



CENTRAL BOARD FOR WORKERS EDUCATION

**ADMINISTRATIVE
MANUAL**

JANUARY - 1993

ADMINISTRATIVE MANUAL

OF THE

CENTRAL BOARD FOR WORKERS EDUCATION

1 9 9 3

C O N T E N T S

<u>Sr. No.</u>	<u>Topic</u>	<u>Page Nos.</u>
1.	Organisational pattern of the Head Office and IIWE, Bombay.	1 - 2
2.	Organisational pattern of Workers Education Centres.	2 - 4
3.	Creation of posts and Recruitment of staff.	4
4.	Office establishment.	4
5.	Temporary Staff.	5
6.	Register of Sanctioned establishment.	5
7.	Duties of Chowkidars.	5
8.	Gradation List.	5
9.	Working Hours	6
10.	Attendance	6
11.	Holidays	6
12.	Liveries and Uniforms	6
13.	Transfers.	6
14.	Increments.	6
15.	Leave.	6 - 7
16.	Return from Leave.	7
17.	Maintenance of leave account and Service books, etc.	7
18.	Casual Leave.	8
19.	Maintenance of Service Books, leave accounts, Personal files etc.	8
20.	Confidential reports of the Officers and Staff.	8
21.	Miscellaneous Rules.	9
22.	History sheet of Bicycles.	9
23.	Typewriters, duplicators and other office machinery.	9
24.	Stock.	10 - 11
25.	Local purchase of Stationery.	11

<u>Sr. No.</u>	<u>Topic</u>	<u>Page Nos.</u>
26.	Committees and Conferences.	12
27.	Translation, Printing and Vetting of booklets.	13
28.	Library.	14
29.	Expenditure on Printing of Invitation Cards, Refreshments etc.	14
30.	Honorarium to Worker-Teachers.	15
31.	Subsistence Allowance.	15
32.	Transport/Conveyance charges.	15
33.	Educational Tours for Worker-Teacher trainees.	15
34.	Unit Level Classes.	16
35.	Equipments for Regional Centres.	17 - 19
36.	Standard accommodation for Regional Centres.	19
37.	Rents for Unit Level Classes	20
38.	Grants-in-aid.	20
39.	Budget, Finance and Accounts.	20
40.	Test Audit at the Head Office.	21
41.	Investments.	21
42.	CBWE (Staff & Conditions of Service Regulations 1962.	22 - 45
43.	Duties and responsibilities of Zonal Directors, Regional Directors, Selection Grade Education Officers and Education Officers.	46 - 52
44.	Training Programmes.	53 - 58
45.	Rules and Regulations of the Managing Committee for IIWE.	59 - 62
46.	Bye-Laws regarding maintenance of Accounts and Audit.	63 - 88
47.	Delegation of Financial Powers to the Chairman, CBWE.	89 - 90
48.	Delegation of Financial Powers to the Director, CBWE.	91 - 102

<u>Sr. No.</u>	<u>Topic</u>	<u>Page Nos.</u>
49.	Delegation of Financial Powers to the Director for Write-off, Disposal, Deficiencies etc in each case.	103
50.	Delegation of Financial Powers to the D.D.T., IIWE, Bombay, Zonal Directors and Regional Directors of the CBWE.	104 - 114
51.	Appointing authority for various grades in the CBWE.	115
52.	List showing the items of contingent expenditure - Recurring & Non-recurring.	116 - 117
53.	Various Account Forms.	118 - 142
54.	Rules and Regulations of Regional Advisory Committee for Regional Directorate.	143 - 147
55.	Chart regarding writing of Confidential Reports.	148

For official use only

ADMINISTRATIVE MANUAL OF THE CENTRAL BOARD FOR WORKERS EDUCATION

1. Organisational pattern of the Head Office and Indian Institute of Workers Education, Bombay

The Head Office and Indian Institute of Workers Education of the Central Board for Workers Education, function under the Director who is the Principal Executive Officer of the Board and is responsible for proper administration of the Board.

The Regional Director is responsible for proper administration of the Regional Centre under the directions and guidance of the Zonal Director / Director.

The Director prescribes the duties of all officers and staff of the Board and exercises supervision and disciplinary control, subject to the orders, rules and by-laws of the Board. An Annexure containing duties and responsibilities of Zonal Director Regional Director, Selection Grade Education Officer and Education Officer is enclosed. The Director is assisted by the following officers at Head Office and Indian Institute of Workers Education, Bombay.

(A) Head Office

1. Additional Director	1
2. Financial Adviser	1
3. Deputy Director (Education)	1
4. Deputy Director (Administration)	1
5. Deputy Director (Headquarters)	1
6. Accounts Officer	1
7. Research Officer	1
8. Editor	1
9. Hindi Officer	1
10. Commercial Artist	1
11. Assistant Directors	3
12. Accountants	3
13. Education Officer (Rural)	1
14. Senior Hindi Translator	1

(B) Indian Institute of Workers Education

1. Deputy Director (Training)	1
2. Training Officers	3
3. Research Officer	1
4. Librarian	1

The Headquarters of the Central Board for Workers Education is at Nagpur, consisting of the following Divisions and Departments:

I. ADMINISTRATION DIVISION

1. General Administration Department
2. Personnel Department.
3. Board Meetings & Grants-in-aid Department.

II. EDUCATION DIVISION

1. Programmes & Literature Department.
2. Population, Productivity, Workers Participation and Adult Education Department.
3. Audio Visual Aids Department.
4. Editing, Script Writing, Translation & Printing Deptt.

III. RURAL WORKERS EDUCATION DIVISION

1. Rural Workers Education Department.
2. Small Scale & Unorganised Workers Education Deptt.

IV. ACCOUNTS DIVISION

1. Finance and Accounts Department (A)
2. Finance and Accounts Department (B)
3. Post Audit and Inspection Department.

ORGANISATIONAL PATTERN OF WORKERS EDUCATION CENTRES

Zonal Directors at Calcutta, Bombay, Delhi and Madras and Regional Directors at 48 Regional Centres are posted. Zonal Directors are assisted by a Junior Stenographer, one Upper Division Clerk, and one Peon. The Regional Director is assisted by a number of Education Officers, depending upon the requirements in respect of co-ordination and teaching work. Normally, the following staff is allowed for one Regional Centre:

1. Upper Division Clerk	1
2. Junior Stenographer	1
3. Lower Division Clerk	2
4. Projectionist	1
5. Peons	2
6. Watchman	1

One post of Senior Clerk is also sanctioned for the Regional Centre where there is sufficient justification for such appointments.

RESIDENTIAL CENTRES

The following staff is allowed for running the hostel of a Residential Centre:

1. Cook	..	1
2. Attendant	..	1

In addition to the above staff, one part time utencil cleaner may be engaged on contingent basis with prior sanction of Director at the rate fixed by the Collectorate of the respective places. One part time Safai-wala may also be engaged wherever necessary with prior approval of the Zonal Director.

The supervision of hostel is entrusted to the Senior-most Education Officer (Selection Grade) to be called as Hostel Superintendent at the Regional Centre. Where no Education Officer (Selection Grade) is posted the senior-most Education Officer is entrusted with the work and may be paid an allowance of Rs.50/- per month for the additional work for actual duration of the training programme. The Education Officer (Selection Grade) is, however, not entitled to the allowance.

SUB REGIONAL CENTRES

The Sub-Regional Centres can be opened at industrial towns under the Regional Centres which are away from the Regional Centre, for the benefit of workers in those areas. The Sub-Regional Centre should be under the charge of an Education Officer. The Sub-Regional Centre should ordinarily be located at places where supervision of unit level classes, leadership development programmes and rural workers education programmes from the Regional Centre would be difficult.

For the Sub-Regional Centres suitable accommodation consisting of one or two rooms of about 300 sq.ft. utilisable carpet area can be hired at the rent fixed by the CPWD or by any other competent authority, if the office of the CPWD does not function in that area.

Additional accommodation can be hired for the class-room and discussion rooms etc. for the period for which Worker Teachers Training Course or Leadership Development Training Course are conducted at these Sub-regional centres preferably in a nearby school or any other suitable place.

For the temporary Sub-regional Centres, the period for which Worker Teachers Training Courses or Leadership Development Courses are conducted, the accommodation may be hired in a nearby school or at any other suitable places. For temporary Sub-regional Centres, the Education Officer may be transferred temporarily by the Regional Director, after seeking approval therefor from the Zonal Director.

In addition, the following staff and facilities are provided for Sub-regional Centres:

1. One part-time Clerk @Rs.250/- per month.
2. One full-time Attendant to be appointed on a remuneration fixed by the local Collectorate for similar categories of employees.

At the special Sub-regional Centres, the following posts are sanctioned:

1. One Lower Division Clerk in the scale of Rs.950-20-115 IB-25-1500.
2. One Peon in the scale of pay of Rs.750-12-870-EB-14-940.

The Regular/Special Sub-Regional Centres are equipped with the following furniture / fixtures:

1. Table for Education Officer	1
2. Table for Lower Division Clerk	1
3. Chairs	6
4. Small racks	2
5. Stools	2
6. Typewriter in regional language	1
7. Steel Almirah.	1

Creation of Posts & Recruitment of Staff:

Appointments to the posts of Director and Additional Director are made by the Government of India.

Appointments to all the posts carrying pay, the maximum of which exceeds Rs.2,600/- are made by the Chairman, CBWE. The following posts come under this category:

1. Financial Adviser
2. Deputy Director (Education)
3. Deputy Director (Administration)
4. Deputy Director (Head-quarter)
5. Deputy Director (Training)
6. Zonal Director
7. Accounts Officer
8. Regional Director
9. Training Officer
10. Research Officer
11. Commercial Artist
12. Editor
13. Hindi Officer
14. Librarian
15. Assistant Director
16. Education Officer (Selection Grade)
17. Accountant
18. Education Officer
19. Senior Hindi Translator
20. Stenographer to Chairman

The appointments to the posts whose maximum of the scale of pay is up to Rs.2600/- are made by the Director, CBWE. Appointments to group "D" posts at the Regional Centres are made by the concerned Regional Directors after seeking approval therefor by Director. The creation of posts shall be done in accordance with the rules of the Board and delegation of powers.

The recruitment of staff may be made in accordance with the CBWE (Staff & Conditions of Service) Regulation 1962 framed for the purpose. (Annexure).

OFFICE ESTABLISHMENT

General

It will be the personal responsibility of the Director, Deputy Director (Training), Zonal Directors and Regional Directors to see that the rules laid down by the Government of India regarding communal representation are strictly observed.

Some posts in the Board have been declared permanent and the position is reviewed periodically by the CBWE, and the Govt. of India.

Temporary Staff

Proposals for continuance of temporary staff should be submitted to the Government of India, Ministry of Labour sufficiently in advance. It is highly irregular to retain any temporary staff without proper sanction. All proposals regarding further retention of the temporary staff should be submitted to the Head Office at least two months before the expiry of the existing sanction so that scrutiny can be made.

All sanctions are subject to availability of funds. It is also necessary that the budget head to which the charge is debitable should be indicated.

Register of Sanctioned Establishment

The Head Office should maintain a consolidated register of sanctioned establishment for the Board as a whole as required under para-65 of the bye-laws for Accounts and Audit showing the sanctioned strength of the office. All orders sanctioning the creation or abolition of the posts during the year should be entered in the register and the entry should be checked and initialed by Accounts Officer of the Board. The Accounts Officer in the Head Office, the Deputy Director (Training) in Indian Institute of Workers Education, Zonal Directors in the Zonal Offices and the Regional Directors in the Regional Centres will be personally responsible for seeing that no charges which have not been duly sanctioned are included in the establishment pay bill.

Chowkidar

The Chowkidar is responsible for guarding the office building and property and closing & opening office. During his duty hours, he should not leave the office premises without specific prior permission of the Officer-Incharge. He should see that no official carries any office record/file after office hours or during the holidays and attends the office on holidays without written prior permission of the competent authority.

Cook and Attendant

All work as may be allotted by the Regional Directors.

Gradation List

A gradation list in a suitable form showing sanctioned establishment should be maintained by the Head office in two parts viz: Permanent and Temporary establishments. The names of the members of the establishments will be shown in this list in the order of seniority and other particulars will be shown against the name of each individual.

Working Hours

Working hours both in the Head Office, Indian Institute of Workers Education, Zonal Offices and the Regional Centres normally are from 9.30 A.M. to 6.00 P.M. with interval of half an hour from 1.30 PM to 2.00 PM. for five days in a week. These hours can be changed so as to fall in line with other local Central Government Offices with the permission of the Director.

Attendance

All officers and members of staff are required to attend office punctually at 9.30 A.M. They should sign the attendance register putting the time of arrival and departure thereon. The Director, Deputy Director (Training), Zonal Directors and Regional Directors should take necessary action against the late comers in accordance with the instructions issued by Government of India.

Holidays

The holidays prescribed by the Ministry of Home Affairs of the Government of India or Central Government Employees Welfare co-ordination Committees at the respective places are observed in the Head Office of the CBWE, Nagpur, IIWE, Bombay, Zonal Offices and in various Regional Centres under the Board. In addition, each employee may avail of two restricted holidays with prior permission.

Liveries and Uniforms

The prescribed scales and other particulars of liveries and uniforms for staff are as those prescribed by the Govt. of India.

Transfers

Employees of the Board are liable for transfer anywhere in India in the interest of work as and when required.

Increments

Increments may normally be allowed as a matter of course unless specifically withheld in any particular case under orders of a competent authority. However, all cases relating to the crossing of efficiency bar should be separately put up to the Director or other competent authority for orders sufficiently in time.

Leave

The Board's employees will be governed by the leave rules as applicable to Central Government Employees. All applications for leave should be submitted to the competent authority through the sectional heads sufficiently in advance. When leave is applied for due to ill-health the applications should be supported by a medical certificate from an authorised medical attendant. However, in case of employees whose pay scales are less than Rs.2,000-Rs.32,000/-, Medical Certificates granted by any registered medical practitioner may be accepted as sufficient. However, in case of application for leave for long periods or

where the officer has any doubt or suspicion, he may require the medical certificate to be countersigned by a Civil Surgeon, who may order the applicant to appear before him. All orders sanctioning regular leave should be incorporated in the Establishment order book.

Return from Leave

Persons returning to duty from leave other than casual leave should report themselves personally and also give a written report. Administration Branch will issue posting orders and send the joining reports to the Accounts Branch for note and record. The members of the establishment who are granted leave on the strength of a medical certificate should produce a medical certificate of fitness from the competent authority while returning to duty. The Head of office may recall members of the ministerial and group 'D' establishments before the expiry of leave should exigencies of service require it.

Maintenance of Leave Accounts and Service Books

Service books and leave account in respect of all officers and staff members in the Head Office of the Board are maintained by the Accounts Section. The entries should be made promptly and checked by the dealing clerk and submitted to the Accountant for attestation.

The leave accounts in respect of all the officers and staff members maintained by the Accounts Section may be got reconciled twice in a year by the Accounts Section with the Personnel Branch who are maintaining the personal files of all officers and staff.

The Deputy Director (Training) Indian Institute of Workers Education, Bombay will maintain service books and leave accounts in respect of Training Officers, Research Officer and Librarian of the Institute in addition to the leave accounts and service books of all staff members working in the Institute.

The Zonal Directors will maintain the service books and leave accounts of all the Regional Directors falling under their zone, in addition to the staff working under them in Zonal Offices.

While sanctioning the leave, special attention should be given to ensure that the Deputy Director (Trg) and the Regional Directors who are drawing and disbursing officers, are not entitled to prefixing and suffixing holidays to Earned Leave. The Zonal Directors will be responsible for the correctness and propriety for the decisions taken by them as per the C.C.S. Leave Rules and other instructions issued from time to time on the subject.

Since the Regional Directors are drawing and disbursing officers, they may draw their pay after the leave is sanctioned by the Zonal Director. There is no need to issue any pay slip, either by the Zonal Director or by the Head Office as and when leave is sanctioned by the Zonal Director unless there is change in the emoluments.

These records are subject to audit by the Audit Party as and when they inspect the Regional / Zonal Directorate and IWE.

Casual Leave

An official on casual leave is not treated as absent from duty and his pay is not, therefore, intermitted. The grant of casual leave should be regulated in accordance with the general rules issued by the Government.

Casual leave should be noted in a separate register maintained for the purpose. The Register should be kept by the desing clerk of the Administration Branch. On receipt of the application for casual leave the Administration Section should make necessary entries in the Register and submit it to the Assistant Director / Deputy Director (Trg) / Zonal Director / Regional Director for sanction.

Maintenance of Service Books, Leave Accounts, Personal Files etc

Service books of all members of the non-gazetted establishment of the Head Office should be maintained and should remain in the custody of the Accounts Section in the Head Office and with the Deputy Director (Trg), Zonal Director and the Regional Directors in the Indian Institute of Workers Education, Zonal Offices and Regional Centres respectively. Every member of the establishment is responsible for the correctness and completion of the entries made in his own service book. All entries regarding leave, increments, etc., should be made therein, and attested by the official concerned as well as by the Accountant/ Deputy Director (Trg) / Zonal Director / Regional Director. No alteration should in any circumstances be made in the date of birth as recorded in the service book except in the case of a clerical error and any such correction should be attested personally by the Accounts Officer, Dy. Director (Trg)/Zonal Director/Regional Director. A register of service books should be maintained in manuscript showing particulars of service books in the custody the date of re-attestation of the first page and the date of transfer to other offices. The first page of the Service book should be attested by the Accounts Officer, Zonal Director / Deputy Director (Trg) / Regional Director every five years. At the close of every year the services of every official for the past year be verified from the establishment bills etc., and a certificate of verification recorded in the last column of the Service Book under the signature of the Accountant in the Head Office and Deputy Director (Trg)/Zonal Director/Regional Director in the Indian Institute of Workers Education / Zonal Offices / Regional Centres. When any member of the establishment is transferred to another office, his service book should be completed and forwarded to the office to which he is transferred.

Confidential Reports of the Officers & Staff

The confidential reports in respect of officers and staff in the CEME are required to be written every year for the period from April to March. When the Reporting Officer or the Officer to be reported upon, is transferred or deputed elsewhere for a period of more than 3 months, the reporting officer should write a report indicating the period covered by it. The Reporting

Officer should have atleast 3 months experience of work and contact of the officer reported upon before writing or attempting to write an assessment of the work of an officer.

The other general instructions issued by the Government of India, from time to time may be followed in this regard.

The Confidential Reports of all officers and staff members should reach Head Office positively before 15th April every year.

A detailed chart showing the officer who should report/review the confidential report is given as in Annexure to this manual.

Miscellaneous Rules

All correspondence relating to matters, affecting the officials should be kept in separate files which are known as "Personal Files" of the officials concerned. When an official is transferred for a period exceeding three month from the jurisdiction of Indian Institute of Workers Education, Zonal Office or one Regional Centre to another Regional Centre, his personal file should be forwarded in a service registered cover to the Deputy Director (Training) / Zonal Director / Regional Director of the Centre to which the official is transferred.

Note: Papers relating to casual leave should not be made part of the personal file. These papers should be kept separately with the authority competent to sanction such leave.

History Sheet of Bicycle

A history sheet in respect of each bicycle should be maintained in the following form in all offices where bicycle is used. An account of all expenditure incurred for repairs and replacement of parts of each bicycle should also be kept. Each bicycle should be allotted a number in case if there is more than one bicycle.

Register showing charges incurred on Cycle No. _____
purchased on _____ :

No. & date of Sanction	Date of purchase	Nature of repairs or replacement	Amount	Remarks
1.	2.	3.	4.	5.

Typewriters, Duplicators and Other Office Machineries

The purchase, repairs, condemnation and disposal of typewriters and other machineries may be made according to the financial powers delegated to the officers of the Board and in accordance with the procedure prescribed for Central Government Departments - Reference GOI decisions below Rule 124 of General Financial Rules. History sheet of the machineries should also be maintained in suitable form.

Stock

The Deputy Director (Admn) in Head Office and Deputy Director (Trg) / Zonal Directors / Regional Directors in Indian Institute of Workers Education, Zonal Offices and Regional Centres respectively are personally responsible for all articles of stock and departmental forms supplied to their offices. They must be careful to see that the stock books are correctly prepared that all articles received are duly entered therein and that the disposal of all articles is also shown correctly in form GFR- 17. They are required to submit indents or requisitions to the proper authority for any articles of stock that may be required for their offices.

Classification and Inventory of Stock

The articles of stock such as plant and machinery, furniture and fixtures are classed as "Dead Stock" and consumable and perishable articles come under the term "Stores". The prescribed form of stock book should be used in maintaining the account of dead stock and stores. An index should be given at the beginning of the stock book. The stock book should be page-numbered and a certificate of count of pages recorded on the first page under proper attestation.

A detailed record of all losses of stores should be maintained and an annual statement submitted to the Head Office showing all deductions in entries made in the inventory under the several heads together with full particulars of the articles and the reason for removing them from stock.

Procedure to be adopted for condemnation and disposal of machines and other dead stock articles such as furniture etc; is mentioned below:

(i) The machines or any other articles which are to be condemned and disposed-off, should have out-lived its normal life time, prescribed by the respective manufacturing company.

(ii) The machines to be condemned should be inspected by its manufacturing company or its authorised mechanic and seen whether the machine can be repaired economically or it can be condemned. If it is to be condemned, a certificate to that effect should be obtained from the company.

(iii) In respect of other articles such as furnitures etc; condemnation committee consisting of Zonal Director of the region, Regional Director of the Centre and two Senior Education Officers of the Centre may be formed to inspect the unserviceable articles with a view to certify whether they can be condemned.

(iv) On the basis of the condemnation certificate from the respective company or the inspection reports of the Regional Directorate, the sanction from the Director should be obtained by furnishing the details in the prescribed forms I & II appended herewith.

(v) After receiving the approval of condemnation from the Director, the auction notice, intimating date, time and place of auction is to be issued and the copies may be circulated to all

local Government offices and a few copies may be supplied to the concerned firms for their information. In the case of auction of costly articles such as electrically operated Duplicating Machine Projector, Epidiascope, Typewriters etc., a small advertisement may also be issued in one of the leading local dailies in order to give wider publicity for the auction.

(vi) Before commencing auction, the minimum prices of all the articles are to be fixed according to its present condition and the present value. The bids less than the fixed minimum prices should not be accepted, and the higher bid offered by the bidder should be accepted. The amount of auctioned material is to be recovered on spot in cash only and the possession of the articles should be given to the highest bidder with immediate effect.

The report regarding disposal and sale of the condemned articles should be sent to the Head Office in the forms appended herewith.

(vii) The amount collected should be credited in full to the Board's account immediately under intimation to the Head Office.

It is the personal responsibility of the Head of the office to ensure that the articles condemned are disposed off in a manner, most advantageous to the Board as mentioned above.

For detailed instructions, provisions contained under Rules 99 to 128 of General Financial Rules (Swamy's Compilation) read with Delegation of Financial Powers of the officers of the CBWE should be referred to.

Local Purchase of Stationery

The stationery for the office is required to be purchased under the following heads:

1. For office use.
2. For preparation of study material.
3. For unit level classes.
4. For preparation of Audio Visual Aids.
5. For house magazine, monthly journal etc.

For all the above items, stationery should be purchased from the local reputed stationers after inviting sealed quotations by sending letters (indicating the specifications of the articles to be purchased) by post "Under Certificate of Posting" and opening the quotations by the Quotation Committee, preparing a comparative statement and accepting the lowest rates. The financial limits for incurring the expenditure on the above item is laid down in the delegation of financial powers to the officers of the CBWE. Where the expenditure on this account exceeds the power delegated to the concerned officers, a proposal should be sent for prior approval and sanction to the competent authority after following the prescribed procedure in this regard.

COMMITTEE AND CONFERENCES

Central Board for Workers Education

Annual General Meeting of the Central Board for Workers Education is held once a year preferably before the 15th October of each year at such time and place as determined by the Chairman. Not less than 14 days notice is to be given to the members. At such general meeting, the Governing Body submits the draft Annual Report and the Yearly Accounts of the Board of the preceding year's working and the budget for the next year.

The Chairman has power to convene further Extra Ordinary General Meeting in the like manner as stated above. The notice of such general meeting of the Central Board will be served on members either personally or through post not less than 14 days before the date fixed for the said meeting.

Nine members of the Central Board present in any general meeting constitute the quorum.

Governing Body

The meeting of the Governing Body of the Central Board for Workers Education has to be called atleast four times in a year and not more than four months can elapse between any two meetings of the Board. These meetings are convened by the Chairman who is the ex-officio President of the Board. The notice of date, time and place of the meeting is served on members either personally or by post not less than seven days before the date appointed for the meeting.

Five members of the Governing Body present constitute the quorum at any meeting of the Board provided that if a meeting is adjourned for want of quorum the subsequent adjourned meeting to discuss the same agenda shall not be required to have the prescribed quorum. In the case of difference of opinion among the members, the opinion of the majority prevails.

Every meeting of the Governing Body is presided by the Chairman. In his absence a member nominated by him presides the meeting.

The Chairman has power to invite any other person to attend the meetings or the general meetings of the Board, but any such invitee is not entitled to vote at the meeting.

Sub-Committee

The Board may also constitute Sub-Committee for different purposes the meeting of which may be convened as and when necessary.

Managing Committee for IIWE

To manage the affairs of the Indian Institute of Workers Education, the Governing Body has constituted a Committee. The Chairman of the CBWE shall be the Ex-officio Chairman of the Managing Committee. A member of the Governing Body of the CBWE

shall be the Vice-Chairman. Apart from the Chairman and Vice-Chairman, there will be 10 members on this Committee, one from Employers, Trade Union, Ministry of Human Resource Development, three non-officials interested in Workers Education/Adult Education, a nominee from the Ministry of Labour not below the rank of Deputy Secretary will act as a Member-Secretary of this Committee. The Managing Committee will meet atleast once in every six months to review the progress and performance of the activities of IIWE. The Rules and Regulations of the Managing Committee for IIWE are appended herewith.

Regional Advisory Committees

Regional Advisory Committees are constituted/re-constituted consisted of members from Trade Unions, Employers, Educational Bodies and the State Governments and are associated with the working of the Regional Centres in advisory capacity. The Regional Director acts as Member-Secretary of the Regional Advisory Committee. The meetings of the Regional Advisory Committee are called atleast four times in a year. Not more than four months shall elapse between any two meetings of the Regional Advisory Committee. The Rules and Regulations of Regional Advisory Committee for **Regional Directorates are appended**

TRANSLATION/PRINTING/VETTING OF BOOKLETS

Printing of Publications

Demand for each booklet in regional languages should be assessed to decide the print order and proposal regarding the printing should be sent to Head Office well in advance through the concerned Zonal Director.

For printing publications of the Board, quotations are required to be invited from the reputed presses after following the usual procedure. They should be opened by a Committee, consisting of 3 officers. The quotations as well as the covers have to be preserved and a comparative statement should be prepared. The Committee should recommend the lowest rates and entrust work to one who quoted the lowest rate after seeking the approval of the Head Office.

The payment should be made after the job is completed and after obtaining financial sanction of the Head Office.

Translation

As per the decision of the Literature Committee of the Board, translators are entitled to a fee of Rs.10/- for 300 words for the translation work. The payment is to be made to the translator after obtaining sanction of the Director, CBWE.

Vetting Charges

As per the decision of the Literature Committee of the Board, vetting charges @Rs.2/- per 300 words are payable to the vetors who are proficient in the respective regional languages. Payment is to be made after obtaining sanction of the Director.

Script Writing

Script writing charges for new publications are paid @Rs.100/- per 1000 words. For revision of the booklet, payment is to be made @Rs.15/- per 1000 words.

Study Material

The Regional Directors can utilise the allotted amount for study material and incur expenditure on such items within their own financial powers. Where the expenditure exceeds the powers of the Regional Director, proposal for sanction on and above the power delegated to the Regional Director should be sent to Head Office. The Regional Director should however restrict the annual expenditure as far as possible to the allotment provided for this purpose.

Library

The Deputy Director (Training), IIWE, Bombay/Regional Director purchase books for the libraries after approval of the Managing Committee of the IIWE/Regional Advisory Committees respectively. As far as possible books in regional languages should be preferred while purchasing the same. The purchases should be made within the delegated financial powers and within the allotment provided for the particular year.

Physical Verification

The annual physical verification of library books at the Head Office, Indian Institute of Workers Education/Regional Centres should be carried out before 31st March. The verification report should be sent to Head Office before 10th April every year. The report should include the followings:

- i) Stock of library books as on the last day of the preceding year (with cost thereof).
- ii) Books added to the library during the year with cost.
- iii) Books lost/written off during the year with cost.
- iv) Total books as on 31st March, with cost.

Similarly, physical verification report for priced publications should also be sent to the Head Office every year by 10th April. The physical verification report should also mention the responsibility fixed for the loss of books/priced publications and action should be initiated by the Deputy Director (Training), Regional Director to recover the losses promptly.

Expenditure on Printing of Invitation Cards, Refreshments etc.

Expenditure on printing of invitations, photographs, tea, refreshments etc. in connection with the inauguration of various programmes organised at the Regional Centres should be strictly avoided.

Honorarium to Worker Teachers

The section for payment of honorarium to worker teachers is issued subject to the following conditions:

- i) Normally one worker teacher should conduct only one ULC.
- ii) Date of appointment of the worker teacher and date of starting of the unit level class is the same.

After appointment of worker teacher he can be allowed 10 days time to start the next course in the unit level class. Honorarium is paid at the same rate during this preparatory period.

- iii) He normally trains 25 workers in the unit level class per batch.

The rate of payment of honorarium to the worker teacher is given in the Appendix.

Subsistence Allowance

Subsistence allowance to the trainees coming from the outlying areas is paid at the rate as approved by the Governing Body from time to time subject to the following conditions:

- i) The trainees are coming from outlying areas and belong to private sector establishments;
- ii) The trainees are not in receipt of daily allowance or any other allowances in addition to release time wages from their employer.

The existing rates of subsistence allowance are given in the Appendix.

Transport/Conveyance Charges

Conveyance charges are paid to the worker teacher trainees when they are required to come from long distance to attend the training classes subject to the following conditions:

- i) The distance between the residence of the worker teacher trainees and the place of training is beyond 8 kms.
- ii) They are not paid any daily or conveyance allowance by their employers.

The rate of conveyance charges admissible to the worker teacher trainees are given in the Appendix.

Educational Tours for Worker Teacher Trainees

The main idea in taking worker teacher trainees on educational tour is to acquaint them with the different industrial centres in the country as well as to enable them to

see for themselves the progress which the country is making in the economic field through various planned projects. The tours also enable the trainees to exchange their experience and views with the trainees of other centres.

The educational tour should be undertaken only as per approved itinerary. The total distance covered during the tour should not exceed 5000 kms. and the duration of the tour should be limited to 15 days (including the date of departure from and arrival at the headquarters and holidays) only. Tours should be arranged in such a way that the trainees should concentrate on fewer places and make their tour more purposeful and also visit development projects as far as possible.

The railway allows concession to the extent of 25% on railway fare to industrial workers participating in educational tours.

The Board contributes @Rs.75/- per head towards educational tour of the participants from Private Sector for whom no contribution has been paid by the employers.

Unit Level Classes

The worker teachers on completion of the training at the Regional Centre revert to their factories or places of employment and conduct programmes for the rank and file of workers outside working hours.

Normally employers are expected to provide accommodation, furniture, time off, equipment for the unit level classes where no such help is forthcoming, it is provided by the Board.

TA to Worker Teacher Trainees
coming from outlying areas

The worker teacher trainees coming from outlying areas to attend the training courses at the Centre are entitled to second class railway fare or ordinary bus fare to and fro subject to the following conditions:

- i) The trainees do not get TA from their employers;
- ii) It is certified by the Regional Director that the expenses on railway/bus fare are actually incurred by the trainees.

Study Tours for Worker Trainees

The worker trainees are allowed to go on study tour covering a distance up to 3000 kms. for the duration of a week or so. In case the worker teacher accompanying the trainees, is not granted TA and DA by the Management/Union etc., the Board pays to the worker teacher, the second class railway fare plus DA @Rs.9/- per day for the duration of the tour.

Local Excursions

Regional Level : The worker teacher trainees at the Regional Centre are encouraged to go on local excursions, usually once in

a week to acquaint themselves with the problems in different industrial establishments in the nearby places so that their outlook in general is widened.

The entitlement for local excursion is as given in Appendix.

Unit Level: The worker trainees at the unit level classes are also encouraged to visit industrial establishments in nearby places given in the Appendix.

EQUIPMENT FOR REGIONAL CENTRE

The standard pattern of expenditure for furniture and equipments for a Regional Centre is given below. Particular attention should be given to equip the class room and discussion rooms.

The class room should have display board, flannel board, flip-chart stand, magnetic board, pointer, for effective utilisation of the teaching aids. Proper arrangements should also be made for keeping the films, filmstrips and other audio-visual aids at the centre for example a pigeon hole wooden case with the glass covered which can be hung on the wall may be purchased for keeping the filmstrips properly. Each filmstrip kept in a case should be given a reference number.

In view of the high cost of teak-wood furniture, the Govt. of India have advised to go in for purchase of steel furniture as far as possible. This should be kept in view before submitting the proposals for sanction of the Head Office.

Description of the Articles	No. of Articles
1. Chair (cane) for lecturer	1
2. Table for trainees	25
3. Chairs (cane seats and cane-back)	25
4. School Bell (Brass)	1
5. Ceiling Fans	3
Office (Regional Centre)	
1. Officer's Table (5'x3')	1
2. Officer Chair	1
3. Cupboard	1
4. Rack for keeping files	4
5. Tables paper rack	2
6. Revolving book rack	1
7. Hat Stand with Mirror	1
8. Chairs (cane seated and back for visitors)	4
9. Tiffin Table	1
10. Ceiling Fan	1
11. Electric Bell	1
12. Glass Table Top	1
13. Wall Clock (Quartz)	1
14. Map of India	1
15. Foot Rest	1
16. Flannel Board	1

Committee Room

1. Tables (superior quality)	3 to 4
2. Chairs (superior) Steel	20
3. Chairs (cane) seat and back	10
4. Table Small Wooden	1
5. Cupboard	1
6. Ceiling Fan	2

Education Officers Room

1. Steel Table with cupboard on both sides	- One each to EO.
2. Foot Rest	- One each to EO.
3. Ceiling Fan	1
4. Chair (Steel) with cane seat and back	8
5. Cupboard (steel) small	- One each to EO.
6. Waste Paper Baskets	4
7. Steel Racks for keeping files	- One each to EO.
8. Steel Paper Trays	- One each to EO.
9. Wall Clock (Quartz)	one
10. Name Plates	- One each to EO.

Staff and Library

1. Tables	5
2. Chairs	10
3. Cupboard	4
4. Stools	2
5. Bench wooden	1
6. Racks for keeping files	6
7. Wooden Paper Trays	5
8. Letter Box	1
9. Waste Paper baskets wooden	5
10. Tiffin Table	1
11. Wall Clock	1
12. Typewriter (English -2, Regl. language-1)	3
13. Ceiling Fans	2
14. Cash Box (Godrej)	1
15. Matka Stand	1
16. Steel Book Cases	2
17. Notice Board	1
18. Almirah wooden with glass for library	2
19. Door mats	4
20. Bicycle	1
21. Duplicating Machine	1
22. Iron Bucket 12"	2
23. Steel Mugs	2

A.V. Aids Equipments

1. Tape Recorder	1
2. Over-head Projector	1
3. 16 mm Projector	1
4. Filmstrip Projector	1
5. Radio	1
6. Slide Projector	1
32. Door Mats	2
33. Steel Book Case	2

Equipments for Residential Centre

1.	Cots	25
2.	Writing Tables	25
3.	Chairs	25
4.	Peg Frames	25
5.	Cane Chairs with arms	5
6.	Steel Dinning Tables (Folding)	4
7.	Table for common room and library	2
8.	Almirah with wire guagew for kitchen	3
9.	Bhagona large with cover	6
10.	Bhagona medium size with cover	6
11.	Degohi large	4
12.	Parat large size	2
13.	Kudchi big size iron	2
14.	Katories big size	12
15.	Iron kothi large size (for storing grains	6
16.	Service Thalís large size	4
17.	Servicce utencils for liquids	6
18.	Steel kettles large size	2
19.	Steel kettle medium size	4
20.	Cups and saucers	36
21.	Quarter plates (steel)	36
22.	Spoons and ladles of different size	Four Dozen
23.	Thalis (Big and Small)	Three Dozen
24.	Tawas	2
25.	Buckets	10
26.	Steel Jugs.	5
27.	Stainless Steel tumblers	Three Dozen
28.	Zaras	3
29.	Vegetable Cutters	4
30.	Drums	4
31.	Katories Small Size	50

The above list of articles is only illustrative and not exhaustive. Additional articles can be purchased at the discretion of the competent authority if there is justification for the same.

Standard Accommodation for Regional Centre

The area fixed for Regional Centre, 2,200 sq.ft. The approved additional area for the hostel of a residential centre is 2,200 sq.ft. with 10% variations on either side in both the cases. The rent of the buildings may be sanctioned by the competent authorities after obtaining the fair rent certificate from C.P.W.D. The Ministry of Finance (Works Division) have advised in this connection that fair rent certificates from local State P.W.D. or Revenue Authorities may be accepted where the CPWD offices are not located.

The form of the lease deed to be used by the Board to safeguard the Board's interest while taking a private building on hire, is enclosed. The lease deed duly typed neatly on stamp paper of Rs.5/- and duly signed by the landlord may be sent to the Director for his signature immediately after taking possession of the accommodation. Proposal for renewal of lease deed should be sent to Head Office once in five years sufficiently in advance.

For hiring a building for office/hostel, all aspects such as surroundings, suitability etc. may be taken in to account from the functional point of view.

Rent for Unit Level Classes

The accommodation is usually provided for unit level classes free of rent by the employers. Where it is not so supplied by the employers, accommodation may be hired by the Board on payment of rent not exceeding Rs.30/- per month subject to the conditions laid down by the Board for the purposes.

GRANTS IN AID

The Board endeavours to secure greater participation of trade unions and institutions involved in the Workers Education Programmes. Funds are provided to the Board for giving grants-in-aid to the registered trade unions and other institutions for conducting their own workers education programmes.

Number of short term programmes have been devised for industrial and rural workers. For these purposes, the Board gives grant to the extent of 90% of the expenditure as per the approved financial pattern to trade unions, etc. for organising these programmes. The remaining 10% is met by these organisations themselves. These programmes are of residential and non-residential nature ranging from 1 to 14 days duration.

National Level Programmes

The Board also sanctions grants-in-aid for national level courses to the Central Trade Union Organisations and the national Federations whose membership is 2 lakhs or more spread all over the country and which have a standing of more than five years. For these programmes, in addition to the grants-in-aid admissible for conducting national programmes ranging from 2 to 14 day duration the Board sanctions additional expenditure as TA etc. to participants and guest speakers.

State Level Programmes

Grants-in-aid for state level programmes is sanctioned to the State Branches of the Central Trade Union Organisations and non-affiliated National Federations for conducting residential programmes ranging from 3 to 14 days within the State.

For such State level programmes, in addition to grants-in-aid for the residential programmes ranging from 1 to 14 day duration, the Board also sanctions grants-in-aid as TA etc. to participants and guest speakers.

BUDGET, FINANCE & ACCOUNTS

The Rules and Regulations for maintenance of accounts, budgeting and financial control are given in a separate Annexure to this manual.

Test Audit at the Head Office

The annual financial accounts of the Board are audited every year by the concerned representatives of the Comptroller and Auditor General of India. A copy of the report is forwarded to the Ministry of Labour for information. The expenditure incurred in connection with the audit is paid by the Board.

Investment

The amount of General Provident Fund/Contributory Provident Fund by the employees of the Board is credited into Postal Savings Bank Account for facility of withdrawal. The money so deposited is withdrawn from time to time and invested by the Board in Government Securities and special deposit account in SBI/UTI etc. on long term basis in accordance with the norms fixed by the Government of India. The yearly contribution by the Board in respect of each employee who opted for CPF and interest on GPF / CPF subscriptions are also calculated and credited in the individual accounts maintained at the Head Office after the close of every financial year and the total amount on account of Board's contribution is first credited in the Post Office and then invested in the like manner. The Regional Directors are responsible for maintaining a register showing the individual contributions by the employee of the Centre and progressive balance month by month and year to year.

CENTRAL BOARD FOR WORKERS EDUCATION

(Staff and Conditions of Service) Regulations 1962

(See Rule 13(iv) of the Rules & Regulations of the Central Board for Workers Education)

1. Short Title and Commencement

(i) These regulations may be called "the Central Board for Workers Education (Staff and Conditions of Service) Regulations, 1962".

(ii) They shall come into force at once.

2. Definition

In these regulations, unless the context otherwise requires

(a) "Board" means the Central Board for Workers Education constituted by the Govt. of India in the Ministry of Labour.

(b) "Chairman" means the Chairman of the Board.

(c) "Director" means the Director of Workers Education and Ex-officio Member Secretary to the Central Board for Workers Education.

(d) "Employee" means a person appointed to or borne on the cadre of the staff of the Board.

(e) "Month" means a calender month.

(f) "Post" means a post under the Board and a post shall be deemed to be a post in Group A, Group B, Group C, or Group D, in the First Schedule.

(g) "Schedule" means a Schedule to these Regulations.

(h) "Service" means service under the Board.

(i) "Governing Body" means the Board of Governors of the Board.

(j) "Appointing Authority" in relation to the employees of the Board means:

(i) The authority empowered to make appointments to the service of which the employee is for the time being a member or to the grade of the service in which the employee is for the time being included; or

(ii) The authority empowered to make the appointments to the post which the employee for the time being holds, or

(iii) The authority which appointed the employee to such service, grade or post, as the case may be; or

(iv) Where the employee having been a permanent member of any other service or having substantively held any other permanent

post, has been in continuous employment of the Board the authority which appointed him to that service or to any grade in that service or to that post, whichever authority is the highest authority

- (k) All other words and expressions used hereinafter but not defined herein shall, unless the context otherwise requires, have the meaning assigned to them in the relevant rules applicable to the corresponding classes of Central Government Servants.

3. Application

These regulations shall apply to every whole time employee of the Board.

Provided that a Government servant or an employee of local authority, whose services have been or may be obtained on deputation by the Board, may be governed by such terms and conditions as may be settled in consultation with the Government or the local authority concerned.

Provided further that an employee appointed on contract or tenure basis may be exempted from these regulations to such extent and subject to such conditions as may be specified by the Chairman, subject to the submission of a report to the Governing Body.

4. Appointing Authority

- (i) The Govt. of India shall be the Appointing Authority in respect of the Director and the Additional Director.
- (ii) The Chairman of the Board shall be appointing authority in respect of all other posts whose maximum of the scale of pay is above Rs.2600/-
- (iii) The Director, CBWE shall be the appointing authority for other posts whose maximum of the scale of pay is upto Rs.2600/-.

5. Probation

- (1) Every person appointed to a post by direct recruitment or by departmental promotion with a view to his eventual substantive appointment to that post, shall be on probation for a period of two years.

Provided that the Appointing Authority may, in suitable cases, extend the period of probation for not more than one year, except for special reasons, but no employee shall be kept on probation for more than double the normal period.

- (2) In case of a tenure appointment, the probationary period will be fixed in consultation with the Govt. of India.

- (3) The Controlling authority may, at its discretion, count any period during which an employee has successfully officiated

in a post, as period of probation in that post.

(4) An employee shall be confirmed in the post satisfactory completion of probation if the post against which is appointed is permanent and substantively vacant. Otherwise will be deemed to have completed the period of probation satisfactorily and will thereafter continue in a temporary capacity until he is confirmed in a permanent post.

(5) The decision on the question whether an employee shall be confirmed or whether he should be deemed to have completed period of probation satisfactorily or whether his probation should be extended shall ordinarily be taken within a period of two months after the expiry of the period of probation, communicated to the employee together with the reasons in case of extension. An employee who does not make satisfactory progress shows himself to be inadequate for the post in any way, shall be informed of his shortcomings sufficiently before the expiry of the initial period of probation to enable him to make special efforts for improvement.

6. Termination of Service

(1) Notwithstanding anything contained in these regulations an employee who intends to quit service shall (unless action taken under clause 3 of these regulations) have to submit a letter of resignation and shall not leave or discontinue his service until the resignation is accepted by the Appointing Authority and he is relieved of his duties.

(2) The services of a permanent employee may be terminated on the abolition of the permanent post held by him in a class or cadre, or reduction of posts in a class or cadre by the authority competent to make appointments to the post which the employee holds on giving three months notice or pay in lieu thereof provided that this power shall be exercised where the Appointing Authority is subordinate to the Chairman, with the approval of the Chairman.

(3) The services of a temporary employee may be terminated at any time without assigning any reasons therefor, after giving one month's notice or pay in lieu thereof, by the Appointing Authority.

(4) Notwithstanding the provision of sub-regulations (2) and (3) of this regulation, the service of any employee shall be terminated by the Appointing Authority after giving him one month's notice or pay in lieu thereof on being certified by the Medical Board that he has been permanently incapacitated for further service under the Board.

7. Pay, Leave, Contributory/General Provident Fund, Pension and Age of Compulsory Retirement

(1) The scale of pay attached to posts under the Board shall be as set out in Schedule-I.

(2) The regulations relating to the grant of leave, benefit of gratuity, CPF/GPF and pension to the employees and the age at which they shall be compulsorily retired from service, shall be as set out in the Second Schedule.

(3) The fixation of pay, grant of increments and connected matters shall in the case of an employee, be governed by the provision contained in the Posts and Telegraphs Compilation of the Fundamental Rules and Supplementary Rules framed thereunder, as applicable, from time to time employees of the Government of India.

(4) Notwithstanding the provisions of sub-regulation (3) -

- (a) The initial pay of a Government servant permanent or temporary, on first appointment under the Board shall not be less than what would have been admissible to him if he had been appointed to a post in a similar scale or pay under the Govt. of India; and
- (b) Periods of service, including broken periods of service, rendered by a temporary Government servant under the Government of India in the time scale of pay similar to that to which he is appointed under the Board shall be counted for purposes of increment, provided he is appointed under the Board without any break after the termination of his service under the Government of India.

(5) Employees shall be entitled to such allowances including travelling allowance and concessions as may be admissible from time to time to the corresponding categories of Central Government servants.

8. Superannuation Benefits

All employees other than a Government servant or an employee of a local authority who is on deputation to the Board, shall be entitled to such superannuation benefits as the Board may, from time to time, prescribe with approval of the Govt. of India.

9. Control and Discipline

All employees of the Board shall be subject to the superintendence and control of the Director and shall be governed by such rules of conduct, discipline and control as hereinafter may be provided by the Board from time to time.

10. Suspension

(1) The appointing authority or any authority to which it is subordinate or any other authority empowered by the Governing Body or the Chairman in that behalf may place an employee under suspension:

(a) where a disciplinary proceeding against him is contemplated or is pending, or

(b) where a case against him in respect of any criminal offence is under investigation or trial: Provided that where the order of suspension is made by an authority lower than the Appointing Authority, such authority

shall forthwith report to the Appointing Authority the circumstances in which the order was made.

(2) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding fortyeight hours shall be deemed to have been suspended with effect from the date of detention, by an order of the Appointing Authority and shall remain under suspension until further orders.

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed on an employee under suspension is set aside in appeal or on review under these regulations and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(5) An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which the authority is subordinate.

11. Nature of Penalties

The following penalties may for good and sufficient reasons and as hereinafter provided be imposed on an employee namely:

- (i) Censure
- (ii) Withholding of increments or promotion;
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Board by negligence or breach of orders;
- (iv) Reduction to a lower grade or post, or to a lower stage in a time scale;
- (v) Compulsory retirement;
- (vi) Removal from service which shall not be disqualification for future employment, and
- (vii) Dismissal from service which shall ordinarily be disqualification for future employment.

Explanation

The following shall not amount to a penalty within the meaning of the regulation:

- (a) Withholding of increments of an employee for failure to pass the departmental examinations in accordance with the regulations or orders covering the service of post or the terms of his appointment.
- (b) Stoppage of an employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar.
- (c) Non-promotion whether in a substantive or officiating capacity of an employee, after consideration of his case to a grade or post for promotion to which he is eligible.
- (d) Reversion to a lower grade or post of an employee officiating in a higher grade or post on the ground that he is considered, after trial, to be unsuitable for such higher grade or post or on administrative grounds unconnected with his conduct.
- (e) Reversion to the permanent grade, or post of an employee appointed on probation to another grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the regulations and orders governing probation.
- (f) Replacement of the services of an employee whose services have been borrowed from the Central or a State Government or a local authority at the disposal of the authority which had lent his services.
- (g) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement.
- (h) Termination of the services
 - (i) of an employee appointed on probation during or at the end of period of probation, in accordance with the terms of his appointment or the regulations or orders governing probation;
 - (ii) of an employee in accordance with regulations 6; or
 - (iii) of an employee employed under an agreement in accordance with the terms of such agreement.

12. Disciplinary Authorities

(1) The appointing authority or the authority specified in this behalf by a general or specified order of the Government of India may impose any of the penalties specified in regulation 11 on any employee.

(2) Notwithstanding anything contained in this regulation, no penalty specified in clauses (iv) to (vii) of regulation 11 shall be imposed by any authority lower than the Appointing Authority.

13. Procedure for imposing penalties

No order imposing on an employee any of the penalties specified in regulation 11, shall be passed except in the manner and after following the procedure laid down in Third Schedule.

14. Provision regarding officials on deputation to the Board

(1) Where an order of suspension is made or a disciplinary proceeding is taken against an employee whose services have been borrowed from the Central Government or a State Government or a local authority, the authority lending his services (hereinafter in this regulation referred to as the 'lending authority') shall forthwith be informed of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding as the case may be.

(2) In the light of the findings on the disciplinary proceeding is taken against such employee:

(i) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) to (iii) of regulation 11 should be imposed on him, it may, subject to the provisions of paragraph 2 (12) of the Third Schedule, after consultation with the lending authority, pass such orders on the case as it deems necessary.

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority;

(ii) if the Disciplinary Authority is of the opinion that any of the Penalties specified in clauses (iv) to (vi) of regulation 11 should be imposed on him, it shall replace his services at the disposal of the lending authority and transmit to it the proceeding of the inquiry for such action as it deems necessary.

15. Appeals

Notwithstanding anything contained in these Regulations, no appeal shall lie against:-

- (1) Any order made by the Government of India.
- (2) Any order of an inter locutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension.
- (3) Any order passed by an inquiring authority in the course of an inquiry under paragraph (2) of the Third Schedule under these Regulations.

16. Appeals against Orders of Suspension

An employee may appeal against an order of suspension to the authority to which the authority which made or is deemed to have made the order is immediately subordinate.

17. Appeals against Orders Imposing Penalties.

(1) Where any order is passed imposing any of the penalties specified in Regulation 11 by the Appointing Authority subordinate to Chairman,, the appeal against such order shall lie to the Chairman, and to the Government of India if the order is passed by the Chairman.

(2) Notwithstanding anything contained in Sub-regulation (1) where an order is passed imposing a penalty specified in Regulation 11, by an authority subordinate to the Appointing Authority the appeal against such order shall lie to the Appointing Authority.

18. Appeals against other Order

(1) An employee may appeal against an order which :

- (a) denies or varies to his disadvantage his pay, allowance, superannuation benefits or other conditions of service as regulated by any regulations or by agreement, or
- (b) interprets to his disadvantage the provisions of any such regulations or agreement, to the Chairman, if the order is passed by any authority subordinate to the Chairman and to the Government of India if the order is passed by the Chairman.

(2) An appeal against an order:

- (a) stopping an employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;
- (b) reverting to a lower grade or post an employee officiating in a higher grade or post, otherwise than as a penalty;
- (c) reducing or withholding any amount of a superannuation benefit or denying the maximum amount of a superannuation benefit admissible under the relevant regulations; and
- (d) determining the pay and allowances for the period of suspension to be paid to an employee on his reinstatement or determining whether or not such period shall be treated as a period spent on duty for any purpose, shall lie -
 - (i) in the case of an order made in respect of an employee, on whom the penalty or dismissal from service can be imposed only by the Director, to the Chairman; and
 - (ii) in the case of an order made in respect of any other employee, to the authority to whom an appeal against an order imposing upon him the penalty of dismissal from service would lie.

Explanation: In this regulation :-

- (i) the expression "employee" includes a person who ceased to be in the service of the Board.
- (ii) the expression "superannuation benefit" includes provident fund, gratuity and any other retirement benefit.

19. Submission and Consideration of Appeals

An appeal under regulations 16 to 18 shall be submitted entertained and considered in such form and manner and in accordance with such procedure as laid down in the Fourth Schedule.

20. Implementation of Orders in Appeal

The authority which made the order shall give effect to orders passed by the appellate authority.

21. Provision where Disciplinary Authority etc., subsequently becomes Appellate Authority.

Notwithstanding anything contained in regulations 15 to 18 where the person who made the order appealed against, becomes the Appellate Authority under regulations 16 to 18 in respect of the appeal against such order, such person shall forward the appeal to the authority to which he is immediately subordinate and such authority shall, in relation to that appeal be deemed to be Appellate Authority for the purpose of those regulations.

22. Government of India's power to review:

Notwithstanding anything contained in these rules the Government of India may on its motion or otherwise, after calling for records of the case, review any order which is made or is appealable under these rules:

- (a) confirm, modify or set aside the order;
- (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
- (c) remit the case to the authority which made the order or to any other authority directing such further action or inquiry as it considers proper in the circumstances of the case; or
- (d) pass such other orders as it deems fit -

Provided that -

- (i) an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he wishes to make against such enhanced penalty;
- (ii) if the Government of India proposes to impose any of the penalties specified in clauses (iv) to (vii) of rule 13 in a case where an inquiry under rule 13 has not been

held, it shall subject to the provisions of rule 16, direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the person concerned an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

23. Review of orders in Disciplinary Cases.

The authority to which an appeal against an order imposing any of the penalties specified in rule 11 lies may of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such orders as it deems fit, as if the employee had preferred an appeal against such order.

24. Conduct of Employee:

Subject to the provisions of these regulations, the employee of the Board shall be subject mutatis mutandis to a code of conduct similar to the one prescribed by the Central Government for Central Government Servants.

25. Other Conditions of Service:

In respect of all other matters relating to the conditions of service of employees, for which no provision or insufficient provision has been made in these regulations, the normal and general rules ordinarily applicable, from time to time, to the corresponding category or class of Central Government servants (vide Schedule-1) shall apply, subject to such modification and variations or exceptions, if any, as the Chairman may, with the approval of the Governing Body and the Government of India by order from time to time specify.

Explanation: For the purpose of these regulations, the Chairman may with the approval of the Governing Body, by order, specify the posts under the Board which shall correspond to the posts under the Central Government.

26. Special Provision by Agreement:

Where it is considered necessary to make special provisions in respect of an employee of the Board inconsistent with any of these rules, the authority making the appointment may, by agreement with such employee make such special provisions and thereupon these rules shall not apply to such employees to the extent to which the special provisions so made are inconsistent therewith.

Provided that if the appointing authority is other than the Chairman or the Govt. of India, the previous approval of the Chairman or the Govt. of India as the case may be shall be obtained by such authority.

27. Protection of Rights and Privileges conferred by any law or agreement:

Nothing in these rules shall operate to deprive any employee of the Board of any right or privilege to which he is entitled -

(a) by or under any law for the time being in force; or

(b) by the terms of any agreement existing between such person and the Government of India at the commencement of these rules.

28. Provisions regarding officers lent to State Governments etc:

(1) Where the services of any employee of the Board are lent to a State Government or any authority subordinate thereto or to a local or other authority (hereinafter in this rule referred to as "the borrowing authority") the borrowing authority shall have the powers of the Appointing Authority for the purpose of placing him under suspension and of the Disciplinary Authority for the purpose of taking a disciplinary proceeding against him;

Provided that the borrowing authority shall forthwith inform the authority which lent his services hereinafter in this rule referred to as "the lending authority" of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding as the case may be.

(2) In the light of the findings in the disciplinary proceeding taken against the employees of the Board -

(i) if the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iii) of rule 11 should be imposed on him it may in consultation with the lending authority pass such orders on the cases as it deems necessary.

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the employee of the Board shall be replaced at the disposal of the lending authority.

(ii) if the borrowing authority is of the opinion that any of the penalties specified in clauses (iv) to (vii) of rule 11 should be imposed on him it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority, may, if it is the Disciplinary Authority, pass such orders, thereon as it deems necessary, or, if it is not the Disciplinary Authority, submit the case to the Disciplinary Authority which shall pass such orders on the case as it deems necessary;

Provided that in passing any such order the Disciplinary Authority shall comply with the provisions of Sub-paragraph (10) and (11) of the third schedule.

Explanation: The Disciplinary Authority may make an order under this clause on the record of the inquiry transmitted by the borrowing authority, or after holding such further inquiry as it may deem necessary.

29. Removal of Doubts:

Where a doubt arises as to who is the head of any office or as to whether any authority is subordinate to or higher than any other authority or as to the interpretation of any of the provisions of these Regulations, the matter shall be referred to the Government of India whose decision thereon shall be final.

30. Relaxation of Exceptional Cases

Where the Government of India is satisfied that the operation of any regulation or provision in the matter of the conditions of service of employees or any class of such employees, causes undue hardship in any particular case, it may, by order, dispense with or relax the requirement of that regulation or provision to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

31. Oath of Allegiance to the Consitution of India

Every employee shall be required to take an oath or solemnly affirm his allegiance to the Constitution of India as by law established, at the time of his appointment to the service or the Board.

32. Declaration to be made by Employee:

Every employee to whom these regulations apply shall make the following declaration:

"I hereby declare that I have read and understood the Central Board for Workers Education (Staff and Conditions of Service) Regulations, 1962, and I hereby subscribe and agree to be bound by the said Regulations".

Witness	Employee
Signature	Name in full
Name	Nature of appointment
Date	Date of Appointment
Occupation	Signature
Address	Date

THE FIRST SCHEDULE

(See Rule 2 (f))

Sr.No.		Designation of Post
	Group-A	
1.		Director
2.		Additional Director
	Group-A(Junior)	
1.		Financial Adviser
2.		Deputy Director (Education)
3.		Deputy Director (Admn)
4.		Deputy Director (Headquarters)
5.		Deputy Director (Training)
6.		Zonal Directors
	Group-B	
1.		Accounts Officer
2.		Regional Director
3.		Training Officer
4.		Research Officer
5.		Commercial Artist
6.		Hindi Officer
7.		Editor
8.		Librarian
9.		Assistant Director
10.		Education Officer(Sel.Grade)
11.		Education Officer
12.		Accountant
13.		Senior Hindi Translator

Group-C

1. Senior Stenographer
2. Statistical Assistant
3. Junior Hindi Translator
4. Senior Clerk
5. Machine Operator
6. Care Taker
7. Upper Division Clerk
8. Junior Stenographer
9. Library Assistant
10. Junior Artist
11. Junior Proof Reader
12. Projectionist (Sel. Grade)
13. Projectionist
14. Lower Division Clerk
15. Hindi Typist
16. Van Driver/Dieseel Jeep Driver
17. Lift Operator

Group-D

1. Cook (Sel. Grade)
2. Cook
3. Daftari
4. Peon
5. Attendant
6. Chowkidar
7. Gardner
8. Sweeper

SCHEDULE - I

Designation of Post	Scale of Pay
GROUP - A	
1. Director	Rs.3700-125-4700-150-5000
2. Additional Director	Rs.3000-100-3500-125-5000
3. Financial Advisor	Rs.3000-100-3500-125-4500
4. Deputy Director	Rs.2200-75-2800-EB-100-4000
5. Zonal Director	Rs.2200-75-2800-EB-100-4000
GROUP-B	
1. Regional Director	Rs.2000-60-2300-EB-75-3200-100-3500
2. Accounts Officer	-do-
3. Editor	-do-
4. Training Officer	-do-
5. Research Officer	-do-
6. Commercial Artist	-do-
7. Hindi Officer	-do-
8. Librarian	-do-
9. Assistant Director	Rs.2000-60-2300-EB-75-3200
10. Education Officer (Sel. Grade)	Rs.2000-60-2300-EB-75-3200
11. Accountant	Rs.1640-60-2600-EB-75-2900
12. Education Officer	-do-
13. Sr. Hindi Translator	-do-

GROUP-C

1. Senior Stenographer	Rs.1400-40-1600-50-2300-EB-60-2600
2. Library Assistant	-do-
3. Statistical Assistant	Rs.1400-40-1800-EB-50-2300
4. Junior Hindi Translator	Rs.1400-40-1800-EB-50-2300
5. Senior Clerk	Rs.1400-40-1800-EB-50-2300
6. Machine Operator	Rs.1380-30-1440-40-1800-EB-50-2200
7. Care Taker	Rs.1350-30-1440-40-1800-EB-50-2200
8. Upper Division Clerk	Rs.1200-30-1560-EB-40-2040
9. Junior Stenographer	-do-
10. Junior Artist	-do-
11. Junior Proof Reader	Rs.1200-30-1500-EB-40-1800
12. Projectionist (Selection Grade)	Rs.1200-30-1560-EB-40-1800
13. Projectionist	Rs.950-20-1150-EB-25-1500
14. Lower Division Clerk	Rs. -do-
15. Hindi Typist	-do-
16. Van Driver/Diesel Jeep Driver	Rs.950-20-1150-EB-25-1400
17. Lift Operator	Rs.800-15-1010-EB-20-1150

GROUP - D

1. Cook (Selection Grade)	Rs.800-15-1010-EB-20-1150
2. C o o k	Rs.775-12-955-EB-14-1025
3. Daftary	-do-
4. Peon	Rs.750-12-870-EB-14-940
5. Attendant	-do-
6. Chowkidar	-do-
7. Gardner	-do-
8. Sweeper	-do-

THE SECOND SCHEDULE

(See Regulation 7 (2))

The conditions of service of employees in the matter of leave, gratuity, provident fund, pension and age of compulsory retirement shall be as specified against the relevant entries below:

1. Leave Central Civil Services (Leave Rules) 1972.
2. Gratuity As may be laid down by the Board with the approval of Government of India.
3. Pension and General Provident Fund
 - A) The Board's employees who opt in favour of pension stand governed by Central Civil Service (Pension) Rules 1972.
 - B) Such of the employees who are governed by Pension Scheme stand covered under GPF Scheme and are governed by G.P.F. (Central Services) Rules, 1968.
 - C) In respect of new appointments in the Board from 1-8-1985 and onwards, they are governed under Pension Scheme only.
4. Contributory Provident Fund Such of the employees of the Board who continue to opt under CPF scheme are not eligible to be governed under contributory provident fund (India) Rules, 1962 but are governed by Board's CPF Rules i.e. "Central Board for Workers Education Contributory Provident Fund Rules.
5. Age of compulsory retirement As may be prescribed from time to time by the Central Government in respect of corresponding category of Central Government Servants, in Rule 56 of the Fundamental Rules.
6. Age of Superannuation As per the Rule applicable to the Central Government Employees and amended from time to time by the Govt. of India.

THE THIRD SCHEDULE

(See Regulation 13)

1. Procedure for Imposing Minor Penalties

1. No order imposing on an employee any of the penalties specified in clauses (i) to (iii) of Regulation 11 shall be passed except after -

- (a) the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he may wish to make;
- (b) such representation, if any, is taken into consideration by the disciplinary authority;

2. The record of proceedings in such cases shall include -

- (i) a copy of the intimation to the employee of the proposal to take action against him;
- (ii) a copy of the statement of allegations communicated to him;
- (iii) his representation, if any, and
- (iv) the orders on the case together with the reasons therefor.

2. Procedure for Imposing Major Penalties

No order imposing on an employee any of the penalties specified in clauses (iv) to (vii) of regulation 11 shall be passed except after an inquiry held, as far as may be, in the following manner:

- (1) The disciplinary authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges, together with a statement of the allegations on which they are based, shall be communicated in writing to the employee and he shall be required to submit within such time as may be specified by the disciplinary authority:

- a) to such authority, or
- b) where a Board of Inquiry or Inquiry Officer has been appointed under Sub-paragraph (2) below, to that Board or Officer.

a written statement of his defence and also state whether he desires to be heard in person.

Explanation: In this Sub-paragraph and in Sub-paragraphs (2) (3) below the expression "the disciplinary authority" shall include the authority competent under these regulations to impose upon the employee any of the penalties specified in clause (i) (iii) of Regulation 11.

(2) The disciplinary authority may inquire the charge itself or, if it considers it necessary to do, it may either the time of communicating the charges to the employee under Sub-paragraph (i) or at any time thereafter, appoint a Board of Inquiry or Inquiring Officer for the purpose.

(3) The employee shall, for the purpose of preparing defence, be permitted to inspect and take extracts from the official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the disciplinary authority such records are not relevant for the purpose or it is against the public interest to allow him access thereto.

(4) On receipt of the written statement of defence, or if no such statement is received within the time specified, the disciplinary authority, or the Board of Inquiry or the Inquiring Officer, as the case may be, may inquire into such of the charges as are not admitted.

(5) The disciplinary authority may nominate any person to present the case in support of the charges before the authority inquiring into the charges (hereinafter referred to as the Inquiring Authority). The employee may present his case with the assistance of any other employee approved by the disciplinary authority, but may not engage a legal practitioner for the purpose unless the person nominated by the disciplinary authority aforesaid, is a legal practitioner or unless the disciplinary authority having regard to the circumstances of the case, permits.

(6) The Inquiring Authority shall, in the course of its inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross-examine the employee and the witnesses examined in his defence. If the Inquiring Authority declines to examine any witness on the ground that his evidence is not relevant or material it shall record its reasons in writing.

(7) At the conclusion of the inquiry, the Inquiring Authority shall prepare a report of the inquiry, recording its findings on each of the charges together with reasons therefor. If in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, it may record findings on such charges provided that findings on such charges shall not be recorded unless the employee has admitted the facts constituting them or has had an opportunity of defending himself against them.

(8) The record of the inquiry shall include -

- (i) the charges framed against the employee and the statement of allegations furnished to him under Sub-paragraph (i) above;
- (ii) his written statement of defence, if any;
- (iii) the oral evidence taken in the course of the inquiry;
- (iv) the documentary evidence considered in the course of the inquiry;
- (v) the orders, if any, made by the disciplinary authority and the Inquiring Authority in regard to the inquiry; and
- (vi) a report setting out the findings on each charge and the reasons therefor.

(9) The disciplinary authority shall, if it is not the Inquiring Authority, consider the record of the inquiry and record its findings on each charge.

(10) If the disciplinary authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry is of the opinion that any of the penalties specified in clause (i) to (vii) of Rule 11 should be imposed on the employee, it shall make an order imposing such penalty and it shall not be necessary to give the employee any opportunity of making representation on the penalty proposed to be imposed.

Provided that in every case where it is necessary to consult the Chairman/Government of India the record of the inquiry shall be forwarded by the disciplinary authority to the Chairman/Govt. of India for its advice and such advice shall be taken into consideration before making an order imposing any such penalty on the employee.

(11) The disciplinary authority shall consider the representation if any, made by the employee in response to the notice under Sub-paragraph (1) above and determine what penalty, if any, should be imposed on the employee and pass appropriate orders in the case.

(12) If the disciplinary authority having regard to its findings is of the opinion that any of the penalties specified in clause (i) to (iii) of Regulation 11 should be imposed, it shall pass appropriate orders in the case.

(13) Orders passed by the disciplinary authority shall be communicated to the employee who shall also be supplied with a copy of the report of the Inquiring Authority and, where the disciplinary authority is not the inquiring authority, a statement of its finding together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority, unless they have already been supplied to him.

3. Joint Inquiry

Where two or more employees are concerned in any case, the Chairman or any other authority competent to impose the penalty of dismissal from service on all such employees, may make an order directing that disciplinary **action** against all of them may be taken in a common proceeding.

Subject to the provision of Sub-Regulation (3) of Regulation 12 any such order shall specify :-

- (i) the authority which may function as the disciplinary authority for the purpose of such common proceeding.
- (ii) the penalties specified in Regulation 11 which such disciplinary authority shall be competent to impose.
- (iii) whether the procedure prescribed in Paragraph 1 or 2 may be followed in the proceeding.

4. Special Procedure in Certain Cases

Notwithstanding anything contained in Paragraph 1 to 3 -

- (i) where a penalty is imposed on an employee on the ground of conduct which has led to his conviction on a criminal charge; or
- (ii) where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in Paragraphs 1 to 3.
- (iii) where the Government of India is satisfied that in the interest of the security of the State, it is not expedient to follow such procedure;

the disciplinary authority may consider the circumstances of the case and pass such orders thereon as it deems fit.

FOURTH SCHEDULE

(See Regulation 19)

1. Period of Limitation for Appeals

No appeal shall be entertained by the appellate authority unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against.

Provided that the appellate authority may entertain an appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

2. Form and Contents of Appeal

Every person submitting an appeal shall do so separately and in his own name. The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements, and arguments on which the appellant relies, shall not contain any disrespectful or improper language; and shall be complete in itself.

3. Submission of Appeals

Every appeal shall be submitted to the authority which made the order appealed against, through the head of the office in which the appellant may be serving or, if he is not in service, through the head of the office in which he was last serving. If such authority itself is the head of office or is subordinate to the head of office in which the employee may be serving, or was serving if he is not in service, the appeal shall be submitted direct to that authority. A copy of the appeal may be submitted direct to the appellate authority also.

4. Withholding of Appeals

(1) The authority which made the order appealed against may withhold the appeal if -

- (i) it is an appeal against an order from which no appeal lies; or
- (ii) it does not comply with any of the provisions laid down in paragraph 2, or
- (iii) it is not submitted within the prescribed time limit and no cause is shown for the delay; or
- (iv) it is repetition of an appeal already decided and no new facts or circumstances are adduced.

(2) If an appeal is withheld on the ground only that it does not comply with the provisions in paragraph 2, it shall be returned to the appellant and shall not be withheld if resubmitted within one month thereof after compliance with the said provision.

(3) Where an appeal is withheld, the appellate be informed of the fact and the reasons thereof.

(4) At the commencement of each quarter, a list of the appeals withheld by any authority during the previous quarter, together with the reasons for withholding them shall be furnished by authority to the appellate authority.

5. Transmission of Appeals

(1) The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under paragraph 4, together with its comment thereon and the relevant records.

(2) The authority to which the appeal lies may direct transmission to it of any appeal withheld, and thereupon such appeal shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

6. Consideration of Appeals

(1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provision of Regulation 10 and having regard to the circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in Regulation 11 the appellate authority shall consider -

(a) Whether the procedure prescribed in the Regulations and the Third Schedule has been complied with, and if not, whether such non-compliance has resulted in failure of justice;

(b) whether the findings are justified; and

(c) whether the penalty imposed is excessive, adequate or inadequate; and pass orders.

(i) setting aside, reducing, confirming or enhancing the penalty; or

(ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.

Provided that :-

(i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;

(ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty; and

(iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (iv) to (vii) of Regulation 11 and an inquiry has not already been held in the case in accordance with the prescribed procedure for imposing such penalties, the appellate authority shall, subject to paragraph 5 of the Third Schedule, hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

(3) In the case of an appeal against any order specified in Regulation 18, the appellate authority shall consider all the circumstances of the case and pass such orders as it deems just and equitable.

DUTIES AND RESPONSIBILITIES OF
ZONAL DIRECTORS/REGIONAL DIRECTORS/SELECTION GRADE
EDUCATION OFFICERS & EDUCATION OFFICERS

ZONAL DIRECTORS

The Zonal Director is responsible for coordinating and supervising the activities of the Regional Centres in their respective zones. Each Zonal office is functioning under the charge of a Zonal Director. The required administrative and financial powers for running the zonal office and the regional centres in the zone have been delegated to him.

Job Specifications

A. Education Matters

1. Conducting Refresher Courses for the Education Officers in the Zone.
2. Supervision of translation and printing of Board's literature in the respective regional languages and the sale thereof.
3. Supervision of preparation of study material in regional languages.
4. Ensuring achievement of targets of various training programmes of Regional Centres.
5. Inspection of Regional Centres from educational point of view such as quality of teaching, utilisation of audio visual aids, sale of publications etc.
6. Surprise inspections of Regional Centres and training programmes.
7. Granting permission to Regional Centres and Rural Educators to conduct training programmes as per the approved policy of the Board and as per the targets laid down by the Head Office except giving financial sanctions.
8. Monitoring, supervising and co-ordinating the educational programmes for rural and unorganised sector workers in their respective regions.
9. Production of study material/literature for the benefit of rural/unorganised sector workers in regional languages, after obtaining financial sanctions.

B. Accounts Matters

1. The Zonal Directors at the time of inspections of the Regional Centres falling under their respective zones, should ensure whether the defects pointed out by the Audit have been rectified and what is the actual state of accounts prevailing at the Centre. He should send reports in this regard to the Head Office from time to time.
2. The Zonal Director should ensure that the monthly and periodical reports in respect of accounts matters are sent by Regional Centres to Head Office punctually.

C. Administrative Matters

1. To inspect Regional Centres periodically from administrative point of view so as to ensure proper maintenance of records as per the administrative manual and other instructions issued by the Head Office from time to time. Regular meetings of Regional Advisory Committee should also be ensured with follow up action on their decisions.
2. To ensure whether appropriate action has been taken by the concerned Regional Directors after the tours are undertaken by them.
3. To conduct enquiries including vigilance and complaints pertaining to Regional Centres in respective zone.
4. To ensure that the information in respect of certain important circulars issued from time to time by the Head Office and the monthly and periodical reports are furnished by the respective Regional Directors from the concerned zone to Head Office promptly and periodically.
5. To sanction leave/LTC except special disability leave and study leave to Regional Directors and maintain their leave account and service books.
6. To sanction regular leave to Education Officers exceeding 45 days.
7. To forward the application of officers and staff to outside places as per the norms prescribed by the Board.
8. To permit the Education Officers for higher studies as per rules except in case of LL.B., Ph.D and D.Lit.
9. To allow temporary transfer of Education Officers within the region when a sub-regional centre is opened under the Regional Centre.

10. To sanction the tours of class III and IV officials of the Regional Centre outside their jurisdiction but within the as per rules.
 11. To approve the worker teachers training courses be conducted at temporary sub-regional centres;.
 12. To approve itinerary for educational tours of worker teacher trainees and worker trainees as per the prescribed policy of the Board.
 13. To sanction TA/LTC advance to the Regional Directors in his zone; To sanction scooter/cycle advances to the Office and staff in the zone.
 14. To sanction hostel superintendent's allowance.
 15. To approve substitute during leave vacancies of group C and D staff.
 16. To sanction contingent staff for running the centres as per the approved policy of the Board.
 17. To accord permission to acquire immoveable property by officers at the Centre.
 18. To sanction engagement of coolies for watering coolers/khastaties during summer season for all summer stations as per Central Govt. Rules.
 19. As per rules, the term of Chairman and members of the RAC shall be 2 years and shall not exceed 2 terms. The Zonal Director should ensure that action is taken by each Regional Director at the appropriate time for nominations of Chairman and members of the Regional Advisory Committee. Proposals for nominations of Chairman and members of Regional Advisory Committee should be sent by the Regional Director through the Zonal Director to the Head Office for approval of the Chairman, CBWE, sufficiently in advance.
 20. The Zonal Director should ensure that the Regional Advisory Committee meetings are held regularly and action is taken on the decisions of the RAC meetings promptly. The Zonal Director should monitor and compile important suggestions of the Regional Advisory Committees within the zone and to submit to the Head Office alongwith comments.
- D. Any other work allotted by the Head Office.

Regional Directors

Each Regional Centre is under the charge of Regional Director.

The Regional Director is overall incharge of the Centre and render all kind of technical, educational, administrative, financial and other guidance and help to the Education Officers (including selection grade Education Officers) and other staff working under him in running the centre efficiently.

(A) Administrative Responsibilities

1. The Regional Director functions as a Controlling Officer for the Education Officers including Education Officer (SG) and staff working at the Centre. He also maintain decorum and discipline at the Centre.
2. Cases of indiscipline should be reported by him promptly to the Zonal Director and the Director. Cases relating to vigilance should be reported to the Director in a confidential cover with a copy to Zonal Director.
3. The Regional Director attends to all personnel and administrative matters of the Centre viz. appointment of staff, sanction of leave, furniture, appointment of casual staff from contingencies and surprise inspections of Sub-regional Centres.
4. The Regional Director conducts Regional Advisory Committee meetings and submits reports about the affairs of the centre to the Regional Advisory Committee, administers and monitors all the affairs of the RAC., maintains records and minutes, compiles important decisions as and submits the same to the Head Office.
5. The Regional Director supervises the work of Education Officers and staff, the work of sub-regional centres/residential centres. He writes confidential reports of all officers and staff of the centre.

(B) Financial Responsibilities

1. The Regional Director functions as a Drawing and Disbursing Officer and as Head of the office for his regional centre. He is responsible for observance of strict financial discipline and for following all relevant financial rules and regulations. Necessary financial powers for running the centre have been delegated to him.
2. The Regional Director ensures that the funds allotted are spent for the purpose for which the money is provided. He ensures proper maintenance of all accounts books and relevant registers prescribed therefor.
3. The Regional Director ensures timely submission of accounts, vouchers and other related statements to Head Office. He arranges for conducting actual physical verification of Dead Stock Articles, publications, library books, visual aids etc. etc.

(C) Educational Responsibilities

1. The Regional Director organises and supervises various training programmes as per the policies laid down by the Board. He coordinates the educational activities of all the Education Officers including Selection Grade Education Officers. He enlists cooperation of employers, trade unions and Government offices in order to implement the Workers Education Scheme which is entirely a voluntary scheme.
2. The Regional Director guides the Education Officers in preparing study materials, for teachers various training programmes. He inspects the training classes and guides the Education Officers in conducting these training programmes effectively. He also inspects the classes by surprise to see whether the classes are running smoothly. He arranges submission of various statistical reports about the activities of the Centre to Head Office.
3. The Regional Director ensures achievement of physical targets in regard to various training programmes assigned to his centre by the Head Office.

(D) Any other work allotted by the Head Office/Zonal Office from time to time.

Education Officer (Selection Grade)

1. Educational planning of the training courses, preparation of time-table arrangement relating to proper accommodation, seating plan, display boards, bulletin boards etc.
2. Preparation of reading materials, standard notes, lesson plans and other study materials and supplying them to the trainees.
3. Arranging guest talks and attending them.
4. Conducting examination-valuation of periodical notes, visit reports and examination papers.
5. Conducting refresher courses for teachers organising special short term training programmes, seminars, discussions etc.
6. Contacts and discussions with the trade unions for getting the candidates sponsored for the training course.
7. Meeting the managements for getting the trainees released.
8. Contacting management, trade unions, Govt. offices, educational institutions and their organisations for field work selected to the workers education scheme.

9. Persuading the managements for extending class-room and other facilities for conducting classes and helping the teachers to organise classes effectively.
10. Arranging educational tours and local visits of trainees.
11. Hostel superintendent's work:
12. Assisting unions for GIA programmes.
13. Looking after the work at the Regional Centre in the absence of Regional Director while on leave or tour.
14. In addition, Education Officer (SG) will also attend to the work assigned to the Education Officers (ordinary grade).
15. Any other work allotted by the Head Office/Zonal Office/Regional Director from time to time.

Education Officers (Ordinary Grade)

1. Preparing visual aids, with -
2. Making full use of audio-visual aids in teaching and arranging sufficient number of film shows.
3. Teaching the trainees by adopting two way communication method and with the aid of visual aids.
4. Arranging seminars, debates, role plays and other educational activities including demonstration talks.
5. Arranging local visit, educational tour etc.
6. Giving tutorial guidance to the trainees.
7. Library facilities to trainees and guidance for further reading.
8. Any other work connected with the conducting of training courses and correspondence about it.
9. Helping the worker teachers and rural educators etc. in drawing up work schedule, programming of visits, guest lecturers, providing them with upto-date notes, circulars, instructions etc
10. Guiding the teachers in the preparation of visual aids and their proper use and supplying visual aids, produced by the Board and Education Officers to them.
11. Demonstration talks, discussion etc. whenever the Education Officers visit the lclasses. This involves guiding the teachers for adopting two-way communication and other modern methods of teaching and improving quality of teaching at the classes.

12. Guiding the teachers in creating an atmosphere of informality in the class. Helping them to sustain interest of the trainees.
13. Disbursement of amount of honoraria, local excursions charges, etc. to the eligible trainees.
14. Arranging discussions in classes with the aid of films and filmstrips.
15. Inspecting classes frequently and submitting detailed critical reports thereof to the Regional Director.
16. Reviving suspended unit level classes and utilising unutilised worker teachers for expansion of workers education programmes.
17. Helping the worker teachers to start new sessions within a recess period of 10 days.
18. Arranging inaugural and certificate distribution and other programmes in respect of training classes.
19. Supply and sale of Board's publications to trainees etc.
20. Libraries at the unit level classes.
21. Conducting of examinations at the classes.
22. Securing attendance sheets, progress reports and other required information periodically from the teachers for the centre.
23. Maintaining at the centre all information about the classes and teachers in proper form.
24. Maintaining a diary of work done every day and submitting the same to the Regional Director every week.
25. Hostel Superintendent's work.
26. Any other work connected with the implementation of the workers education scheme.
27. Conducting of Rural Workers Education Programmes.
28. Any other work allotted by the Head Office/Zonal Office/Regional Director from time to time.

TRAINING PROGRAMMES

The Board conducts National, Regional and Unit Level programmes for workers in organised, unorganised and rural sector through its National Level Training Institute and 48 Regional Centres throughout the country. List of programme is given in appendix.

The syllabi for various training programmes is formulated by the Board. However, the syllabi for certain short term training programmes are drawn by the respective Regional Centres on the basis of functional needs of the participants.

National Level Programme (NLP)

The national level programmes include pre-employment training for Education Officers, Refresher Courses and Orientation Programmes for Education Officers as well as one week training programmes for nominees of Central Trade Union Organisations and Federations. These are conducted on themes of interest to trade unions. The IIWE, Bombay where these programmes are conducted, provides TA & DA to participants as per rules approved by the Board from time to time. Moderate hostel accommodation is also available to them free of charge.

Regional Level Programme (RLP)

Worker Teachers Training Course: Selected workers are trained at the Regional and Sub Regional Centres as Worker Teachers in full time training courses of three months duration in batches of about Twenty Five each. Selection of worker teacher trainees is made by the Regional Advisory Committee attached to each Regional Centre. The trainees are sponsored by trade unions and are released by the employers with full wages and are treated as on duty.

Leadership Development Course

A one month Leadership Development Course was introduced in 1984. The objectives of the leadership development course are to equip the trade union activists with knowledge, understanding and skills of leadership to enable them to function effectively and also to participate in different committees at the enterprise level.

Need-based Seminars: With a view to provide indepth and updated knowledge of subjects of interest to trade unions, full-time two-day need-based seminar of 2 days' duration are organised at Regional level for trade union office bearers. These are conducted in collaboration with managements and trade unions.

Three Day Joint Educational Programme

These are three-day courses and are conducted on participative management and include topics relating to workers participation in management, productivity, safety, discipline and work ethics. The representatives of workers and management participate in these courses.

Two Day Joint Education Programme

These are organised for members of plant / shop councils as well as for members of bipartite committees, such as Works Committee, Canteen Committee, House Allotment Committee, Floor-shop level Committee etc.

Refresher Course: One week refresher courses are organised for worker teachers from time to time to update their functional competence.

Unit Level Programme

Unit Level Class: The worker teachers on completion of their training conduct programmes for the rank and file of workers in their respective enterprises. The duration of the training course at the unit level is three months, one hour a day for five days a week. Where facilities are available, full-time unit level classes of three weeks duration are also conducted.

The Board has recently introduced a new pattern of one-month unit level class. Such classes are conducted where managements find it difficult to release workers for 3 months. These classes are conducted on any of the themes namely (i) Trade Unionism (ii) Labour Economics and Industrial Relations, and (iii) Social Security and Labour Welfare.

Need-based Special Programme: Need-based Special Programme of one week duration is conducted by the worker teachers at the unit level on the topics of interest to the workers and trade unions.

Functional Adult Literacy Programme

Functional Adult Literacy classes are conducted for workers in organised sector. The main thrust of the Board's programme being in Mining and Plantation areas, the unit level classes in these areas have been converted into FAL classes. The duration of the unit level class is extended to a period of six months to cover the present syllabus and also literacy components. The worker teachers conducting these classes are given special orientation. The facilities available to unit level classes are also made applicable to FAL Classes.

Rural Workers Education:

The Rural Workers Education Scheme of the Board includes the following programmes:

One Month Training Course for Rural Educators

These courses are residential and are conducted at Regional level. A new pattern of rural workers education programme was introduced from September 1990. The main feature of this pattern is that more stress is paid on voluntary work and the practice of choosing trainees and utilising rural educators on a continuous basis was discontinued. However, they are paid on camp to camp basis (Rs.125/- per camp).

Training of Rural Organisers

The Government of India, Ministry of Labour have formulated a scheme for educating office-bearers of Rural Workers Organisations in selected States. The basic training of these Rural Organisers has been entrusted to the Board by the Government of India. The Regional Centres conduct these courses on the demand of the concerned States.

Five Day Training Programme for Rural Volunteers:

Five day training programme for rural volunteers is conducted with a view to utilise their services for organising rural awareness camps on a much larger scale. These volunteers are also admitted to one month rural educators courses.

Two Day Non-residential Awareness Camps at Village Level

Two day awareness camps are conducted in selected development blocks. These programmes are preceded by a general survey to identify the educational needs of the rural workers. Each camp has 30-40 participants. Before organising 2-day camps, a brief survey of the village where the camp is to be organised is conducted in order to collect basic information about the village, its people, rural workers, their occupation, literacy etc. Close-liaison in conducting programmes is maintained with State Labour Department and other district authorities, co-operative societies, banks etc.

Five Day Part-time Camp: In addition to 2-day full time rural awareness camps a five-day part-time rural awareness camp has also been introduced to suit the convenience of rural workers.

Education for Unorganised Sector

Five Day Full-time Residential Camps for workers in unorganised sector are conducted either at Regional, Sub-Regional or selected urban or semi-urban places, as per the need of workers and availability of facilities.

The programmes are preceded by a general survey aimed at identifying the educational needs and problems of workers in order to evolve a suitable need-based educational programme. The selection of the candidates is done in consultation with organisations working in the field.

Education Programme for Workers in Stone Quarries

In accordance with the directive of the Supreme Court, education programmes for workers in Stone Quarries are conducted by Regional Workers Education Centre, Faridabad. The main objective is to create awareness about their rights, entitlements under various labour and social welfare laws.

Education for Weaker Section

The Board also conducts tailor made programmes for to meet the functional and educational needs of categories of workers such as Women workers, Handicapped workers, Young workers, child labour, rickshaw pullers, load workers, construction workers and civic and sanitation workers. Special Seminars for SC and ST are conducted in collaboration with rural/tribal organisations/institutions.

Population and Family Welfare Education

The Board organises educational programmes on population and family welfare education for workers engaged in the organised, unorganised, rural and informal sectors.

The population education programme aims at:

1. enabling workers to know more about the implications of population increase on the economic, family and social life of the workers;
2. creating an understanding that family welfare planning does not mean only population control but also includes family welfare;
3. stimulation and motivation through educational programmes leading to acceptance of small family norm by workers.

While organising these courses, the co-operation of educational institutions/organisations working in the field is sought.

The Board's role in this field is educational and motivational. The Board has brought out educational and motivational material in the form of Monographs, Pamphlets, Posters, Flip Charts, Flip Book, Slides etc., giving 10 points.

The Board has produced suitable, simple literature and material in the form of Pictorial and Textual booklets in Indian languages. While bringing out publications the functional needs of the workers are assessed through Regional Directors.

MONITORING & EVALUATION

The Regional Director should assess the educational needs of workers in his region every year in order to prepare an Action Plan of various training programmes. He will also assess the feasibility to cover new establishments and strengthen educational activities in the existing establishments.

formulating Action Plan, the profile of workers in the region is also taken into account. Care will have to be taken to see that the training programmes are evenly distributed throughout the year and there is no concentration of programmes in the last quarter of the year. The Regional Director in consultation with the Education Officers has to prepare month-wise plan of training activities and submit the same to the Zonal Director for onward transmission to Head Office in the first week of February. The Zonal Director has to submit the same to Head Office with his comments.

The Zonal Directors and the Head Office will jointly undertake the exercises to finalise targets of Regional Centres and communicate them for necessary action before the end of March every year. The Regional Director will allot these targets to Education Officers for the purpose of implementation and he will keep a close watch so that the programmes are conducted as per schedule. A monthly, quarterly and six monthly review will have to be undertaken and short-falls, if any, will have to be corrected by remedial measures.

The Zonal Director should also undertake a thorough review of Regional Centres in his zone. A quarterly and six monthly review should be submitted to Head Office. Short-falls of Regional Centres should be brought to their notice indicating the guide-lines on which the Regional Centres should proceed further to achieve the targets allotted to them.

The Research Officer in the Head Office should also simultaneously undertake the review and bring out short-fall with reference to targets allotted to various Regional Centres for the information of the Deputy Director (Edn) and the Director.

The quality of various training programmes is of utmost importance and it is the responsibility of the Zonal Director and Regional Director to guide the Education Officers from time to time for enhancing the quality and utility of Board's training programmes. Efforts should always be made to see that quantity and quality go together. The co-operation of managements and trade unions so far the organised sector is concerned and various developmental authorities so far as the Rural Programmes are concerned, should be taken from time to time. Enhancing the utility of training programmes is possible through collective excellence of Regional Director and Education Officers and this should be kept in view while conducting various training programmes of the Board.

As regards national level programmes, the Deputy Director (Training) has to constantly review the training activities in respect of their quality, coverage, study material, library and documentation service and feed-back from the participants of various training programmes as well as from trade unions.

In the light of these, the Deputy Director (Training) has to submit proposals for consideration and approval of the Managing Committee for Indian Institute of Workers Education.

P U B L I C A T I O N S

The Board has produced suitable, simple literature and study material in the form of Pictorial and Textual booklets in Indian languages. While bringing out publications, the functional needs of the workers are assessed through the Regional Directors.

RULES AND REGULATIONS OF THE MANAGING COMMITTEE
FOR INDIAN INSTITUTE OF WORKERS EDUCATION

1. Definition: In these rules -

- (a) Managing Committee means: The Committee constituted by the Governing Body to manage the affairs of the Indian Institute of Workers Education.
- (b) Chairman means: The Chairman of the Managing Committee for the IIWE, Bombay. The Chairman of the CBWE will be the Ex-officio Chairman of the Managing Committee.
- (c) Member-Secretary means: The Officer Incharge of the IIWE, Bombay. He will also function as Member Secretary of the Managing Committee.

2. Composition: The composition of the Managing Committee will be as under:

Chairman	Chairman, CBWE.
Vice-Chairman	A Member of the Governing Body of CBWE.
Four Members of the CBWE.	- One from Employers (Public and Private Sector by rotation). - Two from Trade Unions; and - One from Ministry of Human Resources Development.
Three Non-officials	interested in Workers Education/Adult Education.
Financial Adviser	of Central Board for Workers Education.
One nominee from:	Ministry of Labour not below the rank of the Deputy Secretary.
Director	Central Board for Workers Education
Deputy Director (Trg) IIWE.	Member-Secretary

The office of the Managing Committee will be at Indian Institute of Workers Education, Kurla, Bombay.

3. Terms of Office

- (a) The Chairman and the Director shall hold office for such period as is respectively fixed for them by the Govt. of India.
- (b) Any member co-opted shall normally hold office for two years from the date of the resolution co-opting him/her and shall be entitled to be co-opted again on the Managing Committee.
- (c) Where a person is a member of the Managing 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 to that office.
- (d) Where an organisation or institution is entitled to nominate any representative on the Managing Committee, such organisation or institution shall have powers to change the representative, at any time. He may also resign from the membership of the Managing Committee by a letter addressed to the Chairman but it shall not take effect till it is accepted by the Chairman.
- (e) A member of the Managing Committee shall cease to be a member, if he dies, resigns, becomes insolvent or is convicted of a criminal offence or if he fails to attend two consecutive meetings of the Managing Committee without taking leave of absence from the Chairman.
- (f) Any vacancy in the membership of the Managing Committee caused by any of the reasons shall be filled up by nomination by the authorities/agencies entitled to make such nomination.

Members of Parliament who are members of the Managing Committee or its other committees or Regional Advisory Committee shall not be entitled to any sum of money other than compensatory allowance as defined in Section 2(a) of Parliament (Prevention of Disqualification) Act, 1959.

- (g) The income and property as well as the management and control of the affairs of the Indian Institute of Workers Education shall be vested in the CBWE.

4. Powers of the Managing Committee

Within the broad guidelines laid down by the Board and policy framework of the Board and the budget provision, the Managing Committee will have autonomy in its functioning. It should plan and direct all academic activities of the Institute.

It can decide about the nature of programmes and their financial pattern and expenditure etc., provided that the Managing Committee will have to make recommendations to the Governing Body of the CBWE in financial matters over and above the powers of the Director, CBWE or Chairman of the Board.

The Managing Committee shall have the powers to appoint Sub-committee and panels of experts in furtherance of its functions.

5. Functions of the Managing Committee

- I. Evaluate annual Calendar of training/research/other activities;
- II. Review Progress periodically;
- III. Prepare Budget;
- IV. Fix fees, honorarium for part-time faculty resource experts, guest speakers, TA/DA to guest speakers and participants, per diem for trade union participants and other official and non-official faculties for training programmes within the parameters laid down by the Board.
- V. Select faculty, resource experts, guest speakers for different courses and programmes of the Institute.
- VI. Determine areas of research to be conducted by the IIWE, review progress of research projects undertaken by the Institute both with its own resources as well as funded by other organisations.
- VII. Approve literature/Audio Visual aids and other media materials prepared at the IIWE.
- VIII. Explore areas of training, re-training and faculty development.
- IX. Constitute an Academic Committee to lay down performance indicators, to supervise on-going programmes and review contents, methods, equipment in implementation of the programmes.
- X. Appoint a Selection Committee for interviews. This may consist of the following:
 - a) A representative of an Employer.
 - b) A representative of a Trade Union.
 - c) Expert in the discipline.
 - d) Dy. Director (Trg) of the Institute will be the Ex-officio Member of the Committee-Convenor.

The Chairman / Vice-Chairman of Managing Committee will be Chairman of this Committee.

The recommendations of the Selection Committee will be placed before the Managing Committee for its approval.

6. Meetings

The Managing Committee will meet atleast once every six months or often, if necessary and review the progress and performance of the activities, if necessary of the Indian Institute of Workers Education.

Four Members of the Managing Committee present in person shall constitute the quorum at the meeting of the Managing Committee provided that if the meeting is adjourned for want of quorum, the adjourned meeting to discuss the same agenda shall not require the prescribed quorum. In case of difference of opinion among the Members, the opinion of the Majority shall prevail. Every meeting of the Managing Committee shall be presided over by the Chairman of the Managing Committee and in his absence by Vice-Chairman.

These meetings shall be convened by the Secretary of the Managing Committee in consultation with the Chairman of the Managing Committee. Ordinarily fifteen days notice for the same shall be given indicating date, time and place of the meeting.

The Deputy Director (Training) IIWE being the Member-secretary shall maintain the record of the minutes of the Managing Committee.

7. Funds of the Managing Committee & Accounts

The Central Board for Workers Education shall meet all its financial requirements subject to the approved budget.

8. Membership Roll and Service of Notice

- The Indian Institute of Workers Education shall keep a roll of members of the Managing Committee and every member of the Managing Committee shall sign the roll and shall state therein his rank or occupation and address.
- If a member of Managing Committee changes his address, he shall notify his new address to the Dy. Director (Trg) IIWE, Bombay who shall thereupon enter his new address in the roll of members but if he fails to notify his new address the address in the roll of members shall be deemed to be his address.
- A notice may be served upon any member of the Managing Committee either personally or through the post addressed to such member at the address mentioned in the roll of members;
- 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.

BY-LAWS REGARDING MAINTENANCE OF ACCOUNTS AND AUDIT

SECTION I

INTRODUCTORY AND DEFINITIONS

Introduction

1. In pursuance of the provisions contained in rule 13 of the Rules and Regulations, the following by-laws are made for the maintenance of accounts in the Central Board for Workers Education and audit thereof.

2. Grant of pay and allowances leave and leave salary to the Board's employees are generally regulated with reference to Fundamental Rules, Supplementary Rules and other relevant orders issued by the Government of India from time to time. Similarly, for receipt, custody and disbursement of moneys, the general principles and directions contained in the General Financial Rules, Compilation of Treasury Rules and other orders issued by the Government of India are usually followed unless they are inconsistent with the special requirements of the Board and the special rules detailed therein or the procedure followed in the Board are superseded by special orders of the Board.

Important rules which are of daily application are set out below by generally adapting the rules from the G.F.Rs. Compilation of Treasury Rules, and provisions in other Government codes after making necessary modifications with a view to meet the special needs of the Board and its subordinate offices.

Definition

3. (i) "Board means the Central Board for Workers Education
- (i)(a) "Chairman" means Chairman of the Central Board for Workers Education nominated by the Govt. of India.
- (ii) "Director" means the Director and Ex-officio Secretary to the Central Board for Workers Education.
- (iii) "Accounts Officer" means the Accounts Officer of the Central Board for Workers Education.
- (iv) "Deputy Director (Trg)" means Deputy Director (Trg) incharge of the Indian Institute of Workers Education.
- (v) "Regional Director" means the Regional Director incharge of the Regional Centre.
- (vi) "Central Office" means the Head Office of the Central Board for Workers Education situated at Nagpur or other place.
- (vii) "Regional Centre" means the office of the Regional Director. It is also known as Regional Office.

- (viii) "Drawing and Disbursing Officer" - Usually the Officer-in-charge of the office is the drawing and disbursing officer. In the Indian Institute of Workers Education, Deputy Director (Trg) and in the Regional Centres, Regional Director is the drawing and disbursing officer, while in the Central Office, Accounts Officer is the Drawing and Disbursing Officer.
- (ix) "Accountant" means the Accountants attached to the Head Office.
- (x) "Bank" means State Bank of India functioning at the place where the office is situated or any other nationalised bank approved by the Board.
- (xi) "Competent Authority" means Board or any other authority to which the relevant powers may be delegated.
- (xii) "Financial Year" means the year beginning on the 1st of April and ending on 31st March following.

SECTION II

GENERAL MATTERS

4. Funds of the Board

The funds of the Board shall consist of the following:

- (a) Grants made by or through the Government of India (or any State Government as and when received).
- (b) Grants, donations and contributions, etc., from other sources, if any.
- (c) Income from investments.
- (d) Miscellaneous receipts from sale of Board's publications, old newspapers, advertisements in bulletins, etc.

The funds of the Board are deposited in the State Bank of India or any other nationalised Bank approved by the Board.

Funds required by the Head Office to make payments or to send remittances to Indian Institute of Workers Education and Regional Centres are drawn from the Bank through cheques signed by the Director and the Accounts Officer or any other officer duly authorised by the Chairman in this behalf. Similarly the Deputy Director (Trg) or the Regional Director or the Education Officer-Incharge of the Sub-Regional Centres draw funds from the State Bank of India or any other nationalised Bank approved by the Board where account is opened.

Funds required by the Deputy Director (Trg) and the Regional Directors are remitted by telegraphic transfers/Bank drafts on the advice signed by the Director and the Accounts Officer or any other officer authorised by the Chairman in this behalf.

From 1990-91, the funds are released to Regional Directors in two categories to be called Category 'A' and Category 'B'. Category B would be covering for conducting of the programmes. Funds under category 'B' would not be allowed to be used for expenses listed in category 'A' such as payment of salaries, advances of TA, Medical reimbursement etc.

The accounts for two funds - Category 'A' and Category 'B' would be kept separately by the Regional Centres/IIWE, Bombay, as per the proforma given in Annexure-C. On the basis of physical targets allotted and also on the basis of staff in the Centre the Regional Centre would work out monthly requirements under category 'A'. These will be intimated by March 15 positively. If there is any sudden urgent requirement of funds due to any reason such as extra programme, somebody's GPF advance (Part-final withdrawal) etc. the Centre would send a communication to Head Office specifying the amount required.

5. Appropriation of Receipts from other sources

The Central Office and the Indian Institute of Workers Education and the Regional Centres may make use of cash receipts temporarily for current expenditure instead of obtaining fresh cash by cheques but separate accounts should be maintained showing the amounts so received and utilised.

6. (a) General Principles regarding incurring of expenditure

As a general rule, no authority may incur any expenditure or enter into any liability involving expenditure from Board's funds until the expenditure has been sanctioned by general or special orders of the Board or by any authority to which power has been duly delegated in this behalf and the expenditure has been provided for in the authorised grants and appropriations for the year (G.F.R.9). The existing delegation of financial powers to the various officers of the Board are indicated in Annexure-D.

(b) Standards of Financial Propriety

Every officer incurring or authorising expenditure should be guided by high standards of financial propriety. Among the principles on which emphasis is generally laid are the following:

- (i) While incurring the expenditure the same vigilance should be exercised as a person of ordinary prudence would exercise in respect of expenditure of his own money. In no case should the expenditure be prima facie more than the occasion demands.
- (ii) No authority should exercise its powers of sanctioning expenditure or to pass on an order which will be directly or indirectly to his own advantage (G.F.R.10).

7. Control of Expenditure

Each drawing officer is responsible for observance of all relevant financial rules and regulations and must see not only that the total expenditure is kept within the limits of the

authorised appropriation but also that the funds allotted are expended upon objects for which the money was provided (G.F.R.12)

8. Receipt from other Sources

If money is received by an officer in his official capacity which is not strictly Board's dues, a separate account should be maintained for the same. The officer receiving such money will be personally responsible for seeing that it is expended in strict conformity with the rules and regulations or orders governing the grant to which the money pertains and that a proper record of all the transactions of the grant is kept in a form complying with the regulations of the grant concerned and that the accounts are subjected to proper audit and check.

9. Custody of Cash

The cash balance of an office should be kept in a strong treasury chest secured by two locks of different pattern. One set of keys should be held by the Officer-in-charge while the other by the Cashier. The chest shall not be opened unless the custodians of both the keys are present.

The duplicate keys of the cash chest of the Headquarter Centre may, at the discretion of the Director/Regional Director be placed, under his seal, in the custody of the Bank Officer concerned. In the event of this practice being adopted, a duplicate key register should be maintained from April each year, the keys should be sent for examination and returned under fresh seal, a note being made in the register that they have been found correct.

10. Receipts

All money received as well as other receipts such as sale proceeds of articles sold, deposits made by trainees or earnest money by contractors, grants-in-aid received from State Governments, etc. should be credited to the cash book on the same day. The drawing and disbursing officer must see and ensure that this is done. In case it results in heavy cash balance that is surplus to the requirements of the current expenditure, action should be taken to remit the same to the Bank.

11. Payments

- (i) The drawing and disbursing officer must see that every payment authorised by him is sanctioned either by himself if he is competent to do so or that sanction of the competent authority has been obtained for the same.
- (ii) All payments to suppliers, contractors or other payees for sums in excess of Rs.20/- should as far as possible be made by cheque.
- (iii) For making payments of salaries, travelling allowances bills or other payments to Board's employees, cheque may be drawn in favour of 'self'.
- (iv) In respect of payments made for various kinds of purchases, the disbursing officer who signs the voucher must ensure that the purchases are entered in the

relevant registers (such as dead-stock register, stationery register, etc.). Similarly, other types of payments should also be entered in concerned registers (advance registers, consolidated register of payments to Unit level classes, etc). It would be the personal duty of disbursing officer to see that this is done.

12. Withdrawals from Bank

No money should be drawn from the bank unless required for immediate disbursement and all payments due should ordinarily be made as soon as money is drawn. It is not permissible to draw the cheques and keep them in cash chest in anticipation of disbursements on a future date. The cash kept in the office chest to meet current payments should not ordinarily exceed Rs.500/-, in the Central Office and Rs.250/- in the Regional Centres on any day.

13. Issue of Receipts

A receipt in form CBWE-4 should be issued to every payee. Funds received by the Indian Institute of Workers Education and Regional Centres from the Central Office may similarly be acknowledged through printed receipts. The receipt should be signed by the Accounts Officer in the Head Office and by the Head of the Office in other offices of the Board, who shall satisfy himself at the time of signing the receipts and initialling its counterfoil, that the amount has been properly entered in the Cash Book. As an exception to this rule, at the Regional Centres where the residential scheme is in operation, the receipts for the Hostels may be signed by the Hostel Superintendent but the total receipts of the day should be credited to the cash book at the end of the day.

In case of sale of textual booklets, the Regional Director may maintain a separate receipt book to be kept in the custody of the official in charge of the booklets who should issue receipts therefrom, duly initialled by himself and signed by the Regional Director. The money collected should be handed over to the Cashier and his acknowledgement obtained on the back side of the counter-foils.

14. Form and Custody of Receipt Books

Receipt books in form CBWE-4 should be got printed by each office and they should be kept in the personal custody of the officer-in-charge. A separate stock register of these receipt books should also be maintained in form CBWE-3, showing the particulars of the receipt books printed and issued for use.

Every book should bear a separate serial number which should be printed on the cover page as well as on the individual receipt forms in each book. Each receipt book should contain 100 forms, duly serial numbered from 1 to 100. Receipts from these books must be issued for every monetary transaction recorded on receipt side of the cash book (except the deductions of income tax, GPF/CPF recovery of advances or other dues, etc. made in pay bills. Such receipts should be issued even to Board's employees for refund of Travelling Advances, etc.

15. Issue of Duplicate or Copies of Receipts

No duplicate or copy of the receipt may be granted for money received on the allegation that the original has been lost. If any necessity arises for such document, a certificate may be given that on a specified day a certain sum on certain account was received from a certain person.

16. Cheques

- (i) Cheque books shall, on receipt from the bank, be carefully examined by the drawing officer who should count the number of forms contained in each and record a certificate to that effect on the cover page.
- (ii) Cheque books must be kept under the lock and key in the personal custody of the drawing officer who when relieved shall mention in his charge report the particulars of all the cheque books so made over by the relieving officer.
- (iii) The loss of a cheque book or a blank cheque shall be notified promptly to the bank concerned. All cheques shall have written across them, in words at right angles to the type a sum a little in excess of that for which they are granted. No abbreviation such as "Eleven hundred" for "One thousand one hundred" is permissible. Cheques drawn in favour of Government Officers and Departments in settlement of Government dues shall always be crossed Account payee only - Not negotiable".
- (iv) In the absence of a specified request to the contrary from the payee, cheques drawn in favour of Corporate Bodies, Firms or Private persons shall also be crossed. Subject to any instructions received from the payee, a cheque shall be crossed "_____ & Co." With the addition of the words "Not Negotiable" between the crossing. Where the payee is believed to have a banking account, further precautions shall be adopted wherever possible by crossing the cheque specially by quoting the name of the bank through which the payee would receive payment and adding the words "Account payee only - Not Negotiable".
- (v) When it is necessary to cancel a cheque, the cancellation must be recorded in the counterfoil and reasons that led to the cancellation should also be noted on the back of the counterfoil. The cheques so cancelled should be neatly pasted to the counterfoil for audit purposes. If the cheque is not in the drawer's possession, he must promptly address the bank concerned to stop payment of the cheque and on ascertaining that payment has been stopped, shall make necessary entries in the account (See rule 52(vii) of C.T.Rs Vol.I).
- (vi) A cheque which remains uncashed for six months for any reason should be cancelled and the original entries written back in the cash book as well as in the cheque register.

17. Vouchers

(a) An officer entrusted with the payment of money shall obtain for every payment he makes, a voucher setting forth full and clear particulars of the claim and all information necessary for its proper classification and identification in the accounts. Every voucher should be in proper form which may be devised for the purpose for which expenditure is to be incurred. There should be separate series of forms for expenditure relating to (i) office expenditure of the Regional Centres (ii) expenditure directly connected with worker teacher training termed as Phase-II and (iii) expenditure directly connected with workers training termed as Phase-III. Separate form should also be devised for short term training programmes.

There should also be a separate series of forms for expenditure in connection with the mess charges in residential centres.

Every voucher must bear or have attached to it an acknowledgement of the payment signed by the person by whom or on whose behalf the claim is put forward. The acknowledgement shall be taken at the time of payment (T.R. 285).

(b) In all cases in which it is not possible or expedient to support a payment by a voucher or by a payee's receipt, a certificate of payment prepared in manuscript signed by the disbursing officer should be placed on record together with a memorandum explaining the circumstances in which the voucher could not be obtained (T.R. 285).

(c) Every voucher must bear a pay order in the form "passed for and pay Rs. _____" signed or initialled by disbursing officer (i.e. Deputy Director (Trg) at the IIWE and Regional Director at the Centres and Accounts Officer at the Central Office) specifying the amount payable both in words and figures. All pay orders must be signed by hand and in ink (T.R. 288).

(d) All paid vouchers must be stamped "PAID" so that they cannot be used a second time. Stamps affixed to voucher must also be cancelled so that they may not be used again (T.R. 289).

(e) Vouchers pertaining to Primary Centres and Residential Scheme should be enfaced with stamps "PRIMARY CENTRES", "RESIDENTIAL SCHEME" as the case may be.

(f) In every case in which the expenditure is incurred under orders of higher authority (i.e. under orders of Director in respect of expenditure of Regional Centres), the number and date of the letter of higher authority must be quoted on the vouchers.

18. Budget

The budget estimates for the succeeding year and the revised estimates for the current year are submitted to the Board by 15th of September each year.

The preparation of the revised estimates for the current year should always precede an estimate of a future year. A revised estimate should be framed in the light of -

- (i) actuals so far recorded in the current year;
- (ii) the actuals of the same period of the last and previous years;
- (iii) relevant factors such as opening of new centres/primary centres, additional purchases, increase in staff and other special features if any under the scheme.

Similarly budget estimates should be framed with utmost foresight taking into account the expenditure of one previous year and the future trends. Officer-in-charge and each Regional Director should submit revised estimates and budget estimates to the Central Office alongwith particulars of actual expenditure for the first four months (April to July) and requirements for the remaining eight months of the current year and 12 months of next year. These estimates are consolidated in the Central Office and submitted to the Ministry after approval by the Board.

19. Classification of Accounts

The transactions of the Board are classified in accordance with the heads of account as prescribed for the purpose.

SECTION III

PAY AND ALLOWANCES

20. Personal claims of the Employees of the Board

Bills for monthly pay and fixed allowances of the employees of the Board may be signed at any time on the last working day of the month by the employees of which such pay and allowances are earned and shall be due for payment on the last working day of the month except for the month of March.

21. Separate bills may be presented for pay and allowances due for part of a month in the following circumstances and these bills may be paid before the end of the month:

- (i) when a Board's employee finally quits the service of the Board;
- (ii) in the case of an officer on deputation from other Government or Department, when he reverts to his parent department.

The Chairman may in special cases relax any of the conditions specified in this rule (T.R. 218 & 219).

22. Deductions from Bills

The duty of noting the proper deductions to be made from the pay bills on account of Provident Fund, Income-Tax and other recoveries shall devolve on the drawer of the bill (T.R. 221 and 251).

23. Every Government servant shall furnish alongwith his first claim for house rent allowance a certificate in the

prescribed form and also whenever there is a change in any of the provisions of the certificate last given in respect of the same or different accommodation and/or resulting in increase or decrease of the allowance payable.

24. Pay Bills of Officers

(i) The pay and fixed allowances by an officer of the Board shall be claimed on bills in form T.R. 16.

(ii) No pay, leave salary or allowances or reward or honorarium may be drawn by an officer for the first time without the prior authorisation from the Accounts Officer of the Board.

25. Bills of other staff

(i) Bills for pay, fixed allowance and leave salaries shall be prepared in duplicate in respect of Regional Centres in form T.R. 22. The rate of pay claimed shall always be noted and when pay is drawn for a portion of a month only, the number of days for which it is claimed shall be stated against the name of the official in the body of the bill.

(ii) The various cadres comprising the establishment viz. Senior Clerks, Upper Division Clerk, Lower Division Clerk, Group-D etc. shall be shown separately, the description of each Section as well as sanctioned number of posts included therein being prominently written in red ink together with the numbered date of sanction. (T.R. 265).

(iii) In Regional Centres, one copy of the bill should be sent to the Head Office with the First Fortnightly accounts and the other one retained.

26. No name shall appear for the first time in the establishment bill unless the claim is supported by the Last Pay Certificate or by Health Certificate in the prescribed form in case of those newly appointed. (T.R. 230)

27. The entries in all the money columns of the bill shall be totalled separately under each section and the totals written in red ink. The totals must be checked by the drawing officer himself or by some responsible person other than the clerk preparing the bill. (T.R. 267)

28. The monthly bill shall be supported by an absentee statement form T.R. 23 if any person was absent during the month either on special duty or suspension or with or without leave other than casual leave. (T.R. 270(i)).

29. To the first bill in which a periodical increment is drawn a certificate in form T.R. 24 shall be appended (T.R. 272).

30. When an increment claimed operates to carry an employee over an efficiency bar, it must be supported by a declaration from the authority empowered to allow the increment that it has satisfied itself that the official concerned is fit to cross the

bar. (T.R. 274)

31. Arrears Bills

Arrears of pay, fixed allowances of leave salary shall be drawn not in the ordinary monthly bill but in a separate bill, the amount claimed for each month being entered separately with quotation of the bill from which the charge was omitted or withheld or on which it was refunded by deduction or of any special order of competent authority granting a new allowance or an increase in pay. A note of the arrear bill shall invariably be made in the office copy of the bill for the period to which the claim pertains over the dated initials of the Deputy Director (Trg) or Regional Director or Accountant in the Central Office in order to avoid the risk of the arrears being claimed over again. (See also Rule 37(ii) (T.R. 276)

32. The employees who are entrusted with the duties of the Cashier in the Head Office, Indian Institute of Workers Education or in the Regional Centres are paid a special pay at the rate sanctioned by the Director. This special pay would not be payable while on regular leave.

33. The Education Officers except Seletion Grade Education Officers who are entrusted with the duties of the Hostel Superintendent in Residential Centres are paid special pay at the rate sanctioned by the Director. This special pay is not payable during the recess period, if it exceeds 30 days.

34. TA Claims of the Board's Employees

In regulating these claims, the rules and orders of the Central Government should generally be followed unless the Board lays down any special rules in any particular respect. However, the Director and the Ex-officio Secretary may at his discretion lay down such other restrictions as he may deem fit.

The TA Bills of the Deputy Director (Trg)/Zonal Directors and the Regional Directors as well as of other employees attached to the Head Office should be submitted to the Head Office alongwith a copy of the approved tour programmes for the Director's counter-signature. The TA bills of the staff of the Regional Centres including Educational Tour TA, Transfer TA may be countersigned and paid by the Regional Directors.

The TA bills should be drawn in duplicate in form T.R.20 for officers and in form T.R. 25 for the other employees. One copy should be sent to the Head Office and the other retained as office copy.

35. Cost of Medical Treatment

The expenditure incurred by and to be reimbursed to the Board's employees on account of medical attendance and treatment may be drawn in the form of pay bills under the Sub-head 'Medical Treatment'. The amount drawn in the bills must be supported by essentiality certificates, receipts, cash memos and all required certificates in all cases; All these claims should be got pre-checked by the Head Office/IIWE, Bombay/respective Regional Centres. before payment. All claims should be entered in a register to be opened in the form prescribed by the Head Office

and a certificate should be recorded on the bill that this has been done. The folio number of the register should also be mentioned in the certificate.

36. Disbursement of pay and allowance

The drawing officer is personally responsible for the amount drawn on a bill signed by him on his behalf until he has paid it to the person entitled to receive it and obtain a legally valid acquittance on the copy of the bill to be submitted to the Head Office alongwith fortnightly accounts.

37. Undisbursed amounts

(i) At the close of the month, a memo of undisbursed pay should be prepared in the form (given below) in which the net amount required for payment as shown in the establishment pay bill, the total amount on that account disbursed during the month and the balance remaining unpaid should be shown in the places provided for the purpose. The details of the undisbursed amount with the reasons for non-payment should also be detailed in the columns provided for the purpose in the form. This memo should be sent to the Central Office by the Deputy Director (Trg) and the Regional Directors alongwith the bills and a consolidated one alongwith the cash account after closing the account for the month.

(ii) The amount undisbursed will be considered as undrawn and may only be paid subsequently on being drawn on a supplementary bill. These should also be detailed in the office copy of the bill in which they were originally entered. When the amounts are re-drawn in supplementary bill a note would also be kept against the entry in the office copy of the original bill and also a reference made to the item of the undisbursed memo sent to the Central Office for purposes of verification.

MEMO OF UNDISBURSED PAY

Central Office/Regional Centre _____
for the month of _____

Vr.No.	Details of Pay bill	Net amount as per bill (A)	Amount actually disbursed (B)	Undisbursed (B-B)
--------	------------------------	----------------------------------	----------------------------------	----------------------

Total amount remaining undisbursed _____

DETAILS FOR UNDISBURSED AMOUNT

Office	Name and Designation	Particulars and period	Amount	Reasons for non- payment	Date of Payment
--------	-------------------------	---------------------------	--------	--------------------------------	-----------------

38. Advances

The Board's employees are eligible for Travelling Allowance advances as well as for conveyance and other advances as are admissible to Central Government employees. The grant thereof is regulated as per the terms and conditions laid down for Central Government employees. The adjustment of these advances is also to be done as per Government orders or the instructions issued by the Head Office.

SECTION V

Contingent Charges

39. The contingent expenditure is booked under the prescribed heads as shown in the Annexure-II.

40. The financial powers of authorities to sanction contingent expenditure are regulated generally by the order embodied in the schedule of Financial Powers and such other general or special orders as may be issued by the Board or the Chairman in this behalf provided that in cases where any restriction limit or scale has been prescribed by Competent authority regarding any particular item or class of contingent expenditure of an unusual character or involving departure from any general or special rule or orders made by the Board should not be incurred nor should any liability be undertaken in connection therewith, without previous sanction of the Chairman. (G.F.R. 130)

41. No pay of any kind and no additions to pay may be drawn on bills for contingent expenditure.

42. Subject to any general or special orders issued by the Board, the pay of Group-D servants by whatever designation they may be called, who have been or may be declared by Competent Authority to be ineligible to G.P.F/C.P.F. of the Board and who inter-alia discharge the duties of the classes mentioned below may be treated as contingent expenditure:-

1. Hot-weather Establishment
2. Sweepers
3. Coolies engaged on manual labour and paid daily or monthly wages. (T.R. 292)
4. Gardener.

Contingent charges incurred on account of wages of Mazdoors engaged on manual labour or paid at daily or monthly rates, shall be supported by a certificate signed by the officer to the effect that the mazdoors are actually entertained and paid. (T.R. 293)

43. The contingent charges pertaining to the Regional Centres and Primary Centres should be drawn in separate series distinguished by the letters 'R.C.' for Regional Centres and 'P.C' for Primary Centres. The contingent charges pertaining to

Residential Scheme should also be drawn in a separate series distinguished by the letters 'R.S.' Under each series, numbers and forms have been prescribed for different type of expenditure such as rent of accommodation, news-paper bills, guest lecturer fees, conveyance charges to worker teachers, local excursions etc. It should be seen that the form used is appropriate and the expenditure is supported by the bills and acknowledgements of the payee (which should be duly stamped wherever necessary).

44. Whenever, the expenditure is not within the competence of the Zonal Directors / Deputy Director (Trg) or Regional Director's power of sanction, prior sanction from the appropriate authority should be obtained before payment and the number and date thereof should be recorded in the place provided for the purpose in the form of the voucher.

45. Contingent bills preferring claims for rents, electricity and other connected charges incurred on account of hire of private buildings by the Board for accommodation of the offices should be accompanied by the following certificates signed by the disbursing officer:-

'Certified that the amount drawn on account of rent, rates and taxes in contingent bill _____ dated _____ was actually paid to the parties concerned and that

(i) no portion of the building for which the expenditure was incurred was utilised for residential or other purposes during the period the charges were paid.

(ii) the expenditure in respect of the portion of the building used for residential or other purposes during the period for which the charges were paid has been recovered from the undermentioned Government Servants from whom it was due'

Note: Score out the portion not applicable (T.R.293(A)).

46. In the case of the establishment whose pay is drawn on contingent bills a certificate in the following form shall be furnished by the disbursing officer:-

'Certified that all Group-D servants whose pay is drawn charged in this bill were actually entertained in service of the Board during the period concerned. (T.R. 294)'

47. Payment for purchase of stores

The term 'stores' includes all articles and materials purchased or otherwise acquired for use of the Board, including not only expendable and issuable articles in use but also articles of dead stock of the nature of plant, instruments, furniture, equipment, fixtures, etc. Purchase orders should not be split up to avoid the necessity for obtaining the sanction of higher authority (G.F.R.141 & 146).

Except those articles which are required to be purchased through the Director General or Supplies and Disposals and petty local purchases, all purchases shall be made after inviting tenders or quotations. In the case of articles the value

of which is Rs.501 - 5000 sealed tenders should be invited.

Tenders should be obtained by advertisement where the value of the purchase (Rules 24 - Annexure to Chapter 8-G.F.R. is Rs.20,000 and more.

48. Receipt of Stores

All materials received should be examined, counted measured or weighed as the case may be when delivery is taken and they should be taken in charge by a responsible officer who should see that the quantities are correct and their quality good and record a certificate to that effect on the bill or the voucher. They should then be entered in the appropriate stock register quoting also the folio number of the register on the voucher on which the payment is made.

The following stock and issue registers are maintained both by the Head Office, IIWE, Bombay and the Regional Centres:-

- (i) Dead Stock Register (form CBWE.19) for Furniture and Fittings, Machineries, Equipment, Clocks, Safes, Fixture etc.
- (ii) Stationery and other consumable articles (CBWE 20).
- (iii) Liveries and Uniforms (Form CBWE. 21).
- (iv) Library books of the Head Office and Regional Centres/Sub-Regional Centres (Form CBWE. 25 & 26).
- (v) Publications issued by the Board (Form CBWE. 27 & 28).
- (vi) Stock Register of vessels and other equipments in Hostels of the Residential Centres (Form CBWE. 19).

49. Dead Stock Register

The Stock Register is maintained in the prescribed form C.B.W.E. 19.

50. Stock Register of Stationery and Consumable Articles

This register is maintained in form CBWE. 20. All entries of receipts and issues should be made under proper attestation of the Officer-In-charge. The folio numbers should also be recorded on the vouchers. Issue of articles of stationery should be made only after carefully assessing the requirements and on written requisitions duly authorised by the Head of the office or Sectional Head. The acknowledgements, may, if convenient, be taken in the Register itself.

51. Liveries of Group-D

Liveries to Group-D officials are issued in accordance with a scale laid down for Central Government employees. A register of liveries supplied is maintained in the Head Office as

well as in Indian Institute of Workers Education and each Regional Centre in form C.B.W.E. 21.

Purchase and issues of cloth each year are to be recorded in separate folios. No purchase and issue of cloth for liveries should be made unless prescribed period has elapsed and the next issue is due.

52. Stock Register of Library Books

A stock register of books is maintained in form C.B.W.E. 25 in the Head Office and each of the Centres. All books purchased or transferred should be entered in this register and attested.

An Issue Register of Library Books should also be maintained in form C.B.W.E. 26. This register should be reviewed by the Head of the office every month to see that the return of library books is not unduly delayed.

53. Stock Register of Textual Booklets

The priced publications issued by the Board and supplied to the Head Office and the Regional Centres should be entered in a separate stock register which should be maintained in the Head Office as well as in the Regional Centres in form CBWE. 27 prescribed for the purpose by the Head Office (specimen furnished to all the Regional Centres with the Head Office letter No.WEC F(1) 0223 dated 22-11-1963). The publications in different languages (English, Marathi, Hindi, Tamil, etc.) should be entered in separate parts of the stock register or in separate stock register. Separate subsidiary stock register in suitable form should be maintained by the Regional Centres for keeping record of publications supplied to Sub-Regional Centres. The number of copies sold or supplied free on each day should be first entered in a separate register called 'Register of Daily Sale of Publications' (Form C.B.W.E. 28) and the monthly totals thereof should be posted in the stock register of publications in the column provided for the purpose.

54. Annual Verification of Stock

Physical verification of articles of dead stock, library books and publications should be conducted periodically by the Officer-in-charge atleast once a year and results of verification recorded in the register. All discrepancies, noticed must be properly investigated and brought to account immediately so that the inventory may represent a true picture.

Similarly, articles of stationery and other consumable articles including dietary articles of residential centres should be physically verified by the Officer-in-charge atleast twice a year and at more frequent intervals if considered necessary.

While making physical verification the following instructions should be kept in mind:

- (a) Verification should not be entrusted to the person who is himself the custodian or Accountant of the stores to be verified.

- (b) Verification should always be made in the presence of the Officer responsible for their maintenance or of a responsible person deputed by him for the purpose.
- (c) All discrepancies noticed should be brought to account immediately so that the stores account may represent the true state of affairs.
- (d) Shortages and damages as well as unserviceable stores should be reported immediately to the Head Office.

The Deputy Director (Trg) and Regional Directors should report the results of annual verification to the Head Office by not later than 10th April every year.

Losses, if any, may be grouped under the following heads:

- (i) Losses due to theft or fraud;
- (ii) Losses due to negligence;
- (iii) Losses due to act of God;
- (iv) Anticipated losses on account of absolute stores;
- (v) Other losses due to damage, etc.

Sanction of the competent authority should invariably be obtained before the losses are written off.

SECTION V

ACCOUNTS RECORDS

55. The following registers / forms are maintained in the Head Office and the Regional Centres:

1. Cash Book	CBWE - 1
2. Cheque Register	CBWE - 2
3. Register of Receipt Books	CBWE - 3
4. Form of Receipts	CBWE - 4
5. Register of Money Orders	CBWE - 5
6. Increment Register	CBWE - 6
7. Register of Temporary Advances	CBWE - 7
8. Register of Deduction of Tax on salaries	CBWE - 8
9. Register of Service Books	CBWE - 9
10. Register of Deposits	CBWE - 10
11. Register of TA Advances	CBWE - 11
12. Register of other Advances/loans	CBWE - 12
13. Retrenchment Register	CBWE - 13
14. Register of TA Bills	CBWE - 14
15. Register of Medical Reimbursement Claims	CBWE - 15
16. Register of Over-time Allowance	CBWE - 16
17. Register of Children Educational Allowance	CBWE - 17
18. Register of Claims towards reimbursement of Tuition Fees.	CBWE - 18
19. Dead Stock Register for Head Office and Regional Centres.	CBWE - 19
20. Stock Register of Stationery and	CBWE - 20

(b) Verification should always be made in the presence of the Officer responsible for their maintenance or of a responsible person deputed by him for the purpose.

(c) All discrepancies noticed should be brought to account immediately so that the stores account may represent the true state of affairs.

(d) Shortages and damages as well as unserviceable stores should be reported immediately to the Head Office.

The Deputy Director (Trg) and Regional Directors should report the results of annual verification to the Head Office by not later than 10th April every year.

Losses, if any, may be grouped under the following heads:

- (i) Losses due to theft or fraud;
- (ii) Losses due to negligence;
- (iii) Losses due to act of God;
- (iv) Anticipated losses on account of obsolete stores;
- (v) Other losses due to damage, etc.

Sanction of the competent authority should invariably be obtained before the losses are written off.

SECTION V

ACCOUNTS RECORDS

55. The following registers / forms are maintained in the Head Office and the Regional Centres:

1. Cash Book	CBWE - 1
2. Cheque Register	CBWE - 2
3. Register of Receipt Books	CBWE - 3
4. Form of Receipts	CBWE - 4
5. Register of Money Orders	CBWE - 5
6. Increment Register	CBWE - 6
7. Register of Temporary Advances	CBWE - 7
8. Register of Deduction of Tax on salaries	CBWE - 8
9. Register of Service Books	CBWE - 9
10. Register of Deposits	CBWE - 10
11. Register of TA Advances	CBWE - 11
12. Register of other Advances/loans	CBWE - 12
13. Retrenchment Register	CBWE - 13
14. Register of TA Bills	CBWE - 14
15. Register of Medical Reimbursement Claims	CBWE - 15
16. Register of Over-time Allowance	CBWE - 16
17. Register of Children Educational Allowance	CBWE - 17
18. Register of Claims towards reimbursement of Tuition Fees.	CBWE - 18
19. Dead Stock Register for Head Office and Regional Centres.	CBWE - 19
20. Stock Register of Stationery and	CBWE - 20

cheque at the close of the year so as to charge it to the account to prevent lapse of grant and keep it in the office chest for subsequent delivery to the payee. To keep the cash book for the month of March open after 31st March and to make disbursements in April, entering in the Cash Book as having been paid in March is another serious irregularity.

- ii) An acknowledgement of payment should always be taken at the time of payment.
- (vi) The gross amount of pay bills should always be entered on the expenditure side of the Cash Book and the recoveries on account of Income-Tax, G.P.F. subscriptions, retrenchment, deposits, advances, etc. shown as per contra credits on the Receipt Side.
- (vii) If a cheque is drawn in favour of 'Self' or in order to replenish the cash chest, the amount of it should be entered at once as a receipt. Its entry must not be delayed until the money has been received after the cheque has been cashed at the bank. A cheque drawn in order to be paid away should be entered simultaneously on both sides of the Cash Book once as receipt of money and again as a payment to the payee concerned, the principal and distinguishing letter of the cheque being specified in both the entries.
- (viii) In the case of cheques lost, cancelled or lapsed or dishonoured, the original entries in the Cash Book should be written back. If a new cheque is issued in lieu thereof it should be treated as a fresh transaction.
- (ix) The cash book should be closed daily and completely checked. The Officer responsible should also verify the total of the cash book or have this done by responsible subordinate other than the writer of the Cash Book and initial it. Once in every week and also at the end of the month, the officer-in-charge of the cash book should verify the cash balance in the cash book and record a signed and dated certificate to that effect. The certificate should also be recorded on the monthly cash account submitted to the Head Office.
- (x) The employment of peon to fetch or carry money should be discouraged. When it is absolutely necessary to employ Group-D servant for this purpose, a man of some length of service and proved trustworthiness only should be selected and, in all cases when the amount to be handed is large, a responsible official should necessarily accompany the messenger.

57. Cheque Register

- (i) A cheque register is maintained in form CBWE-2. The headings given in respect of each column of the register are self explanatory. A cheque issued or received should immediately be entered in the cheque register in columns 1 to 9. The balance after each transaction should be worked out in column 10. In column 11 of the Register

the date of encashment of the cheque/or the date on which the draft was acknowledged by the bank and taken into its account should be recorded. The Officer-in-charge should initial column 12 of the Register after each transaction.

- (ii) The register should be closed on the last working day of the month after the last transaction was completed. The monthly transactions should be checked with reference to the counter-foils of Cheques/Receipts or acknowledgement by the bank. On receipt of the bank statement, the entries therein should be checked and a reconciliation statement prepared in the following form in the Register itself by leaving sufficient space below the last entry. A certificate 'checked' and agreed with the bank statement as per the reconciliation statement" should be given and signed with date by the Officer-in-charge beneath the entries.

Form of Reconciliation Statement

Month	Balance as per Statement	Bank Balance as per Cash Book (Cheque Register)	Difference	Reasons for difference
1.	2.	3.	4.	5.

- (iii) In the case of Regional Centres an extract of columns 1 to 10 of the Cheque Register should be sent to the Head Office with the monthly cash account. When bank statement is received, it should be sent to the Head Office in original together with the copy thereof and also a reconciliation statement. This should be done as soon as the bank statement is received and in any case not later than 15th of the month following the month to which it relates. The statements are checked in the Head Office and the original bank statement returned to the Regional Director for his record.

58. Register of Receipt Books

This is maintained in form CBWE-3 by each office. When receipt books are received the forms therein should be counted and a certificate recorded to that effect on the cover. After receipt books should be entered in serial order and columns 1 to 5 filled in under dated signature of the Officer-in-charge. Only one receipt book at a time should be brought into use but at the Regional Centres where the residential scheme is in existence two receipts books may be used. i.e. one for the residential proper and other for the residential scheme. The counter-foils of used-up receipt books should be kept in the personal custody of the Officer-in-Charge.

When a receipt book is brought into use, the used up receipt books should be taken back and entries made in the forms provided for the purpose in the register.

59. Dead Stock Register, Stock Register of Stationery and Consumable Articles, Register of Books, Register of Liveries to Group 'D'

These registers in the prescribed forms are maintained in accordance with the instructions contained in Section IV.

60. Register of T.A. Bills

A register of travelling allowance bills is maintained in form CBWE-5. The register is posted as soon as the bills are received duly passed.

61. Register of Deposits - CBWE - 6

It is posted with temporary deposits like income - tax, contributions received from trainees, etc. which are cleared in the same month or subsequent month as the case may be. In respect of General Provident Fund recoveries a separate register should be maintained in the following form:

Sr. No.	Name of the Subscriber	Pay on 31st March	Rate of Subscription	Amount Recovered	
				April	May etc.
1.	2.	3.	4.	5.	6.

62. Register of Advance and Retrenchment CBWE-7

All kinds of advances viz. travelling allowance advances (i.e. both on transfer and tour), festival advances, amounts ordered to be recovered should be posted in this register and recoveries watched.

Note: Extracts of Deposits and advances, amounts ordered should be sent by the Regional Centres to the Head Office alongwith the monthly accounts.

63. Classified Abstract & Consolidated Abstract

The accounts received from the Regional Centres are compiled in the Head Office as per classification and a consolidated abstract prepared for all the units including the Head Office. For details see Section VI.

64. Progressive Monthly Expenditure Register

A register showing progressive expenditure month to month under the heads 'Residential Scheme', 'Primary Centres' and 'Other Charges' is maintained by each Regional Centre AND extract of which is sent to the Head Office every month. This Register is consulted for assessing monthly demands for funds as well as for preparing budget and revised estimates.

65. Increment Register

The increment register is meant to ensure proper drawal

of increments as soon as they fall due. For the purpose the names of the establishment and other particulars should be entered in the columns 1 to 5 of the register, the form of which is given below:-

Name of offi- cial	Designa tion	Present Pay	Scale of Pay	Date of next in crement	Pay after incre ment	Rem- arks	Initials of the Officer in token of sanc- tion.
1.	2.	3.	4.	5.	6.	7.	8.

All period of absence which do not count for increment should be noted in column 7. The register should be reviewed in the first week of every month and action taken to complete the increment certificates by filling in column 6 to 8 for persons whose increments are due in that month. The entries in the register should be checked with the entries in Service Book.

66. Sanctioned Establishment Registers

As and when sanctions for creating posts are received, this register is posted. The register should show all the important particulars such as sanction number and date creating the post under each category (viz. Zonal Directors/Regional Directors, Education Officers, Clerks, Group 'D' etc., scale of pay of the post and special features if any regarding allowances.

Note: All the registers referred to above should be reviewed by the Officer-in-Charge at least once a month to see that they are correctly maintained and are up to date.

67. Residential Scheme

At the Centres where the residential scheme is in existence the following records shall be maintained:

- a) Register of daily collections in form CBWE-37
- b) Register of dues and recoveries in form CBWE-39
- c) Daily issue register in form CBWE-38
- d) Stock Register of food grains, fuel, etc.
in form CBWE - 40
- e) Daily attendance registers of Boarders.

68. Register of Daily Collections

A register of daily collections of the employees share of the boarding charges is maintained in form CBWE - 37 by Hostel Superintendent, who is in immediate charge of the scheme. The amount which is fixed by the Board from time to time is collected in advance. A printed receipt in form T.R. 5 signed by the Superintendent of the Hostel should be issued to the boarder.

The daily collections should be credited to the Cash Book on the same day they are received.

A register of dues and recoveries in respect of each boarder is maintained in form CBWE-39. The register should be checked by the Regional Director at the end of the month who should *interalia* enter the total amount collected and recorded in this Register the total brought to account in the Cash Book and the Register of Daily Collections. An extract of this register should be sent to the Head Office every month along with the monthly account.

69. Daily Issue Register

In respect of the daily issues of foodgrains, fuel, etc. made to the Kitchens, a register is maintained in the form CBWE-38.

70. Stock Register of Food grains, fuel etc.

(i) A stock register of food grains, is maintained in form CBWE-40. Separate folios being allotted to each article of diet. While receipts are posted with reference to the vouchers relating to purchases, issues are posted on monthly basis with reference to the particulars available in the daily issue register. Supplies of Rice, Wheat, Fuel from the contractor may be indented once in a fortnight or monthly as may be convenient while other dietary articles such as milk, vegetables, etc. may be purchased daily as per requirements. Except as provided above no articles of diet, fuel, etc. should be stocked for a period in excess of one month or if the training of the existing batch is expected to be completed during the month beyond that date. This precaution is necessary to ensure that the total mess charges per trainee per month do not exceed the limit prescribed by the Board from time to time.

(ii) Bills of the contractors for the supply of dietary articles should be settled as and when the supplies are made and in any case not later than the last day of the month.

(iii) Bills should be checked with the entries made in the stock register, the folio numbers being recorded on each voucher and then passed for payment. The vouchers should be impressed with a distinct stamp 'RESIDENTIAL SCHEME'.

(iv) Issues to the Kitchen should be made on the basis of the anticipated numbers of boarders who are expected to dine. For the purpose a scale of diet per man per day should be prepared on the basis of the experience which should *interalia* indicate the quantities of various items required for one meal viz. rice, wheat, dal, vegetables, fuel etc. The scale for one standard meal should be so worked out that the total cost per head including breakfast does not exceed Rs.150/- per month or such other limit as may be laid down by the Board from time to time.

71. Attendance Register

This should be signed daily by each boarder. The register will be useful in assessing the daily requirements for the kitchen.

At the end of the month a statement of expenditure incurred on the diet charges and the realisation of the boarders' share should be prepared in form CBWE-41 and sent to the Head Office with the monthly account.

72. Register of Temporary Advance

Temporary advances are generally granted to the Education Officers attached to the Regional Centres to enable them to meet expenditure of the unit level classes, if paid through the Education Officers during tours or for conducting the diversified programmes, Educational programmes for rural and small scale / unorganised sector workers, refresher courses or for making other miscellaneous payments of outstations. Such advances should be granted only after obtaining written requisition for funds indicating the details of the anticipated payments to be made by the Education Officers and scrutinising them very carefully. It should be watched that the account of the advance is rendered by the Education Officers immediately on their return to the Head Quarters (or every fortnightly in respect of the Education Officers Incharge of Sub-Regional Centres). On receipt of the account, it should be seen whether the advance asked is excessive and whether the unspent balance of the advance has been refunded immediately and not irregularly retained by the Education Officers. The grant of temporary advance each time and the adjustment thereof should be noted in a register of temporary advances in which separate folios should be maintained for each individual. On every occasion on which fresh advances is given or account of the advance is rendered, a balance of the previous un-adjusted advance, if any, should be struck and fresh advance should be granted after taking into account the unspent balance with the applicant plus the future requirements furnished by him.

This register should be reviewed personally by the Regional Director every fortnightly and suitable action should be taken in cases of delays in rendering the accounts or in refunding unspent balances of advances or such other irregularities.

74. Consolidation of Accounts

(i) The accounts received from the Deputy Director (Trg) and the Regional Directors are consolidated in the Head Office. For this purpose the list of payments are first checked with the vouchers, the arithmetical accuracy is verified and the opening cash balance agreed with the closing cash balance of the previous month's account. The remittances made and acknowledged during the month would be verified with the cash book and cheque register of the Head Office. The vouchers of each Centre are then posted in a compilation sheet under the various heads of accounts opened for the purpose. In posting the compilation sheet, the gross and not the net amount of the voucher should be taken under the head concerned.

(ii) When all the vouchers of both the periods have been posted in the compilation book, the column showing the total under each detailed head is summed up and agreed with the schedules of payment and cash account. The total of each head is thereafter consolidated by posting the totals against each Centre under respective heads of account. The closing cash balances and the remittances in transit at the end of the month of all the Centres and the Head Office are similarly posted to arrive at the consolidated total of the cash balance of the Board as a whole.

The classified abstract of receipt is then posted with the grants received from the Government of India (as also of other sources) and other receipts appearing in the cash accounts of the Centres and the Head Office. For this purpose the names of Centres are recorded in vertical columns while the heads of account are opened in horizontal columns as indicated below:-

<u>Name of Centre</u>	<u>Head of Account</u>
1.	
2.	
3.	
4.	

After the positing is completed in the manner indicated above the detailed heads are totalled and the totals recorded in the last column.

A consolidated abstract of receipts and expenditure showing the progressive total each month is then prepared.

74. Consolidation of Accounts

(i) The accounts received from the Deputy Director (Trg) and the Regional Directors are consolidated in the Head Office. For this purpose the list of payments are first checked with the vouchers, the arithmetical accuracy is verified and the opening cash balance agreed with the closing cash balance of the previous month's account. The remittances made and acknowledged during the month would be verified with the cash book and cheque register of the Head Office. The vouchers of each Centre are then posted in a compilation sheet under the various heads of accounts opened for the purpose. In posting the compilation sheet, the gross and not the net amount of the voucher should be taken under the head concerned.

(ii) When all the vouchers of both the periods have been posted in the compilation book, the column showing the total under each detailed head is summed up and agreed with the schedules of payment and cash account. The total of each head is thereafter consolidated by posting the totals against each Centre under respective heads of account. The closing cash balances and the remittances in transit at the end of the month of all the Centres and the Head Office are similarly posted to arrive at the consolidated total of the cash balance of the Board as a whole.

The classified abstract of receipt is then posted with the grants received from the Government of India (as also of other sources) and other receipts appearing in the cash accounts of the Centres and the Head Office. For this purpose the names of Centres are recorded in vertical columns while the heads of account are opened in horizontal columns as indicated below:-

<u>Name of Centre</u>	<u>Head of Account</u>
1.	
2.	
3.	
4.	

After the positing is completed in the manner indicated above the detailed heads are totalled and the totals recorded in the last column.

A consolidated abstract of receipts and expenditure showing the progressive total each month is then prepared.

SECTION VII

ANNUAL ACCOUNTS AND AUDIT

75. Monthly and Annual Accounts of the Board

A receipt and payment account of the Board for each month is prepared in form CBWE - 41 to test the accuracy of the postings under the double entry system of Book-keeping and to consolidate the transactions of the Board as a whole for the month.

The annual accounts of the Board are also prepared in the same form and after audit by the Accountant General, they are incorporated in the Annual Administrative Report of the Board.

76. Audit

The accounts of both the Head Office and Regional Centres are subjected to internal audit under the general supervision of the Accounts Officer. All the Regional Centres are also locally inspected at least once a year by the Accounts Officer.

/o/o/o/o/o/

DELEGATION OF FINANCIAL POWERS TO THE CHAIRMAN
CENTRAL BOARD FOR WORKERS EDUCATION.

Sr. No.	Nature of powers	Powers delegated	Authority.
1.	Re-appropriation of funds	He shall have power to reappropriate funds from one unit of appropriation to another provided that the total sanctioned cost of each scheme is not thereby exceeded.	As per Govt. of India orders as incorporated under Rule 26 of Rules and Regulations of CBWE.
2.	Appointment to the posts.	He is the appointing authority in respect of the posts mentioned in (Statement-I) whose maximum of the scale of pay is upto Rs.4000/-.	
3.	Expenditure in accordance with approved Budget Estimates	He shall have full powers to incur expenditure in accordance with the approved budget estimates.	
4.	Grants-in-aid to Trade Unions.	He shall have the powers to sanction Grants-in-aid to trade unions upto Rs.25,000/- in each case.	
5.	Contingent expenditure.	The Chairman may exercise full powers as delegat to (i) Department of the Central Govt. (ii) other Departments in schedule V of the delegation of Financial powers Rules 1978(Statement-II).	Ministry of Labour letter No. Q-16016/1/84-WE, dated 31st December, 1984.
6.	Hiring of Accommodation	He may exercise full powers to avoid administrative delays, subject to guidelines issued by Govt. from time to time on the subject.	-do-
7.	Rewards, Bonus, Honoraria fees etc.	He may exercise full power for the grant of honorarium, fees including rewards subject to condition in the Fundamental Rules.	-do-
8.	Powers to permit Air Travel to the non-official members of the CBWE.	He may permit air travel by the Non-Official members of the Board for the journeys undertaken by them by air in connection with attending meetings of the Board its Governing Body and Committee/Sub-Committee in accordance with the instructions contained in the Ministry of F.O.M.No.19024/7/82-C IV Dated 8.2.82 as amended from time to time.	Letter No.A-27021/3/86-WE dated 19/5/86-

/ 90 /

Sr.No.	Nature of Powers	Powers Delegated	Authority.
1	2	3	4
9.	Powers to permit Air Travel to the non-official members of the C.B.W.E.	He may permit air travel by the Non-official members of the Board for the journeys undertaken by them by air in connection with attending meetings of the Board its Governing body and Committee /Sub-Committees in accordance with the instructions contained in the Ministry of Finance O.M.No.F-19024/7/82-E-IV dated 8/2/82 as amended from time to time.	L.No.A-27021/3/86-JE dated 19/5/86.

DELEGATION OF FINANCIAL POWERS TO DIRECTOR, CENTRAL BOARD FOR WORKERS' EDUCATION

Sr.No.	Nature of work	Powers delegated
1	2	3
1.	Contingent expenditure	Non-Recurring.

He is competent to sanction expenditure of non-recurring contingent nature upto a limit of Rs.20,000/- in each case subject to limitations for specific items as shown in the schedule.

i) Advertisement charges upto a limit of Rs.500/- in each case.

ii) Payment of commission for encashment of cheques and for arranging remittances through the Bank: Full powers.

iii) Expenditure on Mazdoors, earthen posts, khan tatties, etc. in connection with the hot and cold whether needs provided that the remuneration paid to mazdoors should be fixed at the same rates as prescribed by the local authorities: full powers.

RECURRING

He is competent to sanction expenditure of recurring contingent expen nature upto a limit of Rs.4,000/- in each case subject to limitations for specific items as shown in the schedule.

- i) Municipal rates and taxes including water charges legally assessed by the Municipality in respect of buildings/premises under his charges.

The expenditure shall be incurred in accordance with the rules, for the payment of Municipal Rates and Taxes on buildings contained in appendix to the Delegation of Financial powers rules.

- ii) Gas, electricity and water charges according to meter readings in respect of buildings/premises under his charges.

- iii) The Director exercises full powers for the provision of telephones in office only. He may also exercise this power in respect of installation of connection under auto Inter-communication Telephone system or any other similar system, if this is done with a view to economy in expenditure having regard to the expenditure that would otherwise have to be incurred on direct telephone connections.

- iv) He may sanction the grant or acceptance of honorarium (including reward) to the employees of the Board not exceeding Rs.300/- in each case subject to same conditions as have been laid down in the fundamental rules in respect of Government employees.

- v) He may exercise full powers regarding purchase of stationery. These powers should be exercised to the instruction contained in the rules for and supply and use of stationery, stores and other general or special instructions issued by the Government of India from time to time.

NOTE:-

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

2. Publications

i) Official publications.

Full Powers

Distribution of unprinted publications of the Board should be controlled by the Director. The distribution list should be vetted by the Director before printing in under-taken.

ii) Non-official publications.

Full power

Non-official publications include books, new papers and other periodicals.

3. Printing and Bindings.

The Director is competent to sanction expenditure on printing through private presses upto Rs.500/- in each case. In addition, in case of publications approved by the Board, or any subcommittee constituted/ by it he may sanction expenditure on printing through private presses to the full extent in accordance with the Rules, and orders as may be in force from time to time. The emergent and unforeseen/petty printing and binding jobs executed locally through private agencies upto Rs.5000/- per annum can be sanctioned by the Director.

4. Stores required for working of an establishment as well as instruments, equipments, apparatus, machinery etc. and hiring/repairs thereof.

5. Rent

Ordinary Office Accommodation.

- i) Where the accommodation is entirely utilised for office.
- ii) Where accommodation is used partly as office and partly as residence.
- iii) For residential and other purposes.

FULL POWERS

The exercise of powers be subject to the observance of procedure prescribed in the G.F.R.

Rs.21,00/- per annum at Bombay, Calcutta, Madras and Delhi.

Rs.1,500/- per month at other places.

Rs.15,000 at Bombay, Calcutta, Madras, and Delhi
Rs.1,000 per month at other places.

Rs.1,000/-per annum.

- a) Where the CPWE operates, it shall invariably consulted as to the reasonableness of the rent.
- b) Whether the CPWE does not operate, the authority hiring the accommodation should avail of the assistance of the appropriate local public works department for Rent Control authority and obtain a certificate of reasonableness of rent from such local authorities.
- c) Where accommodation is hired by an authority exclusively for office; the area of the accommodation shall not exceed what is admissible by more than 10%.
- d) Private accommodation should normally be hired for office purpose only. Where, however, such accommodation of the proper scale and according to requirement of the office concerned is not available or where special circumstance exist, accommodation may be hired for

Office-cum-residence, or other purposes. where accommodation is hired for office-cum-residential purpose, the residential portion shall be allotted to a specific post and thereafter it shall be incumbent on the Board Officer holding the post and also his successors in that post to occupy the residential portion until alternative accommodation is secured for office alone, vide supplementary Rules 311 and 312. One such accommodation as in surplus to office requirements may be set apart as residential accommodation and in allotting it to any post it should be ensured that the residential accommodation is not in excess of what is appropriate to the status of incumbent of the post according to the prescribed standard subject to a variation upto 5 percent.

e) The standard rent for the residential portion of the accommodation under fundamental Rules 45-A should be determined on the plinth area basis.

f) Out-houses, if any, which form the part of accommodation hired should be utilised for storage of stationery form, old records, or any other appropriate purposes. Where this is not possible these should be let out to members of Group D staff and rent recovered from them under the rules in force.

6. Purchase/repairs of bicycles.

Full powers

- i) Bicycle should not be used for private purposes.
- ii) Before sanctioning purchase of bicycle the sanctioning authorities should consider whether in view of the saving of the time effected by the use of bicycles, a simultaneous reduction cannot be made in Group 'D' establishment of the office of the Board.

iii) Bicycles may be got repaired locally or at the nearest repairing centre. If the repairs to a bicycle would cost so much that it would be more economical to purchase a new bicycle, the machine should be condemned under the orders of the competent authority, the sale proceeds being credited to Board.

Supply should be effected from a reputed dealer after following procedure laid down in G.F.R.

Maximum limit upto which the expenditure may be sanctioned on each individual item.

Recurring	Non-recurring
Rs.300/- a year	Rs.2,000/-

Note: The existing limit of expenditure at formal inter-Departmental and other meetings and conference in (Rupee one and paise fifty) per head per meeting on light refreshments. Similarly and limit of expenditure in connection with laying of foundation stones and the opening ceremonies of Government undertakings and Government installations is Rs.500/- in all including expenditure of contingent nature like printing of invitations, provisions of shamiances, refreshments, garlands and photographs.

8. To permit the undertaking of work and acceptance of fee.

The Director may permit any employee to undertake work, in connection with Workers Education Scheme, Labour Welfare Cultural Literacy or other similar work and accept on honorarium not exceeding Rs.300/- in each case.

9. Conveyance hire

For Group 'A' and 'B' Officers,

The conveyance hire charges actually paid may be reimbursed to an officer of these groups to perform the journey in the public interest in conveyance when staff car is not available and where no travelling allowance is admissible subject to the following conditions:-

- a) The place visited on official duty is not less than one Kilometer by the shortest route from the office of the Officer concerned.
- b) If more than one officer are required to proceed to a particular place on official duty, they can share auto-rickshaw or other conveyance as far as possible.
- c) The controlling officer shall certify that the car ~~could~~ not be made available for the journey performed by the officer concerned.

Note:- The Director may sanction to himself the reimbursement of hire charges subject to the condition mentioned above.

Group 'C' and 'D' officials,

Conveyance hire charges may be reimbursed to a Group C and D official who:-

- i) in despatched on duty to a place at some distance from his office, if he is not entitled to draw travelling allowance under the ordinary rules for the journey or,
- ii) is summoned to office outside the ordinary hours of duty but special order by a group 'A' / 'B' officers.

For journeys during half exceeding ten days during tours subject to the general conditions in paragraph. I above, the actual hire charges incurred (limited to the amount of D.A. admissible to his grade) may be reimbursed to an official on tour when he moves out on so me casual duty to the

place regarded as his temporary Head quarters under SR.74(a).

Provided that no such reimbursement is permissible in cases, where the official is permitted under SR73 to draw daily allowance at full rates after his continuous half of ten days at the temporary headquarters.

For casual official use: Conveyance may be hired for casual official use, as for example, when some material/equipment has to be transferred from one place to another and hire charges paid therefor. A taxi may be hired only in urgent cases if the material/equipment is large enough that it could not be transferred in a auto-rickshaw.

General Note:

i) The total amount of conveyance hire reimbursed to an employee of the Board, irrespective of the group, on the basis mentioned in paragraph 1 above in any one month shall not exceed Rs.75/-.

ii) The conveyance hire should not be reimbursed in respect of journey if the official concerned is granted any compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of the duty which necessitated the journey. However, where such official has been recalled from his residence to perform overtime work, the competent authority may allow conveyance charges to him in addition to over time allowance as admissible to him.

iii) The conveyance hire reimburseable shall be the fare by bus, train or a combination of them, if the places to be visited connected by any of these conveyance or combination of them, as the case may be. If on such routes, any other conveyance is hired the hiring charges may be reimbursed on the certificate of the director in case of Group A&B Officers to the effect that in the interest of public service or due to urgency of work it was necessary for such an officer to hire such a conveyance. Such

reimbursement may be made in respect of Group C and D employees by an authority authorised to do so by the Director.

iv)

If an official of the Board is called on duty between 8 p.m. and 6 a.m. or is detained in the office beyond 8 p.m. and has to return home between 8 p.m. and 6 a.m. When ordinary means of conveyance are not available, conveyance hire may be reimbursed to him revised he is not receipt of any remuneration for prolonged detention in office and is not in possession of his own conveyance or is not able to use his conveyance and subject also to the condition that a certificate from the Director in case of a group 'A' and 'B' officers and any authority so authorised in the case of group 'C' and 'D' employees is forth coming to the effect that the officer had to be called/ detained after 8 p.m. in the public interest.

v)

Hire of Taxi by an officer of the Board is not permissible under any circumstances.

Full powers.

10. Purchase /Repairs/Hire of Furniture, Fixture, Electric Fans, Coolers, Calling bells etc.

11. Postal and Telegraphs charges.

a) Charges for the issue of letters, telegrams etc.

Full powers.

b) Commission on H.Hos.

Charges of remittance of money by postal H.O. in payment of board's dues shall ordinarily be borne by the payee and not by the board. Cases in which and conditions under which the cost of such remittance may be borne by the board are indicated below:-

- i) Remittance of pay and allowance etc; Pay, travelling and other allowances and contingent charges of a Group C/D official employed in outlying stations may be remitted by money order at Board's expenses, when the stations are at a distance of more than 8 K.M. from the nearest remitting office at which such charges are drawn. In case where an official belonging to Group 'D' proceeds on leave exceeding one month, the net leave salary due to him may, on his express request, be remitted to him by money order at his expense.
- ii) Remittances of scholarship- The remittance at board's expense of scholarship will require the sanction of an authority to be so declared by the Director.
- iii) Remittances of money due to contractors, suppliers etc. as far as possible remittance due to contractors/suppliers etc. may be made through cheques only. However, where remittances of such charges by H.O. is unavoidable and is considered necessary in the interest of public service the cost of such remittances may be debited to the board with special sanction of an authority to be designated for such purpose.

1	2	3
12. Legal charges: Fees to Barristers, Advocates, Pleaders, Arbitrators and umpires.	Full powers. The exercise of this power is subject to the scale laid down by the Ministry of Law from time to time.	
13. Maintenance/upkeep of Motor vehicles.	Full powers.	
14. Supply of uniforms Badges and other articles & washing allowance.	Full powers. For group 'D' staff employed in the Board, the scales and other conditions shall be regulated by the Handbook on Uniforms for Group C and D employees issued by Ministry of Home Affairs and allied instructions issued from time to time.	
15. Local purchase of Rubber Stamps and office seals.	<p><u>Full Powers</u></p> <p>To avoid the possibility of counter feiting of stamps and scales by a dealer, purchases shall be made with caution and from firms of repute only.</p>	
16. <u>Petty works and Repairs</u>		
a) Execution of petty works and special repairs to buildings owned by the Board including sanitary fittings water supply and electric installations in such buildings and repairs to such installations.	Rs.1,000/- in each case.	
b) Ordinary repairs to Board's Buildings.	Full powers Rs.1,000/- per annum(non-recurring)	
c) Repairs and alterations to hired and requisitioned buildings.	<p>Rs.500/- per annum (recurring)</p> <p>Such expenditure may be incurred only if the land Lord refused to meet the charges himself and when the building is released, the Board should have right to remove any installation and material added to the building.</p>	

1

2

3

17. Purchase/repairs/Hire of all Office equipments, including typewriters, interroom equipment, calculators, electronic stencil cutters, dictaphones, tape recorders, photo copiers, copying machine, franking machine, addressographs, filling and indexing system etc. excluding computers of all kinds.

18. Freight and demurrage/wharfage charges.

i) Freight charges

ii) Demurrage/wharfage charges

19. Staff paid from contingencies.

20. Powers to condone delay in respect of time barred Medical claims beyond 3 months.

Full powers.

This power shall be exercised in accordance with the scales prescribed by the Board from time to time.

i) Full powers. Air Lifting of stores should not be resorted except with the approval of the G.B.

ii) Full Powers:

Each case exceeding Rs.100/- should be reported to the Governing body.

Full powers.

Engagement of such staff should be regulated in accordance with the instructions issued by the Government of India from time to time.

Delay being 3 months in submission of medical claims may be condoned upto a further period of 1 month provided the amount of the claim does not exceed Rs.100/- in each case and Director is satisfied with the reasons put forth by the employees for late submission. For Relaxation beyond this limits approval from Ministry is necessary as per important decision No.59 and 60 contained in M.A.Rules.

.....

DELEGATION OF FINANCIAL POWERS TO DIRECTOR, FOR WRITE OFF, DISPOSAL

DEFICIENCIES, ETC. IN EACH CASE.

Sr.No.	Name of loss	Powers delegated	Authority
1	2	3	4
1.	Condemnation, irrecoverable loss deficiencies, depreciation of library books.	Rs. 500/- in each case	-
2.	Condemnation of furniture	Rs. 500/- in each case	-
3.	Condemnation of movable property of a capital nature where value does not exceed Rs. 1000/-	Rs. 500/- in each case.	-
4.	Irrecoverable losses of stores or public/Board's money including stamps etc.	Rs. 1000/- in each case	Min. L.No. Q-16016/4/86-JE dated 1st January, 1988 from G.O.I. Ministry of Labour, New Delhi.
5.	Deficiencies and depreciation in the value of stores other than motor vehicles/motor cycles etc.) included in stock/stores and other accounts.	Rs. 1000/- in each case	-do-
6.	Loss of revenue or irrecoverable loans and advances.	Rs. 500/- in each case.	-do-

Note: The powers delegated above are subject to observation of the conditions contained in scheduled VII of Delegation of Financial powers Rules 1972.

... ..

DELEGATION OF FINANCIAL POWERS TO DY.DIRECTOR(Trg.) INDIAN INSTITUTE
OF WORKERS EDUCATION BOMBAY - ZONAL DIRECTORS & REGIONAL DIRECTORS
CENTRAL BOARD FOR WORKERS EDUCATION.

(Authority: L.No.Q-16016/1/86-WE dated 7/10/86 from the Govt. of India,
Ministry of Labour, New Delhi.)

Sr.No. Nature of Powers		POWERS DELEGATED		
1	2	Dy.Director(Trg.)	Zonal Directors	Regional Directors
		3	4	5
1.	<u>Contingent expenditure</u>			
	Non-recurring	Rs.700/-in each case	Rs.500/- in each case	Rs.300/- in each case
	<u>Recurring</u>			
	i) Stores:	Rs.400/- in each case (subject to budgetary limits)	Rs.300/- in each case (subject to budgetary limits)	Rs.200/- in each case (subject to budgetary limits)
	ii) Electricity, water charges etc. as per meter reading in respect of office building in his charge.	Full powers	Full powers	Full powers
2.	<u>Publications:</u>			
	<u>Official publications</u>			
	Publications printed by Board.	-	-	-
	<u>Non-official publication</u>	Rs.500- in each case (subject to budgetary limits)	Rs.500/- in each case (subject to Budgetary limits)	Rs.200/- in each case (subject to budgetary limits.)
	includes books, News papers and other periodicals etc.			

1	2	3	4	5
3. Hiring of accommodation		Nil	Nil	i) He may be sanction expenditure connected with the hiring of accommodation for FAL classes in Mines Plantation and other regions, if the accommodation has not been made available by the employer managements, subject to a ceiling of Rs.30/- per month.
		Nil	Nil	ii) Rs.200/- per month for accommodation for SRC. opened with the approval of Head Office.
		Nil	Nil	iii) Rs.200/- per month for Worker Teacher Training Courses and Leadership Development Courses.
4. Expenditure on local excursions		Nil	Nil	The Regional Director may sanctioned expenditure on local excursion of follows.
				i) The Worker Teacher Trainees at a rate not exceeding Rs.2/- per head per weekly excursion.
				ii) The Worker Trainees @ Rs.2/- per head per fortnightly excursion. In case only one excursion is undertaken in a month they may be paid not exceeding Rs.4/- per head.

Note: In case lessor No. of excursions are

undertaken than prescribed to a relatively distant place they may be paid actual expenditure, subject to a maximum of Rs.8/- per trainee per session in the case of Worker Trainees and Rs.24/- per trainees per session in the case of Worker Teacher Trainees.

1	2	3	4	5
---	---	---	---	---

5. Expenditure on excursions out stations by Worker Teacher Trainees.

May sanction expenditure towards payment of Board's Contribution to the Worker Teacher Trainees proceeding on excursion tour to place provided the Board's contribution does not exceed Rs.1875/- on each occasion on and that total amount payable to each trainee does not exceed Rs.75/- . This is subject to condition that only one such excursion is allowed for the group of Worker Teacher Trainees and that the participants drawn from private sector for whom no contribution or TA/DA has been paid by the employer.

6. Stationery for :

i) Office	Rs.1500/- per annum	Rs.1200/- per annum.	Rs.1000/- per annum
ii) Study material	Rs.1000/- per annum	Rs.750/- per annum.	Rs. 500/- per annum.
iii) Unit level class	-	-	Rs.3/- per worker trainees.
iv) A.J.Aids	Rs. 500/- per annum.	Rs.Nil	Rs.500/- per annum
v) House Magazines/bul Journal.	Rs.2500/- per annum	Rs.2500/- per annum	Rs.2000/- per annum

1	2	3	4	5
7. Repairs and Hire of Typewriters Duplicators.	Upto Rs.200/- per machine per year.	He may incur expenditure on repairs of typewriters and duplicators upto a limit of Rs.200/- per machine per year for his office. In addition he may sanction expenditure on this item upto Rs.200/- per annum per machine at the centres under his jurisdiction, over and above Regional Directors powers.	He may also incur an expenditure on repairs and hire of typewriters and duplicators upto a limit of Rs.200/- per machine per year.	

8. Payment of fees to guest Lecturers at Unit Level and Regional/Zonal Level programme.

Nil

Nil

As approved by Board from time to time, in respect of Regional Centres and Unit Level classes.

Note: As far as possible lecturers should not be brought from outside. If for any special reasons they are so brought, they may be paid TA admissible to Grade-I officers without lecture fees.

1	2	3	4	5
9. Advance(excluding Tour, Transfer In.)		He may sanction Cycle Advance, Festival Advance, Medical Advance, Festival Advance, Medical Advance etc. to the officials in his office and centres under his jurisdiction laid down by Govt. from time to time.		He may sanction Festival Advance Medical Advance to the Staff of his office, as per the rules laid down in this behalf.
10. Employment of Part-time Staff.		-	-	-
11. Printing		May incur expenditure on printing of certificates, forms for office and small miscellaneous item for use as under:-		
		Rs.500/- in each case, subject to maximum of Rs. 1000/- per annum.	Rs.500/- in each case, subject to maximum of Rs. 1000/- per annum.	Rs.200/- in each case, subject to maximum of Rs.500/- per annum.
12. Repairs of bicycles.		He may have an office bicycle repaired locally at a cost not exceeding Rs.50/- per annum.		
13. Furniture, Fixtures electric fans, heaters, coolers, clocks calling bells etc.				
i) purchase:		Rs.700/- at a time subject to maximum of Rs.3000/- per annum.	Rs.500/- at a time subject to maximum of Rs.2000/- per annum.	Rs.300/- at a time subject to maximum of Rs.1000/- per annum.
ii) Repairs:		Rs.1000/- per annum	Rs.750/- per annum	Rs.500/- per annum.
iii) Hire:		Rs.1000/- at a time subject to maximum of Rs.2000/- per annum.	Rs.750/- at a time subject to maximum of Rs.1500/- per annum.	Rs.500/- at a time subject to maximum of Rs.1000/- per annum.

Short Educational Tours of Education Officer Trainees.

As per the pattern approved by Board from time to time.

Hiring of conveyance.

For Group 'A' and 'B' Officers

The conveyance hire charges actually paid may be reimbursed to an officer of these groups to perform the journey in the public interest with a radium of 8 K.Ms. from him head quarters in a conveyance when staff car is not available and where no travelling allowance is admissible subject to the following conditions:-

- a) The place visited on official duty is not less than one Kilometer by the shortest route from the office of the officer concerned.
- b) If more than one officer are required to proceed to a particular place on official duty, they can share auto-rickshaw or other conveyance as far as possible.
- c) The controlling officer shall certify that the staff car could not be made available for the journey performed by the officer concerned.

Note: The Director may sanction to himself the reimbursement of hire charges subject to the condition mentioned above.

FOR Group 'C' and 'D' officials:-

Conveyance hire charges may be reimbursed to a Group 'C' and 'D' official who:-

- i) is despatched on duty a place at some distance from his office, if he is not entitled to draw travelling allowance under the ordinary rules for the journey or,
- ii) is summoned to office outside the ordinary hours of duty by special order by group 'A' and 'B' officer.

For journeys during half exceeding ten days during tours subject to the conditions in paragraph 1 above, the actual hire charges incurred (limited to the amount of DA admissible to his grade) may be reimbursed to an official on tour when he moves out on some casual duty to the place regarded as his temporary Head Quarters under S.R.74(a).

Provided that no such reimbursement is permissible if cases, where the official is permitted under S.R.73 to draw daily allowance at full rates after his continuous half of ten days at the temporary headquarters.

For casual official use: Conveyance may be hired for casual official use, as for example, when some material/equipment has to be transferred from one place to another and hire charges paid therefor. A taxi may be hired only in urgent cases if the material/equipment is large enough that it could not be transferred in a auto-rickshaw.

General Note:

i) The total amount of conveyance hire reimbursed to an employee of the Board, irrespective of the group, on the basis mentioned in paragraph 1 above in any one month shall not exceed Rs.75/-.

ii) The conveyance hire should not be reimbursed in respect of Journey if the official concerned is granted any compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of the duty which necessitated the journey. However, where such official has been recalled from his residence to perform overtime work, the competent authority may allow conveyance charges to him in addition to over time allowance as admissible to him.

iii) The conveyance hire reimburseable shall be the fare by bus, train local train or a combination of them, if the places to be visited are connected by any of these conveyance or combination of them, as the case may be. If on such routes, any other conveyance is hire, the hiring charges may be reimbursed on the certificate of the Director in case of Group A&B officers to the effect that in the interest of public service or due to urgency of work it was necessary for such an officer to hire such a conveyance. Such reimbursement may be made in respect of Group C & D

111 /

1	2	3	4	5
---	---	---	---	---

employees by an authority authorised to do so by the Director.

- iv) If an official of the Board is called on duty between 8 P.M. and 6 A.M. or is detained in the office beyond 8 P.M. and has to return home between 8PM and 6 A.M. when ordinary means of conveyance are not available, conveyance hire may be reimbursed to him provided he is not in respect of any remuneration for prolonged detention in office and is not in possession of his own conveyance or is not able to use his conveyance and subject also to the condition that a certificate from the Director in case of a group 'C' and 'D' employees is forth coming to the effect that the officer had to be called/detained after 8 P.M. in the public interest.

- v) Hire of Taxi by an officer of the Board is not permissible under any circumstances.

16. Expenditure on light refreshment

Maximum limit upto which the expenditure may be sanctioned on each individual items.

Recurring		Non-Recurring	
Rs.100/- per year		Rs.500/- per year	
Notes:- The existing limit of expenditure at formal inter-Departmental and other meetings and conference is (Rupees one and paise fifty) per head per meetings on light refreshments.			
17. Honoraria to Worker Teachers.	Nil	Nil	He may sanction the grant of Honoraria to Worker teachers at the Unit Level Classes/ Functional Adult Literacy at the scales and condition laid down from time to time by the board.

1	2	3	4	5
18. Payment of transportation charges to worker teacher trainees.	Nil	Nil	Nil	He may sanction the reimbursement of 1st Class Rail fare/Bus fare from and to the place of residence of the Worker Teacher Trainees coming from outside who leave their houses and take up residence near the centre at their own expense. The grant of these charges is further subject to the condition that the Regional Director is satisfied that the trainee has actually travelled from the place mentioned and that the Railway fare etc. was actually incurred by him.
19. Payment of conveyance charges to Worker Teacher Trainees.	Nil	Nil	Nil	Rs.30/- per month per head to those worker teacher trainees who come from the place beyond 8 Mts.
20. Opening of Unit Level Classes.	Nil	Nil	Nil	The Regional Director can open an unit level class at his discretion.
21. To permit the undertaking of private work and acceptance of fee.	Full powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)	Full powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)	Full powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)	The Deputy Director (Trg.) / Zonal Director/ Regional Director/ may permit an employee to undertake work in connection with workers education scheme, Labour welfare, Cultural Literacy or other similar work and accept an honorarium not exceeding Rs.100/- in each case in a year.
22. Powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)	Full powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)	Full powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)	Full powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)	Full powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)
23. Destruction of official records connected with accounts (As under the Treasury Rules).	Full powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)	Full powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)	Full powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)	Full powers to sanction advance to board's employees on transfer/tour etc. (S.R.265) and (269)

1	2	3
28.	<u>Subsistence Allowance:</u> To worker teacher trainees of private sector under takings coming from outlying areas at non-residential centres and are not in respect of any allowance other than release time wages from their employers.	-
29.	Subsidy (board's) share towards boarding charges) to worker teacher trainees of residential regional centres.	-
30.	Daily allowance to worker teachers accompanying worker trainees on study tours.	-
31.	News paper charges at unit level.	-
32.	Payment of Local candidates who are not receiving any TA/DA from their management for attending training programmes (except E.O.Trng.Course) at ILWE, Bombay.	2nd Class fare per day. Rs.10/- per day.
33.	TA/DA to worker teachers for attending refresher courses (one week).	-

4	5	6
-	Rs.150/- Rs.140/- and Rs.130/- p.m. per trainee at 'A', 'B' and 'C' classes respectively.	As per the decision of G.S. in its 9th meeting held on 19/5/87.
-	Rs.150/- PM per trainee both for plantation and Non-Plantation workers.	-do-
-	Rs.9/- per day. As far as possible the concerned employees may be persuaded for payment on this account.	As per the decision of GS in its 90th meeting held on 2/2/87.
-	Rs.30/- p.m. per unit Level class.	-do-
-		-do-
-		As per rules provided the participants are not paid by the employers.

5

Instructions/rules on the subject.

Instructions/rules on the subject.

As approved by the Board from time to time.

Rs.150/- Rs.140/- and As per the decision of G.B. in its 9th meeting held on 19/5/87.

Rs.150/-pm per trainee both for plantation and Non-Plantation workers.

-do-

Rs.9/- per day. As far as possible the concerned employees may be persuaded for payment on this account.

Rs.30/- p.m. per unit Level class.

-do-

1/Bus
subsis-
ce @
head

-do-

As per rules provided the participants are not paid by the employers.

CENTRAL BOARD FOR WORKERS' EDUCATION: NAGPUR

The Chairman, Central Board for Workers Education, is the appointing authority in respect of the following officers carrying the pay scales as shown against them.

1. Deputy Directors: Rs. 2200-75-2800-EB-100-4000/-
 - i) (Admn.)
 - ii) (Edn.)
 - iii) (Trg.)
 - iv) (Hqrs)
2. Zonal Directors -do-
 - i) (South)
 - ii) (North)
 - iii) (East)
 - iv) (West)
3. Regional Directors Rs. 2000-60-2300-EB-75-3200-100-3500/-
4. Accounts Officer -do-
5. Training Officers -do-
6. Research Officer -do-
7. Commercial Artist -do-
8. Editor -do-
9. Librarian -do-
10. Hindi Officer -do-
11. Assistant Directors Rs. 2000-60-2300-EB-75-3200
12. Education Officers (Selection Grade) -do-
13. Education Officers Rs. 1640-60-2600-EB-75-2900/-
14. Accountants -do-
15. Sr. Hindi Translator -do-

No 42: Rest of the posts under Group C&D are not included as the Director is the appointing authority.

List showing the items of contingent expenditure both recurring and non-recurring for which full powers have been delegated to the Chairman, Central Board for Workers Education as per Govt. of India, Ministry of Labour letter No. Q16016/1/84-JE dated 31/12/84.

(Reference: Annexure to Schedule V of Delegation of Financial Powers Rules).

.....

Item of Expenditure

1. Bicycle (Purchase)
2. Charges of remittance
3. Conveyance hire
4. Electric, Gas and Water charges.
5. Fixtures and furniture, purchase and repairs.
6. Freight and demurrage/wharfage charges.
7. Hire of Office furniture, Electric fans heater, coolers, Clocks and Call bells.
8. Land.
9. Legal charges.
10. Motor Vehicles.
 - i) Purchase
 - ii) Maintenance, upkeep and repairs.
- 11) Municipal rates and taxes.
12. Petty works and repairs.
 - i) Execution of petty works and special repairs to Govt. owned buildings, including sanitary fittings, water supply and Electric installations in such buildings & repairs to such installations.
 - ii) Ordinary repairs to Govt. building.
 - iii) Repairs and alterations to hired and requisitioned buildings.
13. Postal and telegraph charges.
14. Printing and Binding.
15. Publications
 - i) Official publications
 - ii) Non-official publications.
16. Rent
17. Repairs to and removal of machinery
18. Rewards, fees bonus etc.
19. Special charges relating to particular department.
20. Staff paid from contingencies.
21. Purchase of stationery stores mentioned in the list under Appendix 9 to compilation of General Financial Rules.

22. Stores

- i) Stores required for works.
 - ii) Other stores i.e. stores required for the working of the establishment, instruments, equipments and apparatus.
23. Supply of uniforms, badges and other articles of clothing etc. washing allowance.
24. Telephone charges
25. Tents and Camp furniture.
26. (a) All office equipments including typewriters, intercom equipments, calculators, Electronic Stencil Cutters, dictaphones, Tape recorders, Photo-copiers, copying machinees, Franking machines, add-rossographs, filling and indexing systems etc. excluding computers of all kinds.
- (b) Hire and maintenance of computers of all kinds.

.....

FORM OF CASH BOOK

C.B.W.E-1

RECEIPTPAYMENT

Data	Parti- Office		Other sources		Residen- tial		Total		Vr.No.		Parti- culars		Pay & Allow- ances		T.A. Other Charges		Resi- denti- al		Primary Centres		Total	
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15								

FORM OF CHEQUE REGISTER

C.B.W.E.2

Sr. No.	Date of issue receipt	To whom issued/ or from whom received	Purpose of issue/ or receipt.	Cheque or Bank Draft No. & Date		Account of Deposits Withdrawals		Bank Commission		Total		Balance in Bank	
				Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
1	2	3	4	5	6	7	8	9	10				

C.B.W.E.3

REGISTER OF RECEIPT BOOKS

Date	book No.	Sr.No.	Signature of the Officer	Total No.in Stock	Date of Issue	No. of Book	Signature of the Official	Balance in Stock	Date when returned.
1	2	3	4	5	6	7	8	9	10

C.B.W.E.4

FORM OF RECEIPT

No..... Date.....

Received with thanks from Shri _____

on this day of _____ 19 _____

the sum of Rs. _____ Rupees _____

in cash/by cheque no. _____ dated _____

_____ on the bank of _____

_____ on account of _____

Rs...../

Signature of Regional Director/
Accounts Officer

C.B.W.E.5

REGISTER OF MONEY ORDERS ISSUED AND ACKNOWLEDGEMENT RECEIVED

Sr. No.	Name of the person to whom M.O. is sent and his designation, if any		Details of the money order					Date of entry in Cash Book
			Date on which issued	Amount of the M.O.	M.O. Number	Initial of the R.O.	Date of receipt of acknowledgment. (if returned)	
1	2	3	4	5	6	7	8	9

Foot Note: The M.O. acknowledgements should be filed separately according to the month of issue

C.B.W.E.6

(To be maintained month-wise and category-wise)

.....

Name and Designation	Scale of Pay	Present Pay	Date of last increment	Date of present increment	Pay after increment	Record of suspension or of non-qualifying leave since last increment	Initials of U.D.C.	Orders of sanctioning Authority.
1	2	3	4	5	6	7	8	9

REGISTER OF TEMPORARY ADVANCES

C.B.W.E.7

Name		Designation									
Sr. No.	Date	Opening Balance (Figures Carried over from Col. (11))	Fresh Amount of Temp. Adv. Granted.	Total (3)+(4)	Details of adjustment				Amount* adjusted	Balance of advance if any Col. (5)-(9)	
					Date on which accounts were submitted	Date on which the accounts were pass- ed by the W.F.C.	Gr. No.	Date			
=1	2	3	4	5	6	7	8	9	10	11	

*If any amount is refunded in cash, the same should also be shown in this column.
The date on which this amount was refunded should be indicated in column 9.

[illegible]

REGISTER OF SERVICE BOOKS

(Separate pages for each category of officials)

Sr. Name/Designation No. date on which S.B. was opened Initials HOW Disposed of R.D.

REGISTER OF DEPOSITS

Sr. No.	Particulars of Deposits	By whom deposited	Date of Receipt and date	Amount	Particulars of adjustment	Vr. No. & Date.	Amount adjusted	Balance
1	2	3	4	5	6	7	8	9

C.B.W.E.11

REGISTER OF T.A. ADVANCES

Sr. No.	Particulars of advances	To whom granted and designation	Vr.No. & Date	Amount	Vr.No. & Date of the T.A. Bill is passed	Gross amount for which T.A. claim is passed	Amount of advance adjusted in the T.A. Bill.	Balance of advance to be adjusted if any.	Date of credit of balance of advance.
1	2	3	4	5	6	7	8	9	10

C.B.W.E.12

REGISTER OF OTHER ADVANCES/LOANS

(Separate pages may be opened for each type of advance or loan. Separate page may be allotted to each individual).

....

Sr. No.	Name and designation.	Details of advance granted or loan.		Details of adjustment			
		Vr.No.	Amount	Vr.No.	Amount adjusted		
1	2	3	4	5	6	7	8

RETIREMENT REGISTER

C.B.W.E.13

(For watching recoveries of excess payments or irregular payments either noticed by Centre subsequently or pointed by the Head Office).

.....

Sr. No.	Retirement order No. and date	Name of the Official	Nature of recovery	Amount to be recovered	Amount recovered	Particulars of Vr. etc. of recovery made.	Remarks
1	2	3	4	5	6	7	8

REGISTER OF T.A. BILLS

Name of official _____ DESIGNATION _____
 Scale of Pay _____

Sr. No.	Date of Submission of bill.	Month of tour or transfer journeys.	Gross amount of bill claimed	Amount of bill admitted	Amount of Advance granted	Net amount of the bill	Vr. No. and Date.	Remarks
1	2	3	4	5	6	7	8	9

Remarks
 Date of credit of excess drawn T.A. Advance, if any.

C.B.U.E.15

REGISTER OF MEDICAL REIMBURSEMENT CLAIMS

Name of the official _____

Sr. No.	Name of the Patient	Relationship with the Official	Disease	Period of treatment from	Name of the Director.	Fees paid for	Name of the Chemist	Cash Memo No. of dt. issued by each chemist	Particulars of other charges - Dist, Room Rent, 'X' Ray etc.	
1	2	3	4	5	6	7	8	9	10	11

Total
Amount of the claim admitted.

Voucher No. and date in which payment was made

Signature of the Regional Director.

12 13 14

OVER-TIME ALLOWANCE REGISTER

Sr. No.	Name and Designation of the official	Date on which U.T. was done	Nature of work performed during U.T. hours.	Actual hours of work performed from	U.T. No. of Hrs.	Emoluments of the official (i.e. pay and allowance excluding HRA.	Rate of O.T. Admissible per hour.	Amount of O.T.A. paid	INITIALS OF COMPETENT AUTHORITY	
1	2	3	4	5	6	7	8	9	10	11

REGISTER OF CHILDREN EDUCATION ALLOWANCE

C.B.J.E.17

Sr. No.	Name of the official and his designation and basic pay.	Details of the Child					Whether in Receipt of Freeship or Scholarship and Amount.	Amount of C.E.A. Allowed.	No. and date of H.O. Letter authorising initials.	Regional Director's dated initials.
		Name	Date of Birth	Place of Duty	With whom staying	Class in which studying.				
1	2	3	4	5	6	7	8	9	10	11

REGISTER OF CLAIMS TOWARDS REIMBURSEMENT OF TUITION FEES

C.B.J.E.18

Sr. No.	Name and designation.	Pay drawn including child's J.A.	Name of the child for whom drawn.	Class in which the child is studying	Period of which the claim relates.	Amount of tuition fees paid to the School	Amount admitted for reimbursement.	No. and date of H.O. letter authorising the payment	Remarks
1	2	3	4	5	6	7	8	9	10

HEAD STOCK REGISTER

(Separate page for each kind of article)

C.B.U.E.19

Opening Balance	Date of Purchase	Dr.No. Date	Number purchased	Total Cl. 1+4	No. of articles disposed or written off.	Closing Balance	Date of physical verification.	Date initials.
1	2	3	4	5	6	7	8	9

C.B.U.E.20

FROM OF REGISTER FOR STATIONERY AND OTHER CONSUMABLE ARTICLESRECEIPTISSUE

Opening balance	Sanction Number & Date	Date of purchase	Dr.No. & Date	Quantity purchased	Rate per article	Total value	Total quantity (col.1 plus 5)	Requisi- tion No. & date	Date of issue	To whom issued	No. of articles issued
1	2	3	4	5	6	7	8	9	10	11	12

Closing
balance
(Cols.8
minus 12)

Initials
of the
Officer

Signature
of the
official
who
received.

13 14 15

C.B.J.E.21

REGISTER OF LIVERIES AND UNIFORMS

Name of Class IV	Quantity of Cloth purchased	Price	Vr.No.& Date	Stitching charges	Particulars of the cloth ordered.	Date when supplied to him.
1	2	3	4	5	6	7

C.B.J.E.22

REGISTER OF TRUNK CLASS.

(To be maintained separately for each phone)

Date of Call	Name of the person/office called	Phone Number called	Ticket number	Whether official or pri- vate.	Duration of the Call.	Purpose of the Class	Dated initials	Vr.No. of payment	Date of payment
1	2	3	4	5	6	7	8	9	10

/ 13 0 /

REGISTER OF PHONOGRAMS

C.B.W.E.23

Date of Telegram	To whom addressed	Whether official or private	Express/ Ordinary	Brief subject	Dated initials	Vr.No.of payment	Date of Payment
1	2	3	4	5	6	7	8

MAIN STOCK REGISTER OF STAMPS

C.B.W.E.24

(To be maintained denominationwise)

....

Sr. No.	Date	Opening Balance	Receipt	Total	Issue	Closing Balance
1	2	3	4	5	6	7

SUBSIDIARY STOCK REGISTER
(To be maintained by Despatch Clerk)

C.B.W.E.24A

....

Date	Opening Balance	Receipt From Main Stock	Total	Cost of Stamps	Balance (Col.4.5)
1	2	3	4	5	6

C.B.U.E.25

LIBRARY ACCESSION REGISTER

Date	Accession Number	Author	Title of the book	Volume number	Place of Publication	Year of Publication	Pages	Source	Class No.	Book No.	Cost
1	2	3	4	5	6	7	8	9	10	11	12

Bill No. and date	Withdrawn date	Remarks
43	14	15

C.B.U.E.26

LIBRARY REGISTER (ISSUE AND RETURNS)

Sr. No.	Accession No.	Date & Borrowers name	Title of the book	Author	Price	Borrowers Signature	Date of Return	Signature of the librarian
1	2	3	4	5	6	7	8	9

C.B.W.E.27

STOCK REGISTER OF PUBLICATIONS

Reference No. Accounts Officers' Letter No. WEC-f(1) / 9228, Nagpur dt. 22nd November, 1963.

Sr. No.	Name of the book with clear particulars about the edition	No. and date of the vouchers in which payment was effected or No. and date of Head Office or other Centres' letter with which received.	No. of copies received	Total (A+B+C)	No. of copies supplied to other Regional Centres.	Balance of Books in stock (4-A-5)	Total No. of copies sold or supplied free April May June July Augst,	March
1	2	3	4	5	6	7	8	9
							Sold..Sold..Sold..Sold..Sold..	
							Free..Free..Free..Free..Free..	
							Bal..Bal..Bal..Bal..Bal..Bal..	
							11.....	

A.-From H.O.

B.-from other Centres.

C. Locally Printed

NOTE: Balance at the end of each month may be shown in red ink below the entry of No. of copies sold during the month e.g. total number sold is 20 and balance is 100. It may be shown as 20/100

DAILY SALES REGISTER OF PUBLICATIONS

C.B.J.E.28

Note:- Separate page should be opened for each month of sale.

....

Sr. Name of the Publication No.	1		2		3		4		5		Total Supplied free during the month
	Sold	Free	Sold	Free	Sold	Free	Sold	Free	Sold	Free	
1. Payment of wages Act											
2. Productivity What?											
3. Minimum wages Act.											
.											
.											
ETC.											
(a) Total number of publi- cations sold at pres- cribed rates.....											
(b) Total cost of (a) Rs.											

(c) Dated initials of the
Cashier for having
received the amount at
(b)

REGISTER OF SALE OF OLD NEWS PAPERS

C.B.J.E.29

Date of Sale	Weight of the news paper/periodical sold.	Rate per Kg.	Total amount realised	Dated initials of the Officer effecting the sale	Dated initials of the Cashier in taken of receipt of the Amount
1	2	3	4	5	6

HISTORY SHEETS OF VEHICLES/MACHINES

(Separate History sheet should be maintained for each Machine/Vehicle

C.B.J.E.30

.....

Number of the Vehicle/ Machine	Make and Model	Date on which purchased/ acquired	Vr.No.& date in respect of purchase/ acquisition	Cost of purchase of the Machine/ Vehicle.	Signature and designation of the person taking over charges.	Details of repairs		
						Nature of repairs	Vr.No. & date.	Amount
1	2	3	4	5	6	7	8	9

<u>Details of one spare parts</u>				Date of physical verification.	Dated initials of R.F.
Date	Vr. No.	Amount			
10	11	12	13	14	

C.E.W.E.31

CONVEYANCE CHARGES

(For worker-teacher trainees coming from outlying areas)
....

Sr. No.	Name of the trainee.	Concern to which he belongs.	Name of the place to which the belongs.	Distance to & fro	Amount sanctioned	Vr.No. & Date	Remarks.
1	2	3	4	5	6	7	8

C.E.W.E.31-A

Conveyance charges

(For local worker-teacher Trainees residing beyond 8 K.Ms.)
.....

Sr. No.	Name of the trainee.	From	To	Distance	From bus stop to house.	From bus stop to Centre.	Total Distance	Two way fare	Allowance Admissible	Vr.No. & Date	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

REGISTER OF SUBSISTENCE ALLOWANCE TO WORKER-TEACHER TRAINEES

C.B.W.E.32

Sr. No.	Name of J.T.Tr.	Whether from Public Sector undertaking	Session No.	Duration From To	Whether in receipt of T.A./D.A. from any other source.	Rate of Sub-sistence Allow.	Amount Paid	VR.NO. Date
1	2	3	4	5	6	7	8	9 10

REGISTER OF LOCAL EXCURSION OF W.T.Trs.

C.B.W.E.33

Sr. No.	Session No.	Duration	Date of excursion	Sr.No.of Excursion	Place visited	Workers on roll	No. of trainees participated	Per Head Expenditure	Total Expenditure	Vr.No. and Date
1	2	3	4	5	6	7	8	9	10	11

REGISTER OF STUDY TOURS AT UNIT LEVEL CLASSES

C.B.E.34

Sr. No.	Name of the J.T.	Duration of the U.L.C.	Period of Study Tour	To and Fro distance covered	Details of payment				Total amount paid
					Vr.No. & Date	Rail/Bus Fare	Daily Allowance paid		
1	2	3	4	5	6	7	8		9

ATTENDANCE SHEET OF UNIT LEVEL CLASSES

C.B.U.E.35

Name of the Worker-Teacher:.....

Sr. No.	Name of the Worker	D a t e s						Remarks
		1	2	3	4	5	6	

(The J.T. should sign at the end of every date. The E.O. and R.U. should sign whenever they visit the U.L.C.).

C.B. 4.5.37

Sr. No.	Date	Name of the Boarder	Amount	Receipt No.	Month to which the receipt relates.	Date when credited in Cash Book	Initial of the Cashier
1	2	3	4	5	6	7	8

FORM: UF DAILY ISSUE REGISTER

C.B.W.E. 38

Number of trainees Present on each day	Quantity issued on each day									
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th.....
Name of the article issued:										
1. Rice										
2. wheat										
3. Sugar										
etc. etc.										
Initial of the Receiver										
Initial of the Superintendent										

STATEMENT OF DUES AND RECOVERIES(HUSTEL)

C.B.J.E.39

Name of the trainee	Amount to be recovered	Amount actually recovered	Balance	Remarks.
1	2	3	4	5

STOCK REGISTER FOR FOOD GRAINS, FUEL, ETC.(HUSTEL)

C.B.J.E.40

Date of Purchase	Pr.No. and Date	Quantity purchased	Rate	Total Value	Month of issue	Quantity issued	Name of the articles issued.	Quantity issued (on monthly basis)	Closing Balance
1	2	3	4	5	6	7	8	9	10

STATEMENT OF EXPENDITURE AND RECEIPTS

C.B.J.E.41

Month	No. of trainees	No. of days	Actual expenditure	Trainees' contribution at the rate fixed by the Board.	Balance of Expenditure	Board's contribution (maximum being at Rs.150/- p.m. per worker or such other rate fixed by the Board).	Balance(If excess it is to be recovered from the trainees).	Remarks
1	2	3	4	5	6	7	8	9

LIST OF PAYMENTS OF _____ Centre C.B.J.E.42
 FOR THE PERIOD FROM _____ TO _____

Voucher Number	Particulars of Payment	Amount Paid	Remarks
1	2	3	4

Rs. _____ (Rupees)

Dated the _____

(1) Certified that the entries in this list have been checked with the entries in the Cash book and found to be correct.

(2) The Total of the list has also been checked and found to be correct.

REGIONAL DIRECTOR

MONTHLY CASH ACCOUNT STATEMENT OF WORKERS EDUCATION CENTRE

C.B.J.E.43

Particulars of Receipts	Amount- Rs. Np.	Particulars of payments	Amount Rs. Np.
1	2	3	4
Closing Balance		Expenditure during the month	
Remittances from Head Office		Refund of Deposits	
Residential Schemes-Receipts from trainees.		Closing Balance:	
Other Receipts (to be detailed)		(i) Actual cash in hand.....	
Deposits (Details to be furnished)		(ii) Temporary advances paid to Education Officers and others as per particulars shown below*	
Subscription to C.P.Fund			
TOTAL			TOTAL

* Particulars of Temporary Advances:

Name	Amount	Date from which outstanding
i) Shri.....
ii) Shri.....

CERTIFICATE TO BE SIGNED BY THE DISBURSING OFFICER

Certified that all the entries of receipts and payments shown in this statement have been checked by me with reference to the concerned original records and found correct.

Sd/- Regional Director, J.E.C.

(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 representatives of each shall be selected by rotation.

(f) Not more than five representatives of the Central

CENTRAL BOARD FOR WORKERS EDUCATION
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, Workers Education Centre, 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 representatives of each shall be selected by rotation.
- (f) Not more than five representatives of the Central Organisations of Workers.

..2..

Kamdar Shikshan Kendra, Nagpur
कामदार शिक्षण केंद्र, नागपूर

- (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 (j) 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 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 along-with 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.

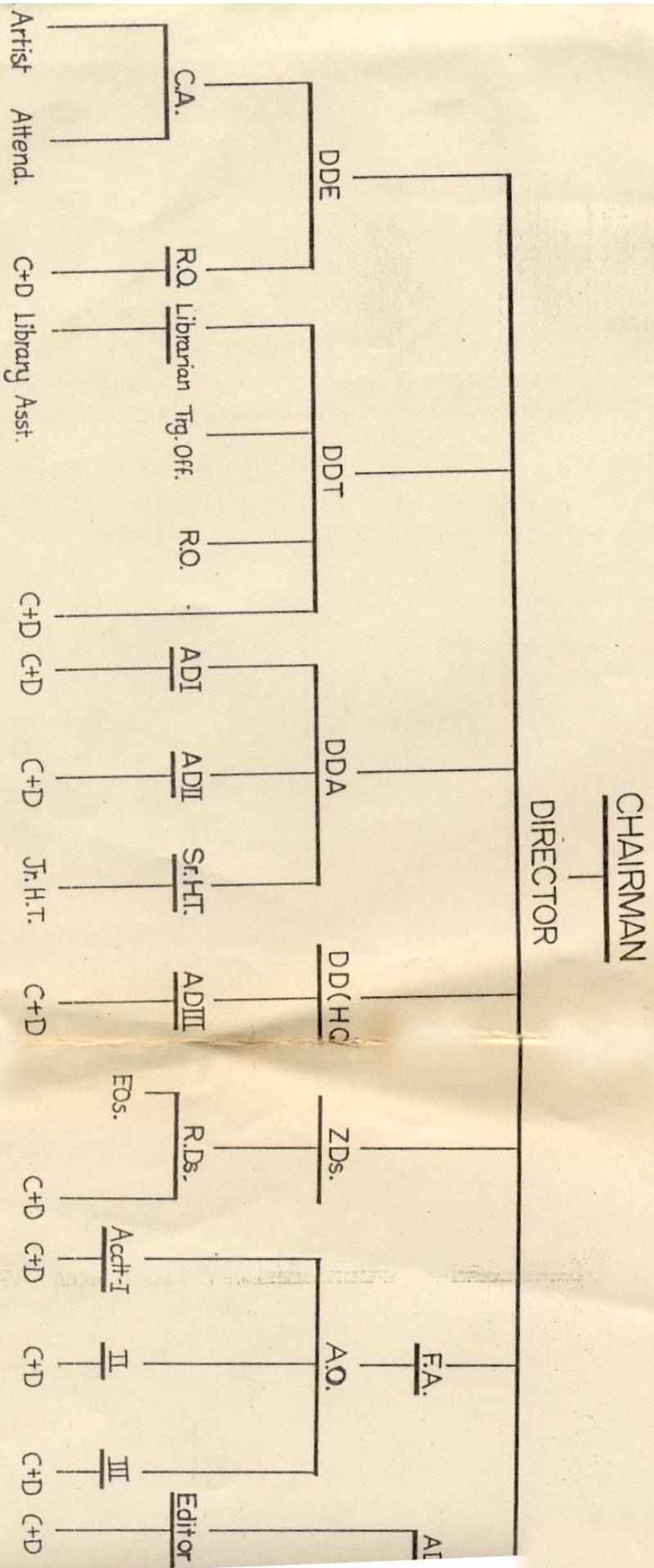
5. MEETINGS :

- (a) The Regional Advisory Committee shall meet at least four times in a year and not more than four months shall elapse between any two meetings. The meeting 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 member either personally or by post. A copy of the proceedings of the meeting shall be furnished to the 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.

5. MEETINGS :

- (a) The Regional Advisory Committee shall meet at least four times in a year and not more than four months shall elapse between any two meetings. The meeting 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 member either personally or by post. A copy of the proceedings of the meeting shall be furnished to the 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.

WRITING OF CONFIDENTIAL REPORT CHART



Published by Director, Central Board for Workers Education, 1400, West High
Court Road, Gokulpeth, Nagpur - 440 010.