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GOVERNMENT OF TAMIL NADU
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TAMIL NADU GOVERNMENT GAZETTE

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Part III—Section 1(a)

General Statutory Rules, Notifications, Orders, Regulations, etc., issued by Secretariat Departments.

NOTIFICATIONS BY GOVERNMENT

PUBLIC DEPARTMENT

TAMIL NADU NON-RESIDENT TAMILS' WELFARE BOARD RULES, 2022

[G.O. Ms. No.588, Public (R.H.II(2)), 13th September 2022, Aavani 28, Subakiruthu, Thiruvalluvar Aandu-2053.]

No. SRO A-17(b)/2022.

In exercise of the powers conferred by sub-section (1) of Section 30 of the Tamil Nadu Non-Resident Tamils' Welfare Act, 2011 (Tamil Nadu Act 4 of 2011), the Governor of Tamil Nadu hereby makes the following rules, namely:-

RULES.

1. Short title. – These rules may be called the Tamil Nadu Non-Resident Tamils' Welfare Board Rules, 2022.

2. Definitions. – In these rules, unless the context otherwise requires.–

(a) "Act" means the Tamil Nadu Non-Resident Tamils' Welfare Act, 2011 (Tamil Nadu Act 4 of 2011);

(b) "Board" means a board established under section 10 of the Act;

(c) "Chairman" means the Chairman of the Board nominated by the Government under clause (a) of sub-section (3) of section 10 of the Act;

(d) "Member of the Board" means members nominated under sub-section (3) of section 10 of the Act and includes the Chairman;

(e) "Member-Secretary" means the person appointed by the Government under sub-section (4) of section 10 of the Act;

(f) "Form" means the Forms appended to these Rules;

(g) "Officer and Staff" means persons employed for assisting the Board;

(h) "Scheme" means the Non-Resident Tamils' Welfare Scheme made by the Government under section 3 of the Act;

(2) All words and expressions used, but not defined in these rules shall have the meanings respectively assigned to them in the Act.

3. Disposal of business.–All matters at the meeting of the Board shall be decided by a majority of votes of the members present and voting and in case of equality of votes, the Chairman shall have a casting vote or a second vote.

4. Disposal of business through circulation.–

(1) When the Chairman considers that a decision has to be taken urgently, such proposal may be circulated to all members of the Board.

(2) Any decision taken through circulation among the members of the Board, shall be valid only if it is approved by not less than two-third of the members of the Board.

5. Method of Voting. – Voting shall ordinarily be taken by show of hands and the names of persons voting in favour and against any proposition shall be recorded only if any member requests the Chairman to do so: –

Provided that if any Member asks for voting by ballot or if the Chairman so decides, the voting shall be by secret ballot:

Provided further that, in case of equality of votes, the Chairman shall have a casting vote or a second vote.

6. Meeting of the Board.-(1) The Board shall meet atleast once in every six months and as often as may be necessary. The Member-Secretary shall, in consultation with the Chairman fix the date, time and place of and also draw up the agenda for every meeting.

(2) The Chairman shall preside over the meeting of the Board. In the absence of the Chairman at any meeting the members present shall elect one among them to preside over that meeting and the member so elected shall at that meeting exercise all the powers of the Chairman.

7. Notice of the meetings and list of business.–

(1) Notices of not less than seven clear days shall be given for every member of such meeting. No matter, other than that included in the agenda, shall be considered except with the permission of the Chairman:

Provided that seven clear days notice shall not be necessary when, in the opinion of chairman, business of an emergent nature has to be transacted.

(2) No matter, other than that included in the agenda shall be considered except with the permission of the Chairman.

8. Proceeding of the meeting and minutes book.–

(1) The Proceedings of each meeting showing inter–alia the names of the members present there at shall be circulated to all members of the Board, as soon the meeting is over.

(2) The minutes of the proceeding of the meeting shall be kept in a separate book and signed by the Chairman or the member presiding at the meeting at which the proceeding are confirmed.

(3) The proceeding of each meeting shall be confirmed with such modifications, as may be considered necessary, at the next meeting of the Board and a copy there of shall be submitted by the Board to the Government after such confirmation.

9. Quorum. – No business shall be transacted at any meetings of the Board, whether ordinary or emergency, unless there is a quorum of not less than one-third of the number of the members of the Board present including the Chairman;

Provided that if at any meeting less than one-third of the total number of members are present, the Chairman or in the absence of Chairman, the member elected to preside over the meeting, may adjourn the meeting to a date not less than seven days from the date of the meeting, informing the members present and giving notice of the meeting to the other members of the Board and it shall there upon be lawful to dispose of the business at such adjourned meeting irrespective of the number of members present.

10. Reconstitution of Board. – On supersession of a Board, the Government may reconstitute the Board in the manner provided in sub-section (3) of section 10 of the Act, within a period of twelve months from the date of supersession.

11. Powers and Functions of Chairman.–

(1) The Chairman shall have overall control over the functions of the Board.

(2) Subject to the General Financial Rules and Service Rules of the Government, the Chairman shall have power in respect of the following matters, namely:-

(i) The Chairman shall be competent to accord administrative sanction for expenditure as delegated by the Board;

(ii) The Chairman shall exercise such other powers as may be delegated to him, from time to time, by the Board;

(iii) The Chairman may undertake tours within the State for carrying out the work of the Board or whenever occasioned in the interest of the work of the Board:

Provided that if the Chairman undertakes tours outside the State he shall inform the same to the Government and the Board.

(iv) The Chairman shall obtain prior permission of the Government to undertake tours outside the country.

12. Powers and duties of Member-Secretary.–

Subject to the overall control of the Chairman, the Member-Secretary shall exercise the following powers, and perform the following duties namely:-

(1) The Member-Secretary shall be the Chief Executive Officer of the Board and shall be responsible for the day-today and orderly functioning of the offices of the Board and he shall have all powers necessary therefor.

(2) The Member-Secretary shall make all arrangements for holding meetings of the Board.

(3) All orders and instructions of the Board shall be issued in the name of the Member-Secretary or any other officer duly authorized by him in that behalf.

(4) The Member-Secretary shall be the custodian of all movable and immovable properties and assets of the Board and shall be responsible for the proper upkeep and maintenance of all of them including vehicles, furniture and fittings. He shall also cause to duly maintain all registers, documents and records relating to all such properties and assets.

(5) The Member-Secretary shall open bank accounts for the transactions of Fund with the permission of the Board.

(6) Subject to the General Financial Rules and Service Rules of the Government, the Member-Secretary shall have power in respect of the following matters, namely:-

(i) appointment of employees of the Board to any post, the maximum of the level of pay/pay band fixed by the Government from time to time;

(ii) transfer and posting of all employees subordinate to him;

(iii) sanction of increments, leave including salary in lieu of leave surrendered, travelling allowance, medical expenses and loans and advances to all employees of the Board;

(iv) initiation of disciplinary proceedings against any employee of the Board;

(v) maintenance of confidential reports of the employees of the Board;

(vi) awarding of any punishment to any employee of the Board for whom he is the appointing authority under item (i) of this sub-rule; and

(vii) sanctioning of contingent expenditure.

(7) The Member-Secretary shall be competent to settle all bills relating to sanctioned schemes as per the provision in the budget:

Provided that any non-recurring expenditure in excess of Rs.5,00,000/– (Rupees five lakhs only) shall be incurred only with the prior approval of the Chairman.

(8) The Member-Secretary shall exercise such other powers as may be delegated to him from time to time, by the Board.

(9) The Member – Secretary, with the approval of the Board, may delegate any of his powers to any officer subordinate to him and may specify the conditions and limitations, subject to which such delegated powers may be exercised:

Provided that powers relating to appointment of employees, awarding of punishments, sanction of bills of non-recurring expenditure exceeding Rs.1,00,000/– (Rupees one lakh only) shall not be delegated.

(10) The Member-Secretary may undertake tours for carrying out the work of the Board or whenever occasioned in the interest of the work of the Board:

Provided that prior permission of the Chairman is necessary for undertaking tours outside the State:

Provided further that prior permission of the Government is necessary for undertaking tour outside the country.

13. Delegation of powers.–The Board may with the previous approval of the Government, delegate its powers to the Member-Secretary or to any other officer of the Board for the purpose of running the day to day affairs.

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14. Officers and staff.–(1) The Government shall appoint an officer not below the rank of Assistant Director in the Commissionerate of Rehabilitation and Welfare of Non-Resident Tamils' or of equivalent cadre State Service to the posts of Regional / District Executive Officers, by deputation.

(2) The State Government may also appoints staff on deputation in Main or Regional or District or Local Offices of the Board, as deemed necessary.

15. Salary, allowances and other conditions of service. – (1) The salary, allowances and other conditions of service of the officers and employees on deputation shall be the same as of their parent department.

(2) The Board shall fix the salary, allowances and other service conditions of all employees appointed on temporary basis until the framing of special rules and regulations for the purpose:

Provided their salary and allowances shall not exceed the salary and allowances of equivalent posts in the Government Service.

16. Maintenance of the Accounts.–The Board shall maintain the Annual Statement of Accounts and the Balance Sheet in Form-I and Form-II respectively.

D. JAGANNATHAN,
Secretary to Government.

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APPENDIX

FORM-I

Form for the statement of Income and Expenditure for the year ended 31st March_____ for the Tamil Nadu Non-Resident Tamils' Welfare Board

(Section 27(1) of the Tamil Nadu Non-Resident Tamils' Welfare Act, 2011)

	Particulars	Note No.	As at 31st March	As at 31st March
A		**INCOME**		
1.	**Revenue from operations**			
2.	Government Schemes			
3.	Other Income			
	TOTAL			
B	**EXPENDITURE**			
	(a) Utilization of Government Scheme Grants			
	(b) Employee cost			
	(c) Other Administrative Expenses			
	(d) Depreciation			
	TOTAL			
4.	Surplus / (Deficit) before extra ordinary items and tax (A-B)			
5.	Extra Ordinary item			
6.	**Surplus / (Deficit) before tax (4+5)**			
7.	**Tax expenses:**			
	(a) Current tax expenses for current year			
	(b) Deferred tax			
8.	**Surplus / (Deficit) for the year (8-9)**			
	Significant Accounting Policy and Note Nos. 1 to___ are forming part of Financial Statement			

for and on behalf of Board of Directors

Member-Secretary Chairman

Place:

Date:

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APPENDIX

FORM-II

Form for the Balance Sheet as at 31st March_____ for the Tamil Nadu Non-Resident Tamils' Welfare Board

(Section 27(1) of the Tamil Nadu Non-Resident Tamils' Welfare Act, 2011)

	Particulars	Note No.	As at 31st March	As at 31st March
A	**EQUITY AND LIABILITIES**			
1.	**Shareholders' funds**			
	(a) Share Capital			
	(b) Reserves and Surplus			
2.	**Non-current liabilities**			
	(a)Long term liabilities			
	(b) Long – term provisions			
	GRAND TOTAL			
B	**ASSETS**			
1.	Non – current assets			
	(a) Property, Plan& Equipment			
	(i) Tangible assets			
	(ii) Intangible assets			
	(b) Non-current investments			
	(c) Long-term loans and advances			
	(d) Other non-current assets			
2	**Current assets**			
	(a) Inventories			
	(b) Cash and cash equivalents			
	(c) Short-term loans and advances			
	(d) Other current assets			
	Grand Total			
	Significant Accounting Policy and Note Nos.1 to___ are forming part of Financial Statement			

for and on behalf of Board of Directors

Member-Secretary Chairman

Place:

Date:

D. JAGANNATHAN,
Secretary to Government.

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