

CHHATTISGARH GO-SEVA AYOGE RULES, 2005

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officer and employees so appointed under sub - rule (1) of Rule 4, shall get their pay and other allowances from the budget allotted to the Animal Husbandry Department and the Employees so appointed shall be treated as on Deputation and Salary, under the head NO. 14-2403 Animal Husbandry. (Non Plan) 5535. Chhattisgarh Go - Seva Ayog 14- Grant - in - aid Deputation Allowance shall be issued as per norms of financial Department from Time to time. Registration of Institution : (1) (2) (3) (4) (5) Every Institution which is engaged in Animal Welfare in the society may get Application form on payment of Rs. 50/- (Fifty Rupees) by Cash or by Demand Draft of Nationalized bank in favour of the Registrar, Chhattisgarh Go - Seva Ayog payable at Raipur. Every Institution shall be registered under section 11 of the Act on submission of an application in Form I and 11 in triplicate, accompanied by a registration fee of Rupees Five hundred to be remitted in the form of a crossed demand draft from Nationalised bank in favour of Registrar Chhattisgarh Go - Seva Ayog Raipur which shall be non refundable. Every Institution shall also furnish along with the application the following particulars, duly signed by every trustee or the person or the agent specially authorised by the Institution (a) (b) (c) The name and address of the person/ trustee/ executive member of the Institution and mode of their succession of the Office of the Institution. The details of the property whether movable or immovable and mode and source of acquiring it. The gross annual income and its sources and expenditure of the Institution for the last three preceding years, if functioning before the commencement of this Act or otherwise since the date of establishment of the Institution. The statement as provided in sub-rule (3) shall also be accompanied by a copy of deed or the instrument establishing the Institution or such other document as in the opinion of the Ayog sufficiently showing the origin, nature and object of such Institution, or if no such deed or instrument or document has been executed then the affidavit of the authorised person shall contain in full, particulars of an origins, nature and object of the Institution so far as they are Known to the authorised person. The statement as specified in sub-rule (4) be signed by every trustee or the person or his agent authorised by the Institution in this behalf. Every person signing the statement shall be responsible for the authenticity of the information recorded in the application and shall provide the original documents, if any, as and when demanded by the Ayog for verification. . are registered in Chhattisgarh Go - Seva Ayog shall be only valid & entertained by the Ayog. Register of Ayog : There shall be a register of Ayog in Form - III which shall be maintained and kept under the Institution as the .o him under the custody of the Registrar. Scrutiny of the Application : After receiving the application under rule the Registrar shall scrutinise the 7. application and ascertain the following particulars before entering the contents in the register of Institution - (a) Whether the Institution comes within the purview of the Chhattisgarh Go - Seva Ayog Act, 2004 (No. 23 of 2004) ; 272(20) (h) (d) Ch) (i) 2005 The details of the property pertaining to such Institution The name and address of the trustee or the executive member of such Institution , The mode of succession to the office of such Institution . The income and expenditure of such Institution , Source, of income of such Institution No. of Animals along with details of milch condition debility lameness age etc. in the Institution; Particulars along with Number of animals in the Institution Obtained, or seizure on the way to slaughter house or any other process of Police, Judicial Custody ; and Recommendation of Joint Director, Deputy Director. Veterinary Service of the District. where Institution is situated

8. While ascertaining the fact under rule 7, the Registrar shall cause notice to be served to the head of Institution or the person or specially authorised agent in this behalf by the Institution, to produce the original documents or any other information that may be deemed fit by the Registrar for verification.

9. 10. 11. (1) (2) (3) After ascertaining the facts under rule 8, the Registrar shall enter all the particulars in the register Of Institution, and shall place the register along with the application before the Working Committee through the Secretary of the Ayog for consideration, approval. After approval of the Working Committee, the Registrar shall issue a certificate of Registration in Form - IV and send the same to the applicant under registered post with acknowledgement due. In case the application is rejected by the Working Committee, the Institution may prefer an appeal to State Government within sixty days from the date of rejection of its application. Operation of Funds : (1) (2) (3) The funds of the Ayog shall be operated Jointly by the Secretary and Registrar of the Ayog. The Registrar shall be responsible for maintaining account books, relevant subsidiary register. vouchers and other related documents in the same manner as are maintained in the transaction Of Government business. The details of income received and the expenditure incurred during every quarter shall be submitted in the meeting before the Chhattisgarh Go - Seva Working Committee for approval. Manner of Expenditure : (1) No expenditure shall be incurred

unless the proper sanction of the Chhattisgarh Go - Seva Ayog Working Committee Members shall be include in the Chhattisgarh Go - Seva Ayog Working Committee as follow (a) (h) (c) (e) Chairperson - Chairperson Chhattisgarh Go -Seva Ayog. - All members of Chhattisgarh Go - Seva Ayog. Member - Secretary, Govt. of Chhattisgarh, Department of Agriculture (Animal Husbandry). Member Member - Officiating Secretary. Addit ional Director/ Joint Director, Directorate Veterinary Services. Member - Registrar? Deputy Director, Chhattisgarh Go - Seva Ayog_ 30 GF 2005 272(21) (2) (4) (5) (6) (7) (8) (9) (10) (11 L After- sanction from Chhattisgarh Go - Seva Ayog Working Committee the institution shall be given sub- sidy: Grant. After sanction from the working committee the Registrar with the permission of Chairperson shall dis burse grant amount. The working committee shall sanction an expenditure upper limit for Rs. 9.00 Lacs. maximum (Rupees Nine Lae.) The grant amount payable to institution shall be in two to three installment by discretionary power of the Working Committee and in accordance to circumstances. The Expenditure on each meeting of the Ayogu' Working Committee shall be permitted up to Rs. 200 per member (Government' Non - Government). Welfare Expenditure in the Office of Byog shall be permitted up to Rs. 2000 per month (Rupees Two Thousand) To meet the contingent and miscellaneous Expenditure in the Office of Ayog Rs, 25000.00 (Rupees Twenty Five Thousand) allowed to keep as an permanent advance and permitted to Registrar for its expenditure. For the Expenditure/ Sanction above Rs. 9.00 lacs. the permission from the Government Chhattisgarh shall be necessary. The Following conditions shall be necessary for the Institution for their Eligibility for the grant. (a) (b) (c) (d) (e) (f) (g) Registration under Chhattisgarh Go-Seva Ayog. Institution shall be have at least of 100 animals, inclusive Non - profitable, uneconomic, disabled and aged animals. Institution shall accept responsibility of feeding and taking care of the seized Agricultural Animals Due recommendation of area member of the Ayog shall be necessary for the institut;-e to get the grant from the Ayog. Ayog Shal' be empowered to inspect, review. the activities carried over by the grant provided from the Ayog, Institution shall necessarily furnish the utilization certificate for the Amount provided from the AYGO. Institution shali follow the order/ instruction issued by the Ayog from time to time. The amount received by the institution from the AY02 shall be advertised on the information board of the Institution. The registered Institution should celebrate World Veterinary Day. The Working Committee of the Ayog shall sanction the grant for the following activities. (ii) (iii) (iv) For the rearing of the weak, depilated, aged animal ofthe institution a grant shall be sanctioned of amount of Rs 300.00! unit/ month. as per in the attached Pei•€orma - 6 (Maximum limit of grant Rs Seven lacs/ per year). For the breeding improvement programme, distribution of breed able bulls shall be done (Maximum Rs. fifteen Thousand/ per year For the prevention, control & treatment of contagious disease of all animals of Institution. the grant shall be given for the vaccine and medicine to Institution (Maximum Rs. Twenty Five -lhow.and/per year,) For supply of the drinking water production of green fodder, and irrigation, in the Institution, the grant shall be given for drilling tube well, digging dug well, pipeline for supply of water and electrification etc. shall be included in the proposals (Maximum grant Amount Rs. Fifty Thousand! as per conditions). 272 (22)1 (v) (vi) (vii) (viii) (ix) 30 2005 Subsidy / grant for building, shed and repair works (Maximum ofRs. One lac/ per year). For Training camp for the utility/ importance of cow dung urine (Maximum Rs. Ten Thousand/ per year) Available cow dung, urine. waste fodder. residue in the institution shall be best utilised för making Organic Manure and Power Supply. For this grant shall be given for establishment of Biogas elc_ This develooment increase the income of l Nau cp institution and also help for demonstration to the farmers (The Maximum Rs. One pev Expense for rearing of the seized animals shall be provided as per unit Rupees 10.00/ per day (Performa - 6) For protection for animals from natural calamities. a grant shall be provided ner '(In the face of calamity, if a registered institute is not present the nearst registered institution/ Government Institution shall be extended for work through subsidy (x) (xi) (xii) (xiii) (xiv) For The animal welfare, extension and agricultural camps at village level per camp Rs. 3000/ - (Three thousand) to a maximum Amount Rs. Fifteen Thousand per Institution/pev year. For Institution to organizing yearly' Farmers Conference, once a maximum Rs, 7000/- (Rupees Seven Thousand). Forfodder development in the land of Institution, maximum Rs. Twenty Five Thousand/ per year. For the rural development activities related through schemes of State Govenment for land im- provement fodder development environment, soil conservation etc. Amount subsidy/ grant from the Ayog shall be sanctioned on Institutions proposal and activities on priority basis. The subsidy/ grant sanction by the Working Committee of Chhattisgarh Go-Seva Ayog shall be unanimously recognized

12. Maintenance of Account by the Institution : (1) (2) (3) (4) (5) Every Institution registered under the Act shall submit its accounts of each year ending 31st March and submit balance sheet duly audited by a Chartered Accountant. It shall be the duty of the Institution to maintain the account books, vouchers, correspondance and documents of movable and immovable properties on the general principal of book keeping of account and stores. The Chartered Accountant shall specify in his audit report all cases of irregularities, illegal and unauthor- or misappropriation or fraud and state his opinion with regards to grant or aid given to Institution & Its oranted. On receipt of account, balance sheet and audit report, the Registrar of the Ayog shall critically examill< the same and place it before the Working Committee of Ayog with his comments for consideration. Ifthe Working committee of Ayog is statisfied that any fraud or misappropriation is committed by any Institution with respect to any property whether movable or immovable then Working Committed of Ayog have Rights to stop the grants, cancel the Registration and forward the matter to State Government for further legal action. Provided that no action shall be taken by Working Committee of the Ayog unless a reasonable opportunity of being heard is given to the concerned Institution

13. Manner of Filing Complaint : (I) Any person having interest in welfare of cattle.and has reason to believe that there is, - 272(23) (a) (h) (c) 2005 Mismanagement in care and maintenance of cattle kept in the Institution ; Misappropriation of fund or fraud ; or Any unlawful act being committed by any trustee in contravention of the provision of the Act or these rules may file a complaint to the Ayog. either in person or by registered post duly addressed to the Registrar along with a fee of Rupees Fifty by demand draft drawn on a Scheduled Bank. (2) (3) (4) (5) A complainant in support of his complaint shall submit any documentary proof or an affidavit duly sweated by him. On receipt of complaint. the Registrar shall endorse, therein the date of receipt and cause to be registered in the complaint register He shall also send the acknowledgement to the complain within three days from the date of receipt of the complaint. The Registrar shall scrutinise the complaint and place it before the Working Committee of Ayog through the Secretary of the Ayog tar consideration. On Consideration of the complaint if the Ayog prima - facie comes to the conclusion that there exist substantial truth in the complaint, it may order for an enquiry by such ofTlcer as may be deemed fit. The officer authorised to inquire in the matter shall draw - (a) (b) (c) A definite and distinct articles of charges on the material substance of the complaint. A statement of all relevant facts based on the substance of the complaint. List of documents by which and list of witness by whom, the articles of charges are proposed to be sustained. Manner of Inquiry : (1) (2) (3) (4) (5) The Inquiry Officer shall send a notice in Form V with articles of charges framed under sub - rule (5) Of rule 13, stating the time, date and place of hearing, date of submission of statement of defence against the articles of charge by registered post with acknowledgement to the head of Institution and/ or trustee againse whom the complaint is filed. On receipt of the statement of defence, against the complaint, the Inquiry Officer shall proceed with the Inquiry on the principie Of natural justice. There Inquiry Officer, shall follow the following procedure, namely (a) (b) (c) (d) (e) Oral arguments shall be recorded from both the parties. Examination of witnesses of both the parties and to record their evidences. Opportunity be given to both the parties to cross examine the witnesses. Inquiry Officer shall maintain an order sheet of day to day proceedings. If copy of any documents or record of proceeding is desired by either of the party, the same shall be provided on written request and payment of Rs. Two per page. On the date and time fixed by the Inquiry Officer the oral and documentary evidence by which the articles of charges are proposed to be proved shall be produced by both the parties. The witnesses shall be examined and cross examined. The Inquiry officer may also put such questions to parties and witnesses which are required to ascertain the fact of the case. The Inquiry Officer may give a reasonable opportunity to both the party for inspecting such documents which are taken into record. The Inquiry Officer may allow the party concerned to produce the additional evidence it is in the opinion of Inquiry Officer that the production of such evidence is necessary in the interest of justice. 272(24) 30 2005 (6) When the Inquiry is completed. the Inquiry Officer shall prepare his report and submit it to the working committee of Ayog for consideration and order

15. After receiving the report under Sub-rule (6) of Rule 14, the Ayog shall pass such order as it deems fit

16. Any person aggrieved with the order of the Ayog, may prefer an appeal to the Government within sixty days from the date of communication of the order of the Ayog

17. Repeal and Saving : Madhya Pradesh Go-Seva Ayog Rules 1995 vide Notification Nov F 23-18-XXXV-93 dated 29-9-1995 in relation to its extent in the State of Chhattisgarh and all other rules and resolution in force immediately before their commencement of these rules are hereby repealed in respect of matters covered by these rules. Provided that any order made or taken under these rules, so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules. By order and in the name of the Governor of Chhattisgarh, B.K.S. RAY, Principal Secretary. 30 2005 Form - I (See Rule - 5) ...Chere enter name of the Institution) 272(25) OFFICE OF THE To, The Registrar, Chhattisgarh Go-Seva Ayog Raipur- Subject -Application for Registration of Institution under the Chhattisgarh Go-Seva Ayog Adhiniyam 2004. Whereas the aforesaid Adhiniyam provides for the Registration of Animal Welfare Institution. Now therefore, this Institution intends to get registered under Section 11 of the said Adhiniyam. Hence this appliction, accompanied by such particulars as required under Rule 5 of Chhattisgarh Go-Seva Ayog Rule. 2004, in triplicate is submitted. A crossed demand draft No. dated INDEX RECEIPT for Rs. enclosed as registration fee. Full Address : of Bank is also Head of the Institution or its authorized agent. Seal of the Institution Description of document 2 3 Date of application dated Signature (Head of Institution) for Received Application for registration along with bank draft No. Rs. Five Hundred only along with copies of relevant documents numbering Raipur, dated Signature of receiving clerk of Chhattisgarh Go-Seva Ayog, Raipur 272(26) 30 Rule -5-3 (a) (For Registration of Institution) Tensile 2, 3. 4, 5. S. No. 2. 3. 4. 5. 6. g. 9. 10. 6 Name of Institution Office of Institution District Object of the institution as follow As per Constitution/Byelaw of institution the work allotted to Managerial committee. There name, address & Signature as follow - Name Designation Address Signature Find enclosed herewith a signed copy of constitution/ Byelaws of Institution & particulars in Performa One & Two. Name, Seal & Signature Head of the Institution 30 EF200S Form - 11 (See Rule - 5) Place 272(27) S. No. 2. 3. 4. 5. 6. 8

9. Particulars of Statement Name of the Institution Location Distt. The aim and object accompanied by copies of deed of instrument or such abstract which may so the origin and nature and object of the Institution. Certificate of registration under any enactment provided it is registered before the commencement of the Chhattisgarh Go-Seva Ayog, (Act) ; 2004. Bye-laws if any & its euthenics : Name of the trustee members with their full addresses and along with officials holding the post mode of succession in relation to Institution. Employees of the Institution, if any : Details of the Livestock Number (i) (ii) (iii) (Yi) Cow Heifer Bull Bullock Calf- Male Female Other livestock (mention type) Milk production of last 3 years Full particulars of land held by the Institution : (with attested photocopy of Land Records) (a) Irrigated (b) Non - Irrigated Land use Classification Under Road Total Average/ per Head Agriculture Grass Pasture Bar Under building date of Estt. Tehsil Breed Selling cost if any Other category Other purpose 272(28) 12. 14

15. Source of Income . Activities (narrate in short) Audited account of last 3 years Particulars regarding grant received 30 2005 2000-0 i Institution from where zrant received M.P. Go - Seva Ayog Animal Welfare Board of India Chennai. Fund from the member of parliament Fund from the member Of Legislative or Assembly. From other institution Particulars regarding account of institution Particular Approximate yearly income of institution Income from Manure, cow urine, Medicines, insecticides & Hide, Last Financial Audit report enclosed or not. Proceeding of last executive meeting of institution enclosed or not. According to account book of institution the cash is operated through bank of particular person ? Account NO. and Name crt' the Bank of the institution. Whether the account book of the institution kept regular & up to date n If the working committee & institution is elected than the year of Election and Name and Address, Telephone No. of the present Chairman./Secretary Treasurer enclose. Special activities conducted by the institution given the particulars. Other information's : 2001-02 Position 2002-03 2. 3. 4. 5. 16. S. No. 2. 3. 4. 5. 6. 8. 9

17. Signature of Head of the Insitution. 2 29) Name of Institution Address Date of Establishment Form - (See Rule - 6) REGISTER OF AVOG Object Registration No. if any (When registrar under any enactment) Date of Registration Agriculture land Live stock 11 Regisrration No. allotted 2 Name & Address Of the Trustees or Executive Body 3 Details of property IMMOVABLE The manner Of Succession of the Trustee or Executive Body 4 Building Value 6 Value 12 Non-Agriculture land 7 Securities 13 Value 8 acca Con. Area Rac a Con.Area Value IO Details of property MOVABLE Value Investment 9 Cash Equipment 14 15 Value 16 17 Implement 18 Vechile 19 272(30) Value of Col. 17 to 19

20 30 2005 Source Of Income Total value of property 21 Total income since the date of Estt. or Institution since last 3 preceding years (year wise) Expenditure of last 3 years (year wise) 24 Any other particulars. Counter signature of Chairperson Chhattisgarh Go-Seva Ayog, Raipur Signature OT Registrar Chhattisgarh Go-Seva Ayog, Raipur 30 2005 Performa-A Rule-7 (G) Verification and confirmation by Joint Director; Deputy Director. Veterinary Service of the District.....-....., 272(31) 2, 4. 5. 6. 2. 3. 4. 5. 6. 8. 9. IO. S. No. 2. 3. 4. 5. 6. 8. 9. A. Particulars regarding institution Particulars Name of the Institution Postal address of the institution District Establishment Year of the institution Registration No. Date in M.p. Go-Seva Ayog. if? Name and Registration No. Date in other institution. Name, address and Telephone No. of contract person of the Institution B. Particulars regarding Land/Building Particulars Total Area of institution Area of Agricultural Land (irrigated and Non-irrigated) Area of Non-Agricultural Land Area of Cattle grazing Land Building (Constructed Area) Available Source of water (River, Pond, Tube well, Dug well etc.) Available gober Gas Plant Available solar panel Silo pit/Nadep Tank] Vermi compost Tank/Other. Available vehicle (Bullock cart, Tractor, Jeep, Motor cycle, Cycle etc.) C. Particulars of Live stock Particular Milch cow Pregnant Cow Infertile/unproductive/ Aged; disabled Cow cow Bulls & Buffalo Bulls Cow bullock/ Buffalo Bullock Heifer/ male calf of female calf Up to 3 month male & female suckling calf No. of animal in particular and date of received from the Judiciary/ Police Custody Whether the case is in Judiciary for consideration (8) Sign & Seal Incharge of the Institution Sign & Seal V.A.S. Veterinary Hospital District Information inferior Information Sign & Seal J.D.V.S./D.D.V.S. District 272(32) 2005 Performa-6 (See Rule - 11(11-VIII-IX) (performa for the subsidy to the Aged, lame, weak & seized animal) Name of the institution Tensile rearing subsidy amount for the financial year - Distt. No. S. No. 3. 4. 5

6. Name of animal group Cow Heifer He/ She Calf (a) Up to 1 Year of Age (b) Up to 2 Year of Age Bull/ Bullock Calf in Milk Other He/She Buffalo/ Jersey Cow Total (Total Adult animal Unit) Comparative unit 1.0 0.9 0.4 0.7 1.2 0.2 1.2 Sign & Seal V.A.S. Veterinary Hospital District Sign & Seal Member C.G. Go-Seva Ayog Raipur Total Adult animal unit Sign & Seal Manager Institute 2005 CHHATTISGARH GO-SEVA AVOG Form - IV [See Rule 9 (2)] Registration certificate 272(33) institution has been registered - Certificate that entered at serial number of the Register of Institution of the Ayog, in accordance with the provision of Section 11 of Chhattisgarh Go-Seva Ayog Adhiniyam, 2004 and Rules framed there under grants the Registration subject to the following conditions :- 2. 3. 4. 5. 6. No. Dated The Institution shall abide to its constitution. The Institution shall discharge its function for the cause of object for which it is constituted. No property or assets except perishable goods shall be disposed of in any manner without the prior permission of the Ayog. All proceeds received in the name of Institution shall be accounted for in proper books and audited by the Chartered Accountants, Institution shall submit its audited account and detailed report during the preceding year to Ayog by 31 st July of each year. Institution shall be bound to follow the terms listed under the rule No. 11 (IO) of Ayog. A certified copy of document is returned herewith for proper custody and record of the Institution. Secretary Chhattisgarh Go-Seva Ayog, Raipur. Registrar Chairperson Chhattisgarh Chhattisgarh Go-Seva Ayog, Raipur, Go-Seva Ayog, Raipur. 272(34) Whereas Shri 30 2005 Form - V (See Rule- 14) NOTICE FOR SEI OF COMPLAINT S/o Shri Instituted a written complaint against you/your Institution. You are hereby summoned to appear before the Ayog in person or through an authorized agent duly authorized by you and to answer all material questions relating to the complaint with all necessary documents relied upon to defend the complaint so made, on the day of in the office of the undersigned : to answer. 2005 at please take notice that in default of your appearance on the day specified above, the complaint shall be heard and determined ex-parte, Given under the hand and seal of Chhattisgarh Go-Seva Ayog, this 2005 day of Registrar Chhattisgarh Go-Seva Ayog, Raipur.