

OFFICIAL GAZETTE



GOVERNMENT OF GOA

NOTE: There is one Extraordinary issue to the Official Gazette Series I No. 34 dated 18-11-99 namely Extraordinary dated 18-11-99 from pages 485 to 488 regarding Notification from Department of Law & Judiciary (Legal Affairs Division).

GOVERNMENT OF GOA

Department of Rural Development
& R. D. A.

Office of Secretary Rural Development

Order

Genl:1-1/GIRDA

Govt. is pleased to direct as follows:

1. The Goa Institute of Rural Development and Local Administration be reconstituted and set up as an autonomous body, on the lines of similar Institutes in other States (as per pattern set by the Government of India) in accordance with Memorandum of Association and Rules approved by Government and annexed to this order (Annexure 1 and 2).

2. The said autonomous Institute shall be responsible for all aspects of training policy and training management for employees of the Government of Goa, not exclusively limited to those involved in Rural Development and Local Administration, but the whole gamut of public administration and the Institute may henceforth be re-named as the *Goa Institute of Rural Development and Administration*.

3. *Redeployment of Staff:* (a) In view of the status of autonomy conferred on the Institute, the existing employees of the Institute as on this date, viz. 5-11-99 shall exercise an option within one month whether to return to their parent deptt., viz., Directorate of Agriculture or go over to the autonomous Institute.

(b) In the event of any of the employees opting under clause (a) above to revert to their parent deptt. the Directorate of Agriculture shall receive them along with their respective posts and the Executive Committee of the Institute may create identical posts in same scales of pay to carry on with its work. The Directorate of Agriculture shall abolish those posts held by officials returning from the Institute, as and when they vacate the posts by promotion/superannuation/retirement etc.

(c) In case of any of the employees referred to in clause (a) above either refuses to come over to the autonomous Institute but is also not willing to revert to Agriculture Deptt. or opts to go to Agriculture Deptt. but that Deptt. is unable to accommodate the employees for want of work or other administrative reasons, such employees may be deemed surplus staff and dealt with under the rules governing such staff, provided that they may, if they so opt, be granted the benefit of voluntary retirement.

4. *Finances of the GIRDA.* — (a) All assets and liabilities of the Goa Institute of Rural Development and Local Administration shall vest in the new autonomous Institute, with effect from 1-12-99.

(b) The budgetary support to the Institute shall continue through Grant-in-Aid corresponding to the total allocation as a Government Deptt. during current financial year (Rs. 1.8 lakhs), subject to further additional grants corresponding to the States share in creation of academic posts and corresponding support staff and such other schemes/programmes as are taken up jointly with the Government India in subject areas of Rural Development as well as Administrative Training and annual increases in D. A., periodical increments, etc.

(c) A Comprehensive Pattern of Financial Assistance to the Institute shall be initiated by the Secretary (RD) and got approved by the Government latest by 31-3-2001 and budgetary provisions sought accordingly.

5. *Training Facilities at the Institute.*— The Institute shall, besides continuing with the existing facilities for imparting training on being directed by the Government so to do, set up such additional facilities, as directed, and appropriate additional grants will then be admissible to the Institute to support such facilities.

6. *Pension, Provident fund and other Retirement benefits.*— (a) In respect of those employees who opt to continue with the autonomous institute, pro-rata pensionary benefits shall be paid by Government as on the date of absorption in the Institute and the amount shall be paid into a pension fund to be created by the Institute with effect from the date of effect of autonomy.

(b) In respect of all employees on its roll from time to time, further pro-rata annual contributions shall be made by the Institute into this Fund to eventually meet the payments of retirement benefits to its employees as and when they retire.

(c) The retirement benefits and other conditions of service of employees of the Institute, at any time, shall not be less than those admissible under Government.

(d) In view of the possibility and need for, short-tenure-academic staff and corresponding support staff for Research or such other time-specific assignments, a scheme of contributory Provident Fund shall be maintained by the Institute for such staff, and in respect of all the others General Provident fund accounts shall be maintained.

(e) Accumulations in the G. P. F. accounts of employees opting to join the Institute shall, as on the date of going over to the Institute be claimed from the Directorate of Accounts and deposited into their respective G. P. F. accounts under the Institute.

(f) In the event any employee's transfer remaining undecided beyond the date of effect of autonomy, their contributions to GPF be remitted by the Institute to the Director of Accounts, Goa.

7. In the event of any difficulties arising in the implementation of any part of this order, the matter may be referred to Finance Deptt. or the Secretary (RD) as the case may be, for further needful.

8. The new arrangements shall become operational from 1-12-99. This issues with the concurrence of Finance (Exp.) Deptt. vide their U. O. No. Fin (Exp.) 4395 dt. 4-11-99.

By order and in the name of the Governor of Goa.

Rakesh Mehta, Commissioner and Secretary/Finance (Secretary/Rural Development).

Panaji, 5th November, 1999.

ANNEXURE I

Memorandum of Association

1. *Title:* The name of the Society shall be the *Goa Institute of Rural Development and Administration.*

2. *Registered Office:* The Registered Office of the Society shall be at Old ECT Building, Ela Farm Complex, Ela, Old Goa.

3. *Objectives of the Institute:* The objects for which the Society is established are:—

i. to impart training to various official and non-official functionaries, directly or indirectly involved in the process of rural development, and also those involved in rendering other public administrative services or engaged in supportive rôles, with a view to equip them,

a) with the sociological and behavioral perspective and techniques for being able to sensitively understand the problems of the target population,

b) with the managerial skills for efficient designing, implementing, monitoring and evaluating of rural development programmes, and

c) with the techniques for enlisting community action in the support of rural development programmes.

ii. To carry on research-operational and policy.

(a) to evolve ideas and concepts appropriate for administrative efficiency and rural development activities and to formulate policy alternatives

(b) to bring about development in the sphere of Appropriate Technology for strengthening the qualitative and quantitative aspects of the production of rural artisans.

iii. to create an awareness of the potentialities of modern management service as a major instrument for rural development and better administrative services and practices.

iv. to take up such other programmes incidental to rural development as may be found necessary from time to time;

v. to serve as a focal point for the evolution of new pathbreaking approaches to Development and social involvement in Administration.

vi. to serve as the policy making body to work out, test, validate and implement training strategies for all employees of Government of Goa, including those at administrative and managerial level.

Functions of the Institute: In order to achieve the above objectives, the Institute may engage itself in such kinds and types of programmes, activities, and in such subjects, and for the benefit of such persons, areas and sectors of activity as are exemplified below:

(a) *Programmes and activities:*

i. Education programmes of long duration, Post graduate Course at the Master and Doctoral levels, in subjects related to rural development, subject to meeting the standards set by affiliating and recognising bodies.

ii. Training programmes of short duration for officials and non-officials directly or indirectly connected with rural development activities and other aspects of administration.

iii. Research activities in areas related to rural development and administration.

iv. Consultancy and extension services.

v. Publications.

(b) *Subjects and areas of activities:*

i. The Programmes shall cover all concepts, principles and techniques related to management and training of rural development activities of the State and the Union of India.

ii. The programme shall cover functionaries of the Rural Development related Departments and others directly or indirectly connected with the implementation of Rural Development Schemes, including non-officials.

(c) *The Institute may:—*

i. Plan and formulate training programmes on Rural Development and General Administration.

ii. Organise conferences, seminars, workshops, exhibitions, meetings, discussions etc. on subjects relevant to its functions.

iii. Publish research papers, treatises, periodicals, books and other literature to disseminate up-to-date information relating to Rural Development and General Administration.

iv. Establish and maintain libraries of books, teaching aids, audio-visuals equipments, etc.;

v. Establish collaborative linkages with National Institute of Rural Development and other Institutions of other States of India having similar objectives, by exchange of faculty and scholars, by the conduct of joint research and training programmes and generally in such a manner as may be conducive to the development of Rural Development and Administrative Training.

vi. Function generally as the apex institution of Goa State on Rural Development and Administration to provide knowledge and services to set standards of proficiency, and to regulate management inputs in all aspects of administration.

vii. Establish, administer and maintain local branches or institutions at suitable places in Goa.

viii. Do all such other deeds and acts as are conducive or incidental to the achievement of all or any of the above objectives.

(d) The Institute shall consist of residential campus as well as non-residential centres. It shall be open to persons of either sex, of whatever race, creed, caste, class, religion, nationality, and no test or condition pertaining to religion or region shall be imposed in admitting students or in appointing members, teachers, and staff of the Institute, provided, however, that the Board of Governors may make special provisions for the advancement of Scheduled Castes, Scheduled Tribes and socially and educationally backward classes of citizens in accordance with the relevant provisions of the Indian Constitution.

Governing Body:

4. The Management of the affairs of the Society shall vest, in accordance with the Rules of the Society, in the Board of Governors and the Executive Committee, in accordance with the Act and the Rules made by the Society.

The addresses and occupations of the first members of the Board of Governors are:

1. Hon. Minister for Rural Development, Govt. of Goa. — Ex-Officio Chairman
2. Commissioner and Secretary for Rural Development Government of Goa, Secretariat, Panaji. — Ex-Officio Vice-Chairman
3. Jt. Secretary Personnel, Govt. of Goa. — Ex-Officio Member
4. Secretary, West Coast Regional Centre of Indian Institute of Public Administration Goa Opp. Circuit House, Panaji. — Ex-Officio Member

5. Project Director RDA, Goa, Shanta Bldg., St. Inez, Panaji. — Ex-Officio Member
6. Director of Panchayats, Goa, Junta House, Panaji. — Ex-Officio Member
7. Director of Agriculture, Goa Vidyut Bhavan, D. B. Marg, Panaji. — Ex-Officio Member
8. Hon. Secretary, Goa Watershed Development Society, B3-Type, D-Govt. Colony, Patto. — Member-Secretary

The names and addresses of members of the first Executive Committee are as below:

1. Shri Rakesh Mehta, IAS Commissioner and Secretary (Finance) (Secretary/Rural Development) and Ex-officio Director, GIRDA, Secretariat, Panaji-Goa 403 001. Chairman
2. Shri R. G. Joshi, Project Director/RDA and Ex-officio Joint Secretary to Govt. Shanta Bldg., St. Inez, Panaji, Goa - 403 001. Member
3. Shri G. J. Prabhudessai, Jt. Secretary (Personnel), Secretariat, Panaji, Goa - 403 001. Member
4. Shri G. G. Kambli, Director of Panchayats, Govt. of Goa, Junta House, V Floor, 18th June Road, Panaji, Goa - 403 001. Member
5. Shri K. G. Sharma, Director of Agriculture, Govt. of Goa, Vidyut Bhavan, D. B. Bhandodkar Marg, Panaji, Goa - 403 001. Member
6. Prof. G. R. Kamat, Representative of the President Indian Institute of Public Admin. West Coast Regional Branch, Opp. Circuit House, Panaji, Goa - 403 001. Member
7. Shri C. S. Radhakrishnan, Hon. Secretary, Goa Watershed Development Society, B3 Type D, Govt. Colony, Patto, Panaji, Goa - 403 001. Member-Secretary (Ex-officio) GIRDA

If and when an officer other than the Commissioner and Secretary (Finance) holds the post of Secretary/Rural Development, the Director of Agriculture shall be substituted by the Jt. Secretary/Finance (Expr.).

8. We, the following persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a society under the Societies Registration Act, 1860 (Central Act XXI of 1860).

Date:

<i>Name and Address</i>	<i>Signature</i>
1. Shri Somnath Zuwarkar, Hon. Minister for R. D., Govt. of Goa, Secretariat, Panaji.	vi. 'Director' means the Director of the Institute who is also Chairman of the Executive Committee, for the time being, of the Institute.
2. Rakesh Mehta, IAS, Commissioner & Secretary (Finance) Secretary for Rural Development, Government of Goa. Secretariat, Panaji-Goa.	vii. 'Secretary' means the Secretary for the time being of the Institute.
3. Shri G. J. Prabhudessai, Joint Secretary (Personnel) Govt. of Goa, Secretariat, Panaji-Goa.	viii. 'State Government' means the Government of Goa.
4. Shri R. G. Joshi, Project Director, R. D. A. Shanta Building, St. Inez, Panaji-Goa.	ix. 'Financial Year' means budget year commencing on the 1st April and ending on the 31st March following for which Budget is prepared.
5. Shri G. G. Kambli, Director of Panchayats, Govt. of Goa, Junta House, Panaji.	3. <i>Authorities of the Institute:</i> The authorities of the Institute shall be:
6. Shri K. G. Sharma, Director of Agriculture, Govt. of Goa, Vidyut Bhavan, D. B. Marg, Panaji-Goa.	i. The Board of Governors.
7. Prof. G. R. Kamath, Representative of President, I. I. P. A., West Coat Regional Branch, Panaji.	ii. The Executive Committee and,
8. C. S. Radhakrishnan, Hon. Secretary, Goa Watershed Development Society & Ex. Officio Secretary, GIRDA Society, B3, Type D, Govt. Colony, Patto, Panaji-Goa.	iii. Such other authorities as may be constituted by the Executive Committee.
	4. <i>Officers of the Institute:</i> The following shall be the officers of the Institute, namely:
	(i) The Director.
	(ii) The Secretary and
	(iii) Such other Officers as may be appointed from time to time.
	5. <i>General Body and Membership:</i> The members of the Board of Governors shall constitute the General body of the Institute and shall consist of not more than 13 members.
	6. <i>Roll of Members:</i> The Institute shall maintain a register of members giving their names, occupations and addresses and every member shall sign the register. Every change of address shall be notified to the Secretary.
	7. <i>Board of Governors:</i> The General Superintendence and management of the affairs of the Institute shall be vested, in accordance with the Rules of the Society, in the Board of Governors.

ANNEXURE 2

Goa Institute of Rural Development and Administration**Rules**

1. *Short title:* These Rules may be called "*The Rules of the Goa Institute of Rural Development and Administration, Old E. T. C. Building, Ela Farm Complex, Ela, Old Goa.*"

2. *Definitions:* In these Rules and the Memorandum of Association unless the subject or context otherwise requires:

i. "Act" means the Societies Registration Act, 1860 (Central Act XXI of 1860).

ii. 'Institute' means the Goa Institute of Rural Development and Administration.

iii. 'Board' means the Board of Governors of the Institute.

iv. 'Committee' means the executive Committee of the Institute.

v. 'Chairman' means the Chairman of the Board of Governors, for the time being of the Institute.

The composition of the Board of Governors shall be as follows:—

1. Chairman Minister for Rural Development.

2. Vice Chairman & The Director, Commissioner & Secretary for Rural Development, Govt. of Goa.

3. Ex-officio Members

(i) Secretary (Personnel), Govt. of Goa or his/her representative.

(ii) President of Indian Institute of Public Administration, West Coast Regional Branch, Goa or his nominee.

(iii) Project Director, RDA, Goa.

(iv) Director of Panchayats, Goa.

(v) Director of Agriculture, Govt. of Goa.

(vi) Hon. Secretary, Goa Watershed Development Society.

4. *Others*:— The Board, after initial constitution shall co-opt the following:—

- (i) One M. P.
- (ii) Representative of Govt. of India, Ministry of Rural Development.
- (iii) Representative of National Institute of Rural Development, Hyderabad.
- (iv) Head of one major deptt. having in-house training facilities.
- (v) Head of one deptt. not having training facilities.

8. The Board of Governors may create new classes of membership from time to time for such specific periods, and fill them by co-option of such members, as it deems desirable and necessary in the interests of the Institute.

9. *Tenure of the Board*: The tenure of the first board shall be five years from the date of registration of the Institute. The tenure of the subsequent Boards shall be three years:

Provided, however, that the Board, the tenure of which has expired, shall remain in office until the successor Board is constituted.

10. When a person including the Chairman, is a member of the Board by virtue of his office or appointment, he shall cease to be such member when he relinquishes the said office or appointment, and the vacancy so arising shall be filled up by his successor in that appointment or office. Such member shall however be eligible for renomination in another vacancy if any, on the Board.

11. *Cessation of Membership*: Notwithstanding anything contained in these Rules, a member of the Board shall cease to be such member if, during his tenure of office he resigns, or becomes insolvent or otherwise unable or incompetent to hold office or his membership is terminated by Government.

12. *Resignation*: A member of the Board, other than Ex-officio member, may resign his membership by a letter addressed to the Chairman of the Board and such resignation shall take effect from date of its acceptance by the Chairman.

13. *Casual Vacancies*: Any casual vacancy arising on the Board by resignation, death or otherwise, may be filled up by appointment, or nomination of a member by the appropriate authority entitled to make such appointment or nomination and the member so appointed or nominated shall hold office for the remainder of the tenure of that Board.

14. The Board of Governors shall function notwithstanding any vacancy on the Board, and defect in the appointment or nomination of any of its members, and no act or proceedings of the Board shall be invalidated, nullified or called in question merely by reason of the existence of any vacancy on the Board or by reason of any defect in the appointment or nomination of any of its members.

15. Subject to the provisions of the Act and subject to any general directives issued by the Government in furtherance of the objectives of the institute or in public interest, the Board of Governors shall be ultimate authority for the conduct of the affairs of the institute.

16. *Meetings of the Board*: Subject to the provisions of the Act the Board of Governors shall meet at least twice in a year, of which one shall be the Annual General Meeting within four months of the close of the financial year.

- i. to receive and consider the annual report and audited accounts of the Institute for the preceding financial year;
- ii. to appoint auditors and fix their remuneration;
- iii. to review progress of work during the year ended and consider and approve generally the budget demands and programmes for the ensuing year; and
- iv. to discuss any other business as may be necessary.

17. *Special Meetings*: The Chairman of the Board may convene special meetings of the Board to discuss any matter of special importance or urgency or on written requisition of not less than six members of the Board specifying the purpose for which the meeting is proposed to be called.

18. *Venue of the Meeting*: Meeting of the Board shall ordinarily be held at the registered office at Old Goa, provided, however, that meetings may be held at other places as may be expedient or necessary.

19. *Notice of the Meeting*: Every Meeting of the Board shall be convened by notice issued under the hand of the Secretary or any other officer of the Institute so authorised in this behalf.

20. Every notice calling for a meeting of the Board shall be issued to every member not less than fifteen days before the day scheduled for the meetings, except in the case of special meetings, when the notice shall be issued seven days before the day fixed for the meeting. A summary of the business to be transacted at the annual general meeting shall be communicated to the members at least seven days before the day of the meeting.

21. The accidental omission to give notice to, or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

22. *Quorum*: Six members including the Presiding Officer shall constitute the quorum for any meeting of the Board, provided that, if a meeting is once adjourned for want of quorum, a subsequent meeting called on the basis of the same agenda shall not be required to have a quorum.

23. *Presiding Officer*: The Chairman shall ordinarily preside at all meetings of the Board. In the absence of the Chairman the Vice-Chairman shall preside and in case the Vice-Chairman is also absent, the members present shall choose one from amongst them to preside over that meeting.

24. *Attendance*: No member shall attend a meeting of the Board otherwise than in person: provided that a member who is an ex-officio representative of Government or an organisation unable to attend a meeting, shall authorise a substitute to attend that meeting on his behalf and such substitutes shall have the rights and privileges of a member for that meeting.

25. *Invitation to Attend a Meeting*: The Chairman may invite any person other than a member of the Board to attend a meeting of the board but such person shall not be entitled to vote at the meeting.

26. *Voting*: In case of differences of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority present shall prevail. Every member present at

the meeting including the Chairman shall have one vote and if there be an equality of votes, the Chairman of the meeting shall have and exercise a second, casting vote.

27. *Voting by Circulation:* Any business which it may be necessary for the Institute to perform and which is of an urgent nature and cannot be held over till the next meeting of the Board, may be carried out by circulation among all members of the Board and any resolution so circulated and approved by a majority of the members signing, shall be as effective and binding as if such resolution had been passed at a meeting of the Board; provided that at least the number of persons constituting a quorum has recorded their views on the resolution and that any business so transacted shall be reported at the subsequent meeting of the Board.

28. *Service of Notice:* A notice may be served upon any member of the Board in person or through post, addressed to such member at the address mentioned in the roll of members. Any notice so served, through post shall be deemed to have been served on the day following that on which it was posted.

29. *Executive Committee:* Subject to the overall superintendence and policy directions of the Board of Governors, the Executive Committee shall be responsible for the management, administration and control of the affairs of the Institute and its income and properties in accordance with these Rules and the Regulations, orders and instructions made from time to time, shall have, and exercise, powers which may be necessary, incidental, conducive or expedient for the said purpose.

30. *Composition of the Executive Committee:* The Executive Committee shall be composed of not more than seven members including the Director, who shall be the Chairman of the Committee.

31. The Composition of the Committee shall be as follows:—

- i. Director-Commissioner & Secretary for Rural Development — Chairman.
- ii. Project Director R. D. A.
- iii. Jt. Secretary (Personnel) Govt. of Goa.
- iv. Director of Panchayats.
- v. Director of Agriculture.
- vi. Secretary, I. I. P. A. West Coast Regional Branch, Panaji.
- vii. Hon. Secretary GWDS, as Ex-officio Member Secretary of GIRDA.

If and when the post of Secretary/RD is held by an officer other than the Secretary (Fin), the Director of Agriculture shall be substituted by the Jt. Secretary/Finance (Expr).

32. *Tenure of the Committee:* The term of office of the first Executive Committee shall be five years from the date of registration of the Society, the terms of subsequent committees shall be three years, provided that a committee whose term has expired shall continue until the successor committee is constituted.

33. *Resignation:* A member of the committee other than ex-officio members may resign his membership by a letter addressed to the Director and such resignation shall take effect from the date of its acceptance.

34. *Meetings of the Committee:* The Executive Committee shall meet at least once in every three months. The meetings of the Committee shall ordinarily be held at the Institute, provided however, that a meeting may be held at any other place as may be expedient or necessary.

35. Every meeting of the Committee shall be presided over by the Director. Three members of the Committee, including the Director present in person shall constitute a quorum at any meeting of the Committee. If a member who is an ex-officio representative of Government or on organisation, is unable to attend a meeting, he may authorise a substitute to attend that meeting on his behalf. The Director may invite any person or persons to attend a meeting but such person or persons shall not have the right to vote.

36. In case of difference of opinion amongst the members on any matters under discussion in a meeting, the opinion of the majority shall prevail. Every member present at the meeting including, the Chairman shall have one vote; if there be an equality of votes, the Chairman of the meeting shall have to exercise a second, casting vote.

Every meeting of the Committee shall be convened by notice issued under the hand of the Secretary or any other officer of the Institute so authorised in this behalf. Every notice called for a meeting shall set the date, time and venue of the meeting and shall be issued to every member not less than ten days before the day scheduled for the meeting, provided that the Chairman may, for reasons to be recorded, convene a meeting at such shorter notice as he may deem fit. A summary of the business to be transacted at the meeting shall be communicated to the members not less than seven days before the day of the meeting. The accidental omission to give notice will not invalidate the proceedings of that meeting.

38. Any business of an urgent nature may be carried out by circulation among all members of the Committee and any resolution so circulated and approved by a majority of members signing shall be as effective and binding as if such resolution had been passed at a meeting of the Committee; provided that at least the number of persons constituting a quorum had recorded their views on the resolution; and provided that at least the number of persons constituting a quorum had recorded their views on the resolution; and provided further that any business so transacted shall be reported at the subsequent meeting of the Committee.

39. *Powers and Functions of the Executive Committee:* The Executive Committee will have the following powers and functions:

1. to prepare and execute detailed plans and programmes for the establishment and development of the Goa Institute of Rural Development and Administration and for carrying on its administration and management;

2. to receive grants-in-aid and accept other grant of money gifts, donations, securities, negotiable instruments and other forms of assistance from the State Government and the Government of India, from other sources, Indian and foreign, Government and Private and enter into any agreement or arrangement for receiving such assistance which are not inconsistent or in conflicts with or repugnant to the objectives and purposes of the Institute; provided that in respect of external sources of assistance, prior approval of the State Government and the Government of India shall be obtained;

3. to impose and recover fees and charges for the services rendered by the Institute; raise moneys and funds as deemed fit and necessary for the purposes and objectives of the Institute;

4. to keep custody of and expend the funds and moneys, invest, deal with and appropriately account for such funds and moneys and manage that income and properties movable and immovable according to the bye-laws formulated in this behalf, provided that for all capital expenditure exceeding Rs. 3 lakhs at a time prior sanction of Government shall be obtained;

5. to receive, acquire, take over and hold movable and immovable property of any kind by means of purchase, transfer, hire, lease, gift, donation or other lawful means from Government, public or private bodies or individuals, construct, build, alter, improve, maintain, repair, equip, or furnish any building, develop lands and execute works necessary or convenient for purposes of the Institute, and suitably manage and deal with property of any kind in the best interests and for purposes of the Institute;

Provided that no movable properties costing more than Rs. 3 lakhs (Rupees three lakhs only) and no immovable properties shall be transferred by sale, mortgage or otherwise without prior sanction of Government;

6. to enter into arrangements/contracts with national and international organisations, foundations and research institutions and other agencies- Governmental or private for technical assistance, for the development of sectors and for undertaking projects on their behalf for training and development and research in the fields of Rural Development/ Public Administration in Government;

Provided that in respect of arrangements with foreign Governments or international organisations, prior approval of the State Government and the Government of India, as the case may be, shall be obtained;

7. to pay all preliminary or incidental cost, charges and expenses of study, training and for undertaking research and consultancy in pursuance of the objectives enunciated in the Memorandum of Association;

8. to recommend to the Board of Governors the grant of degrees, diplomas, certificates, distinctions and prizes to students and participants, who have successfully completed the prescribed course of study and training;

9. to institute and award fellowships, scholarships, stipends, freeships, loans and other forms of financial assistance to students to facilitate their study;

10. to approve the nomination of faculty of courses of higher studies, training and teaching assignments, for participation in conferences, visiting fellowships, etc. in India and abroad under such terms and conditions as may be laid down in the bye-laws framed in this behalf, provided that for tours outside India prior approval of the State Government shall be obtained;

11. to provide for and supervise the residence, health amenities, discipline and the general well-being of the students and other participants in training programmes;

12. to print, publish, issue, acquire and circulate books, papers, periodicals, exhibits, films, slides, gazettes, pamphlets and other audio-visual materials dealing with or having a bearing upon the activities and programmes of the institute;

13. create academic, administrative, technical and other posts (other than the Director) the maximum of the scale of pay of which shall not exceed Rs. 13,500/- (Rupees thirteen thousand and five hundred) and make appointments thereto in accordance with the procedures and terms and conditions laid down in the Bye-laws and Regulations framed for such purposes. For creation of posts the maximum of the scale of pay of which exceeds Rs. 13,500/- sanction of Government shall be obtained;

14. to appoint, retain, engage for the time being, professional and technical advisers consultants, experts to work to further the objectives and programmes of the Institute and to pay them such honorarium, fees, remuneration of

compensation as may be deemed fit and commensurate with performance provided that it shall not exceed Rs. 13,500/- p. m. (Rupees thirteen thousand and five hundred);

15. to invite scholars and eminent professionals from any part of the country or abroad to take advantage of the facilities offered by the Institute in order that the Institute may benefit by their knowledge, wisdom and experience, provided that prior approval of the State Government shall be obtained for the purpose;

16. to establish Contributory Provident Fund, Pension Fund and Gratuity Schemes, Welfare Fund and other financial assistance schemes for the benefit and welfare of the staff of the Institute and their families;

17. to prepare annual reports, financial statements of accounts, financial estimates of the Institute and submit them at the annual general meeting for the approval of the Board, approve expenditure within the limits of sanctioned budget subject to the Bye-laws and regulations framed in this behalf;

18. to appoint sub-committees for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the conduct of the affairs of the Institute and to delegate to such committee such powers as it may deem necessary and expedient;

19. to enter into agreement for and on behalf of the Institute with any Government or authority, municipal, local or otherwise, and to obtain from such authority any rights, privileges or concessions fiduciary or otherwise that the Institute may deem necessary and desirable to obtain and to carry out, exercise and concessions;

20. to sue and defend all legal proceedings on behalf of the Institute;

21. to make frame and adopt rules, Bye-laws and Regulations for the proper and effective administration and management of the affairs of the Institute and amend, vary, add or rescind such Rules, Bye-laws and Regulations from time to time as may be deemed necessary. Such Bye-laws or Regulations may provide for matters such as:

-Norms and guidelines for the conduct of courses of study and training; and standards of proficiency.

-Norms and procedures for admissions of students.

-Levy of fees, commissions and charges for service.

-Maintenance of Accounts, Audit and other Financial regulations regarding custody and operation of funds.

-Budgeting.

-Recruitment Rules, the terms and conditions of service of the Faculty.
Officers and Staff, Pay an allowances and other benefits.

-Rules of Discipline and Code of Conduct.

-Maintenance of library.

-Purchase an maintenance of stores, stocks and ledgers.

-Delegation of powers.

-Such other matters as may be necessary; and

22. to do all other acts as may be appropriate, and necessary for the achievements of any or all of the objectives of the Institute.

40. *Powers and Functions of the Director*:— The Director shall have the following powers and functions.

(i) He shall oversee the day-to-day working of the Institute as Head of the department.

(ii) He shall be the appointing and the disciplinary authority for the Group C and D employees though selection for posts in these classes shall be made by the Standing Committees nominated by him and the final approval accorded by the Managing Committee.

(iii) He shall have powers to incur expenditure within the sanctioned budget, as delegated to him by the Executive Council.

(iv) He shall submit proposals for appointment to Group A and B posts to the Executive Committee.

(v) He shall oversee the working of both the administrative staff and the academic faculty.

(vi) He shall recommend specific research projects to the Executive Committee.

(vii) He shall approve the organisation of various seminars and workshops.

41. *Chairman of the Executive Committee*: The Director shall be the Chairman of the Executive Committee and shall exercise all the powers of the Chairman of the Committee as prescribed in these Rules. The Director shall have all such powers as may be delegated to him by the Executive Committee.

42. As the Chief Executive and Academic Head of the Institute, the Director shall be responsible for the proper administration and conduct of the academic affairs of the Institute.

43. *Secretary*: The Hon. Secretary of Goa Watershed Development Society shall be, ex-officio Secretary G. I. R. D. A. He shall function as the ex-officio Secretary of the Board of Governors, the Executive Committee and such other sub committees as may be constituted by the Executive Committee.

44. The Secretary shall be responsible for:—

(a) the issue of notice of meetings of the Board, the Executive Committee and sub-committees;

(b) maintenance of the records of the meetings and their circulation to members;

(c) maintenance of the register of the roll of members of the society; and

(d) day to day supervision of administrative and financial matters of the Institute;

(e) performance of such other duties as may be authorised by the Chairman of the Executive-Committee-viz. the Director, GIRDA.

45. *Funds, Accounting and Audit*: The funds of the Institute shall consist of

—Grants-in-aid received from the State Government and Government of India.

—Donations and contributions from other sources.

—Other incomes and receipts.

46. The Institute shall maintain such books of accounts and other related records in such forms in such manner as may be necessary and prescribed in consultation with the auditors of the Institute and in accordance with the Bye-laws and financial rules framed in this behalf. The Accounts of the Institute shall be audited annually by the auditors appointed for the purpose and the audited statement of accounts shall be submitted, along with the annual report, at the annual general meeting for the consideration and approval of the Board. After approval of the audit report by the Board it shall be submitted to Government, and issued along with the annual report to members of the Board, Government and others concerned. The Accounts of the Society shall be open to inspection by the Director of Accounts Goa and the Comptroller and Auditor General of India or their authorised representatives.

47. *Suits by and against the Institute*: For the purpose of section 9 of the Act the person in whose name the Society may sue or be sued shall be the Secretary of the Society.

48. *Remuneration of Members of the Board*: The members of the Board of Governors or of the Executive Committee or of any sub-committee shall not be entitled to any remuneration from the Institute for their services as such members, but they shall be paid such travelling and daily allowances as may be provided in the bye-laws to be made in this behalf for the journeys, for attending meeting or in connection with other business of the Institute.

49. Amendments to the Memorandum of Association and Rules may be made by the Board of Governors at the Annual General Meeting or Special Meeting by three-fifth majority after giving a minimum of ten day's notice of the proposed amendment(s) in writing to the members of the Board and with the prior approval of the Government.

We, the following members of the Board of Governors hereby certify that the above is a true and correct copy of the original Rules of the said Institution.

Name and Address	Designation	Signature
1. Rakesh Mehta, IAS Commissioner and Secretary for Rural Development, Government of Goa	Chairman.	
2. Shri G. J. Prabhudessai, Jt. Secretary (Personnel) Government of Goa	Member.	
3. C. S. Radhakrishnan, Secretary GIRDA Society	Member- -Secretary.	