

WEST BENGAL STATE COUNCIL OF TECHNICAL AND VOCATIONAL EDUCATION AND SKILL DEVELOPMENT (TRANSACTION OF BUSINESS AND FINANCE)

('mistered Vo. I VB/SC'- 047 Kolkata 6a\tradi.narv Publishecl by Authority OCT()BER 2019 11
 \RP)rders and Notifications by the Governor West Bengal. the High Court. Government Cl'reasurv. etc.
 GOVERNMENT OF WEST BENGAL Department of Technical Education, Higher Engineering and Skill Development (Polytechnic Branch) Karigori Bhavan, Action Area-III Kolkata-7000160. In exercise of the power conferred by section 32. of the sub-section sub-section (6). sub-section and sub-section of section . stih-section (3) of section 13. section 15. clause (x i). clause (xii) and Clause (xv) of sub-section () and sub-section (2) of section 17 (J. sub-section (3) of section 17, sub-section i) or section 22, section 25. section 29 of the Bengal State Council of Technical and Vocational Education and Skill Development Bill, 2013 Ben. Q f 3 the (iox error is pleased hereby make. th innnedi'dle effect. the 10110" The West Bengal State Council of Technical and Vocational Education and Skill Development (Transaction of Business and Finance, Accounts and Audit) Rules, 2019 2 PRELIMINARY Short title and commencement.)etinitions CL I TERNIS AN I) ct (SERVICE OF CIVILIAN PERSONNEL) IER.s (Other terms and conditions of service of The Chairperson, Chief Administrative Officer and other officers. (other than ex officio member). 4. 6. 8. 9 KOI (i.-vn:1 XRY. [2019 Disqualification of the Chairperson. Officer and other members (Other than members) the Council. ()fices and employees of the Council \ P.F.R-111 ERS ANI) FUNCTIONS of the Chairperson, Vice-Chairperson and (Chief Administrative Officer as Secretary . and Governor's Body of Engineering or or diploma) or post diploma or technical institute or polytechnic. of students. I. xanunauon and conduct of the Institution. Education or , and other Vocational : hl ! li- 'her Secondarv \ oc'allona) Skill (.our.ses of Vocational Skill Development Training (class V i I I .ducation and Skill Development [I.S.) (Vocational X+2 e!) and other Vocational Education or Skill Development InspccUot1 01 short Vocational and Skill Courses of Vocational Education and Skill raining (class VIII I-xathination and conduct and disciplines etc I I.S. i Xocauonal) and Vill— el [nsiit11i0ils or Polytechnics or Schools. ShQ!A various technical and vocational i! (lie alinn. I' search, of qu:lilix io the students. education and training and to enhance the quality I R! I 14 X I Lind and QI' the Ilic from Elie in 01 oi sat :cliot!. !fMevnal •and Of the the Council to make regulations. Pov. er ot (supervisi(ot the Chief Of ficers and appointeeli ot' employees. hes•e rules be called -j'he West Bengal State Council of •technical and Short title and commencement. Fit: ctatton and Skill elop!lept (Uransaction and Finance. and Audit) Rules. 20 i) KOLKATA GA/ETIE, EXTRAORDINARY, OCTOBER 25, 2019 rules shall come into force on the date of their publication in the Official Gazette.)etinitions. I) In these rules. unless there is anything repugnant in the subject context— the state Council of Technical and Vocational Education and Skill Development Act, 2013 Ben. xxvi of 2013 (h) (0) (11) (r) (u) 'All the employees (other than Group A employees) of the Council shall Appointing Authority" in relation to , mean the (Chief Administrative Officer and for (group employees, the Chairperson of the West Bengal State Council of Technical and Vocational Education and Skill Development; !Cadre means the strength of a group of posts or services or part of service sanctioned as a separate unit: "Chairperson" and "Vice-Chairperson" means the Chairperson and Vice-Chairperson of the Council: "Chief Administrative Officer" means the Chief Administrative Officer and Member-Secretary of the Council: "Competent Authority" means any authority to whom power is delegated by the Council for the purpose of these rules: means the " West Bengal State Council of Technical and Vocational Education and Skill Development " "Council" established under the Act; "Disciplinary Authority" shall mean the Chairperson in respect of Group-A employees of the Council and the Chief Officer in respect of other than Group-A employees of the Council (A Council: "Employee" person appointed to a post in connection with the affairs of the Council but does not include person or persons engaged under temporary capacity. a part-time employee. or a person engaged under daily rate: "Financial Year" means a year beginning, on the 1st day of April and ending on the day or March of the next year: "uncil" the West Bengal State Council of Technical and Vocational Education and Skill Development (Governing Body" means a body constituted by a recognized institution. and approved by the Government. means a Polytechnic. Industrial Training

Institute, Industrial Training Centre, Schools having "Institution" Vocational Training and includes such non-Government Institute, Private Vocational Training or Skill Providers, in which instruction is provided for courses in technical education or vocational training or skill development as the Council may deem fit. by notification. specified: "Managing Committee" used in reference to a school and includes the Governing Body that school approved by the School Education Department, of Bengal, means a notification published in the Official Gazette; "Pay" means the basic pay in the time scale of pay which an employee is appointed substantively or on officiating basis; "Permanent Post" means a post carrying a definite rate of pay sanctioned without limit of time; "Polytechnic" means an institution in which instruction is provided for courses of study in technical education leading to a diploma; "Post" means any post sanctioned by the Government for the establishment of the Council; "Provident fund" means fund instituted and administered by the Council in accordance with the regulations made under this rules for that purpose; "Recognized" in relation to an affiliated institution, means recognized by the Council; "Regulations" means a regulation made by the Council under these rules; (w) "Secretary" means the Member Secretary of the Council; (x) "State the Bengal in Education, and Skill Development, Government of Bengal; (2) All such words and expressions used and not defined in these rules shall have the meaning assigned to them in the West Bengal State Council of Technical and Vocational Education and Skill Development Act, 2013. LR-II ERMS AND CONDITIONS OF SERVICE OF JAIL OFFICERS 3. Other terms and conditions of service of the Chairperson, Chief Administrative Officer and other members; (other than ex officio) (1) The Chairperson and the Officer and the Members of the Council (other than ex officio members) shall be entitled to travel allowances as admissible to a Group officer of the State Government. (a) The Chairperson, Chief Officer or Member (other than ex-officio member) shall be appointed as per provision of the Act referred to in section -5 and sub-section (1) and (2) of section-q (b) Pay or remuneration. Allowances and (other benefits of the Chairperson and other Members shall have to be fixed in consultation with the Finance Department from time to time; the Chief Administrative Officer and members of the Council (other than ex-officio Chairperson, (2) Members) may leave as per the provisions of the State Service Rules and the Department of Technical Education. The Chairperson and Skill shall have the authority to sanction his leave. The Chairperson and the Chief Administrative Officer may draw, at his option, the pay drawn by him in his previous immediate predecessor's position in the Council with benefit usual increment. in the case in which, whichever is the relevant scale of pay as in the Council. (4) The post of the Administrative Officer shall be not the rank of Joint Secretary in the Government in the appropriate scale of pay. The rules of the parent or organisation or department as applicable to the person appointed as of the Council shall be applicable to him in respect of all service matters including disciplinary action. Provided that in the case of disciplinary action, the Council shall report the allegations against the Chairperson to his/her parent organisation or department with the request to take appropriate action and shall abide by the advice of the parent organisation or department. (6) In the case of an officer appointed as Chief Administrative Officer or member (other than the ex-officio members) otherwise than on deputation, all rules applicable to the officer while he is in service of the State Government shall continue to be applicable and shall be similarly administered by the Government. The terms and conditions of service in case of deputation of a person appointed as Chief Administrative Officer or member (other than the ex-officio member) shall be determined by his or her parent organisation or department in consultation with the Council. 4. Disqualification of the Chairperson, Chief Administrative Officer and other members (other than (1) The Chairperson or the Chief Administrative Officer and any other member (ex-officio members) (If the Council. (Other than ex-officio members) the Council shall be disqualified if he/she has been adjudged by a competent Court to be of unsound mind, (b) is undischarged insolvent; KOI TOBER 23. 2019 being a discharged insolvent, has not obtained from the Court a certificate that his insolvency was caused by misfortune not by reason of any misconduct on his part; has been convicted by any Court of an offence which is declared by the Government to be an offence involving moral turpitude, unless such disqualification is condoned by the State Government; the terms of his imprisonment, or a period of five years from the date of his conviction. Elucidate longer. has expired; indirectly, by himself or his partner or through his assignees has acquired any interest in, or any contract entered into by or on behalf of the Council; tends to undermine Government of India (Orders or Policy of the Government) and delay in the same; has been found guilty of a breach of trust or of financial

irregular or improper or gross negligence of (the Chairperson, the Chief Administrative Officer and any Director) (other than a qualified member) shall not be removed from his office for disqualification on any ground referred to in clause (a) to (h) of sub-rule (1) without any inquiry ordered by the State Government and without giving the person concerned an opportunity of making his representation against such removal. Officers and employees of the Council.

7 4 6 8 9 10 11 14 18 19 20 21

Name of the Post : Secretary (Technical Education) Secretary (Vocational Education and Skill Development) (own roller or Examinations (Technical Education) (Vocational Education and Skill Development) Registrar (Vocational Education and Skill Development) Deputy Secretary (Administration) Deputy Secretary (Vocational Education and Skill Development) Assistant Secretary (Administration) Assistant Secretary (Vocational Education and Skill Development) Assistant Registrar (Technical Education) Assistant Registrar (Vocational Education and Skill Development) In-charge Officer Pro Director Operator Lead Assistant. In-charge Clerk Assistant, Upper Division Clerk: Accountant, (Chief Executive Officer) Stenographer-B Steno-typist Lower Division Clerk, Lower Division Assistant, Cashier, Computer Operator, Typist, Peon. Nipah Guard etc., EXTRA (OCTOBER 25, 9 Finance Officer: Cadre post of FD may be consulted: Officer: Cadre POSI of Bell-tal Leza] Sers: ice, Department he consulted. (c) The following of recruitment. Scale Pay and service conditions of the Officers and staff of the Council shall to be notified from time to time in consultation with the Finance Department and as per existing rules orders of the State Government. CHAPANI OF H E J, 6. P (Power and functions of Chairperson, Vice-Chairperson and Chief Administrative Officer) (CAO) as Member Secretary. (1) The Chairperson shall preside over all the meetings of the Council. (2) He shall convene a meeting of the Council by a written notice, the date, venue, in consultation with the but, case. Veenber-S. Fails to convene a meeting. He for discussion on any urgent issue, the Chairperson may convene a meeting. A clear seven days' notice such as to issue. With intimation to the Member-Secretary. Provided that the Chairperson shall not convene such a meeting when the Member-Secretary is on leave or out of station for official work or when the post of Member-Secretary is vacant: provided that the post of the Chairperson shall be filled prior to the appointment of the State Government. (3) The Chairperson is generally empowered to co-ordinate the members of the Council and with the Directorates under the Department of Technical Education. Training and Skill Development for public interest. (4) The resolutions of the Council shall be signed jointly by the Chairperson and Member-Secretary. (5) decision in the meeting is taken by vote, but with a majority of the Members. The same shall be forwarded to the Government by any of them and the decision of the Government shall be final upon the Council: Provided that such decision shall be executed by the Council only after the final decision is taken by the State Government. The Chairperson shall implement all the decisions taken in the Council without dissent and also the final decision of the State Government as referred to in sub-rule (7) The Chairperson is empowered to take the policy decisions taken by the State Government to promote, extend and expand scope of technical and vocational education for the benefit of the people. (8) Chairperson shall preside over the meeting of the Executive Committee constituted by the Council terms of sub-section (1) of 18, 19) In case the Member-Secretary is unable to convene a meeting of the Executive Committee, the Chairperson may, in writing, inform the Government to do so and on his failure the Chairperson himself convene after a lapse of one week of such intimation. Chairperson. (1) Agenda for discussion in the Executive Committee meeting shall be prepared by the Member-Secretary. (2) The proceedings of the Executive Committee meeting shall be prepared by the Member-Secretary in consultation with the Chairperson and by the Chairperson and Member-Secretary. TE-IF, KOLKATA GAZETTE. "NARY, OCTOBER 25, 2019 7 V" ce-Chairperson shall be responsible for the power and functions of Chairperson in absence of the Chairperson or by delegation by the Chairperson or by the State Government. (14) The Chief Officer (CAO) of the Council shall be responsible for carrying out and giving effect to the decisions of the Council and of any Committee or body constituted by it under the Act, rules thereunder and he or she shall exercise general supervision over all the employees and members of the staff appointed by the Government or the Council and shall and transfer of (Group-A employee(s) the member:-; of the take such other action(s), not inconsistent with any decision of the Council, as he may consider necessary for the purpose of proper functioning of the Council in furtherance of the Act or its rules or regulations. Under these rules, 7. affiliation and Governing Body of Diploma Engineering or Technical Institution of diploma or post diploma in engineering or technology institute or polytechnic () A affiliation of different courses of studies

xvill he axvarded (_'ounci) Io Illic diplo:na Engineering or -rechnolauv Ilibtitution approved by lhe All India Council of •rechnl this and other short terni skill • centres. (3) (4) (5) he (i_'.odv of institutes xvill be line the euiclelines provided nical Educa[ion this purpose. Che Governing Bodv of the Governinent or (iuvcrnnment -Spansored and Public Private Partnership (PPP umodel svill be consfituted as per Ilme order issued by the Government fronl tilne to litne. The conlpositi0E1 of Governing Body of approved institute shall he ili the lilanner as specified in (he guidelines of 11 India council Technical (AIC i, as froin tinme to linme. Che (Jouncil being solely authorized and resporlsible for the conduct ofthe Diploma Engineering Education in West Bengal, shalt have a colitl'(ll i!] lhe nmanagenocnt and runctioing of the Governin:t such Institutions. F r proper [unction ing of the Diplonna or 'l Instivutjons the Council shall ceriain duties. nhlig:uions and responsibilities Governing Bodies of those Institution>. shall Flic Governinu Bodv of an instillite have the It) supervise the activities oi Enpineerine or "Fechnology institutions ior ilS luncuoning• lhe purpose as nmctioned above Ilme approval Di' lhe Council, can introduce a ran:e of procedures ith (C) Phe (iox,erning Bodies shall Bleet at least lvice in a veay, l'he Governing Bodies must lna intain a yegis'ter of lhe business of the Institutions; 'Che Bodies shall work according 10 the basic directions given by the Council; Efre Ciavcrning Body shall have general responsibility for conduct of the Institutions w, ' ith a viexv of promotine high standard of educational achieve:ment

8. Inspection and other nteasures for Diploma Engineering or •rechnology Institution of diplorna or post diplonv,l in engineering or technology institute or (l) For affiliation and proper functioning or the Eneineerine or •rechnical education of' the Stale, the Council inspect or cause inspection ot' anv Dipl onna Institutions as per the prox isil he ill,sfitulions lliay be inspected at pre-a [iliation hvell as post-affiliation stage by the menibers (_'onunillee or the Council oc a conumittee be cQlnprised or experts from different field of specialization b) Council; institutes nuty be inspected at any tune xvith or xviLi1D111 i iFitimation 10 lhe institlilions; l'he illNpction lcatn will be forined by the council xvwhich be coenpl'ised of experts from fields of *l'he inspection leani xvill look after the available ill frasu•ucture and 01 her details or lhe institute ill conipari,son i aid nortns be done to lake necessarv .qeps, to prex cni 01 a liliated inslill} lion.s: r l"he Inspection (:onunittec lInay submit lber report to l'he Recognition (onnnnittee the Conncil (Or erantine or refusing recognition to l'n.i[i]llitions. and to such reconuitions in accordance \With such as be made in this behalf. T be lilav irnpose penulti lneasures a.s recoill[llic-'lided hv l'he Recognition cage , institutes in l'he cases l'n ease of violation of notms or orclers reear dint' the ission of' by l'he institutions: (b) l'n case of against collection of irregular fees the students: (t) l'n of cotnplains relmed l'nenlbers of l' relation nun-l each Ing sta auainst the decl.sion Qt' 9 Provided that the penaltv Olay be tinancial. and be up to the extenl o!' de-ai'ti liation ot' an affiliated instilliliQH. l'he Council illav selliP Stale beard on l'be basis uidelines. norlms and slandarcls speci tied l'p. AICTE BA and n Kike necessars reconli)lendations for appropriate action in l'lix p-cpard. l'he C*ouncil nia.v e suitabk nertorn lance appraisal institutions ilnpart inu technical educalion. dicorporalinu norlms and inechani.stn for enforcing accountabilil'-. r l'he Council lInay cleEegale by noti (icatiLjn to any reccyv nized institution such 01' ilR ers, and Oil snch condi ti(jns, as it [lililik fit. l'he Council lilia \ 111>11 illite and a•.vard ships (includi)i'2 and to prizes and distinction certiificates to l'he students or facuil or persons related \vith l'he diplonv,l or education the Stale. encnneernus Admission of students. CurriculLnn, F-xalination and conduct ancl disciplines for Diplo nya or I echnology Institution.- rmay provide euidelillc•s for adilli.ssian a studerns diplorna eneineerine or technology MBliH1 lions as per l'he guideline i.'.sued h'. l'he (3) [l'he Council shali lay and standards for conr.ses. currcul physical and acadeniic laciltties as per the ision.s below: education. l'he syllabus will be prepared by the syllabus Con)nllillee be constituted by the Council on the hasis oi- reeonunen dalion of the board of Studies and Skillinu be l'nade each discipline. conprisil)2 panic ipants industries, institutions and an expert in that discipline. [l'he C on)lilillee u-ork under l'he guidance of Board of *Studic« and Skillinu i BOSS i. svho ill l'he neces.xarv uross guideline t ture ion the svllahus. l'lic syllabuses of all the disciplines aEong with l'he list of equipluent required for saine be approved by the BOSS as well as Council. l'IE KOLKATA (EXTRAORDINARY, 'I OBER 2010 [his syllabuses and list of l'najor equip;nent act as the guiding standard l'he affiliated Institutes. • l' dosvit nori] is atsci standards ccytitalion as per the provisions beloss he of the Council iVill be the one as provided in the currcul;n- structure or syllabus of individual disciplines the proinot ion of students belonuing to affiliated inslittutions fron! loxver to hiuher classes, and

also to conduct final diploma or post diploma examinations. The methodology of evaluation or examination for all disciplines are to be approved by the Board of Assessment, and Certification a 01' ion or examination will be issued by necessary regulations or laws or circulars. The Examinations (Technical and the Council, arrange for publication of results of examinations and for the grant of certificates and for the completion of course of study in any recognized polytechnic or institution and who passed the examination conducted for them for the examinations be collected from the candidates, as per the approved rate Board of Examination and Certification and Council. The Council may exercise disciplinary jurisdiction over the students with regard to any matter pertaining to the conduct of examination for or certificates in diplomas, extent of penalties to be decided by the appropriate committee formed by the Council for this purpose. The Council may grant or refuse permission to candidates to appear at examinations instituted by the council and may withdraw permission, if it thinks fit, in regulations or by-laws be made for remuneration to be paid to paper setters, tabulators, examiners, invigilators, and others employed in connection with the examinations shall be fixed after considering the recommendations of the Board of Assessment, paid by the Council. Affiliation and Governing Bodies, Higher Secondary (11..S.) (Vocational X+2 level) and other Vocational or Skill Development Training (class VI 11+ level short term Vocational and Skill Development) (Courses of Vocational 13. Education and Skill Education) (The Council being solely authorized for a xvarine I-I! e. her Secondary (vocational) IX 2 level I and different courses of studies. The short term vocational or skill (Education in the polytechnic or institute or for the purpose. The Council being solely authorized and responsible for the conduct of the examinations or H.S (Vocational Education and all other certificate Courses of vocational Education in West Bengal, shall have a control over the functioning of the Governing Bodies of such of Institutions, or Government Aided or (Government Sponsored and PPP Model Government Aided centre school approved which shall be constituted as per School Education Department Rules or Orders. (4) Government Sponsored or PPP Model Government Aided institute or school, the Council shall lay down certain duties, obligations and upon the Governing Bodies or Committee of the Institutions or schools, which shall include the Council shall have the power to supervise the activities of the polytechnic or institutions school for its smooth functioning. For the purpose as mentioned above, the Governing Bodies or Managing Committee can introduce a range of procedures with approval of the Council; 10 THE GAZE F., XIRABORDINARY, (25, 2019 Government Bodies in Bengal shall meet at least once in a year; (d) The Government Bodies or Governmental Bodies (Committees) shall maintain a register of the business of the Institutions or polytechnics or schools; the Government Bodies or Governmental Bodies shall work according to basic directions given by the Council for this purpose and (f) General responsibility for conduct of the Institutions or polytechnics or schools with a view of high standard of educational training achievement

11. Inspection of Higher Secondary (H.S.) (Vocational X +2 level) and other Vocational Education or Skill Education Training (class VIII- level short Vocational Education and Skill Development Courses of Vocational Education or Training specific cause) Inspection of any institutions or technical or schools where the courses are conducting as per the provisions in the institutions or polytechnics or schools may be inspected at pre-affiliation as well as post-affiliation stage by the members of Recognition of the Council or a committee may be comprised of experts of different fields specialization by the Council; the institutes or schools may be inspected at any time with or without prior intimation to the institutions: (c) The inspection may be conducted by the council which may be comprised of experts from different fields of specialization: or will be a panel of members and standard committee, and other details of the polytechnic or Inspection may be done to take necessary steps, 10 present of affiliated institutions, the Inspection Committee may submit their report in the Recommendation of the Council for the recognition of institutions, polytechnics or school, and to obtain such recognitions in accordance with such regulations as may be made in this behalf. The Council may also constitute measures recommended by the Recognition Committee, as the case may be, in case affiliated institutes or polytechnics or colleges schools as per the provisions below. In case of violation of the orders regarding the admission of student by the institutions or polytechnics may dispose of irregular fees from the students, dispose of complaints related to the teachers or non-teaching staff against the decision of the Governing body of the affiliated institutions or polytechnics or school in relation any matter which affects

the educational training a flair of Lhe institute: Provided [he penalty be financial. und bc up tu the e.xqent ot' deafiliülion or an affiliated institution. of st Qdcnls. Exatninati011 a nd conduct and disciplines or I- I.S. (Vocational) and VI t 1+ level Short tertns Cou rse (vocational) Institutions or Polytechnics or Schools.- 'The Council Ina v provide guidelines ad'niss'ion of students to institutions or polytechnics or (.Noileees or schools for H .S.(STC(Vocational) as per the Elli(leline issued by Lhe (jover'llnent fh'om liine to tinne. *Ille Council v transier or student 'nn one traininy centre IO another troi11iD2 cenlrc as a verv special the Council Illay pron1Qte innovation, research. devel in established and new technologies to Ineet de veloptnent requirenu-•nt for overall improvell)ent educational and -Skill elapnnent processes. (4) F, KOI (iAZF.TfF., 'TOBER 25. •O 9 lav down normns and standards for courses. curricula, physical and instructional facilities as l'he Council will per the provisions beloxv; (i) i'he syllabus will be prepared, hceping paritv ""ith l'he all india standacd Df vocational education or trarnin'.T. • Fhe syllabus u:iiil be prepared by the syllabus (jonnnitlee IO be constituted by Lhe Council on the basis of reconl'nendation the Board Studies and Skiliinu. Io he 'nacle for I and each trade ol short tertns course, conlprising partieipants li•om industries, institutions and an expert in trade. Che Conunittee xvill work under the guidance of Board of Studies and Skilling (BOSS), who ill idc Lhe necessariy cross gaideline regarding the curricular structure iOr preparation Dt' l'he syllabus. an Lhe trades along l'he list of equip!nenl required the saine xvill be ppl' by the B()SS as Council. I ist of Inajor equiptnent act as l'he 211idin2 standard l'he affiliated in*titutes•. Q •ouncil Iav (IQ\vn narn)s and standards for Exam inalien and certi fication as per l'he provisions behnv•. [he Exanina[ions of the Council be con)lnensurate with Lhe one as provided in l'he curricular su•ucttu-e Syilahu< of individuai discipline or trade l'he propaotion of student.s behnneine affiliated instilution fronl löfi•-er to higher classes, and also Io conduct examinations for short ternu-•; (vocational) courses. l'he of evaluation or F.xamination for all discipi ine or trade.s are to be approved by the Board of Assessniel. Exainination and (:rti ljc:uion as well as Council. [he or evaluation or ion be issued by nece.ss•ary reeulations or ur circulars by l'be (ler ol- F.:x:uninatit Vocational Education and Skill ! Developinellk) or l'he Council I*he (.ouncil xvill publication results of and the grant OF certi licares a ranze tor students on ccnnpletion course Qi' sli!dy in anv poivtechnic or institution or school have passed l'he exaniinz•tlion conducted the purpose. Fees different examinations Mill be collected from the eandidmes. as per l'he approved rake of Board of Assessnu--•nt. and Certificatinn and Council. Che ('ouncil exercise disciplinary iurisdiction over l'he students regard to any 'diatter pertaining 10 the eon duct of exanination ;nvard 01' cert ificates in Vocational) and Short •ret•rn Vocational or I"raining Courses. "The extent af peltultinvate tneasures xvill be decided by l'he appropriate conunittee formed bv the Council the purpose. { vii) The Council Inav crant or refuse perniissif candida les (0 appear at c,xaminations in.qituted bv the I and 'nav such pernis.sion. i Ü the council. . In accordance xvith reuulat ions hve of (viii) The pates of reniunerations Io be paid to paper setters. nu)deralors. tabulators. e.xanliners, invigilators. supervisors and others e.lnployed in connection with the exalilinations iVill be fixed attter recotnnlenclations of Board of Assessment, E.xarnin,'klions and Certification and the sanie will have to be paid by l'he Council. tnav issue equ ival ency certi ficates ror hoth fornal non-rortnal courses after reconunenda(ion of Board of tx.s.esyntent, aud ('ercitication and subject to approval of the State Caverntment. 13. innovati011, research, impro•, ell!ent Di' q nality 01' teaelling in the field of various technical and vocational education and training and ID en hance the quality ot' latest technological kno""ledoe to the sft)dents.— undertake ev to xarius fields of vocational education or rraininy, ct)ilec.l data on all related natters and Inake löreeast of required growth ror coordination and developrnenl at all levels 01' vocational education ar i, VI. EINE. RY. 5, Che C'QUl]Cil tnav proni0te an efilk-•c.tive jink between lechnical and vocational education or traininta syste)l and Dihcr relevanl sysle]ns includii!2 research and developinent oruanizations. industry and community. rhe (.•onncil n iay ii)llnulate {for initial subiect 10 prior approxal oi the State Govern;nent and iclenl. teachers or instructors or (rainers (4) (5) institutions or cenu•cs, and setup nevc centers for staff developlnent including coniuinuine eclucaii')ll of teachers or instructors or trainers. Illa).' pron10te an effective link between technical education stenl and other relevant syste:us includine research and organizations•, industry and conununilii [he Council nnav lörmulate schelnes for initial and in-service t) , "lining of teachers subject prior approval l'he State Gov and identi institutions or center•., and setup nexce centers for staff ileveloptneEil illcludine continuing edueaion of teachers. .E_.S FINANCE. ACCOI A ND A1 14. Preparation of budget. - bud uet or Lhe financial and ng balance of Ilyu vcar. not h-uer than 1 01' each financial year. nt•epare the detai's of- the

receipts and expenditure and a 'so (2) the budget estimate shall be prepared in the form set out in the Appendix-I, and requisite number of copies shall be forwarded to the State Government. (3) copy of the budget shall be sent (forwarded to the auditor or auditors as may be appointed by the State Government under the rule (15. Fund management, and Accounts of the Council.— (1) The Council shall maintain an account of expenditure done in different heads in the receipts and payment, and shall maintain a balance sheet which will be duly placed in the annual meeting of the Council for confirmation and the same will be forwarded to the Department of Technical Education and Skill Development for their approval: Provided that in case any expenditure arising out of any exigencies has been incurred or is to be incurred then (the 'shall be to State Government'). (2) The Council shall maintain the books of accounts and the registers in the manner specified in Appendix-II. (3) The Council shall be governed by the Finance, Accounts and Audit Regulations of the Council. In which all the payments and receipts from the funds,— The Council shall expenditure in different heads in the form of receipts and payment, and shall maintain an account duly placed in the annual meeting of the Council and the same shall be placed, along with the observation made in the said meeting to the Department of Technical Education, Training and Skill Development for approval: Provided that in case of any expenditure arising out of any exigencies has been incurred or is to be incurred then the Council shall also obtain the prior approval of the State Government. (4) The Council shall maintain the books of accounts and the registers in the manner specified in Appendix-II. (2) The annual account for each financial year shall be prepared by the Council in the form of (i) and Payment Account. (iii) Income and Expenditure statement and (iii) Balance sheet in specified set out in Appendix-III

18. Manner of re-appropriation or sanction.—In case of any re-appropriation which has been made or is required to be in the sanctioned budget, the same is to be sent for prior approval of the State Government.

19. Internal audit and statutory audit.— (1) Annual audit of accounts of the Council shall be performed each financial year and while performing the audit, the Council shall perform both Internal and Statutory Audit. (2) (3) (4) (3) 20. KOLKATA GAZI EXTRAORDINARY. OCTOBER 25, 2019 For Annual Audit of the accounts of the Council, an auditor or auditors shall be appointed by the Government. "The Council may appoint auditor for internal audits. Report Audit shall be placed in the Annual Meeting of the Council. Annual Audit Report with the observation made thereon in the Annual Meeting of the Council shall be placed before the Government. Annual Audit relating to a Financial Year should to be completed and report sent to the Government not later than the next 31st December of every financial year. The audit and full account of the activities of the previous financial year shall be prepared and copies thereof shall be forwarded to the State Government. The financial year to which the report relates shall also contain statements relating to the Technical Education and Training as well as Vocational Education and Skill Development as the Council deem fit to submit. (2) [The State Government may by specific order require the Annual Report of the Council to be submitted in a prescribed form. 21. Member of the Council may by notification in the Official Gazette and with the approval of the State Government may make any provision for the removal or suspension of any officer or employee of the Council referred to in clause (x) of sub-section (1) of section 16: conduct, discipline and appeal 'except the members of the staff' of the Council or sub-section (1) of proper exercise of the Council and subject to the approval of the State Government: rates may be paid to the paper setters. Klerator's examiners, in view of supervisors and others in connection with the examination Instituted by the Council, considering the cost of the Board of Examinations, if any and the fees to be paid by the candidates for such examinations and the rate of other charges referred to in clause (xxviii) of sub-section (1) of section 16: time, place and the rules of procedure in regard to the transaction of business at the meetings of the Executive Committee including constitution, power, jurisdiction area the Board of Studies and Skill or the Council referred to in 14 (i) IF KOLKATA GAZETTE. OCTOBER 25, 2019 constitution or Board of Examinations and certifications in sub-section (1) of constitution of the Recognition Committee for

grantii1Ü and refusal of reconuilion to the institutions and also Io withdrawing such recognition retu•red to in section 21 grant scholarships in ihvour of lneritorious students or grant awards of in lhvour of rank holder students or arranuell]lent of annual sports of slident.s etc. Itr proper exercise its poxvei• under the . arid any other InatLer which Olay be. or is required 10 be. provided in the ceeulations by the (:ouncil after appro val the State Iiinention and Qi" in ternal uditor or uditars Ehe purpose of Internal udi! or Statutory of accounts af the ('ouncil relerred IO in sub-secli('il l' s) of section-22 (ovcrall supervision of the (_ hief Adlililnistrative (fficers (CA()) and appointineltl of cinployees.— Group-A t)fficers (Olber than and other einployees ofEhe Council shall be appointed by the Council and shall work uncler the overall guidance of the Chief A(hnministrative Officer of the (--•ounc il. (2) I*he Council with the previous approval 01' the State (;overnment. recruit and appoint Group-A officers and other on the basis Qt- the ru,,rulations inacle in thi.s Che Council shall e the pouc•t• Io :nake reeulakions for duties and responsibilities of the officers and other employees of the Council after approval of the Slate Government

23. Repeal and savinus.(1) All rules. orders or notifications corresponding to these rule, in lörcce innnediatly belbre Eine conunencyent ot• these rules are hereby repealed. ithstanding such repeal. - cone or anv action taken under the Filles. or notificationy referred tn sub-rule I I prior Io cotrnncelneilt of these rules shall be deenR(1 10 ha been valid Iv done or taken under APPENDIX-I Estilnate I'or the financial \ ear.... Education and Skill Bildeet E.stilnate Ibr the financial vezu• Ikineil Df •l •ech_nieal and Vocational Re ised l•.stianate for the financial Head Receipt Head of R Fxpenditure Actual of Receipks of Previous financial Expenditure Actual o li.xpenditure Bucluet Eslinulle• lor of Previous fi nancial the financial veat APPENDIX-11 (see sub-rule (1) rule / 7) Revised listinoate r (he financial Budget F.slill)ate nanci,nl veal' List of Statutor:•, Reuisters an(f for Ins to be used hy the \Vest Bcugal Slate Council of 'Ikechnical and Vocational Education and Skill Deve101)'nent Cash Book (Double Col Litnn) General 2. Allount Register in Treasury Rille (T R) Forni No.9 (as per West Bengal Treasury Rules. 2005) At OCTOBER 23, 2019 ortn No.6 (as per Benuat -rreasurv Rules. _ (R egisler (; etic' ral I Carbon Receipt or Receipt [300k APPENDIX-III f.see 12) Di vu/e 17) :nenl Account for the Fina ncial Payments financial veat 'unount Rupees Fl \ pend ill' re i ccou n ts i'" r t financial By order of the ROS' SEN Principa/ Scow-cuarp 10 the Go l'<Flnnenl o/" ll•c.V1 Benuat ling and Skill Developnu-'lil (Poly technic Benyal Prcss E Ad. ((of West Ben!2al Kolkata 700