

# Punjab Khadi and Village Industries Board

Act, 1955

(Punjab Act No. 40 of 1956)

## ACT

(Amended upto October, 1983)

1/12/21 2020/11 - 2



HARYANA KHADI AND VILLAGE INDUSTRIES BOARD

PANCHKULA

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THE PUNJAB KHADI AND VILLAGE INDUSTRIES BOARD  
ACT, 1955

PUNJAB ACT NO. 40 of 1956

The 25th October, 1956

(Received the assent of the President on the 16th October, 1956 and was first published in the PUNJAB GOVERNMENT GAZETTE (Extraordinary), dated the 25th October, 1956).

1 Year	2 No.	3 Short title	4 Whether effected by later Legislation.
1956	40	The Punjab Khadi and Village Industries Board Act, 1955.	Extended to the territories which, immediately before the 1st November, 1956, were, comprised in the State of Patiala and East Punjab States Union, by Punjab Act No 5 of 1957, Amended in part by Punjab Act, 29 of 1957.

AN  
ACT

*to provide for the establishment of a State Statutory Board for encouraging and intensifying the Khadi and Village Industries in Punjab.*

Be it enacted by the Legislature of the State of Punjab in the Sixth Year of the Republic of India as follows :—

CHAPTER—I

PRELIMINARY

Short title, extent  
and commencement

1. (1) This Act may be called the Punjab Khadi and Village Industries Board Act, 1955.
- (2) It extends to the whole of the State of Punjab.
- (3) It shall come into force at once.

Definitions

2. In this Act unless there is anything repugnant in the subject or context—
  - (i) "Board" means the Punjab Khadi and Village Industries Board constituted under Section 3.
  - (ia) "Chief Executive" means the Chief Executive of the Board (Inserted vide amendment No 24—Leg/80 Date 28-7-80).

- (ii) "Khadi" means any handloom cloth woven from yarn handspun in India.
- (iii) "Prescribed" means prescribed by rules made under this Act.
- (iv) "Village Industries" means such industries which generally form the normal occupation whether whole-time or part-time, of any class of the rural population of the State of Punjab and in particular such industries as may be recommended from time to time by the Commission appointed by the Government of India and such other industries as the State Government may, by notification in the official gazette, specify in this behalf in consultation with the Board.
- (v) "Government" means the Government of the State of Punjab.
- (vi) "Commission" means the Khadi and Village Industries Commission established under section 4 of the Khadi and Village Industries Commission Act, 1956 (No. 61 of 1956).
- (vii) "Member" includes, "Chairman" and "Chief Executive" and "Member of the Board" includes "Chairman of the Board" and "Chief Executive of the Board" (Substituted vide amendment No. 24-Leg/80 Date 28.7.80).

## CHAPTER II

### ESTABLISHMENT AND CONSTITUTION OF THE BOARD

Incorporation of  
Board

3. (1) For carrying out the purpose of this Act, the Government shall, as soon as possible, after the commencement of this Act, by a notification in the official gazette, establish a Board to be called "The Punjab Khadi and Village Industries Board".

## Constitution of Board

(2) The Board shall be a body corporate having perpetual succession and a common seal and may sue, and be sued in its corporate name and shall be competent to acquire and hold and dispose of property both moveable and immoveable and to contract and do all things necessary for the purpose of this Act.

4. (1) The Board shall consist of not more than 15 members appointed by the Government, from time to time, including Chairman, Chief Executive, Secretary, Joint Secretary and other official and non-official members.

(Substituted vide amendment No. 24-Leg/80 Dated 28-7-80).

Provided that —

(a) the Chairman shall be a non-official member appointed by the Government;

(Amended vide amendment 13th October, 1964)

(b) The Government shall appoint a Chief Executive, a Secretary and a Joint Secretary from amongst the members of the Board; (Substituted vide amendment No 24-Leg 80 Dated 28-7-80.)

(c) The Chief Executive shall be appointed from amongst officers of the rank of Head of the Department or Joint Secretary to the Government. (Inserted vide amendment No 24-Leg/80 Dated 28-7-80)

(2) The Chairman and each non-official member of the Board shall be paid from the funds of the Board such allowances as the Government may, from time to time, fix. The Chairman of the Board, if he is not a member of Parliament, shall also be paid from the funds of the Board such honorarium as the Government may, from time to time, fix. The official members shall draw their Travelling Allowance for attending meetings of the Board, or in connection with the performance of any duty assigned to them by the Board or the Government for the purposes of the Act admissible to them under the Punjab Travelling Allowance Rules as applicable to the State of Haryana from their respective departments.

(Amended vide No. 29 Leg/73, dated 2-7-73);

- (2A) Notwithstanding anything contained in sub section (2), the Chief Executive shall be paid from the funds of the Board such salary and allowances as may be prescribed.

(Inserted vide amendment No. 24 Leg/80 dated 28-7-80).

- (3) The Board shall have powers to invite person specially qualified to advise on matters before the Board relating to an industry or having special knowledge of local conditions in the area where the industry in question is situated. These persons shall be paid allowances at the rates admissible to other non-official members of the Board.

**Term of office and dissolution of Board**

5. (1) The Board shall, unless sooner dissolved by the Government, continue for a period of three years from the date of its establishment or till a new Board is appointed thereafter:

Provided that the Government may, at any time with the previous approval of the State Legislature, by a notification in the official gazette, make a declaration that from such date, as may be specified in the notification, the Board shall be dissolved.

- (2) Any member other than the Chairman and the Chief Executive, may at any time, resign his office by giving notice in writing to the Chairman of the Board and on its being accepted by the Government he shall be deemed to have vacated his office from the date of such acceptance, provided that the Chairman shall give such notice to the Government. (Substituted vide amendment No. 24-Leg:80 Dated 28-7-80),
- (3) On the Board ceasing to exist, either by efflux of time or by dissolution by the Government as provided in sub-section (1) any committee appointed under section 11 shall cease to function; and -

- i. all funds and other properties, which immediately before the Board ceased to exist were in its possession for the purposes of this Act, shall vest the Government;
- ii. all members shall vacate office as members of the Board ; and
- iii. all rights, obligations and liabilities (including any liabilities under any contract) of the Board shall become the rights, obligations and liabilities of the Government.

(Amended vide No. 20 Leg/72, dt. 16-10-72)

Chairman, Chief Executive, Secretary, Joint Secretary and other Members hold office during the pleasure of Governor.

5. A Notwithstanding anything contained in section 5 or any other provision of this Act, the Chairman, Chief Executive, Secretary, Joint Secretary and other members of the Board shall hold office during the pleasure of the Governor.

(Substituted vide amendment No. 24 Leg/80 dt. 28-7-80).

Disqualifications and appointment as members of the Board.

6. (1) A person shall be disqualified for being appointed or for continuing as a member of the Board, if he—
  - (a) holds any office of profit under the Board, other than the office of Chairman, Chief Executive, Secretary or Joint Secretary there of;

(Substituted vide amendment No. 24-Leg/80 dt. 28-7-80).

- (b) is of unsound mind and stands so declared by a competent Court;
- (c) is or at any time has been adjudicated insolvent;



- (d) has directly or indirectly by himself, by his wife or son, or by any partner any share or interest in any subsisting contract or employment with, by or on behalf of the Board;
  - (e) is a Director or a Secretary or a Manager or other salaried officer of any incorporated company or any co-operative society, which has any share or interest in any contract or employment with, by or on behalf of the Board;
  - (f) being non-official member, does not habitually wear khadi; (inserted vide amendment Act. 1963).
  - (g) is convicted of an offence involving moral turpitude. (inserted vide amendment, Act, 1963).
6. (1A) A person shall be disqualified as a member of the Board, if he—
- (a) is absent without permission from all the meetings of the Board for four successive months or for the period in which three successive meetings are held whichever period is longer; or
  - (b) ceases to reside in Haryana.
- (Inserted vide amendment No. 35-Leg/79 dt. 2-11-79).
- (2) (a) A person shall not be disqualified under clause (a) of sub-section (1) by reason only of his being a member receiving allowance or the Chairman receiving any honorarium or allowances as provided in sub-section (2) of section 4. or the Chief Executive receiving salary and allowances as provided in sub-section (2A) of the said section. (Substituted vide amendment No. 24-Leg/80 dt. 28-7-80)
- (b) A person shall not be disqualified under clause (d) or (e) of sub-section (1) or be deemed to have any share or interest in any contract or employment

within the meaning of these clauses by reason only of his, or of the incorporated company or of a co-operative society, of which he is a Director, Secretary, Manager or other salaried officer having a share or interest in any newspaper in which any advertisement relating to any affairs of the Board is inserted.

(c) A person shall not also be disqualified under clause (d) or (e) of sub-section (1) or be deemed to have any share or interest in any contract or employment with, by or on behalf of, the Board by reason only of his being a share-holder or member of such a company or society.

(d) A person shall not also be disqualified, or be deemed ever to have been disqualified, under clause (d) or (e) of sub-section (1), or be deemed to have any share or interest in any contract or employment, with, by or on behalf of the Board, by reason of his being a Director or a Secretary or a Manager or other salaried officer of a society registered or deemed to be registered under the Registration of Societies Act, 1860, or any other institution certified by the Commission or the Board :

Provided that such person discloses to the Government the nature and extend of the share held by him from time to time (inserted vide amendment Act, 1963).

7. Omitted vide amendment No. 3, Leg/79, dt. 2-11-79

8. When a member dies or resigns as provided in sub-section (2) of section 5, or is subject to any of the disqualifications specified in section 6, or is otherwise removed, he shall cease to be a member of the

Removal or suspension  
of a member

Vacancy to be filled  
in as early as possible.

Board, and any vacancy so occurring shall be filled by the Government as early as practicable:

Provided that during any such vacancy the continuing members may act as if no vacancy has occurred (Substituted vide amendment No. 35-Leg/79 dt. 2-11-79).

Vacancy, defect. appointment etc. not to invalidate acts and proceedings.

9. No act or proceeding of the Board under this Act, shall be questioned on the ground merely of the existence of any vacancy in, or defect in the appointment of a member or the constitution of the Board:

Provided that the Board shall not act or take any proceedings, at any time when, by reason of any vacancy occurring the number of continuing non-official member is less than one-third of the total number of such non-official members in the Board.

Meetings of the Board.

10. The Board shall from time to time make such arrangements with respect to the date, time, place, notice, management and adjournments of its meetings as may be determined by regulations made, by the Board subject to the following provisions, viz:-

- (a) Ordinary meeting shall be held once atleast in every three months.
- (b) The Chairman may, whenever he thinks fit, call special meetings.
- (c) The proceedings of the meetings of the Board shall be forwarded to Government, in the department concerned.

Appointment of Committees.

11. Subject to any rules made under section 34 the Board may from time to time appoint one or more Committees for the purpose of securing efficient discharge of its functions and in particular for the purpose of ensuring that the said functions are

exercised with due regard to the circumstances and requirements of any particular Village Industries.

**Appointment of**

**Financial Adviser.**

11. A (1) There shall be a Financial Adviser to the Board who shall be appointed by the State Government. The Govt. may entrust the functions of the Chief Accounts Officer to the Financial Adviser.

(2) The term of office, the conditions of service and the functions of the Financial Adviser shall be such as may be prescribed in consultation with the Board. (Inserted vide amendment No. 43-Leg/76, dt. 28-7-76.)

### CHAPTER III

#### FUNCTIONS AND POWERS OF THE BOARD

**Functions & Powers  
of the Board.**

12. (1) It shall be the duty of the Board to organise, develop and propagate village industries and perform such functions as the Government may prescribe from time to time and exercise such powers as may be necessary for carrying out the objects of this act.

(2) Without prejudice to the generality of the provisions of sub-section (1), the Board shall also in particular discharge and perform all or any of the following duties and functions, namely :-

(a) to start, encourage, assist and carry on Khadi and Village Industries and to carry on trade or business in such industries, and in the matters incidental to such trade or business;

(b) to help the people by providing them with work in their homes and to give them monetary help. The expression monetary help includes the giving of grants and loans or any of the purposes of this Act

on such terms and conditions as may be prescribed.  
(Amended vide amendment Act, 1961).

- (e) to encourage establishment of Co-operative Societies and Societies Registered (Under the Societies Registration Act 1860 or the Pepsu Societies Registration Act, 1954).
- (d) to conduct training centres and to train people there at with a view to equip them with the necessary knowledge for starting or carrying on Khadi and Village Industries;
- (e) (i) to manufacture tools and implements required for carrying on Khadi and Village Industries and to manufacture the products of such industries;
- (ii) to arrange for the supply of raw-materials and tools and implements required for the said purpose; and
- (iii) to sell and arrange for the sale of the products of the said industries;
- (f) to arrange for publicity and popularisation of finished products of Khadi and Village Industries by opening stores, shop, emporia or exhibitions and to take similar measures for the purpose;
- (g) to endeavour to educate public opinion and to impress upon the public the advantages of patronising the products of Khadi and Village Industries;
- (h) to seek and obtain advice and guidance of experts in Khadi and Village Industries;
- (i) to undertake and encourage research work in connection with Khadi and Village Industries and to carry on such activities as are incidental and conducive to the objects of this Act; and
- (j) to discharge such other duties and to perform such other functions as the Government may direct for the purpose of carrying out the objects of this Act.

Power to make  
contracts.

13. (1) The Board may enter into and perform all such contracts as it may consider necessary or expedient for carrying out any of the purposes of this Act.
- (2) Every contract shall be made on behalf of the Board by the Chief Executive. (Substituted vide amendment No. 24-Leg/80 dt. 28-7-80).
- (3) Every contract made by the Chief Executive on behalf of the Board shall, subject to the provisions of this section, be entered into in such manner and form as may be prescribed. (Substituted vide amendment No. 24-Leg/80 dt. 28-7-80).
- (4) A contract not executed in the manner provided in this section and the rules made thereunder shall not be binding on the Board.

General Powers of  
Board.

14 The Board shall, for the purposes of carrying out its functions under this Act, have the following powers :—

- (i) to acquire and hold such moveable and immovable property as it deems necessary and to lease, sell or otherwise transfer any such property;

Provided that in the case of immovable property the aforesaid powers shall be exercised with the previous sanction of the Government;

- (ii) to incur expenditure and undertake works in any area in the State for the framing and execution of such scheme as it may consider necessary for the purpose of carrying out the provisions of this Act or as may be entrusted to it by the Government, subject to the provisions of this Act and the rules made thereunder.

**Powers of the Chief Executive.**

- 14A. (1) The Chief Executive shall be responsible for the proper functioning of the Board and implementation of its decisions & discharge of its duties under this Act. (Substituted vide amendment No. 24-Leg/80 dt. 28-7-80).
- (2) The Chief Executive, may order in writing, delegate any of his powers to any other member. (Substituted vide amendment No. 24-Leg/80 dt. 28-7-80).
- (3) The Chief-Executive shall exercise general control over the Board. (Substituted vide amendment No. 24-Leg/80 dt. 28-7-80).
- (4) In the absence of the Chief Executive or during the period of his incapacity to attend to his duties for any reason, such member, as the Government may appoint, shall exercise the powers and discharge the duties of the Chief Executive under this Act.  
(Added vide amendment No. 24 Leg/80 dt. 28-7-80).

**Powers of Secretary.**

- 15 The Secretary and Joint Secretary shall exercise such powers and perform such functions for and on behalf of the Board as may be determined by Regulations.

## CHAPTER—IV

### APPOINTMENT OF OFFICERS AND SERVANTS

**Officers and servants of the Board.**

16. The Board may appoint such officers and servants as it considers necessary for the efficient performance of its functions.

**Conditions of service of officers and servants of the Board.**

17. The pay and other conditions of service of officers and other servants of the Board shall be such as the Board may determine by Regulations.

Functions and duties  
of officers and servants

18. The functions and duties of the officers, and servants of the Board shall be such as the Board may determine by Regulations.

### CHAPTER—V

#### FINANCE, ACCOUNTS AND AUDIT

Transfer of Property

19. (1) The Government may transfer to the Board building land or any other property, moveable or immoveable, for use and management by the Board on such conditions and limitations as the Government may deem fit, for the purposes of this Act.
- (2) The Government may transfer to the Board such schemes or works in progress, with all their assets and liabilities as are run or managed by Government subject to such conditions and limitations as the Government may deem fit to impose for the purposes of this Act.

Funds of the Board.

20. (1) The Board shall have its own fund and all receipts of the Board shall be credited there, to and all payments by the Board shall be made therefrom.
- (2) The Board may accept grants, loans, subventions, donations and gifts from the Government or a local authority or other statutory body including the Commission or any private body, whether incorporated or not, or an individual for all or any of the purposes of this Act.
- (3) All moneys belonging to the fund of Board shall be deposited in such manner as the Government may, by special or general order direct.
- (4) Such accounts shall be operated upon by such Officers jointly or individually as may be authorised by the Board.



Application of funds and property.

Subventions and loans to the Board.

Preparation and submission of Annual Programme and establishment Schedule.

Sanction of programme and establishment schedule.

21. All property, fund and other assests with the Board shall be held and applied by it subject to the provisions and for the purposes of this Act.
22. (1) The Government may, from time to time, make subventions and grants to the Board for the purposes of this Act on such terms and conditions as the Government may determine.
- (2) The Government may, from time to time, advance loans to the Board, on such terms and conditions not inconsistent with the provisions of this Act as the Government may determine.
23. (1) In each year, on such date as may be fixed by the Government the Board shall prepare and forward :
- (a) programme of its work; and
  - (b) a schedule of the staff of officers and servants already employed and to be employed during the next year, to the Government in such form as may be prescribed.
- (2) The programme of its work shall contain—
- (a) such particulars of the scheme which the Board proposes to execute whether in part or whole, during the next year;
  - (b) particulars of any work or undertaking which the Board proposes to organise during the next year for the purposes of carrying out its functions under the Act; and
  - (c) such other particulars as may be prescribed.
24. (1) The Government may approve and sanction the programme and the schedule of the staff of officers and servants forwarded to it with such modifications as it deems fit.

- (2) The Board may send a programme of its schemes formulated in accordance with the policy or scheme of the Commission directly to the Commission for allotment of funds by or approval of the Commission.

**Budget**

25. The Board shall, on such date as may be fixed by the Government, prepare and submit to the Government, the budget for the next financial year showing estimated receipts and expenditure on capital and revenue accounts according to the programme and schedule of the staff sanctioned by the Government.

**Sanction of Budget**

26. (1) The Government may sanction the Budget submitted to it with such modifications as it deems proper.
- (2) The Board shall not be competent to transfer funds sanctioned for one scheme to another scheme :—
- (a) where funds in respect of such schemes are allotted by the Commission, without the prior approval of the Commission; and
- (b) in any other case, without the prior approval of the Government.
- (Amended vide amendment Act, 1961).

**Supplementary programme and supplementary budget.**

27. The Board may submit a supplementary programme and supplementary budget for the sanction of Government in such form and on such date as the Government may prescribe, and provisions of sections 25 and 26 shall apply to such supplementary programme and budget respectively.

**Annual Report.**

28. The Board shall prepare and forward to the Government in such manner as may be prescribed, an annual report within three months after the end of

the financial year giving a complete account of its activities during the previous financial year.

Further Reports Statistics and Returns.

29. The Board shall, before such date and at such intervals and in such manner as the Government may from time to time direct, submit to the Government a report on such matter and statistics and returns as the Government may direct.

Accounts and Audit

30. (1) The accounts of the Board shall be maintained and an annual statement of accounts shall be prepared in such manner as may be prescribed.
- (2) The accounts of the Board shall be audited by a Chartered Accountant or by such person as Government may direct.
- (3) As soon as the accounts of the Board are audited, the Board shall send a copy thereof with a copy of the report of the Auditor thereto to the Government.
- (4) The audited accounts of the Board shall be submitted to the Government in such manner as may be prescribed.
- (5) The Board shall comply with such directions as the Government may, after the perusal of the report of the Auditor, think fit to issue.

## CHAPTER—VI

### MISCELLANEOUS

Direction by State Government.

31. (1) In the discharge of its functions, the Board shall be guided by such instructions on question of policy as may be given to it by the Government.

- (2) If any dispute arises between the Government and the Board as to whether a question is or is not a question of policy, the decision of the Government shall be final.

**Power to Delegate.**

- 31A. The Board may, by resolution, direct that any power exercisable by it under this Act or the regulations made thereunder, except the power to make regulations, may also be exercised by the Chief-Executive or Member Secretary, as the case may be, of the Board. (Substituted vide amendment No. 24-Leg/80 dt. 28-7-80).

**Members of the Board and Members of the staff of the Board to be public servants.**

32. Member of the Board and members of the staff of the Board shall be deemed when acting or purporting to act in pursuance of any of the provisions of this Act to be public servants within the meaning of Section 21 of the Indian Penal Code, 1860 (XLV of 1860).

**Recovery of Board's dues as arrears of land revenue**

- 32A. All sums, including grants and loans given by the Board or any interest or costs in respect thereof, becoming due to the Board under this Act, whether before or after the commencement of the Punjab Khadi and Village Industries Board (Amendment) Act, 1961, and whether such sums have become due by virtue of any contract or otherwise, shall be recoverable as arrears of land revenue. (inserted vide Amedment Act, 1961).

**Protection of action taken under this Act.**

33. No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or purported to be done under this Act.

**Control of Government over Board.**

- 33A (i) The Government shall exercise superintendence and control over the Board and its officers and may call for such information as it may deem necessary and,

in the event of its being satisfied that the Board is not functioning properly or is abusing its powers or is guilty of corruption or mismanagement, it may, by notification, suspend the Board :

Provided that the Board shall be reconstituted within a period of one year from the date of its suspension.

- (2) when the Board is suspended under sub-section (1) the following consequences shall ensue, namely :—
  - (a) all members of the Board and its Committees, including the Chirman, Chief Executive, Secretary and Joint Secretary of the Board, shall, from the date of the notification, vacate their offices;
  - (b) all powers, duties and functions, which under the provisions of this Act or any regulation made thereunder, are to be exercised by the Board or any committee thereof or by the Chairman, Chief-Executive, Secretary or Joint Secretary or any other officer of the Board, shall during the period of suspension, be exercised and performed by such person (to be called the administrator) as may be appointed by the Government in this behalf;

Provided that the Administrator may, subject to the approval of the Government, delegate any of his powers, duties or functions to such other person as he may think fit;

- (c) all properties, including the Board fund, vested in the Board shall, until it is reconstituted, vest in the Government. (Substitued vide amend No. 24-Leg/80 dt. 28-7-80).

## Rules.

34. (1) The Government may, by notification in the official Gazette, make rules for carrying out the purposes of this Act.
- (2) In particular and without prejudice to the generality of the foregoing powers such rules may provide for all or any of the following matters :—
- (a) the allowances of non-official members of the Board and the honorarium and allowances of the Chairman under sub-section 4 (2);  
(Amended vide amendment 13th Oct., 1964)
- (aa) The salary and allowances of the Chief Executive under Sub-section (2A) of Section 4 (Insterted vide amendment No. 24-Leg/80 dt. 28-7-80).
- (b) the functions of the Board under section 12;
- (c) the manner and form in which contracts shall be entered into under section 13;
- (d) the particulars of the programme under section 23 (1);
- (e) the form in which and the date before which the supplementary programme shall be submitted under section 27;
- (f) the form in which and the date before which the supplementary budget shall be submitted under section 27;
- (g) the manner in which the annual report shall be prepared and forwarded to the Government under section 28;
- (h) the manner of maintenance of accounts and preparation of annual statement of accounts under section 30 (1);
- (i) any other matter which is, or may be, prescribed under this Act.

Regulations.

35. (1) The Board may, with the previous sanction of the State Government, make regulations consistent with this Act and the Rules made there-under and such regulations shall be notified in the Official Gazette.
- (2) In particular and without prejudice to the generality of the foregoing power, the Board may make regulations providing for—
- (a) the procedure and disposal of its business;
  - (b) remuneration, allowances and other conditions of service of members of the staff of the Board;
  - (c) functions and duties of the Secretary, Joint Secretary and other members of the staff of the Board;
  - (d) functions of committees and the procedure to be followed by such Committees in the discharge of their functions.

Saving.

36. Nothing in this Act shall be deemed to apply to any industry declared to be a Scheduled industry under the Industries (Development and Regulation) Act, 1951, or to affect any of the provisions of the said Act.

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Punjab Khadi and Village Industries Board

Act, 1955

(Punjab Act No. 40 of 1956)

# RULES

(Amended upto 1995)



Haryana Khadi and Village  
Industries Board



# INDUSTRIES DEPARTMENT NOTIFICATION

The 4th September, 1957.

No. 3710-8-DIB-57/16996-In exercise of the powers conferred by section 34 of the Punjab Khadi and Village Industries Board Act, 1955 (Act 40 of 1956), the Governor of Punjab is pleased to make the following rules, namely :-

1. **Short Title** - These rules may be called the Punjab Khadi and Village Industries Board Rules, 1957.
2. **Definition** - In these rules, unless the context otherwise requires,
  - (a) 'Act' means the Punjab Khadi and Village Industries Board Act, 1955 (Punjab Act 40 of 1956).
  - (b) 'Chairman' means the Chairman of the Board.
  - (c) 'Vice-Chairman' means the Vice-Chairman of the Board.
  - (d) 'Secretary' means the Secretary of the Board.
  - (e) 'Joint Secretary' means the Joint Secretary of the Board.
  - (f) 'Financial Year' means the year commencing on the 1st day of April.
- 2A. The Chief Executive will be paid salary and allowance etc; as per terms and conditions determined by the Government. (Inserted vide amendment No. GSR 49/PA/40/56/s.34/91 dated 2.8.1991)

**3. Procedure of payments, deposits and investments on behalf of the Board. —**

- (a) The Board shall receive requisite funds for implementing the various schemes and those under section 20 of the Act and deposit the same in the Bank.
- (b) Payments by or on behalf of the Board shall be made in cash or by cheques drawn against the current account of the Board.
- (c) The cheques and all orders for making investments or withdrawal of the same, or for the disposal in any other manner of the funds of the Board shall be signed by the Secretary, provided the transaction does not exceed Rs. 5,000/- in each case and where the amount exceeds, this will be countersigned by any member of the Board specially authorised by the Chairman in writing to do so.
- (d) Placing of money in fixed deposits and investment thereof and the disposal of such money if so placed or invested shall require the prior approval of the Board.

**4. Custody of money required for current expenditure of Board and investment of money not so required.—**

- (a) The current account of the Board shall be kept in the State Bank of India or in any other Scheduled Bank where State Bank of India does not exist and all moneys of the Board

with the exception of petty cash and moneys, placed in fixed deposits or invested in accordance with the provisions hereafter contained, shall be paid into that account.

(b) The Secretary will place requisite cash at the disposal of incharges of the various centres for running day to day work of the said centre; provided the amount does not exceed Rs. 2,000 for an individual centre. In such cases where the amount exceeds Rs. 2,000 but does not exceed Rs. 10,000 consent of the Chief Executive will be obtained in writing. In cases where the amount exceeds the limit of Rs. 10,000, the approval of the Board shall be necessary. (The word 'Chairman' has been substituted by the words 'Chief Executive' vide Gazette notification no. GSR 49/P.A. 40/56/S. 34/91 dated 2-8-1991.)

(c) The Petty cash required for meeting current expenditure shall be in the custody of the cashier or any other officer who may be nominated by the Secretary in this behalf and shall not exceed Rs. 500.

(d) Persons entrusted with the cash, Store and Stock will be required to furnish necessary security as may be determined by the Government from time to time.

5. **Travelling allowance.**— For the purpose of reimbursing personal expenditure incurred in attending the meeting of the Board, or in connection

with any duty assigned to them by the Board or the Government for purposes of the Act, members of the Board or its sub-committees, including co-opted members, who are non official shall be paid Travelling Allowance and Daily Allowance at the rate fixed by Government from time to time for Government servants of grade I drawing a pay of Rs. 1,000 per mensem.

**6. Making of contracts. —**

- (a) Every contract or agreement on behalf of the Board shall be in writing and shall be signed and sealed with the common seal of the Board.
- (b) The Secretary of the Board, may, on behalf of the Board, enter into any contract or agreement in such manner and form as, according to the law for the time being in force, would bind him if the contract or agreement were not entered into on his own behalf; provided that the amount of contract or agreement shall not exceed Rs. 10,000.
- (c) Any other contract or agreement on behalf of the Board beyond the value of Rs. 10,000/- shall be entered into by the Secretary in the presence of another member so authorised by the Board, who would append his signatures to the contract or agreement in token that the same was signed in his presence. The signatures of such a member shall be in addition to the signatures of any witnesses to

the execution of such a contract or agreement.

(The word 'attach' has been substituted by the words append 'vide gazette notification No. GSR/3P.A. 40/56/S.34/86 dated 3-1-1986.)

7. **Preparation of programmes** — The programmes under section 23(1) of the Act shall be prepared by the Board during every financial year for the next financial year in the form 'A' and shall be forwarded to the State Government before the 15th September in the year in which it is prescribed. A supplementary programme, if any, under section 27 of the Act shall also be prepared by the Board in any financial year in form 'A' and shall be forwarded to the State Government before the 30th June, in that year.
8. **Preparation of Budget** — The Board will submit to Government its annual budget in the usual form in accordance with the calendar which may be issued by Government and the instructions which Government may issue from time to time. The budget should show distinctly in-full details and with explanatory notes for marked differences in estimated receipts and expenditure under all its heads on capital and revenue accounts the schedule of staff already employed and to be engaged during the next year in the usual form. It should be accompanied by the Board's programme relating to each scheme and schedule of staff as sanctioned by the Government.

(b) A supplementary budget, if necessary shall be submitted to Government in the usual form on such date as the Government may notify.

9. The Board will grant, loan, subsidy etc. to individuals, registered institutions and co-operative societies within the budget provision of various schemes.
10. **Annual reports.** — The Board shall submit its Annual Report in the form 'B' to Government and the Head of the Department associated with the development of Khadi and Village Industries, before the expiry of the period specified in Section 28 of the Act.

The quarterly progress report shall be prepared by the Secretary in the form that may be prescribed by Government from time to time and copies thereof submitted to the State Government and Head of the Department associated for the development of Khadi and Village Industries from time to time.

11. **Accounts** — The receipts and expenditure of the Board shall be classified under such major, minor and subordinate heads of account, as the State Government may in consultation with the Board direct and shall be shown under such further detailed heads against as the Board may deem necessary for the purpose of administration and control.

Within six months of the close of each year the annual statement of account referred to in section 30 (1) of the Act shall be prepared, showing the financial results of any scheme or works undertaken by the Board in that year.

# FORM 'A'

## Programme

1. Name of the Scheme.
2. Introduction.
3. Scheme as in operation during the current year.
  - Administrative aspects.
  - Technical aspects. (Training)
  - Economic aspects.
  - Social and rural development aspects with particular reference to employment. Progress achieved during the six months and expected during the remaining part of the year.
4. New year's programme —
  - (a) Administrative.
  - (b) Technical.
  - (c) The programme shall contain —
    1. The particulars of the scheme which the Board proposes to execute whether in part or wholly, during the next year;
    2. particulars of any work or undertaking which the Board proposes to organise during next year for the purposes of and carrying out its functions under the Act; and
    3. such other particulars as may be required.

5. Estimated receipts and expenditure.
6. Reasons and full justifications for the supplementary programme.  
(For supplementary programme only).

### **FORM 'B'**

1. Introductory.
2. Constitutional Changes, if any.
3. Administrative review.
4. Meetings of the Board (Short review).
5. Industry-wise description of the scheme undertaken.

Progress of the schemes and prospective programme for the next year.

**Note:—** Review of each scheme should lay stress on its record of socio-economic and financial aspects. It should contain complete statistics with special reference to training and five-years plans.

6. General Survey.

**MANGAT RAI,**  
Secretary to Government, Punjab.  
Industries Department.



Punjab Khadi and Village Industries Board  
Regulations, 1958

# Regulations

(Amended upto, 1995)



Haryana Khadi and Village  
Industries Board

## **INDUSTRIES DEPARTMENT**

**The 23rd April, 1958**

No. 1046-8DIB-58/20076.—The following Regulations made by the Punjab Khadi and Village Industries Board with the previous sanction of the Governor of Punjab, in exercise of the powers conferred by section 35 of the Punjab Khadi and Village Industries Board Act, 1955 (Punjab Act No. 40 of 1956), are hereby notified in pursuance of sub-section (1) of the said section :-

### **PRELIMINARY**

1. These regulations may be called the Punjab Khadi and Village Industries Board Regulations, 1958.
2. In these regulations, unless the context otherwise requires—
  - (a) 'Act' means the Punjab Khadi & Village Industries Board Act, 1955 (Punjab Act 40 of 1956);
  - (b) 'Committee' means the Committee which the Board may constitute under section 11 of the Act.

### **PART II**

#### **PROCEDURE AND DISPOSAL OF BUSINESS AT MEETINGS OF THE BOARD**

3. The Board shall hold an ordinary meeting on such date and at such time and place as may be fixed by the Chairman.

4. The Secretary shall send intimation of the date, time and place and also a copy of the agenda of the ordinary meeting to all the members of the Board atleast ten clear days before the date fixed for the meeting.
5. A notice sent by ordinary post on the address of the member as maintained in the books of the Board for the ordinary meeting shall be enough. Telegraphic notice on such address may be issued in the case of special meeting.
6. (1) The Secretary in consultation with the Chief executive and Chairman shall convene ordinary meetings atleast once a quarter in every year. (The words 'the Chief Executive and' have been added vide Gazette notification No. 1/1/57-4IBII-79 dated 14-6-1991)
- (2) Atleast one special meeting shall be called by the Chairman every year to consider and frame budget and programme for the next financial year in the month of July or August or as soon thereafter as may be possible. Special meetings can also be requisitioned if two- thirds of the members so desire in writing. The date, time and place of such meeting shall be fixed by the Chairman.
7. The Secretary shall send an intimation of such a special meeting to all the members atleast three clear days before the date fixed for the meeting and shall send a copy of the agenda alongwith the intimation.
8. Notwithstanding anything contained in Regulations 4 and 7 the Chairman or other person presiding may place or permit to be placed for the consideration of the Board

any matter not included in the agenda of a meeting of the Board on which the advice of the Board is required and the Board shall consider the matter at such meeting.

(The words 'Vice Chairman' omitted vide Gazette notification No. 1/1/57-4IBII-79 dated 14-6-1991).

9. Every meeting shall be presided over by the Chairman or, in his absence, the members shall choose from among themselves a person to preside over the meeting. (The words. "by the Vice Chairman' in the absence of both" omitted vide Gazette notification No. 1/1/57-4IBII-79 dated 14-6-1991)

10. Quorum at every meeting shall consist of 1/3rd of the total number of members of the Board :

Provided that an adjourned meeting for want of a quorum may be held without quorum to consider the agenda already circulated on such date, time and place as the Chairman may fix.

11. The Chairman may, with the consent of the members present, adjourn or postpone a meeting but no business other than the business left unfinished shall be transacted at any adjourned meeting and such other business of which notice was given to the members in accordance with the provisions of these regulations.

12 (1) All matters coming before the Board shall be decided by a majority of the votes of the members present and voting.

(2) In case of equality of votes, the Chairman, or the person presiding shall have and exercise a second

or a casting vote.

(The words 'Vice Chairman' omitted vide gazette notification No. 1/1/57-4IBII-79 dated 14-6-1991)

- (3) All other points of procedure at any meeting shall be decided by the Chairman or other person presiding.

(The words 'Vice Chairman' omitted vide gazette notification No. 1/1/57-4IB II-79 dated 14-6-1991).

- (4) Any resolution of urgent and important nature may be passed by circulation amongst members of the Board or members of the Committee with the approval of the Chairman.

13. The business of the Board shall be transacted from day to day as may be decided by the Chairman until the agenda is finished.

14. The proceedings of the meeting shall be maintained by the Secretary and shall be confirmed in the next meeting of the Board.

(The word 'succeeding' omitted vide gazette notification No. 1/1/57-4IBII-79(I) Dated 10-1-86).

15. (Deleted vide gazette notification No. 1/1/57-41 B II-79 (1) Dated 10-1-86).

### **PART III**

#### **FORMATION OF COMMITTEES FOR DISCHARGE OF FUNCTIONS OF THE BOARD**

16. The Board shall appoint from time to time from amongst its members one or more Committees under section 11 of the Act for the discharge of its various functions and duties.

17. The Chairman, the Chief executive and the Secretary of the Board shall also be ex-officio members of all the Committees. The Chairman may invite any other person to sit in any of the Committees for advice.

(The words 'Chief Executive' have been added vide gazette notification No. 1/1/57-4IBII-79 dated 14-6-1991)

18. The functions of the Committees shall mainly be:-

**A *Finance and Budget Programme Committee***

- (i) Preparation of budget Estimates.
- (ii) Procurement of finance.
- (iii) Scrutiny of annual programme.
- (iv) Watching progress of expenditure.
- (v) Study and evaluation of progress made and results achieved.

**B *Executive Committee.***

- (i) It will advise the Board with regard to appointment, fixation of pay, conditions of service and the functions and duties of officers and servants of the Board.

(substituted vide notification No. 1/1/57 - 4IB II-19 dated 26-7-94)

- (ii) All matters as the Chairman considers to be important shall be placed before the committee for advising the Board.

**C *Khadi Committee*—Consideration of ways and means to promote Khadi and Village Industries in the State.**

**D Co-operative advisory Committee,—**

Consideration of ways and means to promote Khadi and Village Industries in the State on Co-operative lines.

(The word 'expand' has been substituted by the word 'promote' vide gazette notification No. 1/1/57-41 B II-79 (1) dated 10-1-86 in C and D).

**E Pilot Project Committee,—**

Consideration of work to be done in the Community Project Areas.

19. The procedure to be followed by the Committees, for the conduct of its business shall be as follows:-

- (i) The Committee shall hold a meeting as and when necessary.
- (ii) The Secretary shall send notice of every meeting to each member of the Committee atleast five clear days before the date fixed for the meeting together with a copy of the Agenda for such meeting.
- (iii) Any member desiring to move a resolution at a meeting shall send a copy of the same to the Secretary atleast seven days in advance.
- (iv) Three members shall form quorum.
- (v) All matters coming before the Committee shall be decided by the majority of members present and voting.
- (vi) In case of equality of votes, the Chairman or the person presiding shall have a second or casting vote. (The word 'and exercise' omitted vide gazette notification No. 1/1/57-41 B II-79 (1) Dated 10-1-86).

- (vii) The various Committees appointed by the Board shall submit to the Chairman of the Board, a copy of their recommendations, who shall arrange to place the same before the Board as soon as possible thereafter for the consideration of the Board.

**PART IV**

**Remuneration, allowance and other conditions of service of the employees of the Board.**

(Heading substituted 'vide gazette notification No. 1/1/57 4IB II-79 (I) dated 10-1-1986)

20. (Omitted vide notification No. 1/1/57-4IB II-79 dated 26-7-1994).
21. The employees of the Board shall generally be governed by the same conditions and rules of service as are applicable to the Government servants of the State of Haryana possessing equivalent status.

(The words 'Punjab possessing equal status' substituted by 'Haryana possessing equivalent status' vide gazette notification No. 1/1/57-4IB II-79 (I) dated 10-1-86.

22. The staff shall draw its salaries in accordance with the budget provision passed from time to time.
23. The benefit of the Provident Fund shall be provided for the members of the staff, subject to such rules as may be framed or approved by the Board.
24. The Board may take on deputation government servants on such terms and conditions as may be mutually settled with the State Government.



(The word 'concerned' omitted vide gazette notification No. 1/1/57-41B II-79 (1) dated 10-1-86).

**PART V**

**Functions and duties of the Secretary and other employees of the Board.**

(Heading substituted vide gazette notification No. 1/1/57-41B II-79(I) dated 10-1-86)

25. The following shall be the duties and powers of the Secretary :-
- (1) To arrange for holding meetings of the Board or its committees, maintain proceedings of the Board and records thereof according to rules and regulations.
  - (2) To act as convener of the meetings. (The word 'meeting' substituted by the word 'meetings' vide gazette notification No. 1/1/57-41B II-79 (1) dated 10-1-86)
  - (3) To carry on day-to-day routine administration of the Board and its affairs particularly in regard to schemes, works or institutions run by or administered by the Board and exercise such powers as may be necessary in the proper discharge of his duties and responsibilities including examination of books of accounts, vouchers or other relevant registers by himself or any other official so authorised.
  - (4) To look after the property and other contractual obligations of the Board.
  - (5) To operate on the funds of the Board in accordance

with the rules and maintain or cause to be maintained by his staff proper accounts of the Board.

- (6) With the exception of such funds as may be provided in Regulations of the Board, to deposit cash with a Coop. Bank or a Scheduled Bank with the approval of the Board.

(The words 'the State Bank of India, or' omitted vide gazette notification No. 1/1/57-41 B II-79 (1) dated 10-1-86).

- (7) To purchase or sanction purchase of raw-material required for any scheme, work or institution sanctioned under the scheme and also to purchase or sanction purchase of goods, instruments or sundry articles as may be approved in the budget or under the contingent grant, provided the amount does not exceed Rs. 10,000 and with the sanction of Chief Executive for an amount exceeding Rs. 10,000 upto the full limit of Personal ledger Account.

(The Word 'Chairman' has been substituted by the words 'Chief Executive' vide gazetted notification No. 1/1/57-4IB II-79 dated 14-6-1991).

- (8) To engage skilled or unskilled labourers, etc., or permit the same to be engaged on daily wages as may be required under the scheme.
- (9) To permit any building to be hired for carrying out functions of the Board upto Rs. 100 per mensem and upto Rs. 250 with the approval of the Chairman

and above that with the approval of the Executive Committee.

- (10) To appoint Class IV servants or terminate their services or make appointment of Clerks as stop gap arrangements in consultation with the Chief Executive.

(The word 'Chairman' has been substituted by the words 'Chief Executive' vide gazette notification No. 1/1/57-4IB II-79 dated 14-6-1991).

- (11) To send the proceedings of the meetings of the Board to the Government of Haryana in the Administrative Department concerned under section 10 of the Act.

(The word 'Punjab' substituted by the word 'Haryana' vide gazette notification No. 1/1/57-41 B II-79 (1) dated 10 - 1 -86).

- (12) To sue or be sued in the name of or on behalf of the Board.

- (13) To assign duties to the servants of the Board working under it in consultation of Chief Executive subject to any general directions issued by the Board.

(The words 'in consultation with Chief Executive' omitted with gazette notification No. 1/1/57-4IB II-79 dated 14-6-91).

- (14) To sign all the pay and contingent bills and also to sign the T.A. bills of the non-official member and the servants of the Board.

(15) To incur such expenses as may be indispensable to run any scheme or institution in anticipation of the approval of the Board in consultation with the Chief Executive.

(The words 'Chairman has been substituted by the words Chief Executive vide gazette notification No. 1/1/57-4IBII-79 dated 14-6-1991)

(16) With the approval of the Executive Committee to increase or reduce the staff employed in the various schemes or institutions in consonance with the increase or decrease in the volume of work so long as there is no notable loss.

(17) Duties of the staff working under the Board shall be assigned by the Secretary.

(18) To carry on any other work assigned to him by the Board.

26. Subject to the provisions of the rules framed under the Act, the Joint Secretary shall exercise such powers and perform such functions as that of the Secretary when acting for him under instructions of the Chairman.

**P. C. NAYAR,**  
Secretary,  
Punjab Khadi and Village Industries,  
Board, Chandigarh

**Punjab Khadi and Village Industries Board  
Act, 1955**

**(Punjab Act No. 40 of 1956)**

# **RULES**

**(Amended upto August, 1998)**



**Haryana Khadi and Village  
Industries Board**

## INDUSTRIES DEPARTMENT NOTIFICATION

The 4th September, 1957.

No. 3710-8-DIB-57/16996-In exercise of the powers conferred by section 34 of the Punjab Khadi and Village Industries Board Act, 1955 (Act 40 of 1956), the Governor of Punjab is pleased to make the following rules, namely :—

1. **Short Title** — These rules may be called the Punjab Khadi and Village Industries Board Rules, 1957.
2. **Definition** — In these rules, unless the context otherwise requires.
  - (a) 'Act' means the Punjab Khadi and Village Industries Board Act, 1955 (Punjab Act 40 of 1956).
  - (b) 'Chairman' means the Chairman of the Board.
  - (c) 'Vice-Chairman' means the Vice-Chairman of the Board.
  - (d) 'Secretary' means the Secretary of the Board.
  - (e) 'Joint Secretary' means the Joint Secretary of the Board.
  - (f) 'Financial Year' means the year commencing on the 1st day of April.
- 2A. The Chief Executive will be paid salary and allowance etc ; as per terms and conditions determined by the Government. (Inserted vide amendment No. GSR 49/PA/40/56/s. 34/91 dated 2-8-1991)
3. **"Procedure of payments, deposits and investments on behalf of the Board, Section 20"**

(Heading substituted vide gazette notification No. 11/15/97-5IBI dt. 12-8-98)

  - (a) The Board shall receive requisite funds for implementing the various schemes and those under

section 20 of the Act and deposit the same in the Bank.

- (b) Payments by or on behalf of the Board shall be made in cash or by cheques drawn against the current account of the Board.
  - (c) The cheques and all orders for making investments or withdrawal of the same, or for the disposal in any other manner of the funds of the Board shall be signed by the Secretary, provided the transaction does not exceed Rs. 5,000/- in each case and where the amount exceeds, this will be countersigned by any member of the Board specially authorised by the Chairman in writing to do so.
  - (d) Placing of money in fixed deposits and investment thereof and the disposal of such money if so placed or invested shall require the prior approval of the Board.
4. **“Custody of money required for current expenditure of Board and investment of money not so required, section 20”.**

(Heading substituted vide gazette notification No. 11/15/97-5IBI dt. 12-8-98)

- (a) The current account of the Board shall be kept in the State Bank of India or in any other Scheduled Bank where State Bank of India does not exist and all moneys of the Board with the exception of petty cash and moneys, placed in fixed deposits or invested in accordance with the provisions hereafter contained, shall be paid into that account.
- (b) The Secretary will place requisite cash at the disposal of incharges of the various centres for running day to day work of the said centre ; provided the amount

does not exceed Rs. 2,000 for an individual centre. In such cases where the amount exceeds Rs. 2,000 but does not exceed Rs. 10,000 consent of the Chief Executive will be obtained in writing. In cases where the amount exceeds the limit of Rs. 10,000 the approval of the Board shall be necessary, (The word 'Chairman' has been substituted by the words 'Chief Executive' vide Gazette notification no. GSR 49/P.A. 40/56/S. 34/91 dated 2-8-1991.)

- (c) The Petty cash required for meeting current expenditure shall be in the custody of the cashier or any other officer who may be nominated by the Secretary in this behalf and shall not exceed Rs. 500.
- (d) Persons entrusted with the cash, Store and Stock will be required to furnish necessary security as may be determined by the Government from time to time.

**5. "Travelling allowance Section 4(2)".**

(Heading substituted vide gazette notification No. 11/15/97-5IBI dt. 12-8-98)

For the purpose of reimbursing personal expenditure incurred in attending the meeting of the Board, or in connection with any duty assigned to them by the Board or the Government for purposes of the Act, members of the Board or its sub-committees, including co-opted members, who are non official shall be paid Travelling Allowance and Daily Allowance at the rate fixed by Government from time to time for Government servants of grade I drawing a pay of Rs. 1,000 per mensem.

**6. "Making of contracts, Section 13".**

(Heading substituted vide gazette notification No. 11/15/97-5IBI dt. 12-8-98)

Every contract made by or on behalf of the Board



shall be in writing and bear the common seal of the Board and shall :—

- (i) In case its value or amount does not exceed ten thousand rupees, be signed by the Secretary ;  
(Substituted vide gazette notification No. 11/15/97-5IBI dt. 12-8-98)
- (ii) In case its value or amount exceeds ten thousand rupees, be signed by the Secretary in the presence of a member authorised by the Board in this behalf and shall also be countersigned by such member.  
(Substituted vide gazette notification No. 11/15/97-5IBI dt. 12-8-98)

**7. "Preparation of programmes, Section 23".**

(Heading substituted vide gazette notification No. 11/15/97-5IBI dt. 12-8-98)

The programmes under section 23(1) of the Act shall be prepared by the Board during every financial year for the next financial year in the form 'A' and shall be forwarded to the State Government before the 15th September in the year in which it is prescribed. A supplementary programme, if any, under section 27 of the Act shall also be prepared by the Board in any financial year in form 'A' and shall be forwarded to the State Government before the 30th June, in that year.

**8. "Preparation of Budget, Section 25 and 27".**

(Heading substituted vide gazette notification No. 11/15/97-5IBI dt. 12-8-98)

The Board will submit to Government its annual budget in the usual form in accordance with the calendar which may be issued by Government and the instructions which Government and the instructions which Government may issue from time to time. The budget should show

distinctly in-full details and with explanatory notes for marked differences in estimated receipts and expenditure under all its heads on capital and revenue accounts the schedule of staff already employed and to be engaged during the next year in the usual form. It should be accompanied by the Board's programme relating to each scheme and schedule of staff as sanctioned by the Government.

A supplementary budget, if necessary shall be submitted to Government in the usual form on such date as the Government may notify.

**9. "Grant of Loan and subsidy, Section 12."**

(Heading substituted vide gazette notification No. 11/15/97-5IBI dt. 12-8-98)

The Board will grant, loan, subsidy etc, to individuals, registered institutions and co-operative societies within the budget provision of various schemes.

**10. "Annual reports, Section 20."**

(Heading substituted vide gazette notification No. 11/15/97-5IBI dt. 12-8-98)

The Board shall submit its Annual Report in the form 'B' to Government and the Head of the Department associated with the development of Khadi and Village Industries, before the expiry of the period specified in Section 28 of the Act.

The quarterly progress report shall be prepared by the Secretary in the form that may be prescribed by Government from time to time and copies thereof submitted to the State Government and Head of the Department associated for the development of Khadi and

Village Industries from time to time.

**11. "Accounts, Section 29 and 30".**

(Heading substituted vide gazette notification No. 11/15/97-5IBI dt. 12-8-98)

The receipts and expenditure of the Board shall be classified under such major, minor and subordinate heads of account, as the State Government may in consultation with the Board direct and shall be shown under such further detailed heads against as the Board may deem necessary for the purpose of administration and control.

With six months of the close of each year the annual statement of account referred to in section 30(1) of the Act shall be prepared, showing the financial results of any scheme or works undertaken by the Board in that year.

**FORM 'A'**

**Programme**

1. Name of the Scheme.
2. Introduction.
3. Scheme as in operation during the current year.  
Administrative aspects.  
Technical aspects. (Training)  
Economic aspects.  
Social and rural development aspects with particular reference to employment. Progress achieved during the six months and expected during the remaining part of the year.
4. New year's programme—
  - (a) Administrative.
  - (b) Technical.

- (c) The programme shall contain—
- i. The particulars of the scheme which the Board proposes to execute whether in part or wholly, during the next year ;
  2. Particulars of any work or undertaking which the Board proposes to organise during next year for the purposes of and carrying out its functions under the Act ; and
  3. Such other particulars as may be required.
  4. Estimated receipts and expenditure.
  5. Reasons and full justifications for the supplementary programme.
- (For supplementary programme only).

**FORM 'B'**

1. Introductory.
  2. constitutional Changes, if any,
  3. Administrative review.
  4. Meetings of the Board (Short review).
  5. Industry-wise description of the scheme undertaken.  
Progress of the schemes and prospective programme for the next year.
- Note** :— Reveiw of each scheme should lay stress on its record of socio-economic and financial aspects. It should contain complete statistics with special reference to training and five-years plans.
6. General Survey.

**MANGAT RAI,**  
Secretary to Government, Punjab.  
Industries Department.

Haryana Khadi and Village Industries Board  
(Services)

# Regulations

1976

(Amended up to 1995)



Haryana Khadi and Village  
Industries Board

# INDUSTRIES DEPARTMENT

## NOTIFICATION

The 26th November, 1976

No. 695/IIBII-76/40328 :- The following Regulations made by the Haryana Khadi and Village Industries Board with the previous sanction of the Governor of Haryana in exercise of the powers conferred by section 35 of the Punjab Khadi and Village Industries Board Act, 1955 (Punjab Act No. 40 of 1956), are hereby notified in pursuance of sub-section (1) of the said section :-

### PART I - GENERAL

1. Short title and commencement. (a) These regulations may be called the Haryana Khadi and Village Industries Board (Services) Regulations, 1976.  
(b) These regulations shall apply to all the employees of the Haryana Khadi and Village Industries Board except permanent Government servants, who shall be governed by the rules of conduct and discipline of their parent department and in respect of other matters by the terms and conditions of their deputation.

These Regulations shall come into force from the date of notification.

2. **Definition.** - In these Regulations unless there is any thing repugnant in the subject or context :—
  - (a) "Board" means the Haryana Khadi and Village Industries Board.
  - (b) "Chairman" means the Chairman of the Haryana Khadi

and Village Industries Board.

- (c) "Class of Post" means posts of the same nomenclature having indetical scales of pay; and
- (d) "Direct Appointment" means an appointment made otherwise than by promotion from amongst the members of service or by transfer of an official already in service of the Government.
- (e) "Competent authority" means the Haryana Khadi and Village Industries Board.
- (f) "Government" means the Haryana Government.
- (g) "Member Secretary" means the Member Secretary of the Haryana Khadi and Village Industries Board.
- (h) "Posts" means the posts specified in appendix 'A' of these Regulations.
- (i) "Recognised University" means any University incorporated by law in any of the States of India. In the case of Degrees or Diplomas obtained as a result of Examination held before 15th August, 1947, the Punjab Sind or Dacca University also and any other University which is declared by Government to be a recognised University.
- (j) "Service" means the Haryana Khadi and Village Industries Board Service.

**3. Number and Character of Posts.** - The service shall comprise the posts shown in appendix 'A' :

Provided that nothing in these Regulations shall effect the right of the Board to add or reduce the number of such posts or create new posts with the approval of Government, with different designation and scales of pay.

4. The Board shall be the appointing authority in respect of all posts borne on the services.

5. **Nationality and Domicile.** - A candidate for appointment to any post must be :-

- (a) A citizen of India or
- (b) A subject of Nepal or Bhutan or
- (c) A Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India.
- (d) A person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India :—

Provided that a person belonging to category (b), (c) or (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India and if he belongs to category (d), the certificate of eligibility will be issued for a period of one year, after which such person will be retained in the Service subject to his having acquired Indian citizenship.

2. A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Haryana Khadi and Village Industries Board on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being issued to him by the Government of India.

6.3 **Age and Qualification.** - (a) No person shall be recruited to the service by direct appointment unless he is not less than 17 years and not more than 27 years :



Provided that the Board may in special circumstances to be recorded in writing relax the upper age limit .

Provided further that in the case of candidates belonging to scheduled castes/ backward classes/ scheduled tribes, maximum age limit shall be as such as may be prescribed by Government from time to time.

- (b) No person shall be appointed to the service unless he possesses the educational and technical qualification prescribed for the posts as detailed in Appendix 'B' of these Regulations :

Provided that other things being equal preference will be given to indirect appointment only to a candidate who has himself worked for the cause of National Independence or has rendered some outstanding social or public service.

- (c) Produces a certificate of character from the Principal, Academic Officer of the University, College, School or Institution last attended, if any, and similar certificates from 2 responsible persons not being his relatives and well acquainted with him in private life.

**7. Disqualifications :-**

- (1) No person, who has more than one wife living or who has spouse living marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to any post.
- (2) No woman, whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment to any post :

Provided that Board may, if satisfied, that there are special grounds for so, exempt any person from the operation of this Regulation.

**8. (1) Method of Recruitment :-**

(a) In the case of Gur Development Officer :—

(i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by Board) to be conducted/held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post.

OR

(ii) By promotion from amongst the Assistant Gur Development Officer/Technical Supervisors/District Khadi & Village Industries Officers by selection on the basis of seniority-cum-merit provided that they have atleast five years service as such and have acquired 3 years experience in the field work in development of Gur Khandsari or Sugar Industry.

(For the words "Technical Supervisors,". The words and sign "Assistant Gur Development Officers/ Technical-Supervisors" have been substituted vide Gazette Notification No. 13/1/23-4IB II-87 dated 28-7-1993.)

OR

(iii) By transfer or deputation of officials working in other departments of Haryana Government provided they have at least five years experience in the field of development of Gur Khandsari or Sugar Industry.

(b) In the case of Village Industries Organiser :—

(i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by Board) to be conducted/held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post.

OR

(ii) By promotion from amongst the Technical Supervisors/D.K. V.I.O.'s by selection on the basis of seniority-cum-merit provided they have at least 5 years service as such and have acquired 3 years experience in the field work in any of the Village Industries except Gur Khandsari or Sugar.

OR

(iii) By transfer or on deputation of officials working in other departments of Haryana Government provided they have at least 5 years experience in the field relating to development of Village Industries other than gur khandsari or Sugar.

(c) In the case of Technical Supervisors/District Khadi and Village Industries Officers :-

(i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post.

OR

(ii) By promotion on the basis of seniority-cum-merit from amongst the (a) Demonstrators (Leather) provided they are at least Matriculate and have 5 years experience as such (b) Instructor (Carpentry and

Blacksmithy), Inspector Village Oil Industry, Supervisor (Leather), Assistant Gur Development Inspector, Supervisor (Hand Pounding of Paddy Industry), Instructor (Pottery) provided they are at least Matriculate and have 7 years service as such and (c) Demonstrator Gur Khandsari provided they are at least Matriculate and have 10 years experience as such.

*Note* : In case of promotion, a slab of five vacancies will be made and the vacancies in the slab will be filled up in the following order :-

- (a) 1st vacancy to be filled up amongst Demonstrator (Leather).
- (b) 2nd vacancy to be filled up amongst Instructor (C and B).
- (c) 3rd vacancy to be filled up amongst Demonstrator (Leather).
- (d) 4th vacancy to be filled up amongst all other categories except Demonstrator (Leather), Supervisor (Leather), Instructor (C&B) and Demonstrator (G.K.).
- (e) 5th vacancy to be filled up amongst Demonstrator (G.K.).

In case a suitable person fulfilling the requisite conditions is not available in a particular category, the vacancy could be considered to be surrendered for that particular category and it would be filled up from the next category. No advantage of such surrendered vacancy would accrue while filling up the subsequent vacancies.

The inter-seniority for the promotion will be determined in the following order :—

- (a) Demonstrator (Leather).
- (b) All other categories except Demonstrator (Leather and

Demonstrator, Gur Khandsari).

(c) Demonstrator, Gur Khandsari.

(d) In the case of Demonstrator, Leather :—

(i) By direct appointment on the basis of qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post.

O R

(ii) By promotion from amongst supervisors (Leather) by selection on the basis of seniority-cum-merit.

O R

(iii) By transfer or deputation of officials working in other department of Haryana Government provided they have at least 5 years experience as such.

(e) In the case of Assistant Inspector, Gur Khandsari.

(i) By direct appointment on the basis of qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post.

O R

(ii) By promotion from amongst the Demonstrator, Gur Khandsari by selection on the basis of seniority-cum-merit.

O R

(iii) By transfer or deputation of officials from other Departments of Haryana Government provided they have at least 5 years experience in the trade/line.

(f) In the case of Demonstrator (Gur Khandsari).

(i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/ held by the appointing authority provided that the candidate shall be possessing the minimum educational/technical qualifications prescribed for the post.

O R

(ii) By promotion from amongst the Gur Guide by selection on the basis of seniority-cum-merit provided he is at least matriculate.

O R

(iii) By transfer or deputation of officials from other Department of Haryana Government provided they have at least 5 years experience in the trade/line.

(g) In the case of odd technical posts, like Inspector (Oil), Supervisor (Leather), Gur Guide, Mistry (Oil), Supervisor (Hand Pounding of Paddy Industry), Instructor (Pottery), Instructor (Carpentry and Blacksmithy), Manager, (Hand Made Paper Centre), Weaving Instructors, etc.

(i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post.

O R

(ii) By transfer or deputation of officials from other Departments of Haryana Government provided they have adequate experience/training in the trade.

(h) In the case of Superintendent :

(i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/ held by the appointing authority provided that the candidate shall be possessing the minimum educational qualifications prescribed for the post.

O R

(ii) By promotion from amongst the Senior Auditor/ Head Accountant, on the basis of seniority-cum-merit provided they have at least 5 years experience as Assistant.

(iii) By transfer or deputation of officials from other Departments of Haryana Government provided they have at least 10 years experience as Assistant or 3 years in supervisory capacity as Head Assistant.

(i) In the case of Senior Auditor :

(i) By direct appointment on the basis of qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post.

O R

(ii) By promotion from amongst the Head Accountant/ Accountant/Junior Auditor/Assistants/Statistical Assistant on the basis of selection on seniority-cum-merit provided they have atleast 5 years experience

of account/audit.

O R

(iii) By transfer or deputation of officials from other Departments of Haryana Government provided they have at least 5 years experience in the maintenance of accounts in some responsible capacity.

(j) In the case of Head Accountant.

(i) By direct appointment on the basis of qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post.

O R

(ii) By promotion from amongst the Accountants/ Junior Auditor/Assistants/Statistical Assistant on the basis of selection on seniority-cum-merit provided they have at least 5 years experience.

O R

(iii) By transfer or deputation of official from Haryana Government provided they have at least 5 years experience in the maintenance of accounts in some responsible capacity.

(k) In the case of Assistant/Accountant/Junior Auditor/ Statistical Assistant :

(i) By direct appointment on the basis of qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate must be possessing the minimum educational/technical



qualifications prescribed for the post.

O R

(ii) By promotion from amongst the Clerks/Typists/Steno-Typists on the basis of seniority-cum-merit provided he has experience of at least 2 years in the case of Graduate and 5 years in the case of Matriculate.

O R

(iii) By transfer or deputation of the officials from the other departments of the Haryana Government provided they have experience of clerical job for at least 5 years.

(I) In the case of P.A. to Chairman:

(i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post.

O R

(ii) By promotion of the members of the service by selection on the basis of a qualifying test in shorthand and typing as prescribed in the case of direct appointment.

(m) In the case of Stenographers/Steno-Typist :

(i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/held by the appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post.

O R

(ii) By promotion of the members of service by selection on the basis of a qualifying test in shorthand and typing as prescribed in the case of direct appointment.

(n) In the case of Cashier :

(i) By direct appointment on the basis of a qualifying test or interview or both (as may be decided by the Board) to be conducted/ held by the appointing authority provided that the candidate must be possessing the minimum educational/technical qualifications prescribed for the post.

O R

(ii) By promotion from amongst the clerks who have at least 2 years service of the Board on the basis of selection on seniority cum-merit.

(o) In the case of Clerks :

(i) By direct appointment provided the candidate is at least Matriculate and knows typing at the speed of 30 W.P.M. in Hindi/English.

O R

(ii) By Promotion on the basis of seniority-cum-fitness amongst the Class IV employees and such Class III employees such as Restorer, Gestetner Operator etc.) Whose pay scales are lower than that of a Clerk provided they are Matriculates having five years service of the Board and their work and conduct during that period has been satisfactory.

(p) In the case of other posts not specified above :

(i) By direct recruitment, subject to their fulfillment the basic qualifications prescribed for the post by the appointing authority.

8. (2) When any vacancy occurs or is about to occur in the Board, the Board shall determine in what manner such vacancy should be filled.

9. Condition of service :

(1) Probation of Members of Service, Persons appointed to any post shall remain on probation for a period of two years, if recruited by direct appointment and one year, if recruited, otherwise, provided that:—

(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation,

(b) in the case of a appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the service may, in the discretion of the appointing authority, be allowed to count towards the period of probation; and

(c) any period of officiating appointment to a service shall be reckoned as period spent on probation but no person who has so officiated shall on the completion of prescribed period of probation, be entitled to be confirmed, unless he be appointed against a permanent vacancy.

(2) If in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory it may :—

(a) If such person is recruited by direct appointment dispense with his services; and

(b) If such person is recruited otherwise :—

- (i) revert him to his former post; or
  - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may :
- (a) if his work or conduct has, in its opinion, been satisfactory :—
    - (i) declare that he has completed his probation satisfactorily.
    - (ii) If his work or conduct has not been in its opinion, satisfactory.
      - (i) dispense with his service, if recruited by direct appointment or if recruited otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
      - (ii) extend his period of probation and there after pass such orders as it could have passed on the expiry of the first period of probation :

Provided that the total period of probation, included extension, if any, shall not exceed three years.

10. Seniority of Members of the Service :
- (I) The seniority inter-se of members of the service holding the same class of posts shall be determined by the length of continuous service on that post:

Provided further that in the case of members recruited by direct appointment, the order of merit shall not be disturbed and persons appointed as a result of an earlier selection shall be senior to those appointed as a result of

subsequent selection :

Provided further that in the case of two members appointed on the same date, their seniority shall be determined as follows :-

- (a) a member recruited by direct appointment shall be senior to a member appointed otherwise.
- (b) a member appointed by promotion shall be senior to a member appointed by transfer.
- (c) in the case of a member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointment from which he was promoted or transferred, and
- (d) in the case of members appointed by transfer from different cadres their seniority shall be determined according to pay preference being given to a member who was drawing a higher rate of pay in his previous appointment, and if the length of such services is also the same an older member, shall be senior to a younger member.

*Note.* — In the case of members whose period of probation is extended under Rule 9, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

11. Pay of Members of Service :

Members of the service shall be entitled to such scales of pay including special pay, if any, as may be authorised by Board from time to time. The scales of pay at present in force in respect of specified posts are given in Appendix 'A' to these Regulations.

12. Discipline, Penalties and Appeals:

- (1) In matters relating to discipline, punishment and appeals, members of the service shall be governed by the Punjab Civil Service (Punishment and Appeal) Rules, 1952 as amended from time to time.

Provided that the nature of penalties which may be imposed the authority empowered to impose such penalties and appellate authority shall be specified in Appendix 'C' to these regulations.

- (2) The authority competent to pass an order under clause (e) and (d) of sub-regulation (1) of Regulation 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952 and the appellate authority shall be as specified in Appendix 'C' to these Regulations.

13. Liability to Serve :

A member of the service shall be liable to serve at any place whether within or outside the State of Haryana on being ordered to do so by the appointing authority.

14. Leave and other matters :

In respect of leave, pay and other matters not expressly provided for in these Regulations members of the service shall be governed by the Punjab C.S.R. Vol. I and III or such other instructions, rules and regulations as may be issued from time to time by Haryana Government.

15. Liability for Vaccination and Revaccination :

Every member of the service shall get himself vaccinated or re-vaccinated when directed to do so by a special or general order.

16. Power of Relaxation :

Where the Board is of the opinion that it is necessary or expedient so to do, it may, by order for reasons to be recorded

in writing relax any of provisions of these Regulations with respect to any class or category of persons.

17. Oath of Allegiance :

Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

18. Reservation :

Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time, under clause (4) of article 16 of the Constitution.

**APPENDIX 'A'**  
**(As Referred into Regulation 3)**

Sr. No.	Designation of post	No. of posts	Scale
1	2	3	4
1.	Gur Development Officer	1	350-25-500/30-590/830/ 35-900
2.	Village Industries Organiser	1	350-25-500/30-650/30-800
3.	Technical Supervisor (Hand Made Paper)	1	225-15-360/20-500 Plus Rs. 25/- as Special Pay.
4.	Technical Supervisor (Pottery)	1	225-15-360/20-500 Plus Rs. 25/- as Special Pay.
5.	Technical Supervisor (Fibre)	1	225-15-360/20-500 Plus Rs. 25/- as Special Pay.
6.	Distt. Khadi and Village Industries Officers.	10	225-15-360/20-500
7.	Demonstrator (Leather)	5	200-10-280/15-430/20-450
8.	Inspector (Oil)	6	140-6-170/8-210/10-300
9.	Supervisor (Leather)	3	140-6-170/8-210/10-300
10.	Assistant Inspector (Gur Khandsari)	1	140-6-170/8-210/10-300
11.	Demonstrator (Gur Khandsari)	8	110-4-130/5-160/5-200
12.	Gur Guide(Gur Khandsari)	8	90-3-120/4-140
13.	Supervisor (Handpounding of Paddy Industry).	2	140-6-170/8-210/10-300
14.	Mistry Oil	2	100-4-140/5-160
15.	Instructor (Pottery)	1	140-6-170/8-210/10-300
16.	Instructor (Carpentry and Blacksmithy)	3	160-10-280/15-400
17.	Instructor (Pottery Demonstration Squad)	1	125-10-225 (Consolidated)
18.	Potter	1	100-8-180 (Consolidated)



Sr. No.	Designation of post	No. of posts	Scale
1	2	3	4

### WEAVING DISPLAY CENTRE

19.	Weaving Master	1	160-10-280/15-400
20.	Weaving Instructor	1	140-6-170/8-210/10-300

### FIBRE CENTRE, CHHACHRAULI

21.	Instructor-cum-Manager	1	150 (Consolidated)
22.	Fieldman (Bee-keeping)	1	145 (Consolidated)

### HEADQUARTER

23.	Superintendent	1	400-25-500/30-650
24.	P.A. to Chairman	1	225-15-360/20-500
25.	Assistants	5	160-10-280/15-400
26.	Stenographer	1	160-10-280/15-400
27.	Steno-Typist	1	110-4-130/5-160/5-225 plus Rs. 25/- as Special Pay
28.	Senior Auditor	1	200-15-380/20-500 (for others) 360-25-450/25-600 (for S.A.S.)
29.	Head Accountant	1	310-15-400/25-475
30.	Accountant	1	160-10-280/15-400
31.	Junior Auditor	1	160-10-280/15-400
32.	Cashier	1	110-4-130/5-160/5-225 plus Rs. 25/- as Special Pay
33.	Clerks	17+3	110-4-130/5-160/5-225
34.	Drivers	2	110-4-130/5-160/5-180
35.	Gestetner Operator	1	100-4-140/5-160

**APPENDIX 'B'**  
**(As referred to in Regulation 6)**  
**HARYANA KHADI AND VILLAGE INDUSTRIES BOARD,**  
**CHANDIGARH**

Serial No.	Name of the Post	Qualifications for direct recruitment
1	2	3
1	Gur Development Officer	B.Sc. with technical background of about 5 years experience of field work in Gur, and Khandsari or Sugar Industry. Should have competence to check, control and guide the activities of Co-operative Societies and registered institutions including maintenance of accounts and preparation of statistical reports. Knowledge of Hindi upto Matric is essential.
2	Village Industries Organiser	B.Sc. with technical background of about 5 years experience of field work in any of the Village Industries except Gur and Khandsari and Sugar. Should have competence to check, control and guide the activities of Co-operative Societies and registered institutions including maintenance of accounts and preparation of statistical reports. Knowledge of Hindi upto Matric is essential.
3	District Khadi and Village Industries Officer	B.A./B.Sc. with sufficient administrative knowledge having training in any of the village industries conducted by the Khadi Commission. Knowledge of Hindi upto Matric is essential.

Sr. No.	Name of the Post	Qualifications for direct recruitment
1	2	3
4	Technical Supervisor (Hand Made Paper)	B.A./B.Sc. Operative Course for Hand Made Paper approved by the Khadi Commission. However experienced hand as Manager of Co-operative Societies engaged in Hand Made Paper Industry will be preferred. Knowledge of Hindi upto Matric is essential.
5	Technical Supervisor (Pottery)	B.A./B.Sc with supervisory training in village pottery Industry conducted by the Khadi Commission. However, preference will be given to the experienced hand. Knowledge of Hindi upto Matric is essential.
6	Technical Supervisor (Fibre)	B.A./B.Sc. Supervisory training in Fibre Industry conducted by the Khadi Commission. However preference will be given to the experienced hand. Knowledge of Hindi upto Matric is essential.
7	Demonstrator Leather	B.A./B.Sc. Supervisory training in Leather Industry conducted by the Khadi Commission. However preference will be given to the experienced hand. Knowledge of Hindi upto Matric is essential.
8	Supervisor Leather	Matriculate/Higher Secondary. Certificate in Leather Foot-wear industry from any of the institution recognised by the Commission. Knowledge of Hindi upto Matric is essential.
9	Inspector Oil	Matriculate/Higher Secondary. Training in

Sr. No.	Name of the Post	Qualifications for direct recruitment
1	2	3
10	Superviosr (Hand Pound- ing of Paddy Industry)	Village Oil Industry from any of the institutions recognised by the Khadi Commission. Knowledge of Hindi upto Matric is essential.
11	Instructor Pottery	Matriculate with training in Hand Pounding of Paddy Industry from any of the institutions recognised by the Khadi Commission. However, preference will be given to the experienced hand. Knowledge of Hindi upto Matric is essential.
12	Mistry Oil	Supervisory training in Village Pottery Industry conducted by the Khadi Commission. However, preference will be given to the experienced hand. Knowledge of Hindi upto Matric is essential.
13	Instructor (Carpentary and Blacksmithy)	Can read and write English/Hindi, training in Village Oil Industry from any of the institutions recognised by the Khadi Commission.
14	Potters	Matriculate/Higher Secondary. Diploma or Certificate from I.T.I. in Carpentary and Blacksmithy. Knowledge of Hindi upto Matric is essential.
15	Assistant Inspector (Gur and Khandsari)	Literacy, artisans training in pottery from any of the institutions recognised by the Khadi Commission. Proficiency in wheel work. Knowledge of Hindi is essential.
		F.Sc. / B.Sc., T. D. C. (Part I), Advance Training at Kanpur or Nasik. Knowledge

Sr. No.	Name of the Post	Qualifications for direct recruitment
1	2	3
16	Demonstrator	of Hindi upto Matric is essential. Matric/ Higher Secondary with Science. Advance training at Kanpur or Nasik. Or Middle pass with 3 years experience in the industry. Knowledge of Hindi upto Matric is essential.
17	Gur Guide	Middle pass with training in Gur and Khandsari Industry at State Level or able to read and write with 3 years experience of Industry. Knowledge of Hindi is essential.
18	Superintendent	B.A. 5 years experience in supervisory capacity in Government offices/reputed firms. However, preference would be given to the higher qualified persons. Knowledge of Hindi upto Matric is essential.
19	P.A. to Chairman	B.A. with knowledge of short hand/typing. Knowledge of Hindi upto matric is essential.
20	Assistant	B.A. with three years clerical experience. Knowledge of Hindi upto Matric is essential.
21	Stenographer	Matriculate. Short hand speed 100 w.p.m. and typing speed 40 w.p.m. in English/Hindi. Preference would be given to the experienced persons. Knowledge of Hindi upto matric is essential.
22	Steno-Typist	Matriculate. Short hand speed 80 w.p.m.

Sr. No.	Name of the Post	Qualifications for direct recruitment
1	2	3
		and typing speed 30 w.p.m. in English/Hindi. Knowledge of Hindi upto matric is essential.
23	Clerk	Matriculate. Should have a speed of 30w.p.m. in type English/Hindi. Preference will be given to the experienced hand. Knowledge of Hindi upto matric is essential.
24	Cashier	Matriculate. Two years experience as Clerk in Government offices or firm of repute. However, persons having the experience of cash handling would be preferred. Knowledge of Hindi upto matric is essential.
25	Driver	Able to read and write in English/Hindi. Possesses driving licence and 2 years experience of handling light and heavy vehicles.
26	Senior Auditor	B.A. with diploma in accountancy from any of the institutions recognised by the Government or Commercial with 3 years experience of audit in any of Government Departments or Commercial concerns. Knowledge of Hindi upto matric is essential.
27	Junior Auditor	Graduate with 3 years experience of audit in some Government Department OR Commercial firm of repute. Knowledge of Hindi upto matric is essential.

Sr. No.	Name of the Post	Qualifications for direct recruitment
1	2	3
28	Head Accountant	B.A. Diploma in Accountancy with 3 years experience in maintenance of accounts in any Government Department or Commercial concerns of Khadi institutions or Khadi Commission. Persons knowing double entry account system will be preferred. Knowledge of Hindi upto matric is essential.
29	Accountant	B.A. with 3 years experience in maintenance of accounts in any Government Department or Commercial concern or Khadi institutions or Khadi Commission. However, persons having knowledge of double entry account system will be preferred. Knowledge of Hindi upto matric is essential.
30	Weaving Master	Matriculate. Training in weaving conducted by the Khadi Commission, or able to read and write and 5 years experience in weaving. Knowledge of Hindi upto matric is essential.
31	Weaving Instructor	Middle. Training in weaving conducted by the Khadi Commission or able to write and read Hindi and three years experience.
32	Instructor-cum-Manager, Fibre Centre, Chhachhrauli	Matriculate and training in Fibre and knowledge of accounts. Knowledge of Hindi upto Matric is essential.

## APPENDIX 'C'

(As referred to in regulation 12)

Designation of the official	Nature of Penalty	Punishing Authority	Appellate Authority
All employees	(a) Censure	Member-Secretary	Chief Executive
	(b) with-holding of increments or promotion. Including stoppage of efficiency bar.	Chief Executive	Chairman
	(c) Recovery from pay of the whole or part of it pecuniary loss caused to Board by negligency or breach of order.	Chief Executive	Chairman
	(d) Reduction to lower post or time scale or to a lower stage in a time scale.	Board	
	(e) Dismissal from the service which ordinarily does not disqualify from future employment.	Board	
	(f) Dismissal from the service which ordinarily disqualifies from future employment.	Board	

1. In (a), (b) and (c) of Appendix 'C' the word 'Chairman' has been substituted by the words 'Chief Executive' vide Gazette Notification No. 1/1/57-41BII-79 dated 14-6-91.
2. In (b) and (c) of Appendix 'C' the word 'Board' has been substituted by the word 'Chairman' vide Gazette Notification No. 1/1/57-41BII-79

G.L. NANDA,  
Chairman,  
Khadi and Village Industries Board, Haryana

M.C. GUPTA, I.A.S.  
Commissioner and Secretary to Government, Haryana,  
Industries Department.