

**PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO  
INFORMATION ACT, 2005**

**SECTION 4(1)(b)(7)**

**The General Body**

- (i) There shall be a General of the Institute and it shall be composed of all the members of the Institute.
- (ii) The annual general meeting of the General Body shall be held on such date and at such time and place as may be determined by the President.
- (iii) The General Body shall meet at least once a year.
- (iv) For the purposes of the last sub-rule, each year shall be deemed to commence on the first day of April and terminate on the thirty first day of March of the following calender year.
- (v) The President may convene a Special meeting of the General Body whenever he thinks fit. A special meeting may also be convened on the written requisition on not less than one third of the members of the Institute.
- (vi) Every notice calling a meeting of the General Body shall state the date, time and place at which such meeting will beheld and shall ordinarily be served upon every member of the General Body not less than fifteen clear days before the day appointed for the meeting.
- (vii) The accidental omission to give notice to, or the non receipt of notice by any member or other person to whom it shall be given, shall not invalidate the proceedings of the meeting.
- (viii) The President shall preside over the meeting of the General Body and in the absence of the President, the Vice President of the Institute shall preside.
- (ix) Nine members of the General Body present in person shall form a quorum. No quorum shall be required for an adjourned meeting.
- (x) All disputed questions at meetings of the General Body shall be determined by vote.
- (xi) Each Member of the Institute shall have one vote.
- (xii) In case of an equality of votes, the person presiding over the meeting shall have the casting vote.

- (xiii) The President may invite any person other than a member to attend a meeting of the General Body. Such invitee shall not, however, be entitled to vote at the meeting.
- (xiv) The General Body shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any member and no act or proceeding of the General Body shall be invalidated or nullified merely by reason of the existence of any vacancy therein or any defect in the appointment or nomination of any member.

#### **VIII. Functions and Powers of the General Body**

The General Body shall have the following powers and functions, namely, to:-

- (a) approve the annual budget of the Institute drawn up by the Executive Council;
- (b) consider the annual report prepared by the Executive Council;
- (c) consider the balance sheet and audited accounts for the outgoing year;
- (d) add to and amend the rules of the Institute;
- (e) frame bye-laws not inconsistent with these rules, for the regulation of the business of the Institute with particular reference to preparation and approval of the budget estimates, the sanctioning of the expenditure, re-appropriation of funds, making and execution of contracts, investment of the funds of the Institute, procedure and terms and conditions governing scholarships fellowships and deputations, grants-in-aid, training and research scheme and projects, rules of conduct and other conditions of services of the staff of the institute;
- (f) constitute adhoc/special committees, with or without power to coopt, for disposal of any business of the Institute or for advice in any matter pertaining to the Institute; and
- (g) perform such other functions as are entrusted to it under these rules.

## **IX. The Executive Council**

There shall be an Executive Council of the Institute, which shall consist of the following members:-

1. The Chief Secretary to Government of Haryana, who shall be the Chairman of the Executive Council.
2. Financial Commissioner, Revenue and Secretary to Government, Haryana, Revenue Department.
3. Secretary to Government, Haryana, Cooperation Department.
4. Principal Secretary to Chief Minister, Haryana.
5. Secretary to Government, Haryana, Finance Department.
6. Secretary to Government, Haryana, Excise & Taxation Department.
7. Secretary to Government, Haryana, Agriculture and Development Departments.
8. Secretary to Government of India, Department of Personnel, AR and Training, Central Secretariat, North Block, New Delhi or his nominee.
9. Director, Indian Institute of Public Administration, New Delhi or his nominee.
10. Director, Lal Bahadur Shastri, National Academy of Administration, Mussoorie or his nominee.
11. Two other Administrative Secretaries to Government of Haryana to be nominated by the Government.
12. Three eminent educationists, administrators or social scientists to be nominated by the Government.
13. Director, Haryana Institute of Public Administration who shall be the Secretary of the Executive Council.

(a) The terms of the members of the Executive Council at clauses (11) and (12) of Rule IX shall be two years, but they shall be eligible for reappointment. If any member of the Executive Council ceases to be member of the Institute, he shall automatically cease to be member.

(b) The Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any member and no act of

proceedings of the Executive Council shall be invalidated or nullified merely by reasons of the existence of any vacancy therein or of any defect in the appointment / nomination of any member.

- (c) Any casual vacancy amongst the nominated members of the Executive Council, arising from death or resignation or otherwise, may be filled by nomination by the President and the members so nominated shall hold office for the unexpired portion of the term of office of the member causing the vacancy.
- (d) Every meeting of the Executive Council shall be presided over by its Chairman and, in his absence, by a member chosen by the meeting.
- (e) Four members of the Executive Council present in person shall constitute the quorum. No quorum shall be required for an adjourned meeting.
- (f) For every meeting of the Executive Council, not less than ten clear days notice shall ordinarily be given to each member. However, the chairman may, at his discretion, call a meeting with shorter notice if it is considered necessary or expedient due to any reason.
- (g) At least three meetings of the Executive Council shall be held in each year.
- (h) For the purpose of the last sub-rule, each year shall be deemed to commence on the first day of April and terminate on the thirty first day of March of the following calendar year.
- (i) The Chairman of the Executive Council may himself call or by a requisition in writing signed by him may require the Director of the Institute to call a meeting of the Executive Council at any time.
- (j) Each member of the Executive Council, including the Chairman, shall have one vote and in case there is an equality of votes on any question to be decided by the Executive Council, its Chairman or in his absence the person presiding over the meeting shall have a casting vote.
- (k) The Chairman of the Executive Council may invite any person other than member, to attend a meeting of the Executive Council. Such invitee shall not, however, be entitled to vote at the meeting.
- (l) Any business which may be necessary for the Executive Council to perform may be carried out by circulation among all its

members and any resolution so circulated and approved by a majority of members signing shall be as effectual and binding as if the resolution had been passed at a meeting of the Executive Council.

**X. Functions and Powers of the Executive Council:**

(i) Subject to the general control and directions of the General Body, the Executive Council shall be responsible for the management and administration of the affairs of the Institute in accordance with these rules and by-laws made there under for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose and all properties movable and immovable of the Society shall vest in the Executive Council.

(ii) Without prejudice to the generality of the foregoing sub-rule, the Executive Council shall have the following functions namely:-

- (a) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Institute;
- (b) to create such posts, appoint and control such staff other than those for whose appointment specific provisions have been made elsewhere, as may be required for the efficient management of the affairs of the Institute and to regulate the recruitment and conditions of their service;
- (c) to receive and to have custody of the funds of the Institute and to manage the properties of the Institute;
- (d) to enter for and on behalf of the Institute into any agreement including those containing arbitration clauses;
- (e) to sue and defend all legal proceedings on behalf of the Institute;
- (f) to appoint Committees including standing committee, and Academic committee with powers to coopt, for disposal of any business of the Institute or for advice in any matter pertaining to the Institute, provided that in cases of emergency, the Chairman of the Executive Council shall have the power to appoint such committees;
- (g) to accept the management of any endowment trust, fund, subscription or donation, provided that it is not attended by any condition inconsistent or in conflict with the objects of the Institute;
- (h) to draw up the annual budget of the Institute to be submitted for approval of the General Body;
- (i) to prepare the annual report and accounts of the Institute for the consideration of the General Body;

- (j) to incur expenditure subject to the provisions of the approved budget;
- (k) to lay down terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, training and research schemes and projects; and
- (l) to nominate a person or persons to represent the Institute in national or international conferences and organizations, subject, in the case of conference or organisations outside India to the approval of the Government of Haryana in the Department of Personnel and Administrative Reforms.
- (m) The Executive Council may by resolution, delegate to its Chairman, the Standing Committee, the Academic Committee or to the Director of the Institute or to any other officer of the Institute, such of its powers for the conduct of business as it may deem fit, subject, if deemed necessary, to the conditions that action taken by the its Chairman, the Standing Committee, the Academic Committee or the Director of the Institute or any other officer, under the powers so delegated shall be subject to confirmation at the next meeting of the Executive Council.

#### **XI. Standing Committees**

The Executive Council may appoint one or more Standing Committees from amongst its members to attend to and dispose of such business as may be delegated to it by the Executive Council. The Director of the Institute shall be the Convenor of these Committees and the strength of the committee shall be such as the Executive Council may, from time to time, determine. Each Standing Committee shall have the power to coopt as members such person or persons as may be necessary to discharge its functions. The term of the Standing Committee shall be one year.

#### **XII. Functions of the Standing Committee**

All proposals or schemes relating to subjects for which Standing Committee has been constituted, whether initiated by the said committee or otherwise, shall first be considered by the respective Standing Committee and they shall tender advice on such schemes and proposals to the Executive Council.

#### **XIII. Academic Committee and its Functions**

The Executive Council shall appoint an Academic Committee of which the strength and composition shall be such as the Council may determine from time to time. The function of the Academic Committee shall be to assist the Executive Council in matters of academic character such as those

pertaining to education, training, research and consultancy. The terms of the Academic Committee shall be one year.

#### **XIV. Powers and Functions of the Director-cum-Member Secretary of the Institute**

- (i) The Director of the Institute as the Principal Executive Officer of the Institute shall be responsible for the proper administration of the affairs of the Institute and shall exercise powers under the direction and guidance of the Executive Council.
- (ii) It shall be the duty of the Director of the Institute to coordinate and exercise general supervision over all the activities of the Institute.
- (iii) He shall prescribe the duties of all officers and staff of the Institute and shall, subject to these rules and bye-laws if any, exercise such supervision and disciplinary control as may be necessary.

#### **XV. Funds of the Institute**

The funds of the Institute shall consist of the following:-

- (a) Grants made by the Government of Haryana, the Government of India or any other State Government.
- (b) donations and contributions from other sources.
- (c) fees and charges imposed by the Institute for services rendered by it.
- (d) income and receipts from other sources.
- (e) income from investments.

The funds of the Institute will be operated by the Director or any other officer authorized by him.

The bankers of the Institute shall be Punjab National Bank and any other nationalized Bank whom the Executive Council may approve by a resolution.

All funds shall be paid into the Institute's account/accounts with a branch/branches of the Bank as prescribed above and shall not be withdrawn except by means of a cheque, Order or any other negotiable instrument signed by the Director of Institute or an officer authorized by him on his behalf.

## **XVI. Powers of the Government**

In the discharge of its functions, the General Body and the Executive Council shall be guided by such directions on questions of policy as may be given to it by the Government of Haryana. Such directions shall be in writing.

## **XVII. Audit and Accounts**

- (i) The institute shall cause regular accounts to be kept of all its moneys and properties in such form as may be prescribed by the Executive Council.
- (ii) The accounts of the Institute shall be audited annually by Auditors appointed by the General Body. The Auditors shall have the right to demand the production of Books, accounts and connected vouchers and other necessary documents and papers. Any expenditure incurred in regard to such audit shall be payable by the Institute.
- (iii) The results of Audit shall be communicated by the Auditors to the General Body of the Institute. The Auditors shall also forward a copy of the report direct to the Government of Haryana. The General Body shall submit a copy of the Audit Report alongwith its observations to the Government of Haryana.

## **XVIII Annual Report**

An annual report of the proceedings of the Institute and of all works undertaken during a year together with the balance sheet and audited accounts shall be prepared by the Executive Council for the Information of the Government of Haryana and of the members of the Institute. A draft of such report and yearly accounts of the Institute shall be placed before the General Body at the Annual General Meeting.

## **XIX Office of the Institute**

The office of the Institute shall, for the present, be at Chandigarh or Panchkula or at such other place as may be determined by the Government of Haryana from time to time.

## **XX Suits and proceedings by an against the Society**

- (i) The Society may sue or may be sued in the name of the Chairman or Secretary or any office bearer authorized by the General Body in this behalf.
- (ii) No suit or proceeding shall abate by reason of any vacancy or change in the holder of the office of the Chairman, the Secretary or any office bearer authorized in this behalf.



- (iii) Every decree or order against the Society in any suit or proceeding shall be executed against the property of the Society and not against the person or the property of the Chairman, the Secretary or any office bearer.
- (iv) Every member of the Society may be sued or prosecuted by the Society for any loss or damage caused to the Society or its property or for any thing done by him detrimental to the interest of the Society. Provided that no action shall be taken against the member for any thing done by him in good faith.

**XXI Alternation or extension of the purpose of the Institute**

Subject to the provision of the Societies Registration Act, 1860 (21 of 1860), the General Body may alter, extend or abridge, any purpose or purposes for which the Society is established.

**XXII Amendment of the rules**

The rules of the Society may be altered at any time by a resolution passed by a majority of the total membership of the General Body and by a majority of not less than two thirds of member present and voting at any meeting of the General Body which shall have been convened for the specific purpose after giving due notice of such resolution to the members of the General Body, provided that until such time as the General Body is constituted, the rules may be altered by a resolution passed by the members of the first Executive Council.

**XXIII** If upon the winding up or dissolution of the Society there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institutions having objects similar to the objects of the Society to be determined by the member of the Society at or before the time of dissolution.

We, the several persons whose names and addresses are subscribed hereto, being members of the Executive Council of the Institute, certify the above to be a correct copy of the rules of the said Society.

Sr. No.	Name, Address and Occupation of Members	Signature of Members	Witnesses with Address
1.	P.P. Caprihan, Chief Secretary to Government, Haryana, Haryana Civil Secretariat, Chandigarh.	Sd/-	
2.	T.K. Banerji, Commissioner and Secretary to Govt. Haryana, Finance Department, Haryana Civil Secretariat, Chandigarh	Sd/-	

3. L.M. Jain, Commissioner & Secretary to  
Government, Haryana, Personnel,  
Administrative Reforms & Training Departments,  
Haryana Civil Secretariat, Chandigarh Sd/-