

**RULES AND
REGULATIONS OF
CENTRAL BOARD FOR WORKERS
EDUCATION**

MEMORANDUM OF ASSOCIATION OF THE CENTRAL BOARD FOR WORKERS EDUCATION

(Registered under the Societies Registration Act XXI of 1860)

1. The name of the Society is the “Central Board for Workers Education”.
 - (a) The registered office of the Society is situated at Nagpur.
2. Objects for which the Central Board for Workers Education is established are
 - (a) To implement the recommendations contained in the Report on Workers Education as endorsed by the Indian Labour Conference at its meeting held on 11th and 12th July, 1957 (copy attached), and in the main to ____
 - (i) Lay down policy;
 - (ii) Administer the programme, allocation funds, inspect, co-ordinate;
 - (iii) Arrange for the provision of educational materials;
 - (iv) Establish standards for teachers and programmes;
 - (v) Encourage the establishment of active educational departments within the national unions and federations;
 - (vi) Otherwise stimulate and promote the development of workers education;
 - (b) To stimulate and facilitate the establishment of State and/or Regional/Local Board on the pattern of Central Board;

- (c) to organize a series of programmes in existing educational institutions, at local level, community centres, places of employment or at labour colleges and schools that may be established to provide instruction in -----
 - (i) trade union consciousness;
 - (ii) the purposes, functions and administration of trade unions;
 - (iii) the conduct of union-management relations and knowledge of the industry;
 - (iv) the development of a mature individual and his role as a citizen; and
 - (v) the observance of Code of Discipline as ratified in the Sixteenth Session of the Indian Labour Conference held at Nainital on 19th and 20th of May, 1958;
- (d) to provide for training of teachers and programme administration for the and part-time assignment;
- (e) to prepare in the necessary languages suitable materials consisting of ---
 - (i) pamphlets, books and charts;
 - (ii) teaching manuals and guides; and
 - (iii) audio-visual aids;
- (f) to purchase, take on lease or otherwise acquire any land, building, or other property, movable or immovable wherever situated in India, which may be necessary for carrying on the functions of the Society;
- (g) to invest funds or moneys entrusted to the Society in such a manner as may, from time to time, be determined by it;
- (h) for the purpose of the society to draw, accept, make, endorse, discount and deposits Government of India and other promissory notes, bills of exchange, cheques, or other negotiable instruments;
- (i) to make rules and regulations for the conduct to meetings and affairs of the Society and to adopt and vary them from time to time;
- (j) to regulate the expenditure and to manage the accounts of the Society;
- (k) to sale, exchange, lease or otherwise dispose of all or any portion of the properties of the Society, movable or immovable, on such terms as it may

think fit and proper without prejudice to the interests and activities of the Society;

- (l) to raise and borrow money on bonds, mortgages, promissory notes or other obligations, or securities founded or based upon all or any of the properties and assets of the Society or without any securities and upon such terms and conditions as it may think fit and to pay, out of the funds of the Society, all expenses of and incidental to the raising of money and to repay and redeem any money borrowed;
 - (m) to make such rules and byelaws as it may, from time to time, consider to be necessary for regulating the management of the affairs of the Society; and
 - (n) to do all other acts and things as the Society may consider necessary, conducive or incidental to the attainment or enlargement of the aforesaid objects or any one of them.
3. If on winding or dissolution of the Society, there shall remain, after the settlement of all its debts and liabilities, any property whatsoever the same shall not be paid or distributed among the members of the Society or any of them but shall be dealt with in such manner as the Central Government may determine.
 4. The Central Government may appoint one or more persons to review the work and progress of the Society and to hold enquiries into the affairs thereof and to report thereon in such manner as the Central Government may stipulate. Upon receipt of any such report, the Central Government may issue such directions as they may consider necessary in respect of any of the matters dealt with in the report and these directions shall be taken notice of by the Society for its future guidance.
 5. There shall be a Governing Body, under the rules of the Society to manage the affairs of the Central Board for Workers Education. Until a Governing Body is considered under the following persons are hereby appointed

and shall constitute the Governing Body and manage the affairs of the Central Board for Workers Education :-

Sr. No.	Name	Occupation	Address
1	Shri P. M. Menon, I.C.S.	Secretary	Government of India, Ministry of Labour and Employment.
2	Shri B. N. Datar	Labour and Employment Adviser	Ministry of Labour and Employment, New Delhi
3	Shri P. S. Easwaran	Administrator	Workers Education Scheme, 287, Sion Road, JyotiSadan, Matunga Estate, Bombay-22
4	Dr. G. S. Melkote	Member of Parliament	C/o Indian National Trade Union Congress 17, Janpath, New Delhi
5	Shri P. B. Advani	Consulting Engineer & Industrial Adviser.	Oceana, Marine Drive, Bombay

A copy of the Rules and Regulations of the Society certified to be correct copy by three members of the Governing Body is filed with the Registrar of Joint Stock Companies, Delhi, along with the Memorandum of Association.

We the several person, whose names and addresses subscribed hereto, are desirous of forming a Society under the Societies Registration Act XXI of 1860 in pursuance of this Memorandum of Association :-

Sr. No.	Name	Signature	Occupation	Address
1	Shri R. C. Pradhan	Sd.	Secretary	Hind Mazdoor Sabha, Sardar Patel Road, Bombay
2	ShriVithalChaudhari	Sd.	General Secretary	General Engineering Employees, Union, 178, Charni Road, Bombay-4
3	ShriSohan Singh	Sd.	Assistant Educational Adviser	Ministry of Education, New Delhi
4	Shri S. C. Dutta	Sd.	Secretary	Indian Adult Education Association, 30, Faiz Bazar, Delhi
5	Shri P. B. Advani	Sd.	Consulting Engineer and Industrial Adviser	Oceana, Marine Drive, Bombay
6	Shri R. G. Gokhale	Sd.	Labour Office	Mill Owners' Association Veer Nariman Road, Bombay
7	Shri S. P. Hutheesingh	Sd.	Industrialist	Shahibag, Ahmedabad
8	Shri G. S. Melkote	Sd.	Member of Parliament (LokSabha)	C/o Indian National Trade Union Congress, 17, Janpath, New Delhi
9	ShriKashinathPandey	Sd.	Member of Parliament (LokSabha)	C/o Indian National Trade Union Congress, 17, Janpath, New Delhi

Signature of the signatories are hereby attested.

(Sd.) B. N. DATAR,

The 20th August,
1958

Labour and Employment Adviser,
Ministry of Labour and Employment.

The Indian Labour Conference at its meeting held on 11th and 12th July, 1957, endorsed the following recommendations on Workers Education contained in the Report of the Team of Experts with some modifications.

Recommendation No.1 : A Central Board, having semi-autonomous authority should be established comprising representatives from trade unions, employers, Government (including Ministries of Labour and Education) and Educational Institutions.

Its primary functions should be to -

- A. Lay down policy
- B. Administer the programmes, allocate funds, inspect, co-ordinate, audit accounts, etc.;
- C. Arrange for the provision of educational materials:
- D. Establish standards for teachers and programmes
- E. Encourage the establishment of active educational developments Within the national unions and federations; and
- F. Otherwise stimulate and promote the development of workers education.

Recommendation No. 2 : At the instance of the Central Board or when a local demand is made. State and/or Regional Boards on the pattern of the Central Board should be set up as soon as practicable.

Within their respective areas, the functions of these Boards should be similar to those of the Central Board.

Recommendation No. 3 :Local Workers Education Boards should be created in industrial centres by existing Boards.

The Local Board should encourage local workers education activities and administer approved programmes.

Recommendation No. 4 : Any industrial worker, whether literate or illiterate, trade union members or not, and full time union officials and staff should be eligible for the services provided by the Boards.

Selection of candidates for the Workers Education Programme should be made by the Local Boards.

Recommendation No.5: Where trade unions exist, applications for workers education may be channeled through such trade unions. In the absence of trade unions, workers may apply direct to their respective Boards.

Recommendation No. 6 :A series of programmes should be organised in existing educational institutions at local union level, community centres, places of employment, or at labour college and schools that may be established to provide instruction in :-

- A. Trade union consciousness;
- B. The purposes, functions and administration of trade unions;
- C. The conduct of union-management relations and knowledge of the industry; and
- D. The development of a mature individual and his role as a citizen.

Recommendation No. 7:Instruction should be provided for the programmes as follows:

- A. Single session conference;
- B. Part-time classes;
- C. Full time courses from one week to three months or of a longer duration when required, and
- D. Such other methods as may be found desirable.

Full attention should be paid to the techniques of instruction such as informal discussions, role-playing, field work, seminar, lectures, films, correspondence courses, etc.

Recommendation No. 8 : Provision should be made for training teachers and programme administrators for full and part-time assignments. While existing facilities should be used to their maximum, an initial project of teacher administrator instruction should be inaugurated forthwith.

Recommendation No. 9: Suitable materials in the necessary language should be prepared consisting of ----

- A. Pamphlets, books and charts;
- B. Teaching manuals and guides;
- C. Audio-visual aids.

Recommendation No. 10: Institutions and individuals interested in workers education should be encouraged to form a non-official Workers Education Association acting in co-operation with the adult education movement.

Recommendation No. 11 : The Workers Education programme should be financed by -----

- A. Central and State Government grants;
- B. Contributions from trade unions;
- C. Assistance in kind from educational institutions, e.g. classrooms, libraries, teaching etc.;
- D. Support of employers through payment of release time wages for the duration of the training period; and
- E. Grants from funds consisting of unpaid wages, fines, canteen profit etc.

In allocating the resources, due regard should be paid to the importance of initiating the programmes and providing services and materials in preference to sponsoring any ambitious programme involving capital expenditure on buildings.

Recommendation No. 12: Consideration should be given to those matters which might provide a more favorable climate to accomplish the goals of workers education by :-

- A. Instituting measures calculated to bring about a strong trade union movement;
- B. Providing courses in labour management relations in educational institutions;
- C. Meeting the great need for the Government to set the example as an ideal employer to the worker and/or trade unions engaged in the public sector;
- D. Encouraging a wage policy that provides for wage and/or incentive bonus adjustments as productivity rises; and
- E. Undertaking a study of legislation at the Central and State levels with the objective of strengthening and co-ordinating all legislation effecting the trade union movement.

**RULES AND REGULATIONS OF THE
CENTRAL BOARD FOR WORKERS EDUCATION**

1. Definitions - In these rules

- (a) "Board" means the "Central Board for Workers Education".
 - (b) "Governing Body" means the Body which according to rule No. 5, shall exercise full powers on behalf of the Board.
 - (c) "Chairman" means Chairman of the Central Board for Workers Education, nominated by the Government of India.
 - (d) "Director" means Director of Workers Education, appointed by the Government of India in consultation with the Chairman of Board and shall include an Acting Director; the Director shall function as Secretary of the Board.
- 2.** The Registered Office of the Board is situated at (Nagpur, in the Territory of Maharashtra)
- 3.** The Board shall for the time being consist of the following members nominated by the Government of India.
- (i) Chairman nominated by the Govt. of India.
 - (ii) Three Representatives of the Govt. of India.
 - (iii) Six Representatives of the Organisation of Workers

- (iv) Six Representatives of the Organisations of Employers.
- (v) One Representative of the Universities, nominated by the Chairman of the University Grants Commission.
- (vi) "Four Representatives of the State Governments, who shall be nominated in rotation of two years term by the Govt. of India.
- (vii) One Representatives of Associations working in the field of Workers Education or Adult Education.
- (viii) Director, Central Board for Workers Education.

4. Terms of Office :

- (i) The Chairman and the (Director) shall hold office for such period as is respectively fixed for them by the Government of India.
- (ii) The members of the Board shall hold office ordinarily for a period of three years, except the Govt. representatives whose tenure shall be determined by the Central Government.
- (iii) Where a person is a member of the Board by virtue of any officer 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 to that office.
- (iv) Where an organization or institution is entitled to nominate any representative on the Board, such organization or institution shall have powers to change the representative from time to time but a representative will not hold office for more than two terms. Any other members may resign from the membership of the Board by letter addressed to the Chairman but it shall not take effect till it is accepted by the Chairman.

- (v) A member of the Board shall cease to be a member if he dies, resigns, become insolvent or is convicted of a criminal offence or if he fails to attend two consecutive meetings of the society without taking leave of absence from the Chairman.
 - (vi) Any vacancy in the membership of the Board caused by any of the reasons mentioned above shall be filled by nomination by the authorities/agencies entitled to make such nomination.
 - (4A) Members of Parliament who are members of the Central Board for Workers Education or its Governing Body or its other committees or Local Committee shall not be entitled to any sum of money other than compensatory allowances as defined in Section 2(a) of Parliament (Prevention of Disqualifications Act, 1959).
- 5.** The income and property as well as the management and control of the affairs of the Board shall be vested in the Governing Body of the Board which shall be called the Governing Body. Central Board for Workers Education (Nagpur).
- 6.** Tenure of the members of the Governing Body so elected shall be of 3 years excepting Govt. nominees whose tenure shall be determined by the Central Govt. The non-Govt. representatives shall continue as members of the Governing Body until they are replaced by the organisations they represent.
- (i) President – the Chairman of the Board shall be the President of the Governing Body.
 - (ii) Three representatives elected from among the members representing the organisations of workers.
 - (iii) Three persons to be elected from among the members representing the organisations of employers.
 - (iv) Two representatives of Govt. of India.
 - (v) Two representatives of the State Government.
 - (vi) Director, Central Board for Workers Education.

- (6-A. Three Vice-Presidents shall be elected annually by the Governing Body from amongst its members, representing one each from employers, workers and government.
- (6-B. The Director shall be the Secretary and Administrative Officer of the Board/Governing Body. He shall be appointed by the Govt. of India and the terms of office and other conditions of service shall be determined by the Govt. of India.

Provided that the Board of Society for the purpose of Act XXI of 1860 shall upto theday of consist of the persons who signed the Memorandum of Association of the Board and there after shall consist of the member of the Board as specified above.

- (7. A member of the Governing Body other than an ex-officio member, or a representative of Government of India shall cease to be such a member if he resigns, or he fails to attend two consecutive meetings of the Governing Body without taking leave of absence from the Chairman.
- (8. Any vacancy in the Governing Body (including any Vacancy among the vice presidents and elected members thereof) arising after the election shall be filled by nominations by the Central Government from amongst the members of the Board. The member so nominated shall serve on the Governing Body for the remainder of his predecessor's term of office.

The Board shall function notwithstanding any vacancy in its body and notwithstanding any defect in the nomination of any of its members, and no act or proceedings of the Board 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.

9. Powers of the Governing Body :

- (i) The Governing Body shall have the management of all affairs and funds of the Board shall have the authority to exercise all the powers of the Board.

The Governing Body shall also exercise full powers with regard to administrative and financial matters subject to the following -----

- (a) The overall budgetary limits on expenditure as sanctioned by Government of India are observed.
- (b) The matter connected with service conditions of the staff and creation of posts the maximum of the scale of which exceeds Rs. 1200/- (or as revised by Govt. from time to time) will be subject to the approval of the Government of India and also subject to the observance of the ban orders, economy orders etc., issued by the Government of India from time to time in this regard..
- (c) The Financial Adviser or his representative should be present in the meeting.
- (d) "A convention shall be observed that in cases where financial adviser disagrees, the matter would be referred to Government for decision."
- (ii) The Governing Body shall have power with the sanction of the Government of India, to make such byelaws as they shall think proper for the preparation and sanction of budget estimates, the sanction of expenditure (enter into contracts), the investment of the funds of the Board and the sale or alteration of such investment and any other purpose that may be necessary.
- (iii) The Governing Body may, by resolution, appoint such committee for such purpose and with such powers as the Governing Body may think

fit. The Governing Body and may co-opt such persons to these sub-committees as it considers suitable and may permit them to attend the meetings of the Board.

- (iv) The Governing Body may, by resolution delegate to a sub-committee or the Chairman such of its powers for the conduct of its business as it may deem fit, subject to the condition that the action taken by any sub-committee or the Chairman under the powers delegated to them by this sub-rule shall report for confirmation at the next meeting of the Governing Body.
- 10.(i) An Annual General Meeting of the Board shall be held once a year preferable before the (15th of October) each year at such time and place as may be determined by the Chairman and not less than 14 day's notice shall be given to the members. At such General Meeting the Governing body shall submit the draft annual report and the yearly accounts of the Board for the preceding year's working and the budget for the coming year.
- (ii) The Chairman shall have the power to convene further extraordinary general meetings in the like manner as stated in the preceding clause. The Notice of all such general meetings shall be served on members either personally or through post not less than 14 days before the date appointed for the said meetings.
 - (iii) Five members of the Board present in any general meeting shall constitute the quorum.
- 11.(i) The Governing Body shall meet at least two times in a year and not more than seven months shall elapse between any two meetings of the Governing Body. These meetings shall be convened by the Chairman who shall be the ex-officio President of the Governing Body and the

notice for the same shall be issued under the hand of the (Director) Administrative Officer or any other officer of the Board as may be authorized by the Board in this behalf and the notice shall indicate the date, time and place of the meeting. The notice of the meeting shall be served on members either personally or post not less than seven days before the date appointed for the meeting. A copy of the proceeding of each meeting shall be furnished to the Central Government in the Ministry of Labour as soon as possible after the meeting.

- (ii) Three members of the Governing Body present in person shall constitute a quorum at any meeting of the Governing Body, 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.
- (iii) In case of difference of opinion among the members, the opinion of the majority shall prevail.
- (iv) Each member of the Governing Body including the Chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Governing body, the Chairman shall in addition have a casting vote.
- (v) Every meeting of the Governing Body shall be presided over by the Chairman; and in the absence of the Chairman by a member nominated by the Chairman shall preside over the meeting.
- (vi) Any business, which it may be necessary for the Governing Body to perform except such as may be placed before the Meetings, may be carried out by circulation among all its members and any resolution so circulated

and approved by a majority of the members present in India and signed by them shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least six members of the Board have recorded their views on the resolution.

- (vii) The Chairman shall have the power to invite any other person to attend meetings of the Governing Body or the general meeting of the Board but any such invitee shall not be entitled to vote at the meeting.
12. (i) The Governing Body shall have the power to appoint sub-committees and panels of expert to deal with specific problems or groups of problems for such purposes and with such powers as the Board may think proper.
- (ii) A member of Sub-Committee shall cease to be such a member if he dies, resigns, or if he fails to attend two consecutive meetings of the Sub-Committee without taking leave of absence from the Chairman.
13. Power to frame, amend or repeal byelaws :

Subject to the approval of the Government of India, the Governing Body shall have the power to frame, amend or repeal any byelaws for furtherance of its objects and in particular, to provide for the following matters :

- (i) Matters relating to appointment, removal, resignation and term of office of office-bearers, other than the Chairman and the (Director).
- (ii) The preparation and submission of budget estimates to the Government of India, the sanction of expenditure, entering into contracts, the investment of the funds of the Board, the sale or alteration of such investments and accounts and audit.
- (iii) Procedure for the appointment of staff to assist the (Director).

- (iv) The terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Board; and
- (v) Such other matters as may be necessary for the administration of the affairs of the Board.

14. Delegation of Powers :

- (i) The Governing Body may by resolution delegate to its Chairman/President of the Board. (Director)/ Administrative Officer of the Board and sub-committee (s) and panels, as may be constituted from time to time, such of its powers for the conduct of the affairs of the Board as may be considered necessary.
- (ii) The Governing Body may delegate to any officer of the Board such routine or administrative or financial powers as it may consider necessary.

15. Powers functions and duties of the (Director) and the Administrative Officer

- (i) Subject to any orders, rules and byelaws of the Board, the (Director) as the principal Executive Officer of the Board, shall be responsible for the proper administrative of the affairs of the Board under the direction and guidance of the Chairman.
- (ii) The (Director) shall prescribe duties of all officers and staff of the Board and shall exercise supervision and disciplinary control as may be necessary, subject to the orders, rules and byelaws of the Board.
 - (iv) The (Director) shall maintain a record of the minutes of the Board and the Governing Body and shall perform the duties otherwise directed to be performed by the (Director) the Administrative Officer and all such other duties as may, from time to time, be entrusted by the Chairman or the President of the Board.
 - (v)

16. Funds of the Board and Accounts :

The funds of the Board shall consist of the following :

- (i) Grants made by or through the Government of India or any State Government.
 - (ii) Grants, donations and contributions, etc. from other sources.
 - (iii) Income from investments.
 - (iv) Fees and charges imposed by the Board from time to time for service rendered by it to the railways and other personnel deputed for full-time training of Education Officers and to the officers deputed by foreign organisations for training at Indian Institute of Workers Education. The scale of fees and charges may be revised after every two years.
 - (v) Income and receipt from other sources.
17. The bankers of the Board shall be the State Bank of India or any other bank approved by the Government of India. All funds of the Board shall be paid into the Board's account and shall not be withdrawn except, through cheques signed by the (Director) or by such officer as may be duly empowered in this behalf by the Chairman and countersigned by the Chairman or an officer authorized by the Chairman in this behalf.
18. Not later than the (15th of September) each year the (Director) shall prepare a budget for the financial year which, as approved by the Governing Body, shall be submitted to the Government of India for approval.
19. The proposals for expenditure on plan schemes shall not be included in the budget without the previous approval of the Government of India.

Supplementary estimates of the expenditure shall be submitted for the sanction of the Government of India in such form and on such date as may be directed by them.

20. Accounts and Audit :

- (i) The Board shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Government of India.
- (ii) The accounts of the Board shall be audited annually by the Comptroller and Auditor General of India or by any person authorized by him in this behalf and any expenditure incurred in connection with such audit shall be payable by the Board to the Comptroller and Auditor General of India.
- (iii) The Comptroller and Auditor General of India and any person appointed by him in connection with the audit of the accounts of the Board shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor General has in connection with the audit of Government accounts, and in particular shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.
- (iv) The result of the audit shall be communicated by the Auditor to the CBWE who shall submit a copy of the Audit Report along with its observations to the Ministry of Labour. The auditor shall also forward a copy of the report to the Ministry of Labour.

[21. Deleted]

- 22. Should it be proposed during the course of a financial year to finance any approved scheme which has not been included in the estimates for that year, the sanction of the Board shall be obtained to the method proposed for financing it, whether that be by means of supplementary grants or by re-appropriation within the sanctioned estimate.
- 23. An Annual Report of the proceedings of the Board and of the work undertaken during the financial year shall be submitted by it for the information of the

Government of India. A draft of the report of yearly accounts of the Board shall be placed before the Board at the Annual General Meeting. Copies of the Annual Report and yearly accounts as finally passed shall be supplied to the members of the Board.

24. The approval of the Board shall be necessary to all schemes proposed to be financed from the funds set apart by the Government of India, from time to time.
25. The funds provided in the sanctioned estimate for each scheme shall be deemed to be at the disposal of the (Director) who shall have the powers of appropriate sums therefrom to meet expenditure on each such scheme upto the amount sanctioned and provided for it.
26. The Chairman shall have power to reappropriate funds from one unit of appropriate to another provided that the total sanctioned cost of each scheme is not thereby exceeded.
27. (i) The Governing Body shall have full powers to sanction expenditure on any application for grant to an extent not exceeding Rs. 25,000/- in each case, provided that the total funds placed at the disposal of the Board shall not thereby be exceeded. In respect of any grant exceeding Rs. 25,000/- it shall have to obtain prior sanction to the Government of India.

Rule 27 (ii)

The Governing Body shall also have the power to sanction expenditure on the creation of posts on scale of pay the maximum of which does not exceed Rs. 1200/- or as revised by Govt. from time to time subject to the observance of the ban orders etc. issued by the Government in this regard.

Rule 27 (iii) (a)

The Director shall have powers to incur expenditure of miscellaneous and contingent nature as follows:-

- (i) Recurring Rs. 4,000/- per annum in each case, and
- (ii) Non-recurring Rs. 20,000/- in each case.

(In respect of specific items he shall exercise such powers as may be delegated to him by the Board from time to time).

- (b) The Chairman shall exercise full powers as delegated to the “Department of Central Govt. (ii) other “Departments” in Schedule V of the Delegation of Financial power Rules 1978 in respect/powers of incurring miscellaneous and contingent expenditure.

- 28. Contracts : All contracts shall be executed on behalf of the Board by the (Director) by any officer authorized by it and countersigned by any member of the Board nominated for the purpose by it.
- 29. The drafts of all contracts involving consideration exceeding Rs. 5,000/- shall be submitted to the Ministry of Law, Government of India, for its advice as to the correctness of their form. Such contracts shall be under the seal of the Board and will require the sanction of the Governing Body before their execution.
- 30. Neither the Chairman nor the (Director) nor any member of the Board shall be personally liable for any assurance or contract made but any liability arising under such assurance or contract shall be discharged from the moneys at the disposal of the Board.
- 31. The Board shall provide a Seal and also provide for its safe custody, and the seal shall never be used except by authority of the Board previously given and the (Director) shall sign every instrument to which the seal is affixed.

32. No act or proceeding of the Board or Governing Body shall be invalid by reason merely of any deficiency or any defect in the Constitution of the Board or Governing Body, as the case may be.
33. The Board may sue or be sued in the name of the Chairman or the (Director). All the necessary provisions of the Societies Registration Act XXI of 1860 will also apply to the Board.
34. The income and assets of the Board, however, derived shall be applied towards the promotion of the objects thereof subject, nevertheless, in respect of the expenditure of grants made by the Central Government to such limitations as that Governing may, from the time to time impose.
35. Membership Roll and Service of Notice
 - i) The Board shall keep a roll of members of the Board and every member of the Board shall sign the roll and shall state therein his rank or occupation and address.
 - ii) If a member of the Board changes his address, he shall notify his new address to the (Director) who shall thereupon enter his new address in the roll of members but if he shall fail to notify his new address, the address in the roll of members shall be deemed to be his address.
 - iii) A notice may be served upon any member of the Board 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.
36. Alteration or expansion of the purpose of the Board.

The Board may alter, extend or abridge any purpose or purpose for which it is established, subject, however, to such proposition being agreed to by the votes of threefifths of the members of the Governing Body at a meeting duly convened for purpose and finally approved by the Government of India.

37. The said rules, save and except clauses 3, 6 and 36 may be altered at any time with the prior approval of the Government of India by a resolution passed by not less than half the total number of members of the Governing Body at any meeting of the Governing Body which shall have been duly convened for the purpose.