

MAHARASHTRA STATE KHADI AND VILLAGE INDUSTRIES
REGULATIONS, 1971.

In exercise of the powers conferred by Section 80 of the Bombay Khadi and Village Industries Act, 1960, the Board hereby makes with previous approval of the State Government, the following regulations viz.

P A R T - I

PRELIMINARY

1. Short title :- These regulations may be called the Maharashtra State Khadi & Village Industries Regulations, 1971.
2. Definitions - In these regulations unless the context otherwise require :
 - (a) " Act " means Bombay Khadi and Village Industries, Act 1960,
 - (b) " Board " means the Board constituted under Section 4 of the Act,
 - (c) " Chairman " means the Chairman of the Board,
 - (d) " Chief Executive Officer " means the Chief Executive Officer, appointed by the Board under Section 7 of the Act;
 - (e) " Clear days " means days exclusive of the day of issue of a notice and of the day of meeting;
 - (f) " Council " means the Council constituted under Section 6 B of the Act;
 - (g) " Government " means Government of Maharashtra;
 - (h) " Rules " means the rules made by the Government under section 29 of the Act;
 - (i) " Member Secretary " means the Member Secretary of the Board;
 - (j) " Section " means a section of the Act.
 - (k) " The words and phrases not defined in these Regulations shall have the meaning respectively assigned to them in the Act ".

P A R T - II

PROCEDURE AND DISPOSAL OF BUSINESS AT MEETINGS OF BOARD :

3. Ordinary Meeting of Board :- 1) The Board shall hold a meeting atleast once in a month as required by Section 9 on such day time and place as may be fixed by the Chairman.
2) Subject to the provisions of clause (1) the Chairman may hold meetings more frequently during the said period of a month on such day as he may specify in this behalf.
3) The time and place at which such meeting shall be held shall be fixed by the Chairman.
4. Special Meetings of the Board :- (1) The Chairman may whenever he thinks, fit and shall, upon the written request of not less than two members, and within 7 days from the receipt of such request, call a special meeting of the Board.
(2) Such written request shall be accompanied by a detailed note of the subject which is proposed to be discussed at meeting.
5. Notice of Meetings :- The Member Secretary shall give ten days notice of an ordinary meeting, and five days' notice of a special meeting to all members of the Board, specifying the time and place at which such meeting is to be held, and the business to be transacted thereat. Where a special meeting is called upon the written request of members under regulation 4 the notice shall be accompanied by a copy of the detailed note referred to in that regulation.
6. When matter not included in agenda may be discussed at meeting : Notwithstanding anything contained in regulation 5, the Chairman or any person presiding at a meeting of the Board may place or permit to be placed for the consideration of the Board any matter not included in the agenda of the meeting on which the advice of the Board is urgently required and the Board shall consider the matter at such meeting.

7. Notice of proposition by members at ordinary meetings :-

Any member who desire to move a proposition relating to the activities of the Board at any ordinary meeting shall send notice of such proposition to the Chairman or Member Secretary at least fifteen clear days before the date fixed for the meeting.

8. Persons who shall preside at meeting : (1) Every meeting shall be prescribed over by the Chairman, or if he be absent by the Vice-Chairman.

(2) If at any meeting, both the Chairman and Vice-Chairman are absent, the members present at the meeting shall choose one from amongst themselves to preside over the meeting.

9. Quorum : (1) No business shall be transacted at any meeting unless a quorum of three members (including Chairman) is present at the time when the meeting proceeds to transact business.

(2) If within thirty minutes from the time appointed for the meeting, a quorum is not present, in case the meeting is convened upon the requisition of members, it shall be dissolved; and in any other case, it shall stand adjourned to the succeeding day at the same time and place, or to such other day, time or place as shall be fixed by the Chairman, and the business, which would have been brought before the original meeting, had there been a quorum thereat, shall be brought before the adjourned meeting, and may be disposed of at such meeting or any subsequent adjournment thereof, whether there be quorum present or not.

10. All questions to be decided by majority of votes :-

(1) All matters coming before the Board shall be decided by a majority of the votes of the members present and voting.

(2) In case of an equality of votes, the Chairman or the person presiding shall have a second or casting vote.

11. Procedure at Meetings :- (1) Except with the permission of the Chairman or the person presiding, no member, other than the mover of a proposition, shall have the right to address the Board more than once.

(2) All other points of procedure at any meeting shall be decided by the Chairman or the person presiding.

12. Adjournment :- The Chairman or the person presiding may with the consent of the meeting at which a quorum is present, adjourn the meeting from time to time ; but no business other than the business left unfinished shall be transacted at any adjourned meeting and such other business of which due notice is given to the members in accordance with the provision of these regulations, shall be transacted at any adjourned meeting.

13. Procedure in immediate cases :- The Chairman may whenever he thinks fit, circulate a draft of any resolution amongst the members to decide any matter on which advice of the Board is immediately required.

Provided that no such resolution shall be deemed to have been passed by the Board, unless at least two members have signified their consent in writing to the passing of the resolution and the resolution is placed before the Board at its next meeting held after such circulation of the resolution for confirmation.

14(i) Proceedings of meeting of the Board shall be recorded under the general supervision and control of the Member Secretary.

(ii) Minutes of the Meetings of the Board shall be compiled by the Member Secretary and shall be circulated to the members, invite and Government and placed before the next meeting of the Board, for confirmation.

(iii) The Chairman of the meeting shall sign the minutes, after they are confirmed.

P A R T - III

15. Summoning, holding and conduct of meetings of the council :-

(i) The date, time and place of every meeting of the Council shall be fixed by its Chairman and shall be communicated by the Chief Executive Officer, who shall work as ex-office Secretary of the Council,

to all members of the Council Financial Adviser and the officers of the Government nominated for attending the meetings of the Board together with a list of business to be transacted at the meeting and no business which is not included in the list, may be transacted at the meeting except with the permission of the Chairman of the Council.

(2) Twelve members of the Council shall form a quorum for a meeting.

(3) If at any meeting of the Council there is no quorum, the Chairman or any other person presiding on such meeting shall adjourn the meeting to some other time of the same day, and the business at such adjourned meeting may be disposed of irrespective of the number of members attending adjourned meeting.

(4) The proceedings of the meetings of the Council shall be recorded by the ex-officio Secretary to the Council, who shall also compile the minutes of each meeting and copies of same shall be forwarded to the members and Government by the ex-officio Secretary. The minutes shall be placed before the next meeting for approval of the members present, upon which shall be signed as confirmed by the Chairman.

P A R T - IV

Standing Finance Committee.

16. Functions of Standing Finance Committee :-

The Functions of the Standing Finance Committee shall mainly be executive and administrative and shall include.

- i) Scrutiny of annual programme.
- ii) Preparation of Budget estimates.
- iii) Watching progress of expenditure
- iv) Study and evaluation of progress made and results achieved;
- v) Sanctioning financial assistance to institutions and Co-operative Societies upto Rs. 1,00,000/-
- vi) Any other functions that may be assigned to it by the Board.

17. Summoning and holding of meetings and the conduct of business of a Standing Finance Committee.

- i) The date, time and place of every meeting of the Standing Finance Committee fixed by this Chairman shall be communicated by the Secretary of the Committee to all members of the Committee, the Financial Adviser and the Chief Executive Officer together with a

list of business to be transacted at the meeting and no business which is not shown in the list may be transacted except with the permission of the Chairman of the Committee.

ii) Two members of a standing Finance Committee shall form a quorum for a meeting except at an adjourned meeting for which no quorum shall be necessary, if at any meeting there is no quorum, the Chairman or the person presiding at such meeting shall adjourn the meeting and fix any other time on the same day or another day for the adjourned meeting.

3. The proceedings of the meeting of a standing Financial Committee shall be recorded by the Secretary to the Committee who shall also compile the minutes of each meeting and get them approved by the members present at the next meeting. Copies of the minutes thus approved shall be placed before the Board for information.

P A R T - V

STAFF COMMITTEE :

18. Functions of the staff Committee :- The functions of the staff committee shall be as follows, namely :-

- a) to advise the Board in all establishment matters;
- b) selection of the staff of the Board according to the powers delegated to it in this behalf by the Board;
- c) any other function that may be assigned to it by the Board.

19. Summoning and holding of meetings and the conduct of business of the Staff Committee :-

1. The date, time and place of every meeting of the Staff Committee fixed by Chairman shall be communicated by the Secretary to the Committee to all members of the Committee, the Financial Adviser and the Chief Executive Officer together with a list of business to be transacted at the meeting and no business which is not shown in the list may be transacted except with the permission of the Chairman of the Committee.

2. The members of a staff committee shall form a quorum for a meeting except at an adjourned meeting for which no quorum shall be necessary; if at any meeting, there is no quorum the Chairman or the person presiding at such meeting shall adjourn the meeting and fix and other time on the same day or another day for the adjourned meeting.

3. The proceedings of the meeting of a Committee shall be recorded by the Secretary of the Committee who shall also compile the minutes of each meeting and get them approved by the members present at the next meeting. Copies of the minutes thus approved shall be placed before the Board for information; after signing of minutes by the Chairman, on confirmation.

P A R T - VI

DIVISIONAL COMMITTEES :

20. Functions of Divisional Committee : The functions of a Divisional Committee shall be.

- i) To advise and assist the Board in discharging its functions;
- ii) To study the progress made and results achieved in the Division and evaluation of the same;
- iii) Any other functions that may be assigned to it, by the Board;

21. Summoning and holding of meetings and the conduct of business of a Divisional Committee :-

1. The date, time and place of every meeting of Divisional Committee fixed by its Chairman as far as possible coinciding with meeting of District Organisers, being called for any other work or periodically shall be communicated by the Member Secretary of the Committee to all members of the Committee, the Financial Adviser and the Chief Executive Officer together with a list of business to be transacted at the meeting and no business which is not shown in the list may be transacted except with the permission of the Chairman of the Committee.

2. Three members of a Divisional Committee shall form a quorum for a meeting except at an adjourned meeting for which no quorum shall be necessary. If at any meeting there is no quorum, the Chairman or the person presiding at such meeting shall adjourn the meeting and fix any other time on the same day or another day for the adjourned meeting.

3. The proceedings of the meetings of Divisional Committee shall be recorded by the member Secretary to the Committee who shall also compile the minutes of each meeting and get them approved by the members present at the next meeting. On confirmation, they shall be signed by the Chairman, the copies of which shall be sent to all the members of the committee and other invitess.

The meeting shall be called at least once in three months;

P A R T - VII

DISTRICT COMMITTEE :

22. Functions of District Committee :- The function of the District Committee shall be ;

- i) to advise and assist the Board in discharge of its functions in the District.
- ii) scrutiny of annual programme of the district;
- iii) preparation of budget estimates of the district;
- iv) watching the progress of disbursement of funds in the district;
- v) Study and evaluation of progress made and results achieved, in the district;
- vi) to recommend to sanction of financial assistance to the cooperative societies, institutions and individuals, to the standing Finance Committee of the Board, in case not included in the sanctioned budget estimates of the year.
- vii) any other function that may be assigned to it by the Board.

23. Summoning and holding of meetings and the conduct of business of a District Committee :

1. The date, time and place of every meeting of District Committee fixed by its Chairman shall be communicated by the Member Secretary of the Committee to all members of the Committee, the Financial Adviser and the Chief Executive Officer together

with a list of business to be transacted at the meeting and no business which is not shown in the list, may be transacted except with the permission of the Chairman of the Committee, such meetings shall be called at least once in every three months.

2) Three members of a District Committee shall form a quorum for a meeting at an adjourned meeting for which no quorum shall be necessary, if at any meeting, there is no quorum, the Chairman or the person presiding at such meeting shall adjourn the meeting and fix any other time on the same day or another day for the adjourned meeting.

3) The proceedings of the meetings of a District Committee shall be recorded by the Member Secretary to the Committee who shall also compile the minutes of each meeting and get them approved by the members present at the next meeting.

P A R T --- VIII

Temporary association of persons who Board for particular purpose.

24. The Board may associate with itself, non-members or officers of the Government to seek advice in regard to specific problems or may appoint them as the members of committee appointed by the Board for specific problems for having the benefit of their experience and expertise. The Board shall pay travelling and daily allowance provided in scale I in clause (b) of sub-rule (1) of rule I in Section I of Appendix XLII I A of B.C.S.R. to such non-official persons for journeys undertaken by them.

1) for attending the meetings of the Board, council or Committees or (2) for the purpose of discharging functions of the Board (such journey being undertaken with the previous permission of the Chairman) to and from the place, where such meeting is held, or as the case may be, functions are performed. Such non-officials may also be paid honoraria or sitting fees from the funds of the Board with approval of the Government. The travelling and daily allowances of the officials would be governed by the rules applicable to them as such officials.

P A R T --- IX

Powers and duties of Chief Executive Officer :

25. The Chief Executive Officer shall work under the control of the Chairman of the Board. He will be entitled to attend all meetings of the Board, the Standing Finance Committee, staff Committee and council. His powers and duties will be :

- i) To coordinate, supervise and control the work of officers and establishments of the Board;
- ii) to implement the decision taken by the Board;

- iii) To frame annual budget estimates and supplementary budget estimates in consultation with the Financial Adviser, who will scrutinise and assist the preparation as he considers necessary before the budget is placed before the Board;
- iv) to administer the contributory provident Fund of the Board;
- v) to sanction contingent expenditure to the extent of powers delegated to him by the Board from time to time;
- vi) to examine applications for financial assistance (both grants and loans) and place them before the standing finance committee of the Board for sanction;
- vii) To undertake such other duties and exercise such other powers as may be assigned to him by the Board or the Chairman.

P A R T -- X

26. Procedure for payments, deposits and investments on behalf of the Board :-

1. All payment other than payments relating to salaries, wages and allowances by or on behalf of the Board shall be made by Cheques drawn against the current accounts of the Board;

payment in respect of individual claims not exceeding Rs. 200/- may however, be made in cash.

- (2) All cheques drawn against the Bank account of the Board (Khadi Commission Fund and State Government Fund account) and all orders for making investments or for the withdrawal of the same or for the disposal in any other manner of the funds of the Board shall be signed jointly by the Chairman and / or officers nominated by the Board by resolution passed in this behalf.

- (3) Placing of moneys belonging to the Board in fixed deposits and their investment or deposit otherwise shall be made with the approval of the Board and in the manner directed by the State Government by a special or general order under sub- section (3) of Section 17.

27. Maintenance of Account :-

- (1) The Board shall maintain bank accounts under the heads (Khadi Commission Fund Account and State Government Fund Account) in the Bank or Banks approved by the Government. All money of the Board with exception of petty cash of funds kept at deposit in accordance with these regulations shall be paid into the respective fund account.

- (2) Subject to directions of the State Government under sub-section (3) of Section 17, the Board may authorise any of the officers of the Board to maintain a separate current account in the Bank referred to in clause (1), for depositing separate funds placed at its disposal in connection with the work of the Board.
- (3) The petty cash required for meeting current expenditure shall be in the custody of an officer nominated by the Board in writing in this behalf. The Board may decide the amount of the petty cash maintained from time to time.
- (4) The Board may advance small amounts as imprest as may be decided by it in individual cases to any of the officers for incurring petty expenditure, by the Officers within the powers delegated to them. The Officers to whom such amounts are advanced shall be personally responsible for them and shall also be responsible for maintaining proper accounts, in the form prescribed by the Board.

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