

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION



DHARAMSHALA

GENERAL REGULATIONS

effective from 1.8.93

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THE HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION
GENERAL REGULATIONS 1993.

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CHAPTER I

GENERAL

1.1. Short title, commencement and definitions :

- 1.1.1 These Regulations may be called the Himachal Pradesh Board of School Education General Regulations, 1993.
- 1.1.2 These Regulations shall come into force w.e.f. 1.8.1993.
- 1.1.3 In these Regulations and in the Rules and Bye-laws made there under, unless the subject or context otherwise requires, the following terms shall have the following meanings. Words importing the masculine gender shall be taken to include feminine and those in singular shall include the plural and vice-versa.
- (i) "Act" means the Himachal Pradesh Board of School Education Act, 1968 as amended from time to time;
 - (ii) All other words and expressions used in these Regulations but not defined shall have the same meaning as has been respectively assigned to them in the Act.

1.2 Power to relax

Where the Board is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing, relax any of the provisions of these Regulations with respect to any case or category of cases.

1.3 Interpretation of the regulations

If any question arises as to the interpretation of the Regulations, the decision of the Board shall be final.

1.4 Repeal and Savings.

From the commencement of these Regulations Chapter I, Chapter II, Chapter III, Chapter IV, Chapter V & Chapter VI of the H.P. Board of School Education Regulations, 1970 shall stand repealed.

Notwithstanding such repeal, anything done or any action taken including any orders, notifications etc. issued in exercise of the powers conferred by or under the repealed Regulations shall be deemed to have been done or taken under the corresponding provisions of these Regulations and in case of any dispute the decision of the Board shall be final.

CHAPTER 2

MEETINGS OF THE BOARD AND RULES FOR ELECTION

Meetings of the Board

- 2.1 The Board shall meet as often as necessary but atleast six monthly, possibly in the months of May and November. The interval of six months, in any emergency, arising of the administrative business of the Board, be extended by the Chairman and such gap in no case be more than 8 months.
- 2.2 All the meeting of the Board and its Committees shall be held at Dharamshala or at such other place as the Chairman may, for special reasons, direct.
- 2.3 The Chairman shall have the power to convene the meetings of the Board. He shall also call a meeting at any time on due notice of a requisition by not less than one third members of the Board.
- 2.4 The Chairman shall preside at all the meetings of the Board. In the absence of the Chairman, Vice-Chairman shall preside. If the Vice-Chairman is also absent, the members present shall elect a member to preside at that meeting.
- 2.5 If any member fails to attend three consecutive meetings of the Board, he will have to state the reason of his absence in writing to the Chairman.

Bye-Laws relating to the Procedure to be observed at the meetings of the Board and its Committees

- 2.6 At all the meetings of the Board, one third members

inclusive of the Chairman shall form a quorum.

- 2.7 If a quorum is not present 30 minutes after time fixed for the meeting, there shall be no meeting, provided that in an adjourned meeting no quorum will be needed for transacting the same business.
- 2.8 If in the course of a meeting any member calls attention to the absence of a quorum, the Chairman shall adjourn the meeting.
- 2.9 If a member continuously disregards or questions any order or ruling of the Chairman made at a meeting of the Board, the Chairman may suspend that member for that day.
- 2.10 No motion which has been negated by the Board, shall again be brought forward except with the permission of the Chairman, within six months from the date on which it was negated.
- 2.11 Except in the case of emergency meetings of the Board called by the Chairman at such notice as he may deem fit, notice of the meetings shall be despatched to all the members of the Board, not less than two weeks before the meeting, together with the agenda papers for the meeting.
- 2.12 No business other than that contained in the agenda papers shall be transacted at a meeting, except with the consent of the Chairman.
- 2.13 Notice of a motion or resolution to be moved at a meeting of the Board must be in the hands of the Secretary not less than 7 days before the meeting.
- 2.14 All questions as to whether proper notice of a motion has been given shall be decided by the Chairman whose decision shall be final.

- 2.15 (a) No motion or resolution of which due notice has not been given may be moved at a meeting of the Board except :—
- (i) to adjourn a debate;
 - (ii) to adjourn the meeting;
 - (iii) to dissolve the meeting;
 - (iv) to change the order of the business;
 - (v) to refer any matter to any authority or officer of the Board or of the Education Department of the State;
 - (vi) to pass to the next item of business;
 - (vii) to appoint a Committee;
 - (viii) to resolve the meeting into a Committee;
 - (ix) to propose that the question be now put;
 - (x) to move an amendment to a motion of which notice has been given.
- (b) A motion under (i), (ii), (vi) or (ix) above shall be put to the vote without discussion.
- (c) Motion under (ix) shall only be moved with the consent of the Chairman.
- 2.16 Every motion must be seconded, otherwise it shall drop. The secondor of a motion may reserve his speech with the permission of the Chairman.
- 2.17 When a motion that is in order has been seconded, it shall be stated from the Chair, before it is discussed.
- 2.18 If no member rises to speak to the motion after it has been stated from the Chair, the Chairman shall proceed to put the question to vote.
- 2.19 Not more than one motion and once amendment there to shall be placed before the meeting at the same time.

- 2.20 A motion once disposed of shall not be again brought forward at the same meeting or at any adjourned sitting thereto.
- 2.21 No amendment shall be proposed which would in effect constitute a direct negative to the original motion.
- 2.22 Every amendment must be relevant to the motion upto which it is moved.
- 2.23 No amendment shall be proposed which substantively raises a question already disposed of by the meeting or which is inconsistent with any resolution already passed by it.
- 2.24 The order to which amendments that are in order are to be taken up, shall be determined by the Chairman.
- 2.25 An amendment must be seconded in the same way as a motion, otherwise it shall drop. The secondor of an amendment may reserve his speech with the permission of the Chairman.
- 2.26 When an amendment that is in order has been moved and recorded, it shall be stated from the Chair.
- 2.27 The mover of a motion for dissolution has no right of reply.
- 2.28 When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the original resolution may reply upon the whole debate.
- 2.29 No member shall speak on the motion after the mover entered on his reply.
- 2.30 When the debate is concluded the Chairman, shall, after summing up, if he so desires, put the question to the vote thus-
- (1) If there is amendment, the Chairman shall state the

motion and the amendment and take the vote of the meeting.

- (2) If the amendment is negatived, the original motion shall again be stated from the Chair, and subject to the foregoing Regulations, any other amendment which is in order may then be proposed thereto.
 - (3) If the amendment is carried, the motion as amended shall be stated from the Chair, and may then be debated as a substantive question to which any further amendments to the original motion which are in order, so far as they shall be applicable, may be proposed, subject to the foregoing Regulations. Such further amendment shall be disposed of in the same manner as the original amendment. When all the amendments have been thus dealt, with the Chairman shall take the amendments vote of the meeting on the motion as amended as the substantive resolution.
- 2.31 A motion for dissolution or adjournment may be moved at any time as distinct question, but not as an amendment, nor so as to interrupt a speech.
- 2.32 If a motion for dissolution is carried, the business before the meeting shall drop.
- 2.33 If a motion for adjournment is carried, the meeting shall be adjourned and the business shall be resumed at the adjourned meeting.
- 2.34 A motion for the adjournment of a debate to some specified date and hour may be moved in the like manner and if it be carried, it shall have the effect of postponing the debate on the question under consideration to the date and hour specified. If the motion be negatived, the debate shall be resumed.

- 2.35 A meeting or debate renewed or continued after an adjournment is to be deemed one with that proceeding the adjournment.
- 2.36 A motion to pass to the next item of business may be made at any time in like manner and subject to the same rules as one for adjournment. If such motion be carried the motion under consideration and the amendment therein, if any, shall drop.
- 2.37 At any time after a motion or amendment has been made, a member may request the Chairman to put the question and if it appears to the Chairman that the motion has been sufficiently discussed, he may close the discussion by calling upon the mover for his reply, and may then put the question, to the vote.
- 2.38 The Chairman may, at any stage, in the proceedings, at his own discretion or at the request of a member, explain the scope and effect of the motion or amendment which is before the meeting. He may also, at the conclusion of debate, sum up the debate, if he so desires.
- 2.39 Any member may call the Chairman's attention to a point of order even while other member is addressing the meeting but no speech shall be made on such point of order.
- 2.40 The Chairman shall be the sole judge on a point of order and may call any member to order, and may, if necessary, dissolve the meeting or adjourn it to some hour on the same or the following day.
- 2.41 A motion or amendment may be withdrawn with the permission of the Chairman by any member who has given notice of such motion or amendment.
- 2.42 Any motion or amendment standing in the name of a member, who is absent from the meeting, may with the

permission of the Chairman, be brought forward by any other member.

- 2.43 On putting any question to the Board, the Chairman shall call for an indication of the opinion of the Board by a show of hand in the affirmative and negative and shall declare the result.
- 2.44 A motion for the appointment of a Committee on a subject, under debate, may be made by any member at any time and without previous notice.
- 2.45 A motion for the appointment of a Committee must define the purpose for which the Committee is to serve and the number of members to compose it. Amendments for enlarging or restricting the number may be made without previous notice. If the motion is carried, the member moving shall name the person when he wishes to form the Committee. Other names may also be proposed. A ballot shall then taken, if necessary and the requisite number appointed from those who obtained the largest number of votes. The Chairman shall nominate one of the members elected as Convener of the Committee.
- 2.46 The Convener of a Committee shall furnish, to the Secretary, with a copy of the report of every meeting of the Committee together with a list of the members present.
- 2.47 The proceedings of a Committee appointed by the Board shall be presented to the Board at its next meeting subject to due notice.
- 2.48 The quorum of a Committee shall not be less than one third of the members constituting it.
- 2.49 No quorum shall be necessary at an adjourned meeting of a committee.

- 2.50 The business of a Committee may be transacted by correspondence at the discretion of the Secretary or the Convener, provided that a meeting shall be called, if any of the members desires it. Committees may dispose of their business partly by meeting and partly by correspondence.
- 2.51 At all meetings of the Board or its Committees, every question shall be decided by a majority of the votes of the members present. In the case of votes being equally divided, the Chairman or the Convener, as the case may be, shall have a casting vote.
- 2.52 After a meeting of the Board, a draft of the minutes of such meeting shall be submitted by the Secretary to the Chairman and countersigned by him. After the proceedings of the meetings of the Board are countersigned by the Chairman, these should be circulated among its members with the request to send their objections, if any, to the Secretary within 15 days of the receipt of the proceedings. The minutes and the objections, if any, shall be laid before the members in next meeting of the Board and the minutes in their final form shall be confirmed. In case, no objection is received within the specified period, it will be presumed that no member has any objection and the proceedings shall stand confirmed by the Board.
- The compliance report of the proceedings of the Board shall be submitted by the Secretary to the Chairman.
- 2.53 In any case not provided by these bye-laws, the Chairman shall be entitled to give his ruling as to the procedure.

CHAPTER — 3

TERM OF OFFICE OF MEMBERS OF THE COMMITTEES AND FILLING UP OF VACANCIES

- 3.1 The Committee referred to in Section 24 of the Act shall consist of such members of the Board and other persons as the Board may think fit to appoint.
- 3.2 The number of members appointed by the Board to any Committee, unless otherwise specified, shall not be more than nine.
- 3.3 The Secretary of the Board shall be the Secretary of all the Committees.
- 3.4 A member of a Committee shall hold office ordinarily for one year from the date of notification and shall be eligible for re-appointment.
- 3.5 A Committee may, with the approval of the Chairman, co-opt persons from amongst members of the Board to the limit of $\frac{1}{3}$ of the total membership of the Committee. A co-opted member will have no vote. The term of any such co-opted member shall be one year from the date of co-option, provided that a person so co-opted shall automatically cease to hold office if he ceases to be a member of the Board.
- 3.6 Appointment of a member to fill an ordinary vacancy in any of the Committees of the Board shall be made at a meeting of the Board immediately following the occurrence of the vacancy. Such a member shall hold office for one year from the date of appointment.

- 3.7 Unless otherwise provided, the Secretary shall place the recommendations of the various Committees before the Board for approval.
- 3.8 If any elected member of the Board ceases, for any reason, to be a member of the Legislative Assembly, from which he was elected as such, he shall cease to be a member of the Board and a Committee, and his office shall become vacant.
- 3.9 The names of the persons appointed or co-opted to be members of the Committees shall be duly notified by the Board.
- 3.10 Notwithstanding anything contained in these Regulations, an outgoing member of a Committee shall, unless the Board otherwise directs, continue in office until the appointment or co-option of his successor is notified.
- 3.11 If the Board considers that the continuance in office of any member appointed/co-opted on a Committee is not in the interest of the Board, the Board may make an order terminating his appointment/co-option and there upon he shall cease to be a member of the Committee notwithstanding the fact that the term for which he was appointed/co-opted has not expired.
- 3.12 Any member of the Committee may resign his office by a letter addressed to the Chairman. The resignation shall take effect from the date of acceptance of his resignation by the Chairman.
- 3.13 In the event of a casual vacancy occurring by reasons of death, resignation or termination of nomination of a member or for any other reason, such vacancy shall be filled by appointment or co-option, as the case may be, and any person so appointed or co-opted to fill up such

vacancy shall hold office for the term for which it was tenable by the person in whose place he has been so appointed or co-opted, and no longer.

- 3.14 In all vacancies which are likely to occur, the Secretary shall move the appropriate authorities for appointment/co-option as the case may be, within three months prior to the date of occurrence of the vacancy, and in cases where vacancies have already occurred, he shall do so within a fortnight after the occurrence of the vacancy.
- 3.15 An outgoing member shall, if otherwise qualified, be eligible for re-appointment or re-co-option.
- 3.16 Name of the outgoing member of the Committee shall also be notified by the Board.
- 3.17 The appointment of members of the Committee shall ordinarily be made by the Board at its annual meeting, and member shall hold office for the prescribed term from the date of notification of his name in the official Gazette of the Board. Any casual vacancy may be filled up by the Chairman and the member so appointed, shall hold office from the date of the appointment till the next meeting of the Board.
- 3.18 Persons other than members of the Board who are proposed for appointment as members of any Committee shall be required to give their consent in writing prior to their appointment.
- 3.19 When a person ceases to be a member of the Board, he shall automatically cease to be a member of the Committee to which he has been appointed by the Board.
- 3.20 The quorum for each of the said Committees shall not be less than $1/2$ of the total number of the members

constituting the committee, provided that in an adjourned meeting no quorum will be needed.

- 3.21 The procedure at the meeting of any of these Committees shall be governed by the bye-laws framed by the Board from time to time.
- 3.22 All matters relating to the exercise of powers by the Board conferred upon it by the Act, which have, by Regulations, been delegated by the Board to any Committee appointed under section 24, shall stand referred to that Committee, and the Board, before exercising any such powers, shall receive and consider the report of the Committee with respect to the matter in question :
- Provided that where, in the opinion of the Board, immediate action is necessary with respect to any matter, it may proceed to deal with it without the report of the Committee in respect thereof and pass such orders thereon as it considers necessary.
- 3.23 Notwithstanding anything contained in these Regulations, no act or proceeding of the Board or a Committee thereof shall be invalid merely by reason of the existence of a vacancy among its members or by reason of a defect in its constitution.
- 3.24 No member of the Board shall be eligible for appointment as a member of more than three Committees.
- 3.25 Any member of the Committee who fails to attend three consecutive meetings without sufficient reasons shall cease to be a member of that Committee.
- 3.26 The constitution and functions of the various Committees shall be governed by the following rules.

(A) FINANCE COMMITTEE

- 3.27 Finance Committee shall consist of :
- (i) the Chairman;
 - (ii) the Vice-Chairman;
 - (iii) the Secretary to the Government of Himachal Pradesh in the Department of Education or an officer of that Department not below the rank of an Under Secretary, nominated by him;
 - (iv) the Secretary to the Government of Himachal Pradesh in the Department of Finance or an officer of that Department not below the rank of Deputy Secretary, nominated by him ; and
 - (v) two persons nominated by the Board from amongst its members.
- 3.28 The Secretary of the Board shall be the Secretary of the Finance Committee.
- 3.29 The Functions of the Finance Committee shall be:
- (a) to examine the annual budget to be placed before the Board;
 - (b) to examine all matters relating to the finances of the Board which are referred to it; and
 - (c) to examine proposals of new expenditure and to advise the Board thereon.

(B) EXAMINATION COMMITTEE

- 3.30 The Examination Committee shall consist of :
- (i) the Chairman;
 - (ii) the Vice-Chairman;

(iii) three persons to be nominated by the Board from amongst its members.

3.31 The Secretary shall be the Secretary of the Examination Committee.

3.32 The Functions of the Examination Committee shall be :

- (a) to recommend measures to improve the mode of evaluation & conduct of examinations ;
- (b) to make recommendations on any other matter referred to it connected with examinations.

(C) ACADEMIC COMMITTEE

3.33 The Academic Committee shall consist of :

- (i) the Chairman ;
- (ii) the Vice-Chairman;
- (iii) the Director of Primary Education;
- (iv) Head of the State Council of Educational Research & Training ;
- (v) —one Head of affiliated institutions to be nominated by the Board;
- (vi) one teacher of affiliated institutions having atleast ten years experience as such to be nominated by the Board;
- (vii) two outstanding academicians to be nominated by the State Government and one of which may be drawn from Central Board of Secondary Education or National Council of Educational Research & Training.

3.34 The Secretary shall be the Secretary of the Academic Committee.

3.35 The Academic Committee shall be the academic body of the Board and shall :

- (a) lay down guidelines for the maintenance of academic standards in affiliated institutions;
- (b) approve the syllabi for various classes & examinations;
- (c) —advise the Board in the matter of granting affiliation and all other academic matters referred to it.

CHAPTER — 4

OFFICERS OF THE BOARD

4.1 Chairman———— The appointment, terms of office and powers of the Chairman have been laid down in sections 18 and 19 of the Act. In addition, the following powers are delegated to the Chairman under Section 19 (5) of the Act :—

- (a) he shall have the right to attend and speak at the meetings of all the Committees of the Board. When present, he shall preside at all the meetings of the Board and its Committees;
- (b) he shall have the powers to cancel the certificates issued by the Board for any of its examinations for reasons considered valid for such cancellation;
- (c) he shall have the powers to make appointment to posts and the consequential powers of dismissal, removal or discharge as per regulations of the Board;
- (d) he shall give effect to the orders of the Board regarding the appointments, dismissal and suspension of such employees of the Board whose appointment vest with the Board under the provisions of the Act and other staff of the Board;
- (e) he shall have the power to delegate all or any of the powers vested in him to the Vice-Chairman or any other officers of the Board at any time, by an order

in writing, and to withdraw the powers in a similar manner;

- (f) he shall exercise such functions as are laid down in the various Regulations and/or such other powers and functions as may be prescribed by the Board subsequently.

4.2 Vice-Chairman,——The appointment, the term of office and powers of the Vice-Chairman shall be regulated by the provisions of sections 20 and 21 of the Act.

4.3 Secretary, —— The appointment, powers and duties of the Secretary have been laid down in section 22 of the Act. In addition, the Secretary shall exercise the following powers :—

- (a) he shall be responsible for issuing notices of all the meetings of the Board and the Committees;
- (b) he shall, subject to the control of the Chairman, be responsible for seeing that the decisions of the Board are carried out;
- (c) he shall prepare and submit to the Board, through the Finance Committee, an annual statement of accounts and budget estimates, for their approval;
- (d) he shall be responsible for the discipline and conduct of the office;
- (e) —he shall conduct the official correspondence of the Board under the authority of the Chairman and in absence of the Chairman and the Vice-Chairman, be responsible for the proper maintenance of all the records of the Board;
- (f) all fees and dues payable to the Board and all sums recieved by the Secretary in his capacity as

such, shall be carried, without undue delay, into the State Bank of India or a scheduled Bank;

- (g) He shall be responsible for the proper printing and issue of examination papers and for all arrangements connected with the conduct of the examinations;
- (h) he shall receive and deal with applications from candidates for admission to the Board's examinations;
- (i) he shall have the power to appoint paper-setters, moderators and examiners on remuneration fixed by the Board.
- (j) he shall have the power to appoint tabulators, scrutinisers, co-ordinators, checkers, supervisors of examinations, invigilators and other persons connected with the conduct of Board's examination on a remuneration fixed by the Board;
- (k) It shall be the duty of the Secretary, on behalf of the Board, to issue to successful candidates, certificates in the prescribed form of having passed the Board's examination;
- (l) he shall annually prepare and circulate to all concerned, a list of the schools affiliated for purposes of the Board's examinations specifying the optional subject (s) in which affiliation has been granted;
- (m) he shall have the charge of the Board's library;
- (n) he shall be the custodian of the records, common seal, funds, of the Board and other properties;
- (o) he shall issue notices, announcing text-books

prescribed, and books recommended for the examination;

- (p) he shall, notwithstanding anything contained in these Regulations, have the power to decide cases of admission of candidates to the examination;
- (q) he shall have the power to draw pay bills of all the officers/staff in the Board's office and pay all travelling allowance and other bills in connection with the working of the Board;
- (r) he shall have the power to grant leave, other than special disability leave to the staff of the Board;
- (s) he shall have the power to delegate to the Joint/Deputy Secretary/Assistant Secretary or any other officer by an order in writing, any of the powers vested in him and to withdraw the powers in a similar manner; and
- (t) he shall exercise such other powers and functions as are laid down in the various Regulations and such other powers and functions as may be prescribed by the Board subsequently.

4.4 Joint Secretary/Deputy Secretary.—(a) Joint Secretary/Deputy Secretary shall be appointed by the Government on such terms and conditions and for such period as may be laid down by the Government. His main functions shall be to assist the Secretary in all matters, administrative and academic, and he shall be directly responsible to him for the work entrusted to his charge.

- (b) Joint Secretary/Deputy Secretary of the Board shall be authorised to sign the daily entries in the Cash

Book, Income Register, Expenditure Registers, Imprest Register, Stock Registers and Salary Register of the staff of the Board, etc; etc. The Joint Secretary/Deputy Secretary shall exercise such other powers and functions as are laid down in the various Regulations and /or such other powers or functions as may be delegated by the Secretary.

- 4.5 Assistant Secretary———— (a) The Assistant Secretary shall be appointed by the Board as prescribed in the regulations.
- (b) His main function will be to assist the Secretary in the discharge of the duty entrusted to him by the Board. He shall be authorised to sign all papers of routine nature. He shall exercise such other powers & discharge such other functions as prescribed in the Regulations or such other powers or functions as may be delegated in him by the Secretary from time to time.

CHAPTER—5

FINANCIAL POWERS OF THE CHAIRMAN AND THE SECRETARY

- 5.1 Officers of the Board may sanction expenditure in those cases only in which they are authorised to do so by these Regulations or any other Regulation, issued by or with the approval of the Board.
- 5.2 Nothing contained in these Rules shall empower the officers of the Board to sanction, without the previous consent of the Board, any expenditure which involves the introduction of a new principle or practice likely to lead to increased expenditure, in future.
- 5.3 The exercise of the power to sanction expenditure shall be subject to the observance of any general or special directions which the Board may issue from time to time.
- 5.4 No expenditure shall be incurred unless funds are made available by the Board to meet the expenditure by valid appropriation or re-appropriation.
- 5.5 Funds shall not be appropriated or re-appropriated to meet expenditure which has not been sanctioned by the authority competent to sanction it.
- 5.6 Funds shall not be appropriated or re-appropriated to meet expenditure on a new service, not contemplated in the budget, as approved by the Board.
- 5.7 The following shall be the financial powers of the Chairman and the Secretary of the Board :

However, the Chairman and the Secretary of the Board shall also exercise such other powers as have been laid down in the various Regulations but not specified in these Rules.

**FINANCIAL POWERS OF THE CHAIRMAN AND
THE SECRETARY OF THE BOARD :**

Sr. No.	Item of expenditure	Powers of the Chairman	Powers of the Secretary
1	2	3	4
1.	Purchase of Stores	Upto Rs. 2,500/- in each case subject to provision of funds in the budget and purchases being made in accordance with the prescribed purchase procedures.	—
1. (a)	Recurring contingent expenditure	Up to Rs. 10,000/- per annum in each case	Upto Rs.5,000/- per annum in each case.
2.	Non-recurring contingent expenditure.	Full powers	Rs. 50,000/- in each cases.
3.	Furniture/fixture/furnishing & repairs.		Full powers (i) Rs. 5,000/- in each case. (ii) Full powers if purchases are effected on rates approved by Controller of Stores, H.P., or any other Govt. Agency.

4.	Freight/carrriage/de- murrage charges.	Full powers	Full Powers
5.	Instruments, minor equipment & apparatus & repairs thereof.	Rs.10,000/- in each case.	Rs. 5,000/- in each case.
6.	VEHICLES :		
	(i) Maintenance, upkeep & repairs.	Full powers	Rs. 5,000/- in each case.
	(ii) Purchase of vehicles.	Full powers within budget provisions.	—
7.	RENT		
	(i) Ordinary office accom- odation godowns etc;	Full powers	Full powers on the rates assess- ed by the P.W.D. & approved by the Chairman/Govt. as the case may be
	(ii) Residential accomm- odation or accommo- dation for other than office purposes.	Full Powers	—do—

(iii) Hiring accommodation for examination purposes.

Full powers

Full powers

8. Printing & Stationery

(i) Printing of examination materials

Full powers

Rs. 10,000/- in each case

(ii) Misc. Printing

Full powers

Rs. 5,000/- in each case.

(iii) Printing of nationalised books & teacher guides.

Full powers

Advance of 80% of the bill on approved rates.

(iv) Examination Answer-books.

Full powers

- (i) Rs. 50,000/- in each case.
- (ii) Full powers if printing got done through H.P. Govt. Printing Press or Paper Conversion unit at Parwanoo or any other Govt. Agency.

(v) Office Stationery.

Full powers

- (i) Full powers in case purchases made from Controller Printing & Stationery Department, Shimla.

(vi) Purchase of paper for text-books/answer-books.	Full powers within Budget provision.	(ii) Local purchase to meet emergency needs at a cost not exceeding Rs. 5,000/- in each case.
(vii) Book binding/binding of records.	Full powers	(i) Rs. 20,000/- in each case.
(viii) Machinery & accessories.	Full powers Subject to budget provision.	(ii) Full powers if paper is purchased from the H.P.C. and prior approval of the proposal obtained from the Chairman.
9. Purchase of stores from local market.	Full powers	Full powers
10. Legal charges	Full powers	Rs. 20,000/- in each case.
11. Execution of petty works & special repairs in buildings owned by the Board including	Full powers	Rs. 10,000/- in each case.
		Rs. 5,000/- in each case.
		Rs. 20,000/- in each case

	sanitary, fittings/electric installations & repairs.		
	(a) Repair/alteration to hired buildings.	Full powers	Rs. 2,000/- in each case.
	(b) Execution of new work	Full powers	Full powers if estimates approved by the Chairman.
12.	Rubber stamps, Office seals/insignia.	Full powers	Full powers.
13.	Typewriter/Duplicators/Calculators.		
	(i) Purchase of new machines.	Full powers	Rs. 10,000/- in each case
	(ii) Renewal, replacement & repairs.	Full powers	Full powers
	(iii) Hiring of Typewriters/ Duplicators.	Full powers	Full powers
14.	Bi-cycle	Full powers	
15. (a)	Conveyance Hire	Full Powers	Conveyance Hire may be reimbursed to clerical & class IV establishment on duty to a

(b) Hiring of vehicles for despatch of examination material, allied matters & flying squads.

Full powers

place at some distance from office if the employee is not entitled to draw T.A. under ordinary rules or if summoned outside the ordinary hours of duty by the special orders of the Secretary/Deputy Secretary. The conveyance hire shall not be granted in respect of journeys if the employee concerned is granted compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of duty which necessitated the journey.

Full powers

16. Electric, gas, water, hot & cold weather charges	Full powers	Full powers
17. (i) Hiring of furniture for examination purposes.	Full Powers	Rs. 5,000/- in each case
(ii) Hiring of office furniture, fans, heaters, coolers, clothes & call bells.	Full powers	Rs. 10,000/- in each case.
18. Municipal taxes/charges.	Full powers	Full powers
19. Postal/telegram charges, M.O, commission/bank charges.	Full powers	Full powers
20. PUBLICATIONS :		
(i) Office publications	Full powers	Full powers
(ii) Non-official publication (Books, Journals, News- papers, Maps) etc;	Full powers	Full powers
21. Staff paid from contingencies.	Full powers in accordance with general or special instructions.	Full powers in accordance with general or special instructions.

22. Supply of uniforms, badges, & other articles of clothing/washing charges.	Full powers	Full powers at scales prescribed by the H.P. Govt. for corresponding employees.
23. TELEPHONE/INTERCOMS :		
(i) Installation of new telephones.	Full powers	Full powers if approval for installation accorded by the Chairman within budget provisions.
(ii) Telephone Rent/Call charges/Trunk calls.	Full powers	Full powers
(iii) Extension/reconnection & accessories.	Full powers	Rs. 5,000/- in each case.
24. Rewards & honoraria to Board employees.	Rs. 1,000/- in each case.	Rs. 500/- in each case.
25. To write off stores declared inserviceable.	Full powers	Articles with book value not exceeding Rs. 1,000/- in each case.
26. Remuneration to Paper-Setters/Examiners.	Full powers	Full powers at the rates approved by the Board.

27. Insurance of buildings/ vehicles/stores furniture & apparatus etc;	Full powers	Rs. 5,000/- in each case.
28. Purchase of locks	Full powers	Full Powers.
29. Scholarships	Full powers within budget provisions	Full powers within budget pro- visions & according to rules.
30. LOANS/ADVANCES/GRANTS :		
(i) House construction &	Full powers Conveyance.	—
(ii) CPF loan, Warm Cloth- ing, Festival advances etc.,	Full powers	Full powers
(iii) Contribution to sports & educational organisations.	Upto Rs. 2,000/- per annum	Upto Rs.1,000/-per annum.
31. Payment to writers/ authors/reviewers.	Full powers within budget provisions according to policies of the Board	Full powers within budget provisions according to policies of the Board.
32. Seminars/Refresher courses	Full powers within budget provisions.	Full powers within budget provisions.

33. To sanction writing off finally of the irrecoverable value of stores or public money lost by fraud or negligence of individuals or similar other causes.

Powers rest with the Board only

34. Refund of earnest money/ security.

Full powers

Full power

CHAPTER 6
FINANCES OF THE BOARD

- 6.1 The Board shall have a fund called the Board Fund to which shall be credited :—
- (i) its income from fees, endowments, donations and grants, if any;
 - (ii) contributions which may be made by the Himachal Pradesh Government under such conditions as they may impose; and
 - (iii) receipts from all other sources.
- 6.2 All moneys at the credit of the Board Fund shall be kept in the current or savings banks account with the State Bank of India by opening Personal Ledger Account; provided that nothing in these Regulations shall be deemed to preclude the Board from investing such moneys as are not required for immediate expenditure in any of the Government securities or in fixed deposit in a scheduled bank.
- 6.3 Accounts of the Board with a bank may be operated upon by the Secretary of the Board or by such other officers as may be prescribed by the Board.
- 6.4 Subject to the provisions of the Act and the Regulations, the Board Fund shall be applicable only to the payment of the charges and expenses incidental to several matters, specified in the Regulations and to any other purposes for which by or under the Act powers are conferred or duties imposed upon the Board.

- 6.5 The Secretary of the Board shall be responsible for :—
- (a) the preparation of the annual estimates and statement of accounts for being placed before the Finance Committee; and
 - (b) the proper expenditure of money for the purpose for which such moneys are granted or allocated.
- 6.6 (i) Except in the year in which the Board is constituted the Chairman shall present to the annual meeting of the Board a report on the work of the Board during the last preceeding financial year, together with a budget estimate, showing in a form prescribed and followed in the Finance Department of Himachal Pradesh Government, the anticipated income and expenditure of the Board during the next succeeding financial year.
- (ii) The budget estimate referred to above shall be presented in such manner as would not result in a deficit :
- Provided that the Government may under special circumstances sanction a deficit estimate subject to such terms and limitations as they may deem fit to impose.
- 6.7 The Secretary shall be authorised to hold a permanent advance of Rs. 1,000 to meet small miscellaneous expenditure. The amount may be augmented if necessary by the Board on the recommendations of the Finance Committee.
- 6.8 The Secretary shall, on behalf of the Board, be responsible for the proper maintenance of accounts of the Board under such heads as may be determined on the form prescribed and followed in the Finance Department of Himachal Pradesh Government.

Separate accounts shall be maintained for Endowments and Provident Fund.

- 6.9 The Secretary shall be empowered to receive all payments to the Board which shall be credited under proper heads of account. The Secretary shall also make all authorised payments including fees, salaries and allowances and other payments due from the Board Fund.
- 6.10 The following books of accounts and forms shall be maintained by the Secretary :—
- (i) For Special Endowments Trusts :—
 - (a) a Cash Book : and
 - (b) a ledger exhibiting a separate account for each Trust,
 - (ii) For Current Account :—
 - (a) a Cash Book; and
 - (b) a classified Register of Receipts; and
 - (c) a classified Register of Expenditure.
 - (iii) For Provident Fund Account :—
 - (a) a Cash Book;
 - (b) a ledger exhibiting a separate personal account for each subscriber.
- 6.11 Voucher in support of all items of expenditure shall be preserved for a period of three years after audit.
- 6.12 In respect of all matters of procedure or rules for maintaining accounts not specifically provided for in these Regulations, rules in force in the offices of the Government shall be followed in so far they are not inconsistent with the provisions of the Act and the Regulations.

- 6.13 All contracts in writing and assurances of property of the Board shall be signed by the Secretary on behalf of the Board or in such other manner as may be prescribed, and shall, if so signed, be binding on the Board.
- 6.14 Offers relating to medals, prizes and scholarships and other rewards of recurring nature shall be accepted only when permanent adequate endowment are made by investment in cash or in securities described in section 20 of the Indian Trust Act.
- 6.15 Before determining the conditions subject to which an endowment is accepted, the Board shall consult the donor and give effect to his/her wishes, as far as possible.
- 6.16 Moneys received in cash shall be invested in Government securities.
- 6.17 When an endowment is earmarked by the donor for candidates of a particular community, institution or sex, a minimum standard of efficiency may be laid down for the award.
- 6.18 When the conditions of any award shall become impracticable, the Board shall have power to alter the conditions of the endowments; provided the donor's wishes are given effect to, in as near a way as possible.
- 6.19 The Chairman shall satisfy itself in the case of every endowment that the conditions laid down by the Board are a satisfied.
- 6.20 A separate account shall be maintained for each endowment and any surplus will be added to the endowments.

AUDIT OF ACCOUNTS

- 6.21 Audit of accounts of the Board shall be carried out by the Local Audit Department of the Himachal Pradesh Government as Resident Audit Scheme or by Outside Audit Department of the Accountant General, Himachal Pradesh and Chandigarh, as consent audit.