

COIR BOARD

(TRANSCATION OF BUSINESS, CONDITIONS OF
SERVICE OF EMPLOYEES AND MAINTENANCE OF
ACCOUNTS)

BYE-LAWS, 1955



COIR BOARD

(GOVERNMENT OF INDIA)
ERANAKULUM, KOCHI – 682 016

(Published in a Gazette of India Extraordinary dated the 15th January 1955 Part II
Section 3)

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE AND INDUSTRY
New Delhi 15th January 1955

NOTIFICATION

No. 42-SSI (34)/54- The following Bye-laws made by the Coir Board, in exercise of the powers conferred by section 27 of the Coir Industry Act, 1953 (45 of 1953), and confirmed by the Central Government: are hereby published, as required by sub-section (2) of the section, namely:-

BYE-LAWS

Preliminary

1. These bye-laws may be called the Coir Board (Transaction of Business, Conditions of Service of Employees and Maintenance of Account) Bye-laws, 1955

2. In these bye-laws, unless the context otherwise requires-

- (i) 'the Act' means the Coir Industry Act, 1953 (45 of 1953)
- (ii) 'Board' means the Coir Board constituted under section 4;
- (iii) 'Chairman' means the Chairman of the Board or the Executive Committee as the case may be;
- (iv) 'Executive Committee' means the Executive Committee of the Board;
- (v) 'Member' means a member of the Board or of the Executive Committee or of any other Committee constituted under the Act, as the case may be;
- (vi) 'Secretary' means Secretary of the Board or the Executive Committee, as the case may be;
- (vii) 'Section' means a section of the Act;
- (viii) 'Vice-Chairman' means the Vice-Chairman of the Board or the Executive Committee, as the case may be, and
- (ix) 'Year' means a year commencing on the first day of April

The date, time and place of meeting etc.

3. The date, time and place of a meeting of the Board or the Executive Committee shall be determined by the Chairman,

4. A notice of not less than twenty-one days from the date of posting shall, ordinarily, be given to every member or an ordinary meeting of the Board and a notice of not less than ten days to every member for an ordinary meeting of the Executive Committee. Such

notice shall be sent to every member by registered post. The non-receipt of such notice by any member shall not in any way invalidate the proceedings of any meeting of the Board or the Executive Committee, as the case may be. A list of business proposed to be transacted at every meeting shall accompany the notice. If it is necessary to convene a special meeting of the Board or the Executive Committee. At least one week's notice shall be given to every member.

5. Ten members shall form a quorum for a meeting of the Board and four members shall form a quorum, for a meeting of the Executive Committee. If at any meeting there is not a sufficient number of members present to form a quorum, the Chairman or any other person presiding at such meeting shall adjourn the meeting to a date not later than seven days from the date of the adjourned meeting and it shall thereupon be lawful to dispose of the business at such an adjourned meeting irrespective of the number of members attending at such meeting.

* Provided that all the members are informed of the date time and place of such adjourned meeting.

6. The Chairman, if present and in his absence, the Vice-Chairman, shall preside at all meetings of the Board and of the Executive Committee and in the absence of both the Chairman and the Vice-Chairman the members present shall elect one from among themselves to preside.

7. No business other than that entered in the agenda for which a meeting of the Board or of the Executive Committee has been convened shall be transacted at such meeting, except with the permission of the Chairman or any other person presiding at such meeting.

8. Every question that comes before the Board or the Executive Committee at a meeting shall be decided by a majority of the members present and voting on that question and in the case of an equality of votes, the Chairman or the person presiding shall have a casting or second vote. No member shall vote on proxy.

9. The Chairman, may, with the consent of the members present at a meeting, adjourn that meeting from time to time or from place to place, but no business shall be transacted at any such adjourned meeting other than the business left undisposed of at the meeting from which the adjournment took place.

10. The minutes of a meeting of the Board or the Executive Committee as the case may be, shall be kept each in a separate book and shall be signed by Chairman or the person presiding at such meeting. Copies of such minutes showing inter alia the names of the members present at the meeting shall be forwarded to each member of the Board or the Committee as the case may be, as soon as possible after the meeting.

* inserted vide SO No.369 dated 23.5.1989

11. The minutes of each meeting shall be placed before the next meeting for confirmation

12. The rules of procedure for transacting business at a meeting of the Executive Committee shall apply, as far as may be, to a meeting of any other Committees constituted under the Act.

Delegation of Powers and Duties

13: (1) The executive committee, the Chairman and the Secretary shall exercise the powers and perform the duties specified in the schedule here to annexed.

(2) The Secretary shall discharge the functions delegated to him under clause (1) under the general control and superintendence of the Board and of the Chairman and it shall be his duty.

(a) to convene under the directions of the Chairman meetings of the Board and of Committees;

(b) to maintain minutes of such meetings;

(c) to furnish to the Central Government such reports and returns and the other necessary documents as may be required to be furnished to it by the Act or the rules made thereunder. Or as may from time to time be required by it;

(d) to prepare budget estimates of the Board

(e) to co-ordinate and supervise the work of other officers and employees of the Board.

Advances for exhibitions

13A. The Chairman may place any amounts of money not exceeding Rs. 3,000, in advance. At the disposal of the Boards officer in-charge of the exhibitions in order to meet any expenditure to be incurred in connection with the organization of exhibitions. Such amount shall be drawn through contingent bills and duly accounted for by submission of detailed vouchers.

Travelling Allowance of Members and Members of Committee

14. ¹(1) For attending any meeting of the Board or any Committee constituted under the Act or for attending to any other business of the Board, members shall be entitled to a payment of traveling and daily allowances at the following rates, namely

(a) Official Members	Travelling and daily allowances (Government at the rates admissible to such servants) official members under the Service rules applicable to them.
² (b) non-official Members	Travelling and daily allowances at the rate admissible to Grade I officers of the Govt. of India

¹ As amended by Notification No.42-LI [B] 34/55 dated 12th July 1956.

² Substituted vide S. O. No. 670[E] dated 25-8-1989

[2] The Chairman shall be the controlling officer in respect of bills on account of-

- (a) his own traveling and daily allowances, and-
- (b) the traveling and daily allowances of-
 - (i) other members of the Board.
 - (ii) members of any Committee constituted under the Act.
 - (iii) the Secretary and
 - (iv) any other officers and employees of the Board.

¹ (3) The Weaving Master shall be the Controlling Officer, for all the Bills submitted by the employees subordinate to him in the powerloom Factory.

Appointments, Promotions etc.

15. Subject to the provisions of the Act and the rules made therein, all posts of officers and employees under the Board, other than the Secretary, shall be created and filled by the Board.

Provided that the Executive Committee, the Chairman or the Secretary, as the case may be, may exercise such powers as may from time to time be delegated to it or him, by the Board.

16. The authority competent to appoint an officer or any employee of the Board, shall only be competent to dismiss, remove, suspend, or demote such officer or employee

² 16 (a) The Weaving Master shall be competent to impose minor punishments on the labourers, compensatory leave and overtime to employees of the factory.

Conditions of Service

17. The following rules shall regulate the grant of pay, leave, allowance, etc., to the officers and employees of the Board, other than the Secretary, that is to say-

- (1) the urgent of pay, leave, salary and other allowances to the permanent officers of any Government whose services have been lent or transferred to the Board shall be regulated by the terms settled with that Government.
- (2) the grant of leave, pay and allowances to any other officers and employees of the Board shall be regulated by the Board which may delegate such of its powers in this respect as it may deem fit to the Executive Committee, Chairman or Secretary.
- (3) in exercising the powers under clause (2) the Board and the authority to whom such a power has been delegated , shall apply the principles of the Fundamental

rules and Supplementary Rules of the Government of India and other orders issued in this respect from time to time;

(4) save with the previous sanction of the Central Government, not traveling and daily allowances shall of the amount which would be admissible to him under the rules or orders for the time being applicable to a servant of the Central Government of the corresponding grade

18. Service under the Board shall not qualify for any pension from the funds of the Board.

Maintenance of Accounts

19. The Secretary shall maintain or cause to be maintained an account of all receipts of the Board and expenditure therefrom.

20. The receipts shall include all such sums received by the Board during the year to which the accounts relate

Persons by whom payment, etc, are to be made

21. All moneys accruing or payable to the funds of the Board by way of proceeds of cess or otherwise from the Central Government or accruing from any other source or sources shall be received by the Secretary or such other officer as the Board or the Chairman may authorise in this behalf.

¹ The amount or amounts so received shall, as soon as practicable be duly acknowledged and deposited to the credit of the Board with the Central Government as follows:-

- (i) The grant from Central Revenues (weather from cess proceeds or Marketing Development Fund) may be kept in the personal Deposit Account in a Government Treasury or sub-Treasury.
- (ii) The loan given by the Central Government may be kept in current account with the State Bank of India.

22. all payments by or on behalf of the Boards shall be made by means of cheque except payments not exceeding Rs. 100 which may be made in cash from the amount of imprest sanctioned for the purpose.

23. All cheques authorizing payment by or on behalf of the Board and all orders for making deposits or investments or for the withdrawal of the same or for the disposal in any other manner of the funds of the Board shall be signed by the Accounts Officer and counter signed by the Secretary and in the absence of Accounts Officer or Secretary, or of both by any other officer authorised by the Chairman in this behalf

23A The executive Committee or the Chairman may sanction advance from the Boards fund to its employee for the purchase or construction of houses and for the purchase of conveyances to the extent specified in the Schedule here annexed. Such advances shall be governed by, and be subject to the principles rules conditions and directions prescribed

by the Central Government from time to time regulate similar advance sanctioned to its employees. The Board shall have powers to sanction such advances in excess of the limits specified in the said Schedule.

Custody of moneys required for current expenditure, etc.

24. There shall be drawn from the bank in which the Board's moneys are kept in deposit and placed at the disposal of the Secretary a permanent advance of Rs. 500 to be recouped as required and in any case at the end of each month, to meet the petty expenditure of the office of the Board.

24A. The Chairman may sanction permanent advances up to a limit of Rs.100 in each case sub-office or institution under the Board to meet the petty expenditure of such office or institution. These advances shall be recouped in the manner specified in bye-law 24.

¹ 25 Any funds not required for current expenditure maybe placed in fixed deposits with banks approved by the Central Government for the purpose or in a post Office Savings Bank or invested in National Savings Certification.

26. The placing of money in fixed deposits and the investment thereof and the disposal of money so placed or invested shall require the sanction of the Chairman.

(Sd.) H.V.R. IENGAR

Secretary to the Government of India, Ministry of Commerce and Industry

THE SEHEDULE
[See bye-laws (13) 1]
Delegation of powers

Serial no	Powers	Executive Committee	Chairman	Secretary
1	2	3	4	5
1	To cerate temporary appointments	Posts of the pay or the maximum pay which does not exceed Rs. 220 per meusem.		
2	To make appointments to sanctioned posts which may be filled up by the Board		Posts of which the maximum salary is less than Rs. 500, appointments to be made on the recommendation of the Executive Committee Exception: Direct appointments up to Rs. 500, appointments by transfer from the service of the Central Government or any State Government may be made by the Chairman subject to the approval of the Central Government	Class IV servants
3	To grant increments within the sanctioned scales of pay		To all members of the staff (including the Secretary and Class IV servants)	To all employees in the cadres of Upper Division Clerks and Lower Division Clerks and all Class IV servants
4	To grant advances of traveling allowances		Amounts not exceeding ⁴ [Rs. 1. 000 in any individual case	
5	To write off losses	Up to Rs. 500 in any one case		
6	To sanction medical attendance fee and cost of medicines for the employees of the Board		To all officers and employees including the Secretary according to the Central Government rules	
7	Acceptance of tenders for purchase of articles		Purchases not exceeding Rs. 5000 in value	Purchase up to Rs. 1,000 in value

⁴ As amended by Notification No. 42-SSI (B) (34)/55, dated 19th October 1957

1	2	3	4	5
7. A	To accept tenders for purchase of the requirements of the powerloom factory in accordance with the provisions of the General Financial Rules.		Purchase not exceeding Rs. 50 000 in value at a time.	Purchase not exceeding Rs. 20, 000 in value at a time.
8	To incur expenditure	Above Rs 3.000 but below Rs 5000 in each case, within the sanctioned budget allotment.	Above Rs. 500 and up to Rs. 3,000 in each case within the sanctioned budget allotment.	Upto Rs. 500 in each case within the sanctioned budget allotment,
8. A	to sanction and incur expenditure for purchase of the requirements of the powerloom factory	Up to Rs. 60.000 on any one item within the sanctioned budget allotment	Up to Rs. 30,000 on any one item within the sanctioned budget allotment.	
9	To sanction reappropriation of funds	Within a head of expenditure subject to a maximum of Rs. 2,500 in the case of any one item.		
10	To grant advances to the employees of the Board (i) for purchase or construction of houses	Up to Rs.20,000 in each case	Up to Rs.5 000 in each case	
	(ii) for purchase of conveyances	For purchase of motor cars or motor cycles.	For purchase of cycles	

Notification No. 15(1)-Tex (F) 67-Tex (D) dated 21-7-1969

(Sd) H. V. R. IENGAR,

Secretary to Government of India, Ministry of Commerce and Industry.
