

TRIPURA LIVESTOCK DEVELOPMENT AGENCY RULES & REGULATIONS

Tripura Livestock Development Agency Rules and Regulations 1.0 Name of the Society: The name of the Society shall be (PLDA). 2.0 Address of the Society : "Tripura Livestock Development Agency' Astabal Chowmuhani, Near Paribahan Bhawan, P.O : Agartala, Tripura (West). 3.0 Short Title : These rules shall be called "Rules of Tripura Livestock Development Agency" (hereun after referred to as Agency) 4.0 a) b) 5.0 a) Scope of Application : These rules shall extend to all the units & activities of the Agency in the State of Tripura These rules shall come into force from the date on which the Agency is registered under the Societies Registration Act, 1860 as applicable in the State of Tripura. Interpretations : In the interpretation of rules and regulations, unless be in the subject or context in consistent therewith "The Act" shall mean the Societies Registration Act 1860 (Act 21 of 1860). Page of 13 b) "Central Government" shall mean Department of Animal Husbandry & Dairying, Ministry of Agriculture, Govt. of India. c) "President" shall mean the President of the Governing Body of the Agency d) "Chairman" shall mean the Chairman of the Executive Committee of the Agency e) The "Executive Committee" shall mean the body which is constituted under Rule-23 as the Executive Committee of the Agency i) "Government" shall mean the Govt. of Tripura g) "Officers & Staff" shall mean all whole time, contractual and part time employees of the Agency' and would include Consultants, Fellows 8, Research Staff. h) The "Agency" shall mean Tripura Livestock Development Agency. i) "Project" shall mean the National Project for Cattle & Buffalo Breeding. j) "Chief Executive Officer" shall mean the Chief Executive Officer of the Agency appointed by the Government. of Tripura under Rule — 21 k) "The Department of Animal Resources Development (ARD) shall mean the Department of ARD, Govt. of Tripura l) "Voluntary Agencies" shall mean Non-Government Organizations who have been assigned responsibilities for execution of any activity under the Project by an authority empowered to do so and would include Registered Societies, Public Trusts & non-profit making Organizations m) "Fiscal year" means 1st April to 31st March. n) "Short term contract" shall mean appointment of a person by an oral for specific purpose under specific term with remuneration Page 2 of 13 Governing Body 6.0 The Agency shall have a Governing body comprising the a. Minister in Charge, Animal Resources Development b. Any other person nominated by the Govt. c. All members of the Executive Committee (Livestock Dev. Agency) d. Chief Executive Officer (Livestock Dev. Agency) President Members Members Member Secretary 7.0 The Governing Body of the Agency shall meet twice a year and the date, time and venue may be determined well in advance. The first meeting after the completion of the accounting year will be treated as the Annual General Meeting. 9.0 Except or otherwise provided in these Rules, the Governing Body meeting of the Agency shall be called by a notice of not less than 15 clear days under the signature of the Chief Executive Officer. 10.0 If the president is not present at the Governing Body meeting of the Agency, the members present will select a member to chair the meeting. 11.0 One third of the members of the Agency present in person shall form a quorum for the Governing body meeting of the Agency provided that no quorum shall be necessary in respect of any adjourned meeting. 12.0 All disputed questions at meeting of the Agency shall be determined by vote and in case of equality of votes; the person chairing the meeting shall have a casting vote. The proceedings of the Governing Body meeting of the Agency be 13.0 recorded and placed before the President for his signature. The proceeding of meeting is to be ratified in the next meeting. Page 3 of 13 14.0 Member/ s of the Governing Body of the Agency; shall cease to be such members, if a) he dies, is of unsound mind, is insolvent or is convicted of a criminal offence involving moral turpitude b) do not attend three consecutive meetings of the Agency without leave approved by the President 15.0 Where a member of the Governing Body the Agency becomes a member by reason of the office of appointment he holds, his membership of the Agency shall terminate when he ceases to hold that office of appointment. 16.0 A resignation from the membership of the Governing Body of the Agency shall be tendered to the Chief Executive Officer and shall not take effect unless it has been accepted by the Governing Body. 17.0 Any vacancy in the non-official membership of the Governing Body of the Agency shall be filled by nomination of the authorities entitled to make nominations, and the person nominated against vacant position shall hold office only for the unexpired period of term of the membership. 18.0 The Agency shall maintain a register of members containing the names, addresses and their occupations, the date of admission and of cessation of membership. The Register will be kept open for inspection of the members

of Agency on requisition. 19.0 The Governing Body of the Agency shall have the following powers and functions i) iii) iv) v) To review implementation of the project and to give overall policy guidance and direction for efficient functioning of the Agency. 'IAO consider the balance Sheet and Audited accounts for the previous year. To ratify the actions / decisions of the Executive Committee. To consider the annual report prepared by the Executive Committee. To perform such other function as are entrusted to it under these rules. Page 4 of 13 20.0 The Chief Executive Officer (CEO) of the Agency shall be appointed by the Animal Resources Development Department which shall prescribe his remuneration and other conditions of service. The CEC) shall act as the Member Secretary of the Agency. 21.0 The affairs of the Agency shall be administered subject to the Rules and Regulations of the Agency by the Executive Committee which shall have the following members Executive Committee . I 2 3 4 5 6 7 8 Principal Secretary/ Secretary, Animal Resources Development Department, Govt. of Tripura Principal Secretary/ Secretary, Finance Govt. @CTÜpura Chief Executive Officer, 'YI'AADC Director, Animal Resources Development Department Govt. of Tri ura Managing Director of, Tripura Co-operative Milk Producer's Union Limited(TCMPUL) Representative of Dept. of A.H & Dairying Ministy of Agriculture, Govt. of India. Any other member nominated by the State Govt. Chief Executive Officer (CEO) Tripura Livestock Development Agency Page 5 of 12 Chairman Member Member Member Member Member Member Secretary 22.0 Member of the Executive Committee shall cease to be a member, if I. he resigns or are of unsound mind, is insolvent or is convicted of a crinninal offence involving rnoral turpitude , or 11. he do not attend three consecutive meeting of the Executive committee with out proper leave of the Chairman. 23.0 Resignation of members of the Executive committee shall be tendered to the Chief Executive officer and shall not take effect until it has been accepted by the Chairman on behalf of the Executive Committee. 24.0 Meeting of the Executive Committee shall be presided over by the Chairman or in his absence, by a member chosen by all the members present at the meeting. 25.0 One-third of the members of the Executive committee present shall make a quorum at any meeting of the Executive Committee, provided that no quorum shall be necessary in respect of an adjourned meeting. 26.0 Not less than 1 5 clear days notice of every meeting of the Executive Committee shall be given to each member of the Executive Committee provided that a) The Chairman may call an emergency meeting at a notice of three days. b) Non- receipt of notice of the meeting by any member shall not invalidate the proceedings of the meeting. c) Proceeding of meeting is to be recorded and placed in the next meeting for ratification. 27.0 The meeting notice the Executive Committee shall state date, time and venue of the meeting to be held and shall, except otherwise provided in these Rules, be under the signature of the Member-Secrctary. 28.0 The Executive Committee shall meet as often as necessary but at least once in each quarter of the year. Page 6 of 13 29.0 Each member of the Executive Committee including the Chairman shall have one vote and if there shall be any equality of votes on any question to be decided by the Executive Committee, the Chairman or in the absence of the Chairman, the member presiding over the meeting, shall, in addition, have a casting vote. 30.0 The Executive Committee shall make endeavor to achieve the 012jects of the Agency and to discharge all its functions. The Executive Committee shall exercise all administrative and financial authority including powers to create post of all descriptions and make appointnments. 31.0 'The Fuxecutive Committee shall have under its control the management of all affairs and funds of the Agency and shall have the authority to exercise all powers of the Agencies. 32.0 The Executive Committee shall have the power to enter into contracts, agreements, arrangement with the other public or pnvate organizations or individuals for further reference of its objects. 33.0 'The Execu tive Committee shall have powers for securing and accepting or providing endownments, grant-in-aids, donations or gifts to or from the ^gency on rnutnally agreed terms and conditions provided that conditiorls of such gran Us-in-aids, donations, gifts, shall not bc Inconsistent or conflict with the object of the Agency or with the provision of these Rules. 34.0 The Executive Committee shall have the power to take over and acquire by purchase, gift, or otherwise from Clover and other pu blic bodies or private Individuals, movable and immovable properties or other funds together •evith any attendant obligations and engagements not inconsistent with the objects of the Agency and the provisions of the Rules. 35.0 'The Execu tive Corilllitttee shall have power Lo undertake 01 award contract tor construction of builcling required for use of the Agency. 36.0 Subject to the provisions of the Societies Registrations Act (No. XXVI of 1 961 (here - in after called the Act) the Fuxecutive Committee shall have the power to sell or lease any movable or immovable property of the Agency, provided, however that no assets of the Agency created out of Government grants shall be

disposed of without the prior approval of the Government, encumbered or utilized for purpose other than those for which the grant was sanctioned. 37.0 The Executive Committee shall have powers to constitute ad-hoc committees or taskforce/ group etc. for specific purpose and shall decide in regard to their membership, powers and functions. Page 7 of 13 38.0 The Executive Committee may by resolution, appoint advisory agency or other special committees for such purposes and with such powers as the Executive Committee may think fit and Executive Committee may also dissolve such committees and Advisory Bodies, set up by it. 39.0 The Executive Committee may delegate the Chairman, the Chief Executive officer or any other officer of the Agency such administrative and financial powers and impose such duties as it deems and also prescribe limitations within which the powers and duties are to be exercised or discharged. 40.0 The Executive Committee shall have powers to frame and amend Regulations, not inconsistent with these Rules, for effective administration and management of the affairs of the Agency and without prejudice to the generality of the provision, such Regulations may provide for the following in addition to: i) ii) Service matters pertaining to officers and staff including creation of posts, qualifications, selection procedure, service conditions, pay and emoluments discipline and control Rules. Important financial aspects including formulation of budget, purchase procedure, delegation of financial power, investment of funds, maintenance of accounts and audit, TA and DA Rules, etc and provided that for the purpose of this Rule, following guidelines would be kept in view while creating the posts and formulating the service Financial Regulations. a) b) c) d) e) of pay respect. of posts 1) be created by the Executive Committee shall correspond to State Government scale of pay. Mode of recruitment in respect of the post to be created for the Agency shall be either on deputation (without deputation allowance) or posted on basis on short term contract basis For work related specific assignment employ such staff on contract basis on fixed emoluments with provisions for revision each year, as may be necessary' and to terminate the services by discharge or dismissal, if and when necessary. Decide on charges / revision of charges for AI services Establish Provident fund for benefit of the employees, if required Page 8 of 13 f) Till such time, the Agency formulates its own set of regulations; the decision taken by the Executive Committee in all such matters will be valid. g) Consideration of financial propriety and prudence shall be kept in view. 41.0 Subject to the specific directions of the Agency and provisions in the Rules and Regulations to be framed hereunder, the Executive Committee shall have full power to frame and amend by-laws for the conduct of activities of the Agency for achievement of its objects and these by-laws (inter alia) include matters relating to : a) Conduct of business of Agency, Executive Committee and other committees and Sub-Committees b) Grant-in-aid to voluntary agencies c) Review and decide revision of AI charges to be collected d) Involvement of individuals and contractual agreement with them e) Such other things as may be necessary for implementation of project 42.0 The Principal Secretary/ Secretary, Animal Resources Development Department, Government of Tripura shall be Ex-officio Chairman of the Executive Committee. The Chairman — shall ensure that affairs of the Agency is run efficiently and in accordance with the provisions of the project, the Memorandum of Association, Rules and Regulations and By-laws of the Agency. shall preside over the meeting of the Executive Committee. may himself call, or by requisition in writing signed by the members may advise the Member Secretary to call a meeting of the Executive Committee at any time. in case the votes for and against a particular issue are equal, may exercise the casting vote. Page 9 of 13 shall be sole and absolute authority to judge the validity of the vote cast by members at all the meetings of Executive Committee. shall be entitled to invite any other person(s) to attend the meeting of the Executive Committee provided that such person(s) shall have no right to voting; and may direct the Member Secretary to call a special meeting of the Executive Committee at a short notice, in case of emergency. 43.0 The Chief Executive officer shall be the Principal Executive Officer of the Agency and shall have full executive and financial powers of the Agency. He shall be responsible for proper administration of the affairs, management of funds of the Agency and implementation of various activities of the project in a mission mode. For effective discharge of the functions he shall have power - a) b) c) d) e) i) g) Constitute Steering group for each of the programme and functional areas. Constitute a task force, comprising heads of the steering groups which would function as a cohesive team for achievement of the object of the project. Access in such supervision and disciplinary control as may be necessary. Co-ordinate and exercise general supervision over the activities of the Agency including its Branches and units. Conduct meeting of the Agency and its Executive Committee and keep a record of proceedings of these meetings in accordance with these rules and Discharge such other

functions as may be assigned to it by the Executive Committee in furtherance of the objects of the Agency shall sign, on behalf of the Agency countersigned by the next senior officer of the Agency, all contracts, agreements and engagements of the Agency. 44.0 Sources of Funds . Grant-in-aid made by the Central Government Government for furtherance of the object of the Agency. Contributions from other sources. Income from the activities of the Agency (Charges to be collected for performing AI) Receipts from other sources ; and and the State 45.0 Grants, donations or assistance of any kind from Foreign Government's and other external agencies with prior approval of the Central Government. Grants-in-Aid made by the State Govt. to the Agency shall be routed through the Department of Animal Resources Development. Department of Animal Resources Development on the request of the Chief Executive Officer, shall release funds to the Agency for which the Agency shall be liable to provide audited utilization certificate. All funds of the Agency shall be kept in one or more accounts of Nationalized Banks and not be withdrawn except through a cheque signed by such officer as may be duly empowered in this behalf, by the Executive Committee. 46.0 The bankers of the board shall be any Nationalized Bank. All funds of the board shall be paid into the board's account and shall be against cheques signed as under If the amount exceeds 5 lakh, by any two of the following : Chairman, i) CEO, or an officer named by the Executive Committee for this purpose. ii) If the amount is below 5 lakh, by the CEO and any one of the officers named by the Executive Committee for this purpose. iii) Cheque up to one lakh, by the CEO. 47.0 The Agency shall maintain proper accounts and other relevant records and proper annual accounts comprising the receipts and payment account statement of assets and liabilities in such forms as may be prescribed by the Registrar of the societies of the State Government in keeping with the Rules in force under the Societies Registration Act in force in the State. i) The Accounts of the Agency shall be audited annually by an independent Chartered Accountant Firm in accordance with the provisions of the Societies Registration Act of the State. ii) The audited accounts along with its observations shall be submitted to the General Body of the Agency. iii) The accounts of the Agency shall also be subject to Audit provisions of the Comptroller and Auditor General (Duties, Power and conditions Service Act). iv) The Books of account and other statutory Books shall be kept open at the registered office and shall be open for inspection by the members at such time and place as the Executive Committee directs on a written request made by any member of the Agency. v) The Accounting year of the Agency shall be from 1st day of April of each year to 31 day of March the following year. 48.0 The annual report on the working of the Agency and the undertaken by it during the year together with balance sheet and audited accounts shall be prepared by the Executive Committee. A draft of the annual report shall be placed before the Governing Body for consideration. 49.0 As and when there is any change in the nomenclature of Ministries, Departments, or institution(s) and designation(s) mentioned in the Rules, such change will automatically stand incorporated in these Rules. 50.0 If the Agency needs to be dissolved, it shall be done as per provision laid down under section 24 of the Societies Registration Act, as applicable in the State, Tripura. 51.0 If, on the winding up or dissolution of the Agency, there shall remain, after the satisfaction of all the debits and liabilities, any assets and property the same shall not be paid to, distributed amongst. what so ever, of them, it shall be transferred by the members of the Agency or any one of the Agency to the [Department of Animal Resources Development Department. 52.0 The Agency shall have a common seal of such make and design approved by the Executive Committee, may approve. We the undersigned, members of the Executive Committee of the Live Stock Development Agency of Tripura, do hereby certify that the above is a true copy of the Rules and Regulations of the Agency. Sl. No. 1. 2. 3

4. Name of the Designation and full address of Signature Executive members the members
 U.Venkateswarlu Prabin Srivastav S. C. Das A Roy Burman IR. N. Chowdhury Principal Secretary, ARDD, Govt. of Tripura, Secretariat Complex, Principal Secretary, Finance, Govt. of Tripura, Secretariat Complex, Agartala-799001 Chief Executive Officer, TPAADC, Khomolwng, Jirania, Agartala (West) Advisor-Cum-Director, ARDD, Govt. of Tripura, P. N. Complex, Gurkhabasti, Agartala, Tripura (West) Managing Director, Tripura Cooperative Milk Producers Union Ltd. 111 Road, Indranagar, Agartala, Tripura (West) Page 13 of 13