



**RULES AND
REGULATIONS OF**
REGIONAL ADVISORY COMMITTEE
FOR REGIONAL DIRECTORATE OF
CENTRAL BOARD FOR WORKERS EDUCATION

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RULES AND REGULATIONS OF REGIONAL ADVISORY COMMITTEE FOR REGIONAL DIRECTORATE

1. DEFINITIONS :

- (a) Every Regional Directorate shall have a Regional Advisory Committee.
- (b) 'Regional Advisory Committee' means the Committee constituted for a Regional Directorate for administering the Workers Education Scheme.
- (c) 'Member' means a Member of the Regional Advisory Committee.
- (d) 'Chairman' means the Chairman of the Regional Advisory Committee.

2. COMPOSITION :

The Regional Advisory Committee shall consist of the following:

- (a) The nomination of the Chairman of the Regional Advisory Committee shall be made by the Chairman, CBWE, on the basis of the recommendation of the State Government/Zonal Director and in case there is no consensus, the Chairman, CBWE, shall nominate the Chairman of the Regional Advisory Committee.

However, as far as possible the Labour Commissioner may be nominated as the Chairman of one Regional Advisory Committee from the State.

- (b) The Regional Director, Regional Directorate, CBWE, shall be the Secretary of the Regional Advisory Committee.
- (c) Two representatives of the State Government one of whom shall be from the Labour Department and the other from the Education or Industries Department, but not below the rank of Deputy Labour Commissioner or its equivalent.
- (d) Inspector of Factories or the Inspector of Mines.
- (e) One representative of the Universities. If there are more than one university in the region, the representative of each shall be selected by rotation.
- (f) Not more than five representatives of the Central Organisations of Workers.
- (g) Not more than five representatives of the Central Organisations of Employers, two of whom shall be from Public Sector Undertakings.
- (h) Members of the Central Board for Workers Education as ex-officio members of the Regional Advisory Committees in their respective regions.
- (i) One person co-opted by members mentioned at (a) to (g) above from among experts in the field of

workers education, research consultants and other interests.

- (j) One person co-opted by members mentioned at (a) to (g) above from AIR/Doordarshan.

The concerned Regional Director in consultation with the respective Chairman, Regional Advisory Committee, shall request the Central Organisations of Workers, Employers, State Government and Universities etc. within the region for suggesting names from each organisation. The said names shall be forwarded to the Zonal Director who in turn will forward the same to the Director alongwith his recommendations for obtaining the approval of the Chairman, Central Board for Workers Education, for final appointment on the Regional Advisory Committee.

3. TERM OF OFFICE :

- (a) The term of members of Regional Advisory Committees including that of Chairman shall be 2 years and shall not exceed 2 terms.
- (b) Where a person is a member of the Regional Advisory Committee by virtue of any office held by him, his membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor in that office. Changes if any, effected vide (a) above shall be notified to the Board of Governors.
- (c) Any member may resign his membership of the Regional Advisory Committee by letter addressed to the Chairman and such resignation shall take effect

as soon as it has been delivered to the latter. The Chairman may address his resignation to the Chairman, Central Board for Workers Education. If the resignation is accepted, the Chairman of the Board shall make interim arrangement by nominating some other member of the Regional Advisory Committee till a new Chairman is nominated.

- (d) A member shall cease to be a member if he dies, resigns, becomes insolvent or is convicted of a criminal offence, or fails to attend 3 consecutive meetings without taking leave of absence from the Chairman.
- (e) Any vacancy in the membership of the Regional Advisory Committee caused by any of the reasons mentioned above shall be filled in the same manner as if it were an original nomination.
- (f) The Regional Advisory Committee shall function notwithstanding any vacancy in its body and notwithstanding any defect in the nomination of any of its members and no acts or proceedings of the Regional Advisory Committee shall be invalidated merely by reason of the existence of a vacancy or vacancies in the body or of any defect in the nomination or appointment of any of the members.

4. FUNCTIONS OF THE REGIONAL ADVISORY COMMITTEE :

- (1) The Regional Advisory Committee shall :
 - i) review the progress of the scheme at regular intervals;

- ii) recommend measures, as and when considered necessary, for proper implementation of the programme of Workers Education;
- iii) seek and secure co-operation from employers and trade union organisations for the implementation of the scheme;
- iv) select candidates for admission to worker teacher courses;
- v) evaluate the worker teacher trainees at the conclusion of their training;
- vi) approve books for addition to libraries at the regional and unit level;
- vii) appoint sub-committees for the conduct of its business; and

(2) The Regional Directors shall place before their respective Regional Advisory Committees a report of the activities conducted in the previous year alongwith proposals of activities and programmes to be undertaken during the current year within the budget allotment of the Regional Directorate. Proposals of the activities shall be submitted well in time for the next financial year.

5. MEETINGS :

- (a) Regional Advisory Committee shall meet at least two times in a year and not more than seven months shall elapse between any two meetings of Regional Advisory Committee. However, if required, more than

two meetings may be convened in a year as a special case. These meetings shall be convened by the Chairman and the notice of every meeting shall be issued by the Secretary of the Regional Advisory Committee. The notice shall indicate the date, time and place of the meeting and shall be served on the members either personally or by post. A copy of the proceedings of the meeting shall be furnished to Central Board for Workers Education within a fortnight of the date of the meeting.

- (b) Five members of the Regional Advisory Committee including the Chairman and the Regional Director shall constitute a quorum at any meeting of the Regional Advisory Committee provided that if a meeting is adjourned for want of quorum, the subsequent adjourned meeting to discuss the same agenda shall not require to have the prescribed quorum.
- (c) In case of difference of opinion among the members, the opinion of the majority shall prevail.
- (d) Each member of the Regional Advisory Committee including the Chairman shall have one vote and if there is an equality of votes on any question to be determined by the Regional Advisory Committee, the Chairman shall, in addition, have a casting vote.
- (e) Every meeting of the Regional Advisory Committee shall be presided over by the Chairman, and in the absence of the Chairman, the Regional Advisory

Committee shall elect from amongst members, a Chairman to preside over the meeting.

- (f) The Chairman shall have the power to invite any person to attend the meetings of the Regional Advisory Committee but any such invitee shall not be entitled to vote at the meeting.
- (g) The Regional Director shall be responsible for the proper administration of the affairs of the Regional Advisory Committee under the direction and guidance of the Chairman.
- (h) The Regional Director shall maintain a record of the minutes of the meetings of the Regional Advisory Committee and shall perform duties otherwise directed to be performed by the Regional Director and all such other duties as may, from time to time be entrusted to him by the Chairman.
- (i) The meeting of the Regional Advisory Committee shall ordinarily be held at the place where the regional centre is located but may be held, if necessary, at other place in the region.

6. MEMBERSHIP ROLL AND SERVICE OF NOTICE :

- i) The Regional Director shall keep the roll of members of the Regional Advisory Committee and every member shall sign the roll and shall state therein his own rank, occupation and address.
- ii) If a member of the Regional Advisory Committee changes his address, he shall notify his new address

to the Regional Director who shall thereupon enter the new address in the roll of members but if the member fails to notify his new address, the address in the roll of the members shall be deemed to be his address.

- iii) A notice may be served upon any member of the Regional Advisory Committee either personally or through the post addressed to such member at the address mentioned in the roll of members.
- iv) Any notice so served by post shall be deemed to have been served on the day following that on which the letter etc. is posted.



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