

ASSAM

KHADI

&

VILLAGE

INDUSTRIES

BOARD

REGULATIONS

1961

ASSAM KHADI AND VILLAGE INDUSTRIES BOARD REGULATIONS, 1961

CHAPTER I

Preliminary

1. Short title.

These regulations may be called the Assam Khadi Village Industries Board Regulation, 1961.

COMMENTS

Regulation 1. This regulation has been made under S.30 of the Act for the internal administration of the Board consistent with the Act.

2. Definitions.

In these regulations, unless the context otherwise requires —

- (a) **“Act”** means the Assam Khadi and Village Industries Board Act, 1955;

- (b) **“The Board”** means the Assam Khadi and Village Industries Board constituted under S.3 of the Act;
- (c) **“Chairman”** means the Chairman of the Board;
- (d) **“Vice-Chairman”** means the Vice-Chairman of the Board;
- (e) **“Secretary”** means the Secretary of the Board;
- (f) **“Chief Executive Officer”** means the Chief Executive Officer of the Board;
- (g) **“Commission”** means the Assam Khadi and Village Industries commission established under S. 4 of the Khadi and Village Industries Commission Act, 1956;
- (h) **“Fund”** means Assam Khadi and Village Industries Board’s fund;
- (i) **“Government”** means the government of Assam;
- (j) **“Khadi”** means any cloth woven on handlooms in India from cotton, silk or woollen yarn hand-spun in India or from mixture of any two or all of such yarns;

- (k) **“Section”** means a section of the Act;
- (l) **“Schedule”** means the Schedule mentioned in the Act;
- (m) **“Village Industries”** means industries mentioned in the Schedule to the Act and the Assam Khadi and Village Industries Commission Act, 1956.
- (n) **“Working capital”** means the total capital of production and Sale Centres consisting of borrowed capital and owed capital;
- (o) All words and expressions used in these regulations shall bear the meanings, respectively assigned to them in the Act;

CHAPTER II

Meeting of the Board

3. First meeting of the board after its constituted or reconstitution by Government under S. 3 of the Act.

- (a) Soon after the constitution or re-constitution of the Board by the Government under S. 3 of the Act, the new office-bearers nominated by the board, shall be immediately put in charge of their respective offices. Thereafter, the Secretary in consultation with the Chairman shall call the first meeting of the freshly constituted Board by serving a notice of each individual member of the Board either through peon or through registered post whichever is convenient.
- (b) Such a meeting of the Board shall generally be held within six weeks from the said date from which the constitution or reconstitution of the Board as the case may become into force.

4. Ordinary meetings of the Board.

- (a) The Board may in its meeting fix the date, time and place for its next meeting that should be compulsorily held under the provisions of S. 9 of the Act.
- (b) The Board may also leave the matter to the Secretary who, after due consultation with the Chairman shall fix the date, time and place for the next meeting of the Board and call the meeting accordingly.

5. Emergency meetings of the Board.

- (a) The Chairman in consultation with the Secretary or on being advised by the Executive Committee may decide that an emergent meeting of the Board should be called in the interest of the Board, fix the date, time and place for the same.
- (b) The chairman shall cause to call an emergent meeting of the Board if a requisition specifying the matters sought to be discussed is submitted in writing by two-third of the total number of members of the Board to the Chairman or the Secretary of the Board and take up the matters specified in the question and shall be discussed in the emergency meeting.

6. Notice to be served on each member of the Board.

- (a) Whenever it is decided that a meeting of the Board should be called, a notice shall be served by the Secretary on each member of the Board specifying the date, time and place for meeting either through persons of the Board or by registered post, whichever is convenient.
- (b) For the purpose of serving such a notice the address of a member appearing in the official membership roll of the Board shall be deemed to be correct and if a notice is served on the address of the member within the required time such service will be deemed as sufficient for the purpose of holding any meeting of the Board.
- (c) A notice should reach the official address of a member at least 15 days ahead of the date fixed for the ordinary meeting; provided that in case of an emergency meeting the notice should reach the official address of a member 5 days before the date fixed for the meeting.
- (d) Such a notice shall be accompanied by an official list of business proposed to be transacted in the meeting of the Board; provided that this shall not in any way preclude any member to send any item for inclusion in the list of business in such manner as hereinafter prescribed.

7. Agenda for the meeting of the Board.

- (a) An official list of business with explanatory notes where necessary, proposed to be transacted in a meeting of the Board shall be prepared well in advance by the Secretary in consultation with the Chairman and an approved copy of such a list shall accompany each notice served on each member of the Board regarding the proposed meeting.
- (b) Any member of the Board may send any item for inclusion in the list of matters to be discussed in the proposed meeting which must be received in the office of the Board at least three days before the date fixed for such a meeting.
- (c) Items thus received from the members for inclusion in the list of business shall be placed before the meeting of the Executive Committee which is to precede each meeting of the Board as hereinafter prescribed. After final selection on the member's item by the Executive Committee the Secretary shall add such item to the official list of business and finalise the list.
- (d) No business other than those included in the finalised agenda shall be considered in the meeting of the Board except with permission of the president of the Meeting; provided that such permission shall be accorded in

exceptional case only where majority of the members present prefer such a discussion.

- (e) A copy of the finalised list shall be placed before any business is taken up in the meeting.

8. Quorum of the meeting.

- (a) One-third of the total number of the members of the Board shall form a quorum for a meeting of the Board.
- (b) The chairman shall preside. In the absence of the Chairman the Vice-Chairman shall preside. In the absence of both, the president elected in the meeting amongst the members shall preside.
- (c) If in any meeting, sufficient number of members are not present so as to form a quorum, the Chairman or the Vice-Chairman presiding over the meeting in absence of the Chairman or the president elected in meeting presiding in absence of the Chairman or the Vice Chairman shall adjourn the meeting to a later date whereupon notice shall be served on all the members of the board in the manner prescribed and it shall then be lawful to dispose of the business at such adjourned meeting irrespective of the number of members attending.

9. Disposal of business.

- (a) Every subject that may come before the Board for discussion shall be decided by the Board. In case of division of opinion amongst the members of the Board present in the meeting, such subject shall be decided by majority votes of the members present and voting on that question. No member shall vote by proxy.
- (b) In case of equal division of vote the Chairman, the Vice-Chairman or the members presiding over the meeting, as the case may be, shall have a second or a casting vote for deciding the matter.

10. Proceedings of the meetings.

- (a) As soon as a meeting of the Board starts, copies of the finalized agenda of the meeting should be placed before every member of the Board.
- (b) The minutes of the meetings of the Board shall be recorded in the minute-book and shall be signed by the Chairman, the Vice-Chairman or the members who presided over that meeting.
- (c) The minutes of each meeting shall be placed before the next meeting of the Board for confirmation.

- (d) Copies of such minutes shall be forwarded to each member of the Board and such copies or extracts thereof shall also be sent to the State Government and to Khadi and Village Industries Commission whenever necessary.

11. Membership roll.

- (a) A record of the names of all the members of the Board with their respective addresses shall be maintained in the office of the Board by the Secretary.
- (b) If any member of the Board changes his address he shall notify his new address to the Secretary who shall thereupon enter the address of the member concerned in the official record. If any member fails to notify his new address, his address already in the official record shall, for all purposes, be deemed to be his address.
- (c) All members of the Board shall be entitled to inspect the membership roll at any time during office hours in the office of the Board.

CHAPTER III

Chairman, Vice-Chairman, Secretary and Chief Executive Officer

12. Chairman.

- (a) The Chairman shall be responsible for proper functioning of the board.
- (b) The Chairman may delegate some office powers and functions to the Vice- Chairman.
- (c) The Chairman shall be a member of the Executive Committee nominated by the Board and shall function as the Chairman of the Executive Committee.

13. Vice-Chairman.

- (a) The Vice-Chairman shall discharge such powers and functions as may be delegated to him by the Chairman.
- (b) He shall remain in-charge of the Chairman's office whenever the Chairman remains absent on leave after intimating the Board in writing of his doing so.

- (c) Vice-Chairman shall, in absence of the chairman, represent the Chairman in the Executive Committee.

14. Secretary.

- (a) The Secretary shall implement all decisions taken under the provisions of the Act by the Board, the Executive Committee and the Chairman and exercise general supervision on all matters of the Board.
- (b) He shall co-ordinate and supervise the work of different Departments of the Board and ensure efficient working thereof.
- (c) Secretary shall maintain minutes of each meeting of the Board and the Executive Committee and obtain approval of the President of the meeting. He shall place minutes of each meeting before the next meeting of the Board or the Executive Committee as the case may be for confirmation. Secretary shall also place the confirmed proceeding of an Executive Committee before the next meeting of the Board for approval particularly of the decisions taken by it.
- (d) Secretary shall be a member of the Executive Committee nominated by the Board shall function as the Secretary of the Executive Committee.

- (e) Secretary shall also be member of the Standing Finance Committee nominated by the Board and shall function as its Secretary.
- (f) Secretary shall maintain the membership roll of the Board correct the address of the members up to date as notified by the members.

15. Chief Executive Officer.

- (a) The Chief Executive Officer shall be guided by service rules, etc. applicable to him as a Government employee while discharging his duties and responsibilities.
- (b) The Chief Executive Officer shall be entitled to attend all the meetings of the Board, Executive Committee, Standing Finance Committee and such other Committee as may be formed by this Board under the provision of the Act, but shall not be entitled to vote if he is not member of such a Committee.
- (c) *Powers and duties of the Chief Executive Officer.*

The Chief Executive Officer shall work under the control of the Chairman or under direction of the Secretary where he exercised such powers and perform such duties as may be delegated to him by the State

Government or by the Chairman. His powers and duties will be —

- (1) to co-ordinate, supervise and control the work of the officers and establishment of the board;
- (2) to implement decisions of the Board under the direction of the Chairman and the Secretary;
- (3) to frame annual budget estimate and supplementary budget estimate under the direction of the Secretary;
- (4) to administer the contributory provident fund of the Board when established;
- (5) To sanction contingent expenditure to the extent of powers delegated to him by the Board from time to time;
- (6) to examine application for financial assistance (both grant and loan) and place them before the Board or any other committee empowered by the Board to sanction such loans and grants;
- (7) to undertake such other duties and exercise such other powers as may be delegated to him by the Chairman of the Board;

- (8) he may delegate his powers to the officers subordinate to him with the approval of the of the chairman of the Board for better efficiency and administration;
- (9) he should submit statement of receipt and expenditure before the Board.

16. Sub-division of the principal divisions of the Board.

- (a) The Board may decide to sub-divide its principal administrative divisions according to need for administrative convenience and efficiency.
- (b) *Financial power.*

The Board may delegate necessary financial power to its officer for ensuring expeditious disposal of work and efficient functioning of the organisation. The Board may make suitable rule of this behalf for the guidance of the staff in order to ensure that those powers are judiciously used by the officers concerned.

CHAPTER IV

General procedure

17. Schemes.

- (a) Schemes for works of the Board with detailed estimate shall be prepared to cover all duties and functions of the Board as prescribed in the Act.
- (b) It shall be the endeavour of the Board to improve the general economic condition of the people by making themselves efficient through popularisation, expansion, organisation, improvement and regulation of Khadi and Village Industries amongst the community in general.
- (c) It shall be the endeavour of the Board to help people by providing them work in their homes through Khadi and Village Industries and to render them help monetarily and by way of expert advice and guidance. For this purpose Board's official should work in close collaboration with the Gaon Panchayat, Anchalik Panchyat, Mahkuma parishads and Project and Development Departments including the Cottage Industries Department of the Government.

18. Loans, grants and subsidies.

The Board may frame its loan rules and determine the terms and conditions for issuing such loans to institutions in the State keeping in view the terms and conditions of loans taken by the Board from various sources.

19. Acquisition and transfer of properties.

- (a) For the purpose of carrying out its functions under this Act the Board shall acquire and hold such movable and immovable properties as it deems necessary and may lease, sell, mortgage or otherwise transfer any such property.
- (b) Such transaction shall be made through an officer of Office bearer of the Board duly authorised by the Board in this behalf and according to the decision taken by the Board.

CHAPTER V

Custody of money required for current expenditure of the Board and investment of money not so required.

20. Deposit of funds.

(1) The Board shall maintain bank accounts under two heads:

- (a) State Government grant and loan;
- (b) Khadi Commission's and loan;

The Khadi commission's fund will be again subdivided in two heads;

- (i) Khadi and Ambar Fund Account;
- (ii) Village Industries Fund Account.

All funds will be kept in the Assam Co-operative Apex Bank or the State Bank of India and their branches and where there is no branch of the Co-operative Apex Bank or State Bank of India, funds will be kept in any Schedule Bank or Postal Savings Bank. All moneys of the Board with the exception of petty cash or funds kept at deposit in accordance with these

regulations shall be paid in the respective fund account.

- (2) The Board may authorised any officers of the Board to maintain separate current account in the State Bank of India or any other Schedule Bank of Assam Co-operative Apex Bank or Postal Saving Bank for the depositing funds placed at his disposal in connection with the work of the Board and its centres.
- (3) The petty cash required for making current expenditure shall be in custody of the chief Executive Officer or an officer nominated by him in writing in this behalf. The Board may decide the amount of petty cash thus maintained from time to time. The provision will be applicable to all other Districts and regional and other institutions of the Board.

21. Procedure of payments, deposit and investment on behalf of the Board.

- (1) All payments other than payments relating to salaries, wages and allowances by or on behalf of the Board shall be made by cheques or drafts drawn against the current account of the Board. Payment in respect of individual claims not exceeding Rs. 200 may however be made in cash. This provision will be applicable in all the institutions started directly by the Board

- (2) All cheques drawn against the current accounts of the Board (Khadi and Amber Fund Village Industries Fund, Share Fund Account) and all orders for making investments or for withdrawal of the same or for disposing of any matter of the funds of the Board shall —
- (a) when the value of the cheques drawn does not exceed Rs. 5,000 be signed by the Chief Executive Officer or any other officer to whom power is delegated by the C.E.O.
 - (b) when the value of the cheques exceeds Rs. 5,000 be signed jointly by the Chief Executive Officer and Accounts Officer.
- (3) Placing of money belonging to the Board in fix deposit and their investments or withdrawal in any other manner shall require approval of the Board or the Executive Committee or the Standing Finance Committee which ever is authorised by the Board.

22. Maintenance of account.

- (a) The chief Executive Officer shall maintain or cause to be maintained the account of receipt and expenditure of the Board in the form to be prescribed by the Government.

- (b) He shall be responsible for ensuring that no expenditure will be made from the fund of the Board unless provision for such expenditure has been made in budget and funds are made available for such expenditure.

- (c) He shall prepare or cause to be prepared such statements of accounts and records and subsidiary account and record as may be required by the Government or by the Board from time to time. He shall arrange to conduct necessary internal audit of expenditure made out of the funds of the Board in order to ensure that expenditure is incurred strictly according to rules and regulations under the Act and in accordance with the orders and instructions issued by the Board and other competent authorities from time to time.

- (d) This title of the account of all subordinate officers shall be in the name of the centres to be operated by the Officer-in-charge or any other officer to be incharge.

CHAPTER VI

Budget, accounts and audit

23. Preparation and submission of annual programme and budget.

- (a) The annual programme and the budget estimate of the Board for every financial year beginning on the 1st day of April and ending on 31st day of March following shall be prepared by the Secretary or such Officer as may be empowered by the Chairman in this behalf sufficient in advance of the date fixed in sub-regulation (e) preferably in the month of July and in accordance with the sub-regulation (g).
- (b) A copy of the budget estimate along with a copy of the annual programme so prepared shall be sent to the Standing Finance Committee and each of its members when it shall be discussed and commented upon with suggestion for the amendment, if any, by the Standing Finance Committee in its meeting to be held in August.
- (c) A copy of the budget estimates alongwith a copy of the annual programme so prepared shall be sent to the Standing Finance Committee comments shall then be sent to each member of the Board at least fourteen

days before the meeting of the Board at which such estimates are to be considered.

- (d) The Board shall consider and approve, in consultation with the Standing Finance Committee the budget estimate and the annual programme with such changes as it thinks fit at a meeting to which the consideration of the budget estimates is fixed by a resolution of the Board.
- (e) The budget estimates and the annual programme as approved by the Board shall be submitted to the Government by the 20th September but in no case later than the end of the September each year.

Provided that the Board in consultation with Government may extend the date of submission of the budget estimates by such period not exceeding fifteen days as they may think fit.

- (f) The budget shall alongwith other matters include —
 - (i) the estimated opening balance;
 - (ii) the estimated receipts by way to be released by the Government and the commission, recovery of interest, refund of loans and other miscellaneous receipts;
 - (iii) the proposed expenditure separately under “Khadi” including Ambar Charkha

Scheme, and “Village Industries” classified under following heads or such other heads or sub-heads as the Government may direct:

- (a) Administration;
- (b) Subsidies and grants;
- (c) Loans;
- (d) Trading Accounts (Production and trading activities);
- (e) Accounts for purchase of cotton and other materials for manufacture of Amber Charkhas;
- (f) Research;
- (g) Trading;
- (h) The expenditure under each head shall be further classified under the following sub-heads wherever necessary:
 - (i) Pay of officers;
 - (ii) Pay of establishment;
 - (iii) Allowances and honoraria, etc.

24. Supplementary budget.

Same procedure as above shall be followed in preparing the Supplementary budget of the Board.

25. General audit.

- (a) Annual accounts of the Board shall be made readily available for audit.
- (b) The Board shall discuss the annual audit report and take necessary action to remove the objections raised by audit;
- (c) If the Board in consultation with the Standing Finance Committee discharges with certain points raised by audit and cannot agree to accept them it shall refer such points to Government stating clearly the reasons for which the Board disagrees with such views of the audit and obtain views of the Government and thereafter act accordingly.

26. Cash account.

- (a) There shall be deposited by the cashier for maintenance of cash account of the Board as and when necessary if sufficient cash is to be maintained in the Board's office.
- (b) Sufficient cash security shall be deposited by the cashier when appointed and such cash deposit shall be fixed on the basis of average monthly cash balance in the Board's office.

- (c) Cash balance in the Board shall always be maintained below the level of the security deposit made by the cashier.
- (d) Security deposits shall always be made in all cases either in National Saving Certificate or in Postal Saving Bank deposit made in favour of the Board.
- (e) Such National Savings Certificates or Saving Bank Account Pass Books may be kept with safe custody of the Chief Executive Officer.

27. Permanent advance in the Board's office.

For meeting daily contingent expenditure, etc., of the Board a permanent advance of Rs. 500 shall be placed at the disposal of the Chief Executive Officer which shall be recouped from time to time.

28. General cash book and verification of cash balance.

- (a) A general cash book showing the daily cash transaction of the Board shall be maintained.
- (b) Daily cash transaction shall be entered every day which shall supervised by the Accounts Officer daily and put up to the Chief Executive Officer or such other

officer under him who is placed in charge of cash book who shall sign the cash book daily.

- (c) Cash balance of the Board shall be verified by the first week of every month with the balance shown in the cash book by the Chief Executive Officer or such other officer put in charge of cash by him.
- (d) Chief Executive Officer shall also supervise verification of the cash balance from time to time in order to satisfy himself about the proper maintenance of the cash accounts.

29. Managements of production and sale centres.

- (i) Production and sales centres of the Board shall be in charge of officers placed for the purpose.
- (ii) Unless otherwise directed by the Board, the Officer-in-charge of a particular centre shall perform the following duties:
 - (a) the Officer-in-charge of the centres receive money on behalf of the centres shall, issue receipt therefor and properly account for such receipts immediately in the books of the centre;

- (b) pay all cost of management and working expenditure out of the funds of the centre and properly account therefor immediately in the books of the centres;
- (c) working capital and the daily cash balance including the daily sales proceeds and proceeds from other transaction of the centre shall be kept in Saving Bank Account in the Assam Co-operative Apex Bank or any Schedule Bank and any branch of the State Bank or in Postal Saving Bank as approved by the Board for a particular centre. The Account will be operated by the office-in-charge of the centre who shall be responsible for the proper operation of the account and its accurate maintenance of records and registers and directed by the Secretary;
- (d) such officer shall submit all statements as required by the Secretary;
- (e) Officer-in-charge of all centres except Central Store, Gauhati, will be allowed to keep a permanent advance not exceeding Rs. 100 in order to meet contingent expenditure. Officer-in-charge of Central Store may keep permanent advance up to Rs. 500 for each such contingent expenditure and up to Rs. 25 for any individual item;

- (f) sale proceeds and other daily receipts of a centre shall be deposit daily in the Bank Accounts of the Centre on the first hours of the day following the date of receipts, and if that day happens to be holiday, on the next re-opening day;
- (g) Officer-in-charge of a centre or a sale depot except the Manager of Khadi Gramodyog Bhavan, Gauhati shall have to deposit a cash security of Rs. 300 with the Board in such manner as directed by the Board;

Manager, Gauhati Khadi Gramodyog Bhavan and central store shall have to deposit Rs. 1,000 with the Board as security money, in such manner as prescribed by the Board.

- (h) the Officer-in-charge of the centres shall verify stock of the centres every month and on the last date of each financial year and send his verification report to the Secretary or the Chief Executive Officer who himself or by deputation of a responsible officer of his staff may get stock of the centres verified whenever he thinks necessary. Such verification shall be conducted by the Secretary or the Chief Executive Officer by deputation of a responsible officer at least once in year for each centre.

30. Internal audit of various local centres and organisation of the Board.

- (i) The Board shall maintain a batch of internal auditors with such number of members as the Board may decide.

- (ii) Accounts of the various centres and organisations under the Board shall be audited at an interval of three months by such internal; auditors of the Board under the supervisions of one responsible officer of the Board. The internal auditors shall also prepare balance sheets, cash accounts, profit and loss accounts, etc., for each centre for every financial year. Audit report, balance sheets, cash accounts etc., so prepared alongwith the comments of internal auditors shall thereafter be submitted to the Chief Executive Officer who shall submit these balance sheets and other accounts to the Secretary.

The balance sheet and other accounts of centres and organisations of the Board shall be placed in the meeting of the Board alongwith the internal auditor's comments on profit and loss of each centre.

(iii) After closing of the financial year the annual statement of accounts showing receipts, expenditure and utilisation of funds of the Board as a whole (including production and sales centres) under S. 25 of the Act shall be prepared and put in the meeting of the Board for finalisation

. Such statements shall then be submitted to the Government and the Khadi and Village Industries Commission.

CHAPTER VII

Inspection and periodical returns

31. Inspection. (1) Office of the Board shall be inspected at least once a year by the Secretary or the Chief Executive Officer or any responsible officer of the Board deputed in this behalf. Inspection note prepared on such inspection shall be placed before the Executive Committee.

(2) Secretary or the Chief Executive Officer shall arrange for periodical inspection at least once a quarter as well as supervise inspection of the various centres and organisations under the Board by deputing responsible officer on this behalf and cause inspection notes to be submitted. Appropriate action shall then be taken on such inspection notes as directed by the chairman.

(3) Notwithstanding anything contained in sub-regulation (2) the Chairman, Secretary or the Chief Executive Officer, of their own motion, may personally hold such inspection of the offices of the Board and various centres and organisations under the Board.

(4) Officer-in-charge of centres under the Board shall furnish all information required by the Inspecting Officer. The Inspecting Officer shall verify cash balance, stocks and examine utilisation of funds ,etc.,

32. Monthly and other periodical returns. (1) A list of monthly and such other periodical returns, which the Board is required to submit to the Government and the Khadi and Village Industries Commission showing the date of submission against each of them, shall be maintained in the Head Office of the Board.

(2) Secretary shall ensure that such monthly or periodical returns are submitted regularly in the proper form.

CHAPTER VIII

Members of the staff of the Board (General provision)

33. Creation of posts. The Board may create posts on reasonable scale ordinarily similar to the scale applicable to the Government servants in the State of Assam entrusted with similar responsibilities. The Board may also sanction special pay to its employees for specific addition to duties and responsibilities and of special arduous nature of duties and the unhealthiness of the locality in which the work is performed. Such special pay shall not exceed Rs. 200 per month in each case.

34. (a) (1) The services of all employees of the Khadi and Village Industries Board before it was made statutory will be covered by this regulation and their services are to be treated as transferred to the statutory Board.

(2) The past services of these employees of the Board will be taken into account for the purpose of seniority, increment, leave, etc.

(3) In case of permanent servant of the State Government or Central Government whose services are lent to the Board, the terms and conditions of services (including their pay, travelling allowances, daily allowances, leave, provided fund, leave salary, pension contribution) shall be such as may be laid down by the Government at the time of the deputation of such persons to the Board. In order to attract the service of efficient and experienced hands for such appointment under the Board, the Board may sanction special pay to such personnel not exceeding Rs. 250 per month in each case.

(4) The Board may employ casually persons whenever necessary on fixed monthly remuneration or on daily wages for the interest of work. Such remuneration or daily allowances should not generally exceed Rs. 250 per month or Rs. 10 daily.

(5) The Board may appoint honorary workers if it is necessary to do so in the interest of the work of the Board and may pay them such honoraria and travelling allowances as provided under the rules.

(6) subject to the provisions of the Act, rules and the regulations, the Board shall lay down the terms and conditions of services of all its employees and honorary

workers (other than the Secretary) *inter alia* these terms and conditions shall cover matters such as age limit at the time of the recruitment, minimum qualification and experience required in the case of any employee or class of employees, etc.

(7) The Board may however, by order in writing, relax any of these terms and conditions wherever it thinks necessary to do so in the interest of the work of the Board.

(8) The Board may grant study leave of its employees in order to enable to study or research or to obtain specialised training in scientific, technical or economic subjects connected with the work of the Board subject to the conditions as may be laid down by the Board.

(9) The Board may, with the prior approval of the State Government make regulations regarding –

- (i) grant or gratuity of its permanent servants;
- (ii) medical aid to be given to the employees from the fund of the Board;
- (iii) the institutions or contributory provident fund for the employees;
- (iv) conduct or discipline of its employees and appeals from the orders in relations thereto;

(10) The employees of the Board must habitually wear Khadi; wearing of Khadi shall make an employee of the Board liable to discharge.

(a) *Certificate of health.* (i) Every employee of the Board shall produce a medical certificate from such authority as may be prescribed by the Board from time to time. Such certificates shall be produced within one month from the date of appointment.

(ii) The employee of the Board who have been appointed before the regulation brought into effect must also submit such certificate of health before their case is considered for confirmation.

(iii) The Board may, for sufficient cause, extend the period within which the medical certificate has to be produced. The Board may, by order in writing, waive the condition regarding the production of health certificate altogether in special case if it deems necessary to do so in the interest of the work of the Board.

(c) *Probation and trial period, confirmation and superannuation.* (1) The posts which have continued for at least 5 years will be considered as permanent and the person holding the post will be confirmed against these posts considering other conditions.

(2) All employees of the Board recruited against permanent vacancy shall be on probation for 2 years and all such employees recruited against temporary vacancy shall be on the period of trial of three months. Such period of trial

may be extended by another 3 months in individual cases by the appointing authority if he considers it necessary to do so but in every such cases the Officers issuing the order shall within 10 days of the issue of the order inform the Chief Executive Officer of the action taken .

(3) (i) After satisfactory completion of the trial period employees will continue in the temporary posts on probation.

(ii) Employees recruited against permanent vacancies will be confirmed therein after satisfactory of probation period, provided there is no adverse remark against the integrity of the employee.

(4) (i) All employees of the Board (other than the honorary workers) shall ordinarily retire on the date of completion of the age of 60 years.

(ii) The Board may also re-employ persons aged over 60 years for a period not exceeding one year at a time, subject to medical fitness.

(d) Termination of services. (i) During the period of probation the services of the temporary employees, may be terminated by the appointing authority superior to the appointing authority without notice or with out assinging any reasons.

(ii) After satisfactory completion of the period of probation, the service of the temporary employee may be terminated by notice of one month or by payment of salary of one month (with allownace) in lieu of notice.

(iii) The services of an employee appointed on probation against a permanent post may be terminated by the appointing authority during the period of probation without notice and without assigning any reason.

(i) The service of an employee in permanent post may be terminated if-

(1) he is declared on medical evidence to be unfit for further service;

(2) he is absented himself from duty without permission of the competent authority or is guilty of insubordination in temperance or other misconduct.

Termination under Cl. (iv) will be accordance with the procedure laid down in the conduct, discipline and regulations etc., applicable to the Governments servants.

(e) Promotion and advances increment. (1) Ordinarily promotions shall be made on merit, seniority also being taken into accounts and shall be made by the Chairman, principally. Character rolls and service books shall be maintained up to date for all employee.

(2) The Board may give advance increment to such persons as it may deem fit but number of the such increments should not exceed more than 3 at a time.

(g) *Travelling allowances.* The employee of the Board shall be eligible for travelling and daily allowances for journeys on tour or on transfer at such rates as prescribed by the State Government for employees of the corresponding grade. The Board may however on special consideration prescribed special rates to such of its employees as considered necessary considering status.

(h) Recruitment of staff. (1) All posts of the Board will be filled up by inviting applications by notification in the local newspapers. The Board may appoint a Committee for selection of the candidates; provided that in case of emergency and in the interest of the Board emergency vacancies may be filled up by the Chairman or any other officer authorised by him in this behalf temporarily for a period of 3 months without taking resort to the above procedure. On expiry of the said period unless the term of such appointment is temporarily extended by the Board, the vacancy shall be filled up by normal procedure. The Board may for reasons to three months in the interest of the Board on expiry of which the posts shall be filled up by regular recruitment by means of the above procedure; provided that the Secretary shall be authorised to appoint persons for jobs, the initial pay of which does not exceed Rs. 100 in consultation with the Chairman. Promotion posts shall be filled up by the Chairman, but promotion posts which are partly filled up by promotion and partly by directed recruitment shall be placed before the Selection Committee.

(2) No age limit will be imposed provided a candidate is physically fit and possesses requisite qualifications and experienced particularly in the field of Khadi and village industries and is able to serve at least three years until he completes his 60th year of age. In all other cases the Board may, by a resolution to be adopted in its meeting, prescribe maximum age of not exceeding fifty years of age as well as minimum age below the age of eighteen.

(3) Unless otherwise decided by the Board all appointments under Board are liable to be terminated with one month's notice on either side as in the case of temporary Government servants.

Provided that the Board may confirm a member of its staff on completion of five years of good and qualified service where upon a member of the staff shall enjoy the privilege of continuing in service unless removed as a result of the department proceedings for misconduct, failure in discharge of duties, etc., so long as the Board continues.

(4) Board may introduce the scheme of contributory provident fund for the benefit of its confirmed employees

35. Controlling Officer. (1) The Secretary of the Board shall be the Controlling Officer in respect of travelling allowances and daily allowances of bills of the members of the Board.

(2) The Chief Executive Officer shall be the Controlling Officer in the respect of travelling and daily allowances bills of the employees of the Board other non-officials other than the members of the Board,. The Chairman by order in writing direct that the powers of the Controlling Officer of the Board; provided that an officer is not declared his own Controlling Officer.

(3) Head of the District Offices or Regional Offices will be the Controlling Officers in respect of employees of that particular region if the grade of any employee of that particular region posted in that region is not superior to the Head Offices.

36. Departmental proceedings, punishments etc.

Rules application for Governments servants in drawing up departmental proceedings, punishments, etc., shall be applicable to the employees of the Board.

CHAPTER IX

Committees of the Board

37. (a) Chairman and Secretary shall be in cases members of the Executive Committee and function as the Chairman and Secretary respectively of the Executive Committee. Vice-Chairman shall represent Chairman when the chairman is absent.

(b) *Meetings of the Executive Committee.* The Chairman shall cause to call meetings of the Executive Committee at

least once in each month. Such meetings shall be called by serving notice on the members at least 10 days ahead of the date specifying date, time and place.

(c) The Chairman shall cause a list of all urgent and emergency matters on which decisions of the Executive Committee is necessary when the Board is not in session. Such a list of business shall accompany the notice served on the members. Executive committees shall consider the urgent and emergency nature of subjects before it and shall take decision on those subject which in its opinion cannot pend till the next sitting of the Board in the Board's interest and in anticipation of the Board's approval. Other matters shall be kept pending till the next sitting of the Board decision. While taking decision in anticipation of the Board's approval the Committee shall prepare its report as to the urgent and emergency nature of the Board for approval.

(d) The Board may from time to time specify in advance the subject on which the Executive Committee shall be able to take decision.

(e) The Executive Committee shall sit before the sitting of each of the Board's meeting and advice the Chairman and the Secretary to finalize as to which of the items sent by the members of the Board for inclusion in the agenda should be include therein.

(f) Executive Committee shall review the execution of the Board's decision and advise the Chairman as to the manner of execution of the Board's decision.

38. Quorum for meeting of the Executive Committee. (i) Three members shall form quorum for the meeting of the Executive Committee.

(ii) If in any meeting sufficient number of members do not remain present so as to form a quorum the President of the meeting shall adjourn the meeting to a later date giving 3 days' notice to all the members of such adjourned meeting and it shall be then lawful to dispose of the business of such an adjourned meeting irrespective of the numbers of the members present.

39. Disposal of businesss in Executive Committee.

(i) All meetings of the Executive Committee shall be presided over by the Chairman and his absence by the Vice-Chairman and in their absence, by the Secretary of the Executive Committee.

(ii) The Chief Executive Officer shall be able to attend meeting of the Executive Committee but shall not exercise any vote.

(iii) The Executive Committee shall take decision on matters coming before it and in case of any division it shall

be decided by majority votes of the members present and voting on that question. No members shall vote by proxy.

(iv) In case of equal votes the President of the meeting shall exercise his casting vote.

40. Minutes of the meeting of the Executive Committee.

(i) Minutes of the meeting shall be recorded in the minute book and shall be signed by the President of the meeting.

(ii) Minutes of each meeting shall be circulated to the members and placed before the next meetings for confirmation.

(iii) A copy of the minutes of each meeting shall be placed before the meeting of the Board for approval.

41. Standing Finance Committee. Not more than two members of the Executive Committee including the Secretary shall be appointed members of the Standing Committee.

42. Powers of the Standing Finance Committee. Subjects to the provisions of S. F of the Act.-

(1) The Standing Finance Committee shall advise the Board on all matters relating to receipts and expenditure of the Board wherever necessary.

(2) All members of the Standing Finance Committee shall have the right to attend every meeting of the Board but a member of the Standing Finance

Committee who is not appointed a member of the Board shall have the right to vote thereat.

- (3) The Standing Finance Committee shall have the right to refer to the Board any matter having financial implication which in its opinion ought to be brought to the Board's notice.
- (4) The Standing Finance Committee shall scrutinise and supervise the preparation of the budget of the Board, the completion of the annual and other financial statements and the manner in which the accouts of the Board are maintained and made available to audit.
- (5) The Standing Finance Committee shall have the right to record its view on proposal involving expenditure from the funds of the Board pripor to the consideration and approval of such proposals by the Board wherever necessary such as proposals for new schemes, creation of new posts and proposals involving expenditure of Rs. 5,000 and above.
- (6) The Standing Finance Committee shall have authority to advise the Board that a particular decision affecting the general financial policy of the Government should be referred to the Government for consideration.

43. Meeting of the Standing Finance Committee. (1)
Meeting of the Standing Finance Committee shall be held once in every month preferably at the time when the

Executive Committee meeting is also held so that it may be able to render financial advice to the Executive Committee.

(2) Chairman may cause special meetings of the Standing Finance Committee.

(3) A meeting of the Standing Finance Committee shall be held with 10 days' notice.

(4) The Chief Executive Officer shall be entitled to be present in the meeting of the Standing Finance Committee but he shall not have any right to vote if he is not a member of the Committee.

(5) Three members including the Secretary shall form a quorum for the meeting of the Standing Finance Committee.

(6) General procedure as to the conduct of business, voting and formation of quorum proceedings of the meetings that is applicable to the Executive Committee meetings shall be followed in the meetings of the Standing Finance Committee also.

(7) The Secretary of the Assam Khadi and Village Industries Board shall be the Secretary to the Standing Finance Committee.