

PUNJAB KHADI AND VILLAGE INDUSTRIES BOARD RULE 1957

I Punjab Khadi and Village Industries Board Act, 1955 (Punjab Act No. 40 of 1956) RULES (Amended upto August, 1998) 401 E Haryana Khadi and Village Industries Board INDUSTRIES DEPARTMENT NOTIFICATION The 4th September, 1957. No. 3710-8-DIB-57/16996-In exercise of the powers conferred by section 34 of the Punjab Khadi and Village Industries Board Act, 1955 (Act 40 of 1956), the Governor of Punjab is pleased to make the following rules, namely :— 1



2. Short Title —These rules may be called the Punjab Khadi and Village Industries Board Rules, 1957.

Definition — In these rules, unless the context otherwise requires. (a) (b) (c) (d) (e) (O 'Act' means the Punjab Khadi and Village Industries Board Act, 1955 (Punjab Act 40 of 1956). 'Chairman' means the Chairman of the Board. 'Vice-Chairman' means the Vice-Chairman of the Board. 'Secretary' means the Secretary of the Board. 'Joint Secretary' means the Joint Secretary of the Board. 'Financial Year' means the year commencing on the 1st day of April. 2A. The Chief Executive will be paid salary and allowance 3. etc ; as per terms and conditions determined by the Government. (Inserted vide amendment No. GSR 49/PA/ 40/56/s. 34/91 dated 2-8-1991) "Procedure of payments, deposits and investments on behalf of the Board, Section 20" (Heading substituted vide gazette notification No. 11/15/ 97-51B1 dt. 12-8-98) (a) The Board shall receive requisite funds for implementing the various schemes and those under 2 4. section 20 of the Act and deposit the same in the Bank. (b) Payments by or on behalf of the Board shall be made in cash or by cheques drawn against the current account of the Board. (c) The cheques and all orders for making investments or withdrawal of the same, or for the disposal in any other manner of the funds of the Board shall be signed by the Secretary, provided the transaction does not exceed Rs. 5,000/- in each case and where the amount exceeds, this will be countersigned by any member of the Board specially authorised by the Chairman in writing to do so. (d) Placing of money in fixed deposits and investment thereof and the disposal of such money if so placed or invested shall require the prior approval of the Board. "Custody of money required for current expenditure of Board and investment of money not so required, section 20". (Heading substituted vide gazette notification No. 11/15/ 97-51B1 dt. 12-8-98) (a) (b) The current account of the Board shall be kept in the State Bank of India or in any other Scheduled Bank where State Bank of India does not exist and all moneys of the Board with the exception of petty cash and moneys, placed in fixed deposits or invested in accordance with the provisions hereafter contained, shall be paid into that account. The Secretary will place requisite cash at the disposal of in-charges of the various centres for running day to day work of the said centre ; provided the amount 3 (c) (d) not exceed Rs. 2,000 for an individual centre. In the amount exceeds Rs. 2,000 exceed Rs. 10,000 consent of the Chief will be obtained in writing. In cases where amount exceeds the limit of Rs. 10,000 the of the Board shall be necessary, (The word has been substituted by the words 'Chief Executive' vide Gazette notification no. GSR 49/ PA 40/56 S.34/91 dated 2-8-1991.) The Petty cash required for meeting current shall be in the custody of the cashier or any other officer who may be nominated by the in this behalf and shall not exceed Rs. 500. entrusted with the cash, Store and Stock will be to furnish necessary security as may be by the Government from time to time. 5. allowance Section 4(2)". substituted vide gazette notification No. 11/15/ 97-51B1 12-8-98) purpose or reimbursing personal expenditure incurred in attending the meeting of the Board, or in with any duty assigned to them by the Board Government for purposes of the Act, members of Board or its sub-committees, including co-opted who are non official shall be paid Travelling Allowance and Daily Allowance at the rate fixed by Government from time to time for Government servants of grade I drawing a pay of Rs. 1,000 per mensem. "Bidding contracts, Section 13". substituted vide gazette notification No. 11/15/ 97-51B1 dt- 12-8-98) Every contract made by or on behalf of the Board shall be in writing and bear the common seal of the Board and shall :— (ii) In case its value or amount does not exceed ten thousand rupees, be signed by the Secretary ; (Substituted vide gazette notification No. 11/15/97- dt. 12-8-98) In case its value or amount exceeds ten thousand rupees, be signed by the Secretary in the presence of a member authorised by the Board in this behalf and shall also be countersigned by such member. (Substituted vide gazette notification No. 11/15/97- 51B1 dt. 12-8-98) 7. 8. "Preparation of programmes, Section 23". (Heading substituted vide gazette notification No. 11/15/ 97-51B1 dt. 12-8-98) The programmes under section 23(1) of the Act shall be prepared by the Board during every financial year for the next financial year in the form 'A' and shall be forwarded to the State Government before the 15th September in the year in which it is prescribed. A supplementary programme, if any, under section 27 of the Act shall also be prepared by the Board in any financial year in form 'A' and shall be forwarded to the State Government before the 30th June, in that year. "Preparation of Budget, Section 25 and 27". (Heading substituted vide gazette notification No. 11/15/ 97-51B1 dt. 12-8-98) The Board will submit to Government its annual budget in the usual

form in accordance with the calendar which may be issued by Government and the instructions which Government and the instructions which Government may issue from time to time. The budget should show

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9. IO. distinctly in-full details and with explanatory note' for marked differences in estimated receipts and expenditure under all its heads on capital and revenue accounts the schedule of staff already employed and to be engaged during the next year in the usual form. It should be accompanied by the Board's programme relating to each scheme and schedule of staff as sanctioned by the Government. A supplementary budget, if necessary shall be submitted to Government in the usual form on such date as the Government may notify. "Grant of Loan and subsidy, Section 12." (Heading substituted vide gazette notification No. 11/15/ 97-51B1 dt. 12-8-98) The Board will grant, loan, subsidy etc, to individuals, registered institutions and co-operative societies within the budget provision of various schemes. "Annual reports, Section 20." (Heading substituted vide gazette notification No. 11/15/ 97-51B1 dt. 12-8-98) The Board shall submit its Annual Report in the form 'B' to Government and the Head of the Department associated with the development of Khadi and Village Industries, before the expiry of the period specified in Section 28 of the Act. The quarterly progress report shall be prepared by the Secretary in the form that may be prescribed by Government from time to time and copies thereof submitted to the State Government and Head of the Department associated for the development of Khadi and 6

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4. Village Industries from time to time. "Accounts, Section 29 and 30". (Heading substituted vide gazette notification NO. 1 1/15/ 97-51B1 dt. 12-8-98) The receipts and expenditure of the Board shall be classified under such major, minor and subordinate heads of account, as the State Government may in consultation with the Board direct and shall be shown under such further detailed heads against as the Board may deem necessary for the purpose of administration and control. With six months of the close of each year the annual statement of account referred to in section 30(1) of the Act shall be prepared, showing the financial results of any scheme or works undertaken by the Board in that year. FORM 'A' Programme Name of the Scheme. Introduction. Scheme as in operation during the current year. Administrative aspects. Technical aspects. (Training) Economic aspects. Social and rural development aspects with particular reference to employment. Progress achieved during the six months and expected during the remaining part of the year. New year's programme— (a) Administrative. (b) Technical. 7 (c) i. 2. 3. 4

5. The programme shall contain—The particulars of the scheme which the Board proposes to execute whether in part or wholly, during the next year ; Particulars of any work or undertaking which the Board proposes to organise during next year for the purposes of and carrying out its functions under the Act ; and Such other particulars as may be required. Estimated receipts and expenditure. Reasons and fill justifications for the supplementary (For supplementary programme only). FORM 'B' 2. 3

4. Introductory. constitutional Changes, if any, Administrative review. Meetings of the Board (Short review). Industry-wise description of the scheme undertaken. Progress of the schemes and prospective programme for the next year. Note :— Reveiw of each scheme should lay stress on its record of socio-economic and financial aspects. It should contain complete statistics with special reference to training and 6. five-years plans. Gerrral Survey. MANGAT RAI, Secretary to Government, Punjab. Industries Deparünent. 8