

RULES AND REGULATIONS OF THE SOCIETY FOR TRAINING AND RESEARCH IN PUBLIC ADMINISTRATION AND RURAL DEVELOPMENT

SOCIETY FOR TRAINING AND P N ND RURAL DEVELOPMENT 1. Short title These Rules may be called " the Rules of the Society for Training and Research til Public Administration and Rural Development." 2. Definitions In these Rules , unless the context otherwise requires : 1

11. III.VI. VII. "The General Body" means the General Body of the Society. "The Executive Committee" means the Executive Committee of the Society. 'The Chairman' means the Chairman of the Society. 'Members' means the Members of the Society. 'Director' means the Director of the State Institute of Public Administration and Rural Development (SIPARD) 'Government' means the State Government of Tripura. Society means the Society Training and Research on Public Administration and Rural Development VIII 'Year' means the Financial year. LX . • Institute means the State Institute ofPublic Administration and Rural Development (SIPARD) 3. Members of the Society: The General Body shall be constituted with the following members of the Society : 1. 2. 3. 4. S. 6. 7. S. Chief Secretary, Government of Tripura Secretary, General Administration Department (P&T), Govt. of Tripura Secretary, Rural Development Deptt.,Govt. of Tripura Secretary, Finance Department, Govt. of Tripura Chief Executive Officer, TTAADC, Govt of Tripura. Secretary, Tribal Welfare Deptt, Govt. of Tripura. Director, SIPARD, Govt. of Tripura. Secretary & Legal Remembrancer, Govt. of Tripura. CL2.(-. 8cetetl. 4. 1. 9.ead i, Uttar Tripura Zillas Pa;rishad, Kailashahar ati, D4kshin Tripura Zilla Parishad, Udaipur. •pati, Paschim Tripura Zilla Parishad, Agartala 12. Sabhadhipati, Dhālai Zilla Parishad 13. One chair person of Urban Local Body to be nominated by the Government 14. The Vice-Chancellor, Tripura •University 15. Direcior, Rural Development (Panchayats) Department 16. Director, Agriculture Department

17. Director, StateLand Use Board 18.Director, Fisheries Department 19. The Chief Engineer , Public Health Department 20. DM & Collector, West Tripura District 21. DM & Collector, South Tripura District 22. DM & Collector, North Tripura District 23. DM & Coll&tor, Dhalai District 24. Director, Tribal Research Institute; Govt. of Tripura

25. Director, Planning & Coordination 26.representative of the National Institute of Rural Development (NIRI)), Govt. of India 27. representative of the Department of Personnel & Training, Govt of India 28. representative of the Ministry of Rural Development, Govt. of India. 29-31 three members to be co-opted by the Chairman, with the approval of the General Body Members Of the Executive Committee The signatories to the Memorandum of Association are the members of the Executive Committee to whom by Rules of the Society, the management of the affairs of the Society shall remain entrusted. III. IV. VI. 5. 1

11. III.a who is a member of the society by virtue of the ofTlce is . attGlding the meeting of the Society, substitute to take his place etinu day nominated by him. Such substitute shall be entitled to take part in the proceedings of that meeting for which he has been nomirated and shall also have the right to vote. The Society shall. maintain a roll of members at its registered office and every member shall sign the roll and state therein his occupation and address. It shall be• binding upon a member of the Society to notify to the Member Secretary any change of his address and occupationrr Persons who have signed the Memorandum of Association of the society shall be the first members of the society duly admitted. The Society may admit further members subject to the approval of the General Body Registration of membership The Society *hall enter into the registration of membership with the following particulars : a) Name and address of each member b) The date on which the member was admitted and c) The date on which a person ceases to be a member Liability. of Membets Members .of the Society, including nominated member, shall have limited liability and no several liability in the event of the Society being wound up or in the event of any decree or order obtained or passed in any suit or proceedings against the Society. Duration of Appointment :- Where member of the Society becomes a member by reason of the office or appointment he holds, his membership of the Society shall terminate when he ceases to hold that office appointmcat. bership of the Society is terminated as provided in the relevant Itttiers of the Society shall relinquish their rmembership on the '0 years •from the date on which they become members of the Society but shall be eligible.fgr re-appointment. Ifa casual vacancy arises during the two years period, the person appointed in the vacancy, subject to the provisions of rules, shall hold office for the unexpired period of

the two years for which his predecessor in office would have continued. Cessation of membership Any member shall cease to be a member; IV. 6. I

11. III.a) b) c) On the acceptance of his resignation by the Chairman of the Society, On his becoming insane or insolvent declared as such by a competent Court. On his conviction of any offence in connection with formation, promotion, management or contract of affairs of the society or a body corporate or of any offence involving moral turpitude- Procedure of the meeting The Chairman or in his absence members present shall elect a Chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The Chairman shall have a second or casting vote in addition to his own vote in the Case of equality of votes. One-third of the total number of members of the General Body shall form a quorum for a meeting of the General Body. In absence of quorum, an adjourned meeting shall be held on such date and at such time and place as the Guirman may decide, No quorum shall be required for an adjourned meeting. At least I(one) meeting of the General • Body and 2(two) meetings or the Executive Committee shall be held in a year. o ' rs 1 Function h n od 1. 11 111. IV. V. VL VII. VITI. X. Body shall be responsible to -: elect members of the Executive Committee; approve . ghe Annual Budget of the Institute drawn up by the Executive Committee. The approved budget shall be submitted to the Government for sanction of government grants. , nominate the auditÖrs; consider the Annual Report prepared by the Executive Committee; consider the balance sheet and audited Accounts for outgoing year; add and amend, with the prior approval of the Government, the Rules of the Institute; to create }dministrative, technicab, ministerial and other posts in Jhe Society, with the prior concurrence of the Finance Department, and make appointments there to frame with the approval of the Govenment by law:. not inconsistent with these rules, for the regulation of the business of the Institute and in particular with reference to preparation and approval of the budget estimates. The sanctioning of the expenditure, reappropriation of funds, making and execution of contracts, the investmeni of the funds of the Institute, sale of alteration Of such investment accounts and audit, procedure for appointments, emoluments, tetms and conditions governing scholarships, fellowship and deputations, grants-in-aid, research schemes and projects, rules of conduct and other conditions of service of the staff of the Institute; constitute committees, for disposal of any business of the Institute or för advice in any matter pertaining to the Institute covering the areas of Training and Education, Research and Evaluation, Finance, appointments and other related matters; perform such other functions as emrusted to it under these rules Pr ure rers and functions of F.xecutivg Committee member; orthe Executive Comnåttee present in-person shall constitute 1) quorum for any meeting, No-quorum shall be required for an adjourned meeting, 11) For every meeting of the Executive Committee, not less than 7(seven) clear days notice shall be given to. each member, provided that the Chairman in special circumstances may call a meeting at a shorter notice. III) Subject to the general control and directions of the General Body, the Executive Committee shall be responsible for the management and administration of the affairs of the Institute in accordance with these rules and the bye-laws made thereunder for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose. IV) Without prejudice to the generality of the foregoing provisions, the Executive Committee shall have the following powers and functions, namely a) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Institute b) to create such posts, appointment and control such staff, for which a specific provision has been made elsewhere in these Rules, as may be required for the efficient management of the affairs of the Institute and to regulate the recruitment and conditions of their services. c) to receive and to have custody of the funds of the Institute and to manage the properties of the Institute; d) to enter for and on behalf of the Institute into agreements including those containing arbitration clauses; e) to sue and defend all legal proceedings on behalf of the Institute; t to • oint mittees, with or without power to co-opt, for disposal of any ss '•t;stitute or for advice in any matter pertaining to the Institute • g) h) i) j) k) l) at in acases Df emergency, the Chairman of the executive committee shall have the powers to appoint such committees; to accept the management of any endowment trust fund, subscriptions or .donation, provided that it is not attended by any condition inconsistent or in conflict with the objects of the Institute; to draw-up the annual budget of the Institute to be submitted for approval of the General Body; to prepare the annual report and accounts of the Institute for the consideration of the General Body; to incur expenditure subject to the provisions of the approved budget; to lay down the terms and conditions governing scholarships, fellowships deputations, grants-in-aid, reSéarch schemes and projects, and• to nominate a person or persons to represent the Institute in

national, international conferences and organisations m) to acquire, hold and dispose materials, movable and immovable, related to training activity directly or indirectly with the aim of furtherance of the objectives of the Society

9. Safe custody or property The General Body shall be responsible for safe custody of the funds, properties and assets of the society. The fund of the society shall be kept in one or more nationalised Banks 10. Books of accounts and inspection The books of accounts and other statutory books shall be kept at the registered office and shall be opened to inspection of the members at such time and place as the General Body may direct on a written request made by any member. In the accounting year of the society shall be from 1st day of April of each year to 31st day of March of the following year

12. Annual general meeting I) NOTICE - The Member Secretary of the Society shall annually call the annual general meeting of the members of the society within two months from the end of the preceding financial year giving at least 14 days notice to all members. The notices shall contain the place, date and time of the meeting. 11) AGENDA - The business to be transacted at the Annual General meeting shall be ; a) b) c) d) e) f) to confirm the minutes of the last Annual General Meeting and of special General Meeting, if any ; to adopt with or without modification the report of the society for the previous year ; to pass audited accounts of the society for the previous year ended to appoint qualified Auditor ; to transact such business as may be fixed by the General Body. to transact such other business as may be brought forward by giving 14 days previous notice from any member III) One-third of the total number of members of the society shall form a quorum for an annual general meeting or special general meeting.

13. In the absence of a quorum, a meeting shall be adjourned and shall be held on at time and place as the Chairman may decide. No quorum shall be necessary for the adjourned meeting. Chairman The Chairman shall

11. III. IV. V. 14. preside over all the meetings of the society , take all disciplinary actions such as removal, dismissal etc. in consultation with the General Body; advise the Member-Secretary in any matter requiring urgent attention ; call emergent meetings ; co-opt not more than three members for the Society subject to ratification by the General Body ; Member secretary The member —secretary shall L 11. III. IV. V. VI. VII, commence all meetings of the society. maintain minutes books of all meeting. issue General circular and notices. get the accounts of the society audited by a Chartered Accountant ensure compliance with statutory requirements. operate Bank Account exercise financial powers equivalent to that of Head of Department of the State Government subjected to that he may draw the cheques upto Rs. 50,000 and for an amount more than that joint signatures of the Chairman and the Member Secretary will be required , if the member secretary is up to the rank of Joint Secretary to the State Government. In case he is of the rank of Additional to State Government and above, his signature alone will suffice ; to transact all other business subject to the direction of the society and General Body Auditor (of accounts. The society shall have its accounts audited once a year by a Chartered Accountant and such auditor shall be appointed in the Annual General Meeting and his remuneration shall also be fixed in that meeting. The report of auditor shall be filed with the Registrar of Societies Tripura together with Other returns under section 17 of the Societies Registration Act. The accounts shall be subject to a second audit by the CAG. Suits and legal proceedings All suits and legal proceedings by or against the Society shall be in the name of the member-Secretary or such person as may be appointed by the General Body for the occasion. Alteration of memorandum rules and regulations Whenever it shall appear to the General Body of the society registered under this Act that it is advisable to alter, extend or abridge such purpose to or for other purposes within the meaning of this Act or to amalgamate the society, such General Body may submit the proposition to the members of the society in written or printed report and may convene a special meeting for the consideration thereof according to the regulations of the society, but no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the society ten days previous to the special meeting convened by the General body for the consideration thereof, nor unless such proposition shall