

Part-V Under Section 4(1)(b) (v) of RTI Act-2005.

Rules/obligations, etc. For discharging functions

5.1 Acts

5.2 Rules

5.3 Proposed Manuals

5.4 Government Resolutions

5.5 Guidelines

5.6 Internal Circulars

5.1 Acts

Society Registration Act-1860,

SPIPA has been registered as an autonomous body under the above Act. The Memorandum of Association of SPIPA is based on the Act. (The MOA is given in para 1.1)

5.2 Rules

- (1) SPIPA Rules made under Memorandum of Association which has come in to force from 1-10-2004.
- (2) Grant in Aid Rules for SPIPA vide No. VTB/1804/5113/artd-3 dtd. 24-06-2005.
- (3) Gujarat Civil Service Rules 2002 which are applicable to all officers and employees of SPIPA.
- (4) Provisions of Gujarat Civil Service (Discipline and Appeal) Rules, 1971 shall apply mutatis mutandis to all employees of SPIPA.
- (5) Gujarat Finance Rules, 1971
- (6) Bombay contingency expenditure rule, 1959.
- (7) For future recruitments in SPIPA its MOA provides for absorbing persons under the Gujarat Civil Service (Classification and Recruitment) General Rules-1967 of the Government of Gujarat.

5.3 Proposed Manuals

Operational Manual for finance and administration (This is proposed to be placed before the Board of Governance)

5.4 Government Resolutions

Please refer to para 3.3 in Part III above

5.5 Guidelines

- (1) Decisions taken in Governing Council's meeting dated 07/10/2004.
- (2) Decisions taken in Governing Body's meeting dated 15/11/2004.
- (3) Decisions taken in Board of Governors meeting dtd. 15/01/2005 ,12/1/2006.
- (4) Decisions taken in Executive Committee meeting dtd. 23/03/2005, 21/07/2005, 27/10/2005, 18/02/2006, 12/05/2006, 8/8/2006.
- (5) Decisions taken in the State level Steering Committee meeting on V-Governance on 12/08/2004 and 25/04/2005.

5.6 Internal Circulars

- (1) Circular specifying rates/rent for lodging and boarding at SPIPA.
- (2) Circular specifying rate / rent for outsourcing auditorium/ seminar halls and training equipments for training programmes, seminar, conferences etc.
- (3) Order of Director General delegating financial and administrative powers to Dy. Director General Internal Circular No. dated of SPIPA distributing functions to Officers / Employees of different branches.

***Wherever rules/regulations/GRs etc are not specified , SPIPA is following the same as laid down by Government of Gujarat**

