

SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION

INTRODUCTION

The Sardar Patel Institute of Public Administration is constituted basically, for training various categories of employees and for acting as a think tank and information resource center for the government, to bring together various Training Institute of the government for implementing the Common Training Policy of State Government.

The Sardar Patel Institute Of Public Administration shall be providing consultancy and other services to all Departments of the State Government, and for this purpose it shall assess the training needs of all Departments of the State Government at different levels and in different areas. Further it shall act as a think-tank for the Government in respect of its different problem areas, for systematic restructuring and institutional upgradation and will devise and plough back solutions to the same. The institute will in addition, create information flow in the State, act as a platform for different programme, co-ordinate between different organizations and institutions of the State and Central Government.

Sardar Patel Institute Of Public Administration should have internal autonomy, flexibility of rules to receive and utilize funds and to appoint / induct personnel of its choice for rising to its height of excellence.

Memorandum of the Association

- (1) The name of the society will be "Sardar Patel Institute of Public Administration" .
- (2) The registered office of the society shall be at the following address
Sardar Patel Institute of Public Administration
Opp. ISRO, Satellite Road,
Ahmedabad - 380 015. Gujarat State
- (3) The society's jurisdiction shall extend to the whole of the State of Gujarat.

(4) Objectives of the Institute

The Institute shall have following objectives.

- (i) To bring together the other Institutions of various Departments of State Government which desire to share their resources of common infrastructure including Hostel, Library, Transportation, and administrative facilities. However, their individual identity and functionality will not be affected and yet they will function under the common umbrella of Sardar Patel Institute of Public Administration for the purpose of implementing the common training policy of State Government.
- (ii) To provide foundation Training to the appointees of State Government Services, Pre-service and in-service training to Gazetted Officers of the State Services; non-Gazetted employees of the Secretariat Service and employees of District Administration and District Panchayats.
- (iii) To organise or to assist in organising training programmes, Seminars, Conferences, discussion, dissertation, an exhibition, Research Studies, Field Surveys, Symposia, Workshops and also Capsule Courses by Expert Academicians, Administrators, researchers for officials and non officials of Non-Government Organisations, i.e. NGO's as also for Panchayati Raj Functionaries of State on issues related to government functioning and public administration.

- (iv) To assess the training needs of the different State Government Departments, Boards, Corporations, Local Self Government bodies and such other non-government organizations that may consent to be associated with it.
- (v) To design courses, determine the curricula and their course content based upon the assessment of training needs for clientele in para (iv) above.
- (vi) To act as the Premier State level Institute in the field of Public Administration and also act as the nodal training agency of different training Institutions of various Departments of the State Government.
- (vii) To design special programmes, courses for training/coaching of meritorious students for preparing them for National level competitive Examinations conducted by the Union Public Service Commission.
- (viii) To identify training institutions and to resource persons at the local, State, National and International levels and to enter into contract with them for designing and conducting courses and providing other inputs.
- (ix) To mobilize funds / resources from diverse sources for training skill, up gradation and human capital development in pursuance of the stated objectives.
- (x) Subject to the rules of State Government, to provide facilities for sabbatical to the members of the All India Services serving in the State, the State Government Employees and other employees of collaborating Training Institutions of State Government.
- (xi) To seek and also to establish relations of mutual co-operation with Institutions of State, National and International repute for fulfillment of the above vision and objectives.
- (xii) To establish and develop information tools for research training and to promote exchange of information among the participating organizations by establishing interactive website for the same among other things.

- (xiii) To bring about the publication of 'NIRNAY' or any other news letter, books, journals, reports, Occasional papers, Study Reports etc. in furtherance of the broad objective of the Organization.
- (xiv) To establish and maintain libraries and information services to facilitate the study of public administration and spreading information in regard thereto;
- (xv) To run full time / part time courses on Public Administration / Public Policy for students / Graduates with affiliation of any other Institutions / Universities.

Pursuant to the aforesaid objects the society may

- (a) Receive funds for institute to ensure optimum utilization of these funds obtained in the form of grant in aid, assistance, loan securities or property from the Government of Gujarat, Government of India, National / International Bilateral Agencies, Non-Government Organisations, Financial Institutions, Public and Private Trusts or any other organisation(s);
- (b) Impose and recover fees and charges for the services rendered by it;
- (c) Create administrative, technical, Ministerial and other posts in the Society and make appointments thereto in accordance with the Rules of the Society (as prescribed by the State Government) prevailing from time to time. Creation or appointment to posts carrying a pay of Rs. 10,000/- or more per month shall require the prior concurrence of the Government of Gujarat.
- (d) Establish a Provident Fund for the benefit of the Staff of the Society or any sections thereof;
- (e) Make rules and bye-laws for the conduct of the affairs of the Society and add to, amend, vary or rescind them from time to time;
- (f) Do all such other acts and things, either alone or in conjunction with other organisations or persons, as the Society may consider necessary, incidental or conducive to the attainment of the above objects.
- (g) Acquire by gifts, purchase, exchange, lease, hire or otherwise under any law, buildings, easement rights and any other property both movable or

immovable including machinery, equipments or estate for the furtherance of all or any of the objects of the society.

- (h) Borrow and raise money by way of mortgage of the properties belonging to the society or in any other manner, with prior permission of the Government of Gujarat.
- (i) Sale, mortgage, charge, lease, exchange or otherwise transfer or dispose off all or any immovable or movable property of the society: provided that where the value of the immovable property exceeds rupees Five lakhs prior approval of State Government shall be taken.
- (j) To obtain and accept from any person, firm, company, corporation, Institution, Local Body, or any authority of the State, or the Central Government, Donations, Grants, Gifts, and Bequests of money and all kinds of property movable or immovable either unconditionally or on any special terms and conditions not being inconsistent with the object of the society, as the society may think fit.
- (k) Invest and deal with the Money of the society in such manner as may from time to time be determined by the Governing Council.
- (l) Construct, maintain repair, extend alter, improve or develop any buildings or works necessary or convenient for the purposes of the society.
- (m) Pay out of the funds belonging to the society or out of any particular part of such funds, all expenses that are incidental to the formation of the society and for achieving its aims and objectives including management and administration of the society.
- (n) Establish and support or aid the establishment of the associations, institutions, trusts, and conveniences for the benefit of the employees or ex-employees and grant concessions, allowances, gratuities either by way of annual payment or by way of lump sum and make payments towards insurance, and contribute to provident fund for the benefits of such persons.

- (o) Assist Public and Private Organizations to improve their administration and management through consultancy and by extension services, organizing conferences, seminars, workshops, exhibitions, meetings, discussion etc.
- (p) Evolve and prescribe standards of proficiency, and award diplomas, certificates, medals and other prizes and distinctions to persons trained in the Institute as well as confer distinctions on persons rendering outstanding contribution to the cause of management in Government.

5. The names occupations and addresses of the members of the ad-hoc Governing Council to whom the management of the society has for the time being been entrusted until the formation of Board of Governors and Executive Council under the rules of the society are as follows;

Sr. No.	Name & Designation	Address
(1)	Shri P. K. Laheri Chief Secretary Government of Gujarat Sachivalaya,	Block No. 1, 3rd Floor Sardar Bhavan, Gandhinagar
(2)	Shri K. George Joseph Pri. Secretary (Personnel) Government of Gujarat General Adm. Department.	Block No. 7 3rd Floor Sardar Bhavan, Sachivalaya, Gandhinagar
(3)	Dr. Manjula Subramaniam Principal Secretary Finance Department.	Block No.4 Sachivalaya, Gandhinagar.
(4)	Shri Hasmukh Adhia Secretary (NRI & ARTD) & Commissioner of Training & Director General Sardar Patel Institute Of Public Administration Government of Gujarat General Adm. Department.	Block No. 7 1st Floor Sardar Bhavan, Sachivalaya, Gandhinagar.

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| (5) | Smt. Shridevi Shukla
Deputy Secretary
Government of Gujarat
General Administration
Department. | Block No. 7
1st Floor
Sardar Bhavan
Sachivayala,
Gandhinagar |
| (6) | Shri B. R. Thakor
Financial Adviser
Finance Department(GAD)
Government of Gujarat | Block No. 7
Sardar Bhavan,
Sachivalaya,
Gandhinagar |
| (7) | Smt. Anita Karwal
Additional Commissioner /
Deputy Director General
Sardar Patel Institute Of Public
Administration. | Opp. ISRO
Satellite Road,
Ahmedabad- 380 015. |

6. All property of the Society movable or immovable, shall vest in the Governing Council.
7. The income and property of the Society, howsoever derived shall be applied towards the promotion of the objects as set forth in this Memorandum of Association, subject to nevertheless, in respect of expenditure of grants made by the Government of Gujarat, to such directions as the Government of Gujarat may from time to time give. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividend, bond or otherwise howsoever by way of profit to persons who at any time are or have been members of the society, or to any of them, or to any persons claiming through them or any of them, provided that nothing herein shall prevent the payment in good faith of remuneration to any member or other person in return for service rendered to the Society, or for traveling allowance, halting allowance and other similar charges.
8. A copy of the Rules and Regulations of the Society, certified to be correct by the members of the Governing Council is filed with the Registrar of Societies, Ahmedabad, along with the Memorandum of Association.

9. We, the several members whose names and addresses are given below, having associated ourselves for the purposes prescribed in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and from ourselves into a society under the Societies Registration Act, 1860 (Act No. 21 of 1860) this _____ day of _____ 2004 at Ahmedabad.

Sr.No.	Name	Address	Signature of the Member
(1)	Shri P. K. Laheri Chief Secretary Government of Gujarat	Block No. 1, 3rd Floor Sardar Bhavan, Sachivalaya, Gandhinagar	
(2)	Shri K. George Joseph Principal Secretary (Personnel) Government of Gujarat. General Administration Department.	Block No. 7 3rd Floor Sardar Bhavan, Sachivalaya, Gandhinagar.	
(3)	Dr. Manjula Subramaniam Principal Secretary. Government of Gujarat Finance Department	Block No. 4 Sardar Bhavan Sachivalaya, Gandhinagar	
(4)	Shri Hasmukh Adhia Secretary (NRI & ARTD) & Commissioner of Training & Director General Sardar Patel Institute Of Public Administration Government of Gujarat General Administration Department.	Block No. 7 1st Floor Sardar Bhavan, Sachivalaya, Gandhinagar.	
(5)	Smt. Shridevi Shukla, Deputy Secretary Government of Gujarat General Administration Department.	Block No. 7 1st Floor Sardar Bhavan Sachivalaya, Gandhinagar	

Sr.No.	Name	Address	Signature of the Member
(6)	Shri B. R. Thakor Financial Adviser Finance Department(GAD) Government of Gujarat	Block No. 2 Sardar Bhavan, Sachivalaya, Gandhinagar	
(7)	Smt. Anita Karwal, Additional Commissioner/ Deputy Director General Sardar Patel Institute Of Public Administration	Opp. ISRO Satellite Road, Ahmedabad – 380 015.	

Signature of the Signatories is hereby attested.

(Anita Karwal)
Additional Commissioner /
Deputy Director General of
Sardar Patel Institute Of Public Administration
Ahmedabad

SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION
(R U L E S)

(1) Short Title :

These rules may be called the "Rules of Sardar Patel Institute of Public Administration, Ahmedabad.

Definitions :

- (2) In this rules and the memorandum of Association unless the subject or context otherwise requires.
- A) "Act" means the Societies Registration Act, 1860
- B) "Board of Governors" means the Board of Governors as constituted under rule 8 of these rules.
- C) "Council" means Executive council of the Institute.
- D) "Director General" means, the Director General of the Institute, so appointed by the State Government.
- E) 'Financial year' means 12 months commencing on the 1st April and ending on 31st March.
- F) "Institute" means Sardar Patel Institute of Public Administration, Ahmedabad.
- G) "Member Secretary" has the same meaning of 'Secretary'.
- H) "President" means the President of the Board of Governors of the Institute.
- I) "Secretary" means - The Additional Director / Additional Commissioner / Joint Director / Joint Commissioner (Admn.) for the time being of the Institute.
- J) "State Government" means the 'Government of Gujarat'.

(3) Patron of the Institute:

The following shall be the patrons of the institute.

Chief Minister	-	Chief Patron
Minister of Finance	-	Patron

(4) Authorities of the Institutes :

The Authorities of the Institute shall be

- (i) The Board of Governors
- (ii) The Executive Council
- (iii) Such other authorities as may be constituted by the Board of Governors or the Executive Council.

(5) Officers of the institute :

Following shall be the officers of the Institute namely :

- (i) The Director General / Commissioner of Sardar Patel Institute Of Public Administration (Ex-officio)
- (ii) Deputy Director General / Additional Commissioner Joint Director / Joint Commissioner (Admn.) (Ex-officio) and
- (iii) Such other officers as may be appointed by the Board or the (Executive Council) from time to time.

(6) Board of Governors & membership:

The members of the Board of Governors shall constitute the Executive Council of the Institute and shall consist of not less than seven members.

(7) Members ;

The Institute shall maintain a Register of members of the Board of Governors giving their names occupation and addresses and every member shall sign the Register. Every change of address shall be notified to the Joint Director / Joint Commissioner / Additional Commissioner (Administration).

(8) Board of Governors :

The Board of Governors will consists of up to **Twenty Five** members appointed by the state government including representatives from the eminent institutions.

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

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| 1) | Chief Secretary to Government | President |
| 2) | Additional Chief Secretary /
Principal Secretary/
Secretary (Personnel) | Member |
| 3) | Additional Chief Secretary /
Principal Secretary/
Secretary (A.R.T.D.) | Member |
| 4) | Additional Chief Secretary/Principal
Secretary (Finance Department) | Member |
| 5) | Additional Chief Secretary/
Principal Secretary/
Secretary Health & Family
Welfare Department. | Member |
| 6) | Additional Chief Secretary /
Principal Secretary
Co-operation Department. | Member |
| 7) | Additional Chief Secretary /
Principal Secretary
Panchayat Department. | Member |
| 8) | Secretary, Rural Development Department | Member |
| 9) | Secretary, Road & Building Department | Member |

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| 10) | Director General & Commissioner of Training (Ex-officio) Sardar Patel Institute Of Public Administration. | Member |
| 11) | Director OR it's representative Indian Institute of Management, Ahmedabad | Member |
| 12) | Joint Secretary / Deputy Secretary(ARTD) | Member |
| 13) | Executive Director OR it's representative Ahmedabad Management Association. Ahmedabad | Member |
| 14) | Director OR it's representative Gandhi Labour Institute, Ahmedabad | Member |
| 15) | Vice Chancellor of a University of Gujarat. | Member |
| 16) | Director or It's representative Sardar Patel Institute of Social and Economic Research,Ahmedabad | Member |
| 17) | Financial Adviser (Finance Department) | Member |
| 18) | Additional Commissioner Sardar Patel Institute Of Public Administration | Member Secretary |

Seven eminent persons to be nominated by the Government to represent the interest of the sectors such as Agriculture, Rural Development, Forestry, Fisheries, Animal Husbandry, Business Industry, Commerce and Trade, Banking and Insurance, public utilities such as transport, energy and communication, public works, Social Welfare, Public relations, Regulatory Services such as Revenue, Legal Police Education, Municipal bodies etc. These persons will be selected on the basis of their expertise and contribution in the given field on the bases of their research and other studies done by them or by having actually worked in the field and contributed to its development for a minimum of 15 years.

Note : The Selection of these persons shall be based not on their official position but on their recognized achievements and contribution to the development of public administration.

- (9) The Board of Governors shall appoint committees of the members for such purposes as it may deem fit and delegate to such committees and the Executive Council, such powers and authorize them to perform such functions as it may deem necessary and expedient. Such delegation or authorization may be made subject to such conditions as the Board may think fit to impose.
- (10) The Board of Governors may create new classes of membership from time to time for such specific period, and fill them by co-option of such members as it deems desirable and necessary in the interest of the Institute from time to time.
- (11) **Powers and Functions of Board of Governors :**
 - (i) The Board of Governors of the Institute will be its highest administrative cum policy formulation body.
 - (ii) The Board of Governors shall exercise general control and issue institutional and specific directions for the efficient management and administration of the affairs of the Institute as may be necessary, review the courses, the pedagogy, course content, curricula, subject of research, research content, field visits, field studies, etc.
 - (iii) The Board of Governors shall approve the annual budget of the Institute for submission to the State Government for incorporation in its budget.
 - (iv) The Board of Governors shall consider and approve the Annual Report and audited Annual Accounts of the Institute for the preceding financial year along with the Audit Certificate, the Audit Report, and compliance thereto.
 - (v) The Board of Governors shall add to, amend, vary or rescind, with the prior approval of the Government of Gujarat, any of these Rules .

- (vi) The Board of Governors shall frame Regulation, not inconsistent with these Rules, for the management, administration and conduct of the business of the Institute in the furtherance of its objectives.
- (vii) The Board of Governors shall perform such other functions or are entrusted to it under the Rules.

TENURE OF NOMINATED MEMBERS :

- (12) The tenure of the nominated members of the Board shall be three years or as specified in the appointment order whichever is less.
- (13) When a person including the President is a member of the Board by virtue of his office, he shall cease to be such member when he relinquishes the said office and the vacancy so arising shall be filled in by his successor in that office. Such member shall, however, be eligible for re-nomination in another vacancy, if any, on the Board.

CESSATION OF MEMBERSHIP :

- (14) Notwithstanding anything contained in these Rules, a nominated member of the Board shall cease to be such member if during his tenure of office he resigns or becomes insolvent, or is otherwise unable or incompetent to hold office and his membership is terminated by the State Government.
- (15) The State Government may terminate the membership of any person appointed on the Board of Governors for valid reasons.

RESIGNATION :

- (16) A member of the Board, other than ex-officio member, may resign his membership by a letter addressed to the President of the Board and such resignation shall take effect from the date of its acceptance by the President.

CASUAL VACANCIES :

- (17) Any casual vacancy arising on the Board by resignation, death or otherwise, may be filled by appointment or nomination of a member by the State Government and the member so appointed or nominated shall hold office for the remainder of the tenure of that Board as laid down in Rule 12.

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

MEETINGS OF THE BOARD :

- (19) Subject to the provisions of the Act, the Board of Governors shall meet at least once a year.

ANNUAL GENERAL MEETING :

- (20) The President of the Board of Governors shall convene Annual General Meeting within four months of the closing of the financial year :
- (i) To receive and consider the annual report and audited accounts of the Institute for the preceding financial year.
 - (ii) To appoint auditors and fix their remuneration :
 - (iii) To review progress of work during the year ended and consider and approve generally the budget demands and programmes for the ensuing year ; and
 - (iv) To discuss any other business as may be necessary.

SPECIAL MEETING :

- (21) The President of the Board may convene special meetings of the Board to consider any matter of special importance or urgency or on the written requisition of not less than six members of the Board, specifying the purpose for which the meeting is proposed to be called.

VENUE OF THE MEETING :

- (22) Meeting of the Board shall ordinarily be held at Ahmedabad / Gandhinagar provided, however, that meeting may be held at any other place as may be expedient or necessary.

NOTICE OF THE MEETING :

- (23) Every meeting of the Board shall be convened by notice issued under the hand of the Secretary or any other officer of the Institute so authorized by the Board in this behalf.
- (24) Every notice calling for a meeting of the Board shall be issued to every member not less than fifteen days before the day scheduled for the meeting, except in the case of special meeting, when the notice shall be issued at least five days before the day fixed for the meeting. A summary of the business to be transacted at the annual and other meetings shall be communicated to the members at least seven days before the day of the meeting, except that in the case of Special meetings it should be circulated at least three days before the meeting.
- (25) The accidental omission to give notice to any member or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

QUORUM :

- (26) Five members present in person shall constitute the quorum for any meeting of the Board: provided that, if a meeting is once adjourned for want of quorum a subsequent meeting called on the basis of the same agenda shall not be required to form a quorum.

PRESIDING OFFICER :

- (27) The President shall ordinarily preside at all meetings of the board and in the absence of the President, the members present shall choose a member from amongst themselves to preside over the meeting.

INVITATION TO ATTEND A MEETING :

- (28) The President may invite any person other than a member of the Board to attend a meeting of the Board, but such persons shall not be entitled to vote at the meeting.

VOTING :

- (29) In Case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority present shall prevail. Every member present at the meeting including the President shall have one vote and if there be an equality of votes, the President of the meeting shall have casting vote.

VOTING BY CIRCULATION :

- (30) Any business which is of an urgent nature and which cannot be held over till the next meeting of the Board may be transacted by circulation among all members of the Board and any resolution so circulated and approved by a majority of the members of the Board shall be as effective and binding as if such resolution had been passed at a meeting of the Board: provided that any business so transacted shall be reported at the next meeting of the Board.

EMERGENCY POWERS OF THE PRESIDENT :

- (31) Where the matter is of such urgency that a decision thereon cannot await the convening of a Special Meeting or voting by circulation, the President may for reasons to be recorded in writing take a decision thereon. Such decision shall be placed before the next meeting of the Board for ratification.

SERVICE OF NOTICE :

- (32) A notice may be served upon any member of the Board in person or by 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 two days after it was posted.

EXECUTIVE COUNCIL :

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

COMPOSITION OF THE EXECUTIVE COUNCIL :

(34) The Executive Committee shall be composed of not more than seven members including the Director General, who shall be the Chairman of the Committee.

- (i) The Director General, Sardar Patel Institute Of Public Administration
- (ii) One member to be nominated by the President from among the heads of State Government Directorates
- (iii) Deputy Secretary in charge of Training, General Administration Department.
- (iv) One representative of a training institute to be nominated by the Chairman of Executive Council.
- (v) One representative from a Non Governmental organization.
- (vi) One expert on Financial matters of the Institute to be nominated by the Chairman.
- (vii) Joint Director / Joint Commissioner (Administration) Sardar Patel Institute Of Public Administration will be the member secretary to the Executive Council.

TENURE OF THE COUNCIL :

(35) The term of office of the Executive Council shall be three years : provided that a committee whose term has expired shall continue until the successor committee is constituted.

RESIGNATION:

(36) A member of the Committee, other than an ex-officio member, may resign his membership by a letter addressed to the President through the Chairman and such resignation shall take effect from the date of its acceptance.

MEETINGS OF THE COUNCIL :

(37) The Executive Council shall meet not less than four times in a calendar year, provided that not more than four months shall elapse between any two meetings of the Committee. The meetings of the Committee shall ordinarily be held at Ahmedabad, provided, however, that a meeting may be held at any other place as may be expedient or necessary.

- (38) Every meeting of the Committee shall be presided over by the Chairman. Four members of the Committee, including the Chairman, present in person shall constitute a quorum at any meeting of the Committee.
- (39) In case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority shall prevail. Every member present at the meeting including the Chairman shall have one vote and if there be an equality of votes the Chairman of the meeting shall have a second casting vote.
- (40) Every meeting of the Committee shall be convened by notice issued under the hand of the Secretary or any other officer of the Institute so authorized in this behalf. Every notice calling for a meeting shall set the date, time and venue of the meeting and shall be issued to every member not less than seven days before the day scheduled for the meeting, provided that for transacting urgent business, the Chairman may convene a meeting with three days ' notice. A summary of the business to be transacted at the meeting shall be communicated to the members not less than seven days before the day of the normal meeting, and three days in the case of a meeting convened with shorter notice. The accidental omission to give notice to, or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.
- (41) Any business of an urgent nature may be carried out by circulation among all members of the committee and any resolution so circulated and approved by a majority of the members of the executive committee shall be as effective and binding as if such resolution had been passed at a meeting of the Committee: provided that any business so transacted shall be reported at the next meeting of the Committee.

POWER AND FUNCTIONS OF THE EXECUTIVE COMMITTEE :

- (42) The Board of Governors may delegate, from time to time, such powers and functions to the Executive Committee as are considered necessary and expedient.

CHAIRMAN OF THE EXECUTIVE COUNCIL :

- (43) The Executive Council may by resolution, delegate to its Chairman, any of its powers as deemed necessary, fit and expedient for the efficient and expeditious conduct of the business of the Institute.
- (44) The Chairman may refer any question or any matter, which in his opinion is of sufficient importance to justify such a reference, to the decision of the President and the decision of the President shall be binding on the council. Such matters shall be reported to the council at its next meeting.

DIRECTOR GENERAL OF THE INSTITUTE :

- (45) The Director General of the Institute shall be the Academic Head and the Chief Executive of the Institute, and shall be appointed by the State Government on such terms, remuneration, and conditions of service as may be decided by the State Government.
- (46) The Director General shall have all such powers as may be delegated to him by the Board of Governors and the Executive Council. The Director General shall be Chairman of the Executive Council.
- (47) As the Academic Head and the Chief Executive of the Institute, the Director General shall be responsible for the proper administration and conduct of the academic affairs of the Institute.

POWERS AND FUNCTIONS OF THE DIRECTOR GENERAL :

- (48) (i) The Director General will be the Executive Head of the Institute and shall exercise the powers of the head of the Department in respect of the Institute.
- (ii) All administrative powers of the Head of the Institute shall vest in the Director General, subject to the provisions of these rules.
- (iii) The Director General shall be responsible for proper management, conduct and development of the Institute.

- (iv) The Director General may terminate the service of such employees whose period of deputation / contract has expired or dismiss the employees in regular employment under the due process prescribed.
- (v) The Director General shall be responsible for the funding of the Institute, maintenance of accounts, operation of the bank account and shall be responsible for the financial propriety of the Institute.
- (vi) The Director General shall be responsible for all training arrangements in the Institute, for all research and other research related activities, for conduct of workshops, seminars, discussions, symposia, studies and other like activities.
- (vii) The Director General shall prepare / cause to be prepared project proposals for workshops, seminars, symposia, research studies and arrange for their funding support.
- (viii) The Director General shall be the disciplinary authority for all employees in the Institute and shall be competent to draw up departmental proceedings against them.
- (ix) The Director General shall be responsible for all publications including that of magazines, articles, books, booklet, etc. in the Institute.
- (x) The Director General shall be responsible for getting the examinations conducted in respect of the training courses and for their evaluation .
- (xi) All the residuary powers of the Institute shall vest in the person of the Director General.

SECRETARY :

- (49) An Officer namely Joint Director / Joint Commissioner (Administration) of the Institute shall be appointed as the Secretary of the Institute by the Board of Governors. He shall function as the ex-officio secretary of the Board of Governors, the Executive Council, and such other committees and sub-committees as may be constituted by the Board of Governors and the Executive Council respectively.

(50) THE SECRETARY SHALL BE RESPONSIBLE FOR :

- (a) The issue of notices of meetings of the Board, the Executive Committee and the Committees of the Board and sub-committees of the Executive Committee
- (b) Maintenance of the records of the meetings and their circulation to members
- (c) Maintenance of the register of the Roll of members of the Society and
- (d) Performance of such other duties as may be assigned by the Director General of the institute from time to time.

(51) THE EMPLOYEES OF THE INSTITUTE :

- (I) The Permanent staff.
- (II) The Staff on Deputation from other organizations including the State and the Central Governments, Local Bodies and Public Undertakings constituted under the State and the Central Government, Universities and other Educational institutions under the State or the Central Governments, International Funding Agencies, World Body or their Constituents, other National and International Voluntary Organizations and bodies of repute.
- (III) The Staff on Contract Basis.

(52) RECRUITMENT

- (i) Employees on deputation shall be taken subject to the following conditions.
 - (1) Such employees shall be selected by the Selection Board of the Institute through due process of selection.
 - (2) Such employees shall be paid as per the general terms and conditions of deputation of the State Government.
 - (3) Such employees can be selected for a term extending to a maximum of five years, subject to renewal.

- (4) On the completion of five years the employees having outstanding merit may also be given the option of permanent absorption in the service of the Institute.
- (ii) The permanent employees of the Institute shall have the following service conditions.
- (1) They shall be absorbed through the process prescribed under Gujarat Civil Service (Classification and Recruitment) General Rules, 1967 of Government of Gujarat.
- (2) Such employees on their absorption shall be entitled to retirement benefits at par with the employees of the State Government.

The following new rule shall be inserted after Rule 52 of Rules of SPIPA appended to Memorandum of Association of SPIPA(52A. Appointment for specific purposes and contractual appointments, etc)

- (a) The Society may appoint persons on contractual basis for specific work / time and projects as and when required. The Director General (D.G.) or a group of officers appointed by him /her can select such persons through public advertisements up to a payment of Rs. 30,000/- per month and the Executive Committee of the Society may appoint him/her for a specific work/time and project. Any payments beyond Rs. 30,000/- per month have the pre sanction of the Chairperson of BoG.
- (b) This rule will be applicable to SPIPA and its associated agencies.
- (c) In case of requirement of a consultant / expert for a specific purpose / work / project, a lump-sum amount can be fixed by the D.G. with prior sanction of the Chairperson of BoG.
- ✎ Provided that the amount to be paid to the person(s) engaged in accordance with (a),(b) & (c) will be paid from the funds available with the Institute or the income generated through these projects / specific work. In short, the amount shall not be paid from the grants sanctioned by Government to SPIPA.
- (d) All these appointments need to be put up in the next BoG for information.

(53) PROVIDENT FUND :

- (i) The employees recruited by Sardar Patel Institute of Public Administration Society shall be governed by the Contributory Provident Fund Rules.

(54) LEAVE :

- (i) The employees shall be entitled to leave as per the “Gujarat Civil Service Leave Rules, 2002 “of Government of Gujarat.

(55) DISCIPLINARY PROCEEDINGS :

- (1) The provisions of the Gujarat Civil Services (Discipline & Appeal) Rules, 1971 shall apply mutadis mutandis to the permanent employees of the Institute.
- (2) The services of the contract employees can be terminated without assigning any reason at any time by the Institute with the prior approval of the Executive Council.
- (3) The employees on deputation from other organization can be repatriated without assigning any reason with prior approval of the Executive Council.
- (4) On completion of the period of contract/deputation, the evaluation of the employees shall be put up before the Executive Council which shall decide on his extension.

GUEST FACULTIES:

- (56) (1) The Director General shall select guest faculties of proven competence and eminence in different fields of studies.
- (2) The Institute shall categorize the guest faculties as per its requirement and their qualifications and shall empanel them.
- (3) The Panel of the guest faculties shall be prepared on an annual basis and in respect of persons of exceptional eminence.

- (4) The Institute shall design a format for evaluation of the guest faculties whereby they shall be evaluated regularly and be acquainted with its results.

ACCOUNTS OF THE INSTITUTE :

SOURCES OF INCOME :

- (57) The Institute shall have the following sources of the Income.
 - (1) The Grant in aid amount receivable as provided in the Budget of the State Government.
 - (2) The amount receivable from the Central Government.
 - (3) The amount receivable from different State and Central Government Ministries/Departments for projects, researches, research studies, development works etc.
 - (4) The amount received from different State national and International Funding Agencies.
 - (5) The amount received from different voluntary organizations for execution of projects, research studies etc.
 - (6) The Income earned by the Institute from execution of different projects, workshops, seminars, training programmes, publications and other fund raising schemes.
- (58) The Institute shall submit project proposals before different Ministries, Departments and other organizations, corporations and Institutes of the State and the central Government, State, National and international Funding Agencies, Banks, Local bodies, Universities, etc. with a view to augment the resources of the institute and to reduce the financial burden upon the State Government.
- (59) The Institute can take such other measures not repugnant to its objectives as it deems fit for augmentation of the Institute's resources and for reducing the financial burden upon the State Government.

CREATION AND MAINTENANCE OF CORPUS FUNDS :

- (60) (i) The Institute shall create and maintain a Corpus Fund in a Nationalized Bank or Post Office with a view to create a stable fund for development and for meeting the deficits in the Institute's Budget.
- (ii) The Institute shall deposit such part of its savings as may be approved by the Executive Council in to the Corpus Fund.
- (iii) The Institute may levy a charge on its consultancies / externally aided projects for augmentation of its Corpus Fund.
- (iv) The Institute shall only be entitled to draw the interest from the Corpus Fund subject to the approval of the Executive Council and shall not be competent to draw any of the principle amount except with the permission of the Board of Governors.

MAINTENANCE OF BANK ACCOUNTS :

- (61) (i) The Institute shall deposit all receipts in accounts to be opened with some Nationalised Bank(s) except where provided otherwise in these rules for the operation of its accounts.
- (ii) The Deputy Director / Joint Director (Accounts) of the Institute shall be competent to open accounts in a National Bank with the prior approval of the Executive Council and shall be responsible for the operation and updating of the same.
- (iii) All payments above Rs. 5000/- (five thousand) shall be made through bank cheque.
- (iv) All payments above Rs. 10,000/- (ten thousand) shall be made through cross accounts cheque.
- (v) All accounts of the Institute shall be operated jointly by the Deputy/Joint Director (Accounts) and another officer designated by the Executive Council.

MAINTENANCE OF ACCOUNTS & AUDIT :

- (62) (i) The Institute shall have a Deputy Director / Joint Director (Accounts) who shall be responsible for maintenance of accounts in the Institute and for implementation and enforcement of the government financial rules and procedure.
- (ii) At the end of the financial year the Deputy / Joint Director (Accounts) shall prepare statement of annual accounts which shall be placed before the Executive Council along with the audited statement for its approval.
- (iii) The audited annual accounts shall be placed before the annual general meeting of the Board of Governors not later than the month of July of the following year.
- (iv) The Institute shall maintain books, accounts, and other related records in such form and in such manner as may be necessary and prescribed in consultation with the auditors of the Institute and in accordance with the Bye-laws and financial rules framed in this behalf. The accounts of the Institute shall be audited annually by the Auditors appointed for the purpose and the audited Statement of Accounts shall be submitted, along with the annual report, at the Annual General Meeting for the consideration and approval of the Board. After approval of the audit report by the Board, it shall be submitted to Government and issued along with the annual report to members of the Board, Government and other concerned.
- (v) The audit statement shall be placed before the Executive Council of the Institute within three months of the receipt of the audit of the audit report along with the compliance report and before the Annual General Meeting of the Board of Governors for its approval.
- (vi) Where the funding agencies so stipulate that the accounts in respect of amount receipt from them shall be audited by Chartered Accountant, the accounts in respect of that specific amount shall be so audited and the audit report along with

compliance report shall be placed before the Executive Council and the Annual General Meeting of the Board of Governors.

- (vii) Where the Director General or the Deputy/Joint Director (Accounts) so feels necessary, may request for special audit by the Audit Team of the Accountant-General, Gujarat or of the Finance Department.

SUITS BY AGAINST THE INSTITUTE :

- (63) Subject to the provisions of the Act the person in whose name the Society may sue or be sued shall be the Secretary of the Society.

REMUNERATION TO THE MEMBERS OF THE BOARD/EXECUTIVE COUNCIL :

- (64) The Members of the Board of the Governors or the Executive Committee or any Committees of the Board or the Executive Committee may be given remuneration from the Institute for their services as member, as decided by the Board of Governors and they shall be paid such travelling and daily allowance as may be provided in the bye-laws to be made in this behalf for journeys, for attending meetings, or in connection with other business of the Institute.

OTHERS :

- (65) Amendments to the Rules may be made with the prior approval of the State Government, by the Board of Governors at its Annual General meeting or Special Meeting by a simple majority after giving a minimum of ten days' notice of the proposed amendment(s) in writing to the members of the Board.
- (66) The Society shall not transfer or dispose off any immovable property and movable property exceeding rupees Five Lakhs without the prior approval of the State Government.
- (67) The Government shall have the right to issue any general or specific directives on any matters of policy concerning the affairs of the Society, and such directives shall be binding on the Society.

- (68) The Board shall have the power to dissolve, with the prior approval of the State Government, the Society for appropriate reasons. In such an event, the corpus and the management of the Society would vest in the State Government.

LIST OF MEMBERS :

- (69) The list of persons who are members within the meaning of section 15 of the Societies Registration Act, 1860 will be maintained in the form of Schedule VI to the Societies Registration Act, 1860.

CHANGE IN NAME OR OBJECTIVES :

- (70) If a change is desired in the name or the object of the society or if two or more Societies are to be amalgamated, the procedure laid down in Section 12 or 12A of Societies Registration Act, 1860 will be followed.

DISSOLUTION :

- (71) If the society is to be dissolved, procedure laid down in Sections 13, 14 of the Societies Registration Act, 1860 will be followed.
- (72) We, the following members of the Board of Governors hereby certify that the above is a true and correct copy of the Rules framed and adopted by the said Institution.