upon the exercise of the powers or the performance of duties, aforesaid or any of them.

10.

If the office of the Managing Director is vacant for the time being the powers and duties of the Managing Director under regulation, shall, until a Managing Director has been appointed be exercised or performed by such Director of the Corporation or an Officer of the Corporation or an officer of the Department of Welfare, as may be appointed by the Government.

11.

Manner and form in which contracts binding on the Corporation may be executed :- "Any contract which is by law required to be in writing may be made on behalf of the Corporation in writing may be signed by any person acting under its authority express or implied, and may be in the same manner be varied or discharged."

12. Accounts Receipt and documents of the Corporation by whom to be signed.

- The Managing Director or such other officer of the Corporation as the Board may authorise in this behalf, may issue, execute, endorse and transfer promissory notes, bonds, stocks, receipts, debentures, shares, securities and documents or title to goods standing in the name of or held by the Corporation, and to draw, accept and endorse bills of exchange and their instruments in the current and authorised business of the Corporation and to sign all other accounts, receipts and documents connected with such business.

13. Common Seal of the Corporation.

(a)The Brass common seal of the Corporation shall remain in the custody of Managing Director or the Officer/Official authorised by him/her in this behalf.(b)The common seal of the Corporation shall not be affixed to any instrument except pursuant to a resolution of the Board and except in the presence of at least two Directors (including the Managing Director) who shall sign their names to the instrument in token of their presence and such signing shall be independent of any person who may sign the instrument as a witness. Unless so signed as aforesaid, such instrument shall be of no validity.

14. Amount of Expenditure on the Administration of the Corporation.

- The Board of Directors shall determine from time to time the amount of expenditure on the administration of the Corporation.

15. Power of Interpretation.

- In the case of any dispute or doubt as to the provisions made in these Regulations or the interpretation thereof, the Board shall have the final authority to interpret any such provision in so far as such an interpretation is not inconsistent with the Act or the rules made thereunder and this interpretation shall be final and binding.

16.

Subject to the Act or the Rules if anything remains unprovided for in these Regulations, or the other Regulations approved by the Government under Section 31 of the Act, the Corporation with the

previous approval of the State Government shall have the power to make additional provisions in any of these Regulations in order to carry on day to day business in the larger interest of the Corporation as also form and manner in which such additional provisional provisions are to be made/executed.