

THE CENTRAL SILK BOARD RULES, 1955

NOTIFICATION

New Delhi, dated 23rd March, 1955.

S.R.O.662- In exercise of the powers conferred by Section 13 of the Central Silk Board Act, 1948 (LXI of 1948), and in supersession of the rules published under the Notification of the Government of India, in the late Ministry of Industry and Supply, No.26 (18)-Tex (2)/49, dated the 8th June 1949, the Central Government hereby makes the following rules :-

1. Short title:- These rules may be called the Central Silk Board Rules, 1955.

2. Definitions:- In these rules, unless there is anything repugnant in the subject or context, ___

- (a) "Act" means the Central Silk Board Act, 1948 (LXI of 1948), as amended ¹[from time to time];
- (b) "²[Chairperson]" means the ²[Chairperson] of the Board;
- (c) "²[Vice-Chairperson]" means the ²[Vice-Chairperson] appointed by the Central Government under Section 6(1) of the Act;
- (d) "Secretary" means the officer appointed by the Central Government under Section 7 of the Act;
- (e) "Form" means a form appended to these rules.

3. Filling in casual vacancy of a nominated member:- (1) When a vacancy arises in the Board in any of the modes described in Section 5(2) of the Act in respect of a member nominated by the Central Government or a State Government, the Secretary shall write to the Government entitled to nominate the member inviting a fresh nomination to be made within a period of two months from the date of posting of such invitation by registered post.

(2) Where any Government, other than the Central Government, fails to make a nomination, which is entitled to make under sub section (3) of Section 4 of the Act within two months from the date of posting of the letter inviting such a nomination, the Central Government may itself make the nomination in exercise of the powers conferred under Section 5(1) of the Act.

¹ Substituted by GSR-632(E) dated 28.09.2007.

² Substituted by *ibid*. In clause (b) & throughout the said rules, for the word, "Chairman" wherever it occurs, the word "Chairperson" shall be substituted; In clause (c) & throughout the said rules, for the word, "vice-Chairman" wherever it occurs, the word "Vice-Chairperson" shall be substituted;

4. Filling in casual vacancy of an elected member:- When a member of the Board elected by Parliament dies, resigns, is removed, ceases to reside in India or becomes incapable of acting, the Secretary shall notify the vacancy to the Secretary of the Rajya Sabha or the Secretary of the Lok Sabha, according as the member was elected by the former or the latter House of Parliament, with a request that a fresh election may be held as early as may be possible and the name of the elected member communicated to the Secretariat of the Board.

5. Term of office of members: (1) Except as provided in sub-rule (2) of rule 8 every member of the Board shall hold office for a period of three years from the date of his appointment, nomination or election as the member of the Board under Section 4(3) of the Act.

Provided that the term of office of the members of the Board holding office immediately before the commencement of these rules, shall terminate on the 8th day of April, 1955.

(2) A person nominated to fill in a casual vacancy under sub-section (2) of Section 5 of the Act or who is elected under rule 4 shall hold office for so long only as the member whose place he fills would have been entitled to hold office if the vacancy had not occurred.

6. Deputation on behalf of Central Government official nominated member:- An official nominated by the Central Government under Section 4(3)(b) of the Act may depute any other official ¹[not below the rank of a Gazetted officer connected with work] to attend any meetings of the Board or its Committees or Sub-Committees on his behalf in case of illness or exigency of official work and in relation to that meeting such deputed official shall have all the rights and privileges of a Member.

7. Resignation by member of the Board or the Standing Committee:- (1) A member of the Board may resign his office by writing under his hand addressed to the Chairperson.

(2) A member of the Standing Committee may resign his office as such member of the Standing Committee by writing under his hand addressed to the Secretary.

8. Termination of membership before the expiry of the term:- (1) When a person is appointed or nominated as a member of the Board by virtue of an office held by him, his membership of the Board shall terminate when he ceases to hold that office and the vacancy so caused shall be deemed to have been filled by his successor to that office.

(2) A member of the Board elected under clause (c) of sub-section (3) of Section 4 shall cease to be a member of the Board,

¹ Inserted by GSR 141 dated 24.1.1985.

- ¹[(i) If he ceases to be a member of the House by which he was elected; or
- (ii) becomes a Minister or Speaker or Deputy Speaker of the House of the People or the Deputy Chairman of the Council of States.]

9. Register of members: - (1) The Board shall maintain a Register in which the name and address of each member of the Board shall be entered.

(2) If a member of the Board changes his address, he shall notify his new address to the Secretary and the Secretary shall amend the relevant entry in the Register accordingly.

10. Member going out of India :- (1) Before a member of the Board leaves India he shall inform the Chairperson of the Board and intimate to him the date of his departure and the date of his expected return to India.

(2) If he intends to be or is actually absent from India for a period longer than six months, he shall tender his resignation ²[* * * *].

(3) ³[If a member is continuously absent from India for a period longer than six months and has not resigned, the Chairperson shall inform the Central Government immediately to that effect and the Central Government may remove such member from membership of the Board].

11. Member absenting himself from two consecutive meetings of the Board:- Any member, who without the permission of the Chairperson, absents himself from two consecutive meetings of the Board will be liable to be removed from membership of the Board by the Central Government.

12. Removal of members: The Central Government shall remove a member from the Board –

- (a) If he is an undischarged insolvent; or
- (b) If he is convicted of any offence involving moral turpitude.

13. Election of members of the Standing Committee:- (1) The Chairperson or in his absence the Vice-Chairperson or in the absence of both, the member presiding, shall, at a meeting of the Board at which it is proposed to elect members of the Standing Committee under Section 6(2) of the Act, invite the members present to propose and second candidates from among the members of the Board for election to the Standing Committee. A member whose name has been proposed by a member of the Board and duly seconded by another member will be a candidate for election to the Standing Committee provided that he has given his consent orally or in writing.

(2) If the number of candidates is less than or equal to the number of vacancies to be filled in all the candidates shall be declared elected to the Standing Committee.

¹ Substituted by GSR-426 dated 13.10.2000.

² Certain words omitted by GSR-141 dated 24.1.1985.

³ Inserted by Ibid.

(3) If the number of candidates exceeds the number of vacancies to be filled in, each member of the Board present at the meeting shall be given a ballot paper containing the names of all the candidates and he shall be required to cast his votes thereon in such manner as may be determined by the Board for as many candidates as there are vacancies to be filled in. Not more than one vote shall be given in favour of any one candidate. If any member votes for more candidates than there are vacancies or gives more than one vote in favour of any one candidate, all his votes shall be deemed to be invalid.

(4) The candidates getting the highest number of votes shall be declared at the meeting, or as soon thereafter as possible, as elected to the Standing Committee.

(5) In the case of an equal division of votes, the Chairperson or in his absence the Vice-Chairperson or in the absence of both the member presiding over the meeting, shall have a second or casting vote.

(6) If any question shall arise as to the validity of any election, it shall be referred to the Chairperson whose decision in the matter shall be final.

(7) A member of the Standing Committee shall be a member thereof for one year or for so long he is a member of the Board, whichever period is less, but shall be eligible for re-election.

(8) In the event of a vacancy arising in the Standing Committee soon after the Annual General Meeting of the Central Silk Board in any year the Chairperson may, at his discretion, request the members of the Board by post to propose candidates from among the members of the Board to fill up the vacancy.

14. Maintenance of office:- The Board shall maintain an office for the transaction of its business and may open branch offices, should necessity arise.

15. Records of business:- A record shall be maintained of all business transacted by the Board or by the Standing Committee.

16. Meetings of the Board and the Standing Committee:- Not less than one meeting of the Board and not less than two meetings of the Standing Committee shall be held in each financial year.

17. Notice of meetings and list of business:- (1) The Secretary shall decide, in consultation with the Chairperson or the Vice-Chairperson, the date, time and place of every meeting of the Board or of the Standing Committee. A notice of not less than 21 days from the date of posting shall ordinarily be given to every member for a meeting of the Board. A notice of not less than 10 days from the date of posting shall ordinarily be given to every member for a meeting of the Standing Committee. Such notice shall be sent to every member by registered post. A list of business proposed to be transacted shall accompany the notice. If it is necessary to convene an emergency meeting of the Board or of the Standing Committee, at least one week's notice shall be given to each member of the Board or the Standing Committee, as the case may be.

(2) No business other than that for which a meeting is convened shall be considered at the meeting except with the permission of the Chairperson or in his absence the Vice-Chairperson or in the absence of both the member presiding over the meeting.

18. Provision for presiding over meetings:- The Chairperson or, in his absence, the Vice-Chairperson shall preside over the meetings of the Board or the Standing Committee. In the absence of both, the members present shall elect one amongst themselves to preside.

19. Quorum for meetings:- (1) Twelve members shall form the quorum for meetings of the Board and three members shall form the quorum for meetings of the Standing Committee.

(2) If at any meeting there is not sufficient number of members present to form the quorum, the Chairperson or in his absence the Vice-Chairperson or in the absence of both the members presiding may adjourn the meeting to a date not later than 7 days from the date of the adjourned meeting and it shall thereupon be lawful to dispose of the business, at such an adjourned meeting irrespective of the number of members attending.

20. Disposal of business:- (1) Every question, which may come up before the Board or the Standing Committee at any meeting, shall be decided by a majority of votes of the members present and voting on that question. No member shall vote by proxy.

(2) In the case of an equal division of votes, the Chairperson or in his absence, the Vice-Chairperson or in the absence of both the member presiding shall have a second or casting vote.

21. Proceedings of the meetings:- (1) The minutes of the meetings of the Board or of the Standing Committee shall be kept in separate books (hereinafter referred to as Minutes Book), and shall be signed by the Chairperson or the Vice-Chairperson or the member who presided at the meeting. Copies of such minutes showing, inter-alia, the names of the members present at the meeting shall be forwarded to each member of the Board and to the Central Government as soon as possible after every meeting.

(2) The minutes of each meeting shall be placed before the next meeting for confirmation.

22. Powers of the Board:- (1) The Board may, by a resolution, sanction any expenditure or authorise making of a contract involving expenditure from the funds placed at its disposal by the Central Government in performance of its functions under the Act;

Provided that the Board shall not sanction any expenditure or authorise making of a contract involving expenditure in excess of the budget allotment;

¹[Provided further that the Board shall not enter into any contract involving an expenditure in excess of Rs.10.00 lakhs (other than entrusted to Government owned agencies or award of Annual Maintenance Contracts for equipments when the Board shall have full powers) without the prior sanction of the Central Government.]

(1)(A) The Board may, by resolution, appoint any person or persons for such period and on such terms and conditions as it may think fit, for the purpose of collecting information or statistics or otherwise assisting the Board in carrying out its duties and functions under the Act or these rules.

(B) The Board may, by order, require any person engaged in the production, supply and distribution of, or trade and commerce in silk cocoon, raw silk, silkwaste, or any product of silk (i.e., yarn, sewing thread, silk woven materials, silk hosiery and garments made from silk fabrics) ; to maintain and produce for inspection such books, accounts and records relating to their business and to furnish such information relating thereto, as may be specified therein.

(2) The Board may incur expenditure outside India upto a maximum of Rs.5,000/- on each individual item;

Provided that this power of the Board shall not be delegated to the Standing Committee, or the Chairperson, or the Vice-Chairperson, or any member of the Board nominated under Clause (b) of sub-section (3) of Section 4 of the Act.

²[(3) Except as provided in the proviso to sub-rule (2) above the Board may delegate such powers as it may deem fit to the Chairperson, Vice-Chairperson and members of the Board nominated under clause (b) of the sub-section (3) of section 4 of the Act, Standing Committee, Member Secretary or any Officer of the Board.]

¹ Substituted by S.O.1059 dated 13.4.1998.

² Substituted by *ibid.*

23. Powers of the Chairperson:- (1) The Chairperson may sanction an expenditure not exceeding 1[Rs.50,000/-] for any item of expenditure covered by budget estimates.

(2) The Chairperson may write off as irrecoverable losses not exceeding ¹[Rs.1,000/-] in a single case.

24. Powers and duties of the Vice-Chairperson :- The powers and duties of the Vice-Chairperson shall be :-

- (i) to preside over the meetings of the Board or of the Standing Committee in the absence of the Chairperson;
- (ii) to enter into contracts on behalf of the Board in accordance with the Act or the rules made there under or the general or special instruments of the Board or the Standing Committee or the Chairperson;
- (iii) to exercise such other powers and to perform such other duties as the Chairperson may deem fit to delegate to him.

25. Powers and duties of the Standing Committee:- The Standing Committee shall exercise such powers and perform such duties as the Board may delegate to the Committee;

Provided that such powers shall be exercised and duties performed in accordance with the directions or limitations, if any as may be given or imposed through any resolution of the Board;

Provided further that all decisions of the Standing Committee shall be subject to the control of the Board which may cancel, suspend, or modify as it thinks fit, any such decision.

26. Powers and duties of the Secretary:- The Secretary will be the principal executive officer of the Board and will work under the general control of the Chairperson or the member of the Board referred in sub-rule (3) of rule 22 and of the Board. His powers and duties shall be :-

- (1) to implement all decisions taken by the Board or the Standing Committee;
- (2) to co-ordinate and supervise the work of other officers and establishments of the Board;
- (3) to convene under the directions of the Chairperson or the Vice-Chairperson meetings of the Board and of the Standing Committee;
- (4) to maintain the Minutes book;

¹ Substituted by GSR-141 dated 24.1.1985.

- (5) to furnish to the Central Government all reports and Returns and other necessary documents required by the Act or the Rules;
- (6) to administer the Provident Fund of the Board;
- (7) to prepare the budget estimates of the Board;
- (8) to sanction re-appropriation of grants under such powers as may be delegated by the Standing Committee and within such limits as may be prescribed by the Standing Committee;
- (9) to undertake such other duties and to exercise such other powers as may, from time to time, be entrusted or delegated to him by the Board or the Chairperson.

27. Other officers of the Board:- The Board may have such other staff as it may consider necessary and the duties of the staff shall be as prescribed by the Board.

28. Salaries, allowances and conditions of service of officers and establishments of the Board:- (1) Save as provided in Section 7 of the Act , all appointments to posts of officers and establishments in the service of the Board shall be made by the Board:-

Provided that __

- (i) No post of which the maximum salary exceeds ¹[Rs.13,500/- per mensem or such sum in the equivalent grade as may be substituted or revised from time to time] shall be created or filled without the previous sanction of the Central Government.
- (ii) the scale of pay and dearness allowance, travelling allowance and any other allowances applicable to the officers and establishments in the service of the Board shall be the same as those prescribed by the Central Government for officers of similar status save in the case of officers and specialists appointed on contract. The Board may require at its discretion, security from such of its employees and for such amounts as it thinks fit;
- (iii) Officers or specialists appointed on contract shall be entitled to leave and leave salary under the terms which may, from time to time, be made applicable to the Central Government servants on contract on similar salaries. Such officers shall be entitled to travelling allowance, dearness allowance or any other allowances as, may from time to time, be provided for officers drawing similar salaries under the Central Government.

¹ Substituted by GSR No.420 dated.30.11.2004.

(2) (a) The Fundamental Rules and the Supplementary Rules of the Government of India shall apply to the grant of leave to officers and establishments in the service of the Board. Rule 9 of the Revised Leave Rules, 1933 shall apply to such members of the staff of the Board as remain in its service for a period exceeding one year and rule 10 shall be applicable to such members of the staff as remain in service for a period not exceeding one year.

Explanation: The powers vested under the Rules referred to above in the President shall be exercised by the Chairperson and those of the Heads of Department by the Secretary.

(i) The Central Civil Services (Conduct) Rules, 1955, and the Central Civil Services (Temporary Services) Rules, 1965 as amended from time to time shall apply in relation to the employees of the Board, as they apply in relation to the employees of the Central Government.

(b) The Board may, by resolution, allow the employees of the Board :-

- (i) advance of pay on the eve of important festivals.
- (ii) Advance for the purchase of conveyance on the same terms and conditions as govern the grant of such advances to Central Government servants.
- (iii) Advance for construction or purchase of a house, including purchase of land, or extension of an existing house on the same terms and conditions as govern the grant of such advance to Central Government servants, subject to availability of funds in the appropriate head in the budget.
- (iv) advance for purchase of warm clothing on the same terms and conditions as govern the grant of such advances to Central Government servants.
- (v) Such other advances sanctioned by the Central Government from time to time for its employees, on the same terms and conditions as govern the grant of such advances to such employees.

(3) ¹[The Board may grant study leave to its employees in order to enable them to undertake study or research, or to obtain specialised training in scientific, technical or economic subjects connected with the silk industry. The Central Civil Services (Leave) Rules, 1972 as amended from time to time shall apply to the grant of study leave to the employees of the Board as they apply in relation to the employees of Central Government.]

(4) (i) The Board shall establish and maintain a Contributory Provident Fund for the benefit of its employees and require them to subscribe to the Fund. Any employee of the Board on deputation to the Board who is also a Government servant shall continue to be governed by the conditions of service in regard to pension etc, which apply to him as a Government servant.

¹ Substituted by GSR-29 dated 23.12.1992.

(ii) The Provident Fund shall be administered by the Secretary or any other officer authorised by the Chairperson in this behalf.

(5)¹[The Secretary may grant leave of any kind due and admissible excepting study leave, to any officer or members of the staff including the Directors working in the Research Stations or the Service Stations as well as the Board's Secretariat. Director or Deputy Director or Joint Secretary or Deputy Secretary holding independent charge of an Institute or an office as the case may be, may grant leave of any kind due and admissible, excepting study leave to any officer or member of the staff working under them.]

28A. Pension-cum-gratuity benefits to the employees of the Board:-Every employee of the Board, other than an employee who is on deputation to the Board, shall be entitled to pension, and death-cum-retirement gratuity (including family pension, extraordinary pension, and commutation pension) at such rates and under such conditions as are prescribed in the Liberalised Pension Rules by the Central Government for its employees of the corresponding grades;

Provided that any such employee who was in the service of the Board before the 1st April 1966, and is continuing in such service on the 31st December, 1966, may within three months from the date last mentioned, opt, in writing, for the benefits of the Central Silk Board Contributory Provident Fund Rules, in which case nothing in this rule shall apply to such employees;

Provided further that where the Contributory Provident Fund accounts of any person who was in the service of the Board on the 1st April 1966, and who ceased to be in such service after that date but before the 31st December, 1966, due to retirement on superannuation or death, have not been settled before the date last mentioned, then, such person shall be deemed to have opted to be governed by this rule.

Explanation: In this rule, "Liberalised Pension Rules" means the Liberalised Pension Rules of the Central Government, for the time being in force, regarding the grant of pension and gratuity to its employees.

29. Delegation of Powers by the Board:- (1) The Board may, by resolution, delegate to the Chairperson or the Vice-Chairperson or the members of the Board referred to in sub-rule(3) of rule 22 or the Vice-Chairperson or any officer of the Board, such of its powers under rule 28 as it deems fit.

²[(1A) All delegation of powers under the sub-rule (1) shall be intimated to the Central Government.]

(2) The authority empowered by the Board to appoint an officer or a member of the establishment in its service shall be competent to dismiss suspend, promote, or degrade such officer or members of the establishment. The procedure to be adopted in all cases of disciplinary action shall be governed by rules which obtain in Central Government offices.

¹ Substituted by GSR-141 dated 24.1.1985 further substituted by corrigendum vide GSR-194 dated 18.2.1985.

² Inserted by GSR-141 dated 24.1.1985.

(3) The powers delegated by the Board under the rules shall be exercised subject to the control of the Board.

30. The working year of the Board:- The working year of the Board shall be the financial year, that is to say the period beginning from the first of April and ending with the thirty-first of March of the year following.

31. Travelling and other allowances to members of the Board and its Committees:- A member of the Board other than a Government servant shall be entitled to draw, in respect of any journey performed for the purpose of attending a meeting of the Board or of a committee thereof or for the purpose of discharging any duty assigned to him by the Board or the Committee concerned, travelling allowance and daily allowance in accordance with Ministry of Finance, Department of Expenditure Office memorandum No.6 (26) EIV/59 dated the 5th September, 1960 as amended from time to time.

NOTE: No travelling or daily allowance shall be admissible to a member unless he certifies that he has not drawn any travelling or daily allowance from any other source in respect of the journey and the halt for which the claim is made.

32. Maintenance of accounts:- The Secretary shall maintain or cause to be maintained accounts of receipts and expenditure under Section 12(1) of the Act. The accounts shall be maintained in Forms 1 to 11, as may be necessary.

33. Heads of receipts:- The receipts shall include all sums received by the Board during the year to which the accounts relate and shall be shown under the following heads:-

- (a) sums received by the Board by way of grant from the Central Government under Section 9(1) of the Act, or otherwise;
- (b) sums received by the Board by way of cess under Section 10 of the Act ;
- (c) interest accrued on investments;
- (d) miscellaneous;

The opening balance shall be shown at the head of the account on the receipt side.

34. Heads of expenditure:- The expenditure shall be shown under the following heads or any other heads that may be decided upon by the Board from time to time:-

- (a) officers' salaries and establishment charges;
- (b) travelling and other allowances;
- (c) stationery and printing charges;
- (d) postage and telegram charges;

- (e) grants-in-aid, made for purposes of development of the industry;
- (f) measures taken for promoting scientific and technological research propaganda, etc.

35. Maintenance of and operation upon bank accounts and investments of the funds of Board:-

(1) All moneys accruing or payable to the funds of the Board, either by way of grants from the Central Government under Section 9(1) of the Act, or by way of cess under Section 10 of the Act , or accruing from any other source or sources, shall be received by the Secretary or such other officer as the Board or the Chairperson may authorise in this behalf. The amount or amounts so received shall as soon as practicable be duly acknowledged by a receipt in Form 5 and deposited in the Reserve Bank of India or such scheduled bank, as may be approved for this purpose by the Central Government under Section 9(2) of the Act , to the account of the Board. All receipts should be credited to the account of the Board in the Bank and shall not be utilised to meet expenditure for any other purpose.

(2) The receipt books in Form 5 shall be numbered serially by machine and the unused forms shall be kept in the custody of the Secretary or such other officer of the Board as may be authorised by the Board or by the Chairperson in this behalf.

(3) All payments by or on behalf of the Board shall be made by cheques except for amounts not exceeding Rs.100/- which may be made in cash from the amount of imprest sanctioned for such purposes.

(4) Such cheques and all orders for making deposits or investments or for the withdrawal of the same or for the disposal, in any other manner of the funds of the Board shall be signed by the Secretary or, in his absence from headquarters, by the Assistant Secretary or by any other officer authorised by the Chairperson in this behalf.

(5) No payment shall be made out of the accounts of the Board unless the expenditure is covered by a budget grant, provided, however, that the Chairperson may at his discretion authorise expenditure being incurred in anticipation of a budget grant.

(6) There shall be drawn from the Bank and placed at the disposal of the Secretary a permanent advance of ¹[Rs.10,000/-] to be recouped as required, and in any case at the end of each month, to meet petty expenditure of the office of the Board.

(7) The Secretary and the Directors of Research Stations at Ranchi, Berhampore and Mysore shall have powers to sanction expenditure of a miscellaneous or contingent nature upto an amount not exceeding ²[Rs.2,000/-] in each case. The Deputy Secretary or Assistant Secretary authorised in this behalf by the Board shall have powers to sanction expenditure upto an amount not exceeding ²[Rs.500/-] in each case.

(8) All monetary transactions shall be entered in the cash book as soon as they occur and attested by the Secretary or any other officer, authorised by the Chairperson, in token of check. The cash book shall be closed daily and completely checked by the Secretary, or the officer authorised by him in this behalf. At the end of each month the Secretary or the officer so authorised shall verify the cash book and the cash in hand and record a signed and dated certificate to that effect.

(9) All payments by the Board shall be made on bills or other documents duly prepared and passed by the Secretary or other officer authorised in this behalf. The paid vouchers shall be stamped "paid" or so cancelled that they cannot be used a second time. They should then be kept serially numbered and produced at the time of audit.

36. Deposit in bank or investment in securities of surplus funds:-

(1) Any funds not required for current expenditure may be placed in fixed deposit with the Reserve Bank of India or any scheduled bank approved in this behalf by the Central Government, or invested in the name of the Board in any security in which trust property may lawfully be invested under the Indian Trust Act, 1882 (2 of 1882).

(2) The placing of money in fixed deposit and the investment thereof and the disposal of money so placed or invested shall require the sanction of the Chairperson.

37. Audit of Accounts:- (1) Accounts shall be made up for each financial year. These accounts shall be audited by such auditors as the Central Government may appoint under Section 12(2) of the Act. The audited statement of receipts and expenditure together with the auditors report thereon, shall be submitted to the Central Government not later than the ³[31st October] following.

(2) An abstract statement of receipts and expenditure shall be published in the Gazette of India.

¹ Substituted by GSR-141 dated 24.1.1985.

² Added by GSR-194 dated 18.2.1985.

³ Substituted by GSR-141 dated 24.1.1985.

(3) The annual accounts shall be set out and produced by the Secretary before the auditors for scrutiny on or before the ¹1[31st of July] each year following the close of the financial year to which they relate.

(4) The auditors shall have the power to disallow any item of expenditure which, in their opinion, has not been properly incurred for purposes of the Act. The Central Government may, under Section 12(3) of the Act, and on the application of the Board allow any item of expenditure disallowed by the auditors.

(5) The cost of audit will be a charge on the funds of the Board.

38. Borrowing of funds:- ²[The Board may borrow funds from the Central Government, or from any of the corresponding new banks constituted under Section 3 of the Banking Companies (Acquisition and Transfer of Undertakings), Act, 1970 (5 of 1970), with the previous approval of the Central Government, for carrying out its developmental and other functions under the Act.]

39. Procedure for execution of Contracts:- (1) The Board may enter into and perform all such contracts as it may consider necessary or expedient for carrying into effect the provisions of the Act, and in particular, the provisions of Section 4(2) of the Act .

(2) ³[Every contract made under or for any purpose of the Act shall be made on behalf of the Board by the Chairperson or the Secretary subject to provisions contained in Rule 22.]

40. Common Seal and affixing of the same to Contracts:- (1)The common seal of the Board, as provided for in Section 4(2) of the Act, shall remain in the custody of Secretary. The seal shall not be affixed to any instrument except in the presence of the Chairperson, Vice-Chairperson or two members of the Standing Committee authorised in this behalf by the Chairperson; and the Chairperson, Vice-Chairperson or the said two members shall sign the contract in token of the fact that the same was sealed in his or their presence.

(2) The Common Seal shall not be affixed to any instrument except in the presence of the Secretary who shall also sign the instrument in token of the fact that the same was sealed in his presence.

(3) An instrument to which the Common Seal is duly affixed shall be legally binding on the Board.

¹ Substituted by GSR-141 dated 24.1.1985

² Substituted by the notification of Ministry of Foreign Trade in No.F.No.24015/2/71-Tex (F) dated 25.8.1972.

³ Substituted by S.O.1059 dated 13.4.1998.

(4) The draft of all contracts shall be submitted to a Solicitor approved by the Board for advice as to the correctness of their form.

41. Preparation and submission of Annual Budget Estimates:- (1)

The budget estimates of the Board for each financial year shall be prepared by the Secretary in such form as the Central Government may, from time to time direct and shall be submitted by the Secretary with his recommendations to the Standing Committee for approval at a meeting of the Standing Committee to be held before the ¹[15th July] of the preceding year.

(2) A copy of the budget estimates shall be sent to each member of the Standing Committee and of the Board by registered post at least 10 clear days before the meeting of the Standing Committee or the Board, at which these estimates are to be considered

(3) The Standing Committee shall consider and approve the budget estimates with such changes as it may consider necessary.

(4) The budget estimates as approved by the Standing Committee shall be placed before the meeting of the Board to be held before the 1[15th of August] of the preceding year.

(5) The budget estimates as passed by the Board shall be submitted to the Central Government not later than the 1[15th of September] next following.

(6) It shall be open to the Central Government to make such alteration in the budget estimates as may be considered necessary before according approval.

42. Supplementary Estimate:- The Standing Committee may cause a supplementary estimate to be prepared and submitted to the Board, if in respect of any financial year, further expenditure is likely to be incurred. Every such supplementary estimate shall be considered and sanctioned by the Board and submitted to the Central Government in the same manner as if it were the original annual estimate, not later than the fifteenth of February of the financial year to which it relates. The provision of rule 41 shall, so far as it may, apply to such supplementary estimate.

43. Re-appropriation:- (1) If the Standing Committee finds in the course of the year that there is likely to be an excess of expenditure over the sanctioned budget estimate under any head, it shall examine the allotment under each head of the budget estimate with the object of discovering probable savings under any other head and effecting a re-appropriation. Where such re-appropriation is feasible, it may sanction the re-appropriation subject to such conditions as may be laid down by the Central Government, from time to time.

¹ Substituted by GSR-141 dated 24.1.1985.

(2) Funds shall not be re-appropriated to meet expenditure on a new service not contemplated in the Budget Estimates except with the prior approval of the Central Government.

44. Sanction of expenditure not to be operative until appropriation of funds :- A sanction to expenditure will not become operative until there has been an appropriation of funds under these rules to cover it.

45. Submission of estimates regarding Government servant on the staff of the Board:- The Secretary shall submit on due dates prescribed by the Central Government the usual estimates in respect of the Government servants working on the staff of the Board whose pay in the first instance will be debited to the general revenue for inclusion in the “demands for grants of the Central Government”.

¹**46. Fee or allowances for the associated person**:- Any person associated by the Committee under sub-section (2) of section-8A of the Act shall be entitled to receive travelling allowance and daily allowance for attending the meeting in accordance with the instructions issued by the Ministry of Finance O.M.No.6(26)-E.IV/59, dated the 5th September, 1960, as amended from time to time.

47. Application for registration as producer or dealer:- (1) Any person intending to produce silk-worm seed of any kind or variety shall make an application to the Registration Committee in triplicate in Form-12 for registration as a producer

(2) Any person intending to deal in silkworm seed, cocoon or chawki reared silkworms shall make an application to the Registration Committee in triplicate in Form-13 for registration as a dealer.

(3) Every application under sub-rules (1) and (2) shall –

(a) be accompanied by -

- (i) a fee of rupees one hundred payable in cash or through Bank draft or Indian Postal Order;
- (ii) documents mentioned in the application;

(b) contain all particulars mentioned in the application;

(c) fulfil all the conditions mentioned in the application.

48. Examination of application:- (1) On receipt of the application under sub-rules (1) and (2) of rule 47, the Registration Committee shall examine the application having regard to the provisions of sub-section (3) of section 8E of the Act and sub-rule (3) of rule 47.

¹ Inserted by GSR-632(E) dated 28.09.2007.

49. Procedure for Registration:- The Registration Committee on being satisfied that the applicant is eligible for registration and fulfills all the requirements and conditions mentioned in sub-section (3) of section 8E of the Act and sub-rule (3) of rule 47, shall grant a certificate of registration -

(a) to the producer of silkworm seed, in Form-14; and

(b) to the dealer in silkworm seed, cocoon or chawki reared silkworms, in Form-15.

50. Procedure where registration is not granted:- (1) Where an application made under sub-rule (1), or as the case may be sub-rule (2) does not fulfill the requirements and conditions mentioned in sub-section (3) of section 8E of the Act, and sub-rule (3) of rule 47, the Registration Committee may reject the application after giving a reasonable opportunity of being heard.

(2) The refusal to grant registration certificate shall be communicated by the Registration Committee within 30 days of such refusal to the applicant stating therein the grounds on which the application has been rejected.

51. The registration made under section 49 shall be renewable after every five years.

52. Suspension or cancellation of registration:- The Registration Committee may, after giving an opportunity of hearing, either suspend or cancel the registration if –

(a) such Registration has been obtained by misrepresentation or suppression of material facts or by fraudulent means; or

(b) the provisions of section 8C and 8E of the Act or any regulations made there under or any notification issued relating to silk-worm seed have been contravened.

(c) the conditions mentioned in either Form-14 or Form-15 have been breached.

53. Effect of cancellation of registration:- Any producer or dealer whose registration has been cancelled under rule 52 shall, with effect from the date of such cancellation, not produce the silk-worm seeds, or as the case may be, deal in silk-worm seed, cocoon or chawki reared silk-worms.]

1[**54, Trade and Commerce in of the products of Silk Industry:** The restrictions on the movement of the raw materials and products of Silk Industry, contained in any law for the time being in force, shall not apply to storing, distribution, trade and commerce of the silk-worm seed, cocoons, including reeling cocoons, silk yarn and other products of silk industry”.]

1 Inserted by GSR 818(E) dt.24.11.2008

CENTRAL SILK BOARD RULES

Appendix

FORM 1

CASH

RECEIPTS						
Date	Item or Serial No.	From who received	Particulars	Amount		Initials of responsible authority
				Cash	Bank	
				Rs.	Ps.	
			Opening balance			
			Carried Over			
BOOK						

Disbursements							
Date	Voucher or Serial No.	To Whom paid	Particulars	Budget head to which debitable	Cash	Bank	Initials of responsible authority
					Rs.	Ps.	
				Brought forward			
				Carried over			

FORM 2
Subsidiary Account to Cash Book

Name of Scheme

Period of Scheme

Recurring Liability

Total

Non-recurring Liability

Sanctioned Vide

Details if any

Disbursements						
Date	Voucher No.	To whom paid	Particulars	Amount		Initials of responsible authority
				Cash	Bank	
			Carried Over			

FORM 3

Classified Abstract of Receipts 19....19.....

Serial No.	Heads of Account	April		May		Progressive Total	Progressive Total	March		Progressive Total	Remarks
		Voucher No.	Amount	Voucher No.	Amount			Voucher No.	Amount		
			Rs. Ps		Rs. Ps	Rs. Ps	Rs. Ps		Rs. Ps	Rs. Ps	

Classified Abstract of Disbursements for

Serial No.	Heads of Account	Original	Grant Modification during the course of the year		Final Grant at the end of the year	Out lay to end of previous year brought forward	Transactions for the year				Progressive Total	March			Remarks				
			Authority and particulars	Amount (addition or deduction)			April		May			Voucher No.	Amount	Voucher No.		Amount	Voucher No.	Amount	Progressive Total
							Voucher No.	Amount	Voucher No.	Amount									
		Rs.Ps		Rs. Ps.	Rs. Ps.	Rs. Ps.		Rs. Rs		Rs. Ps	Rs. Ps			Rs. Ps.	Rs. Ps				

FORM 4
Register of Securities for the period from To

Sl.No.	Date of Purchase	Particulars of Securities	Amount		Safe Custody Receipt No.	Interest Due		Realisation of Interest					Remarks	
			Purchase value	Face value		Due Date	Amount of Interest due	Date	Amount received	Initials of Accountant	Date	Amount Received		Initials of Accountant
			Rs. Ps	Rs. Ps		Rs.	Ps				Rs.	Ps		

FORM 5

(Counter Foil) Book No. Received from Rs. On account of	Receipt CENTRAL SILK BAORD Receipt for payments to the Board Book No. Received from Rs. Rupees On account of
Cashier and Accountant	Not Transferable Date:19..... Place (Signature) Secretary Central Silk Board
Secretary Central Silk Board	Cashier and Accountant

FORM 6

Number of Cheque Books	Initials of the Secretary	Date of Completion	Dated initials of the Accountant for having received and examined the counterfoils

FORM 7
Register of Stock of Receipt Books

Date	New Stock Received				Issues				Balance in stock				Remarks				
	From whom received	No. and date of the communication with which received	No. of books (each form) received	No. of receipt forms received	Nos. borne by the books	Nos. borne by the receipt forms	To whom issued	No. of books issued	No. of forms issued	Nos. borne by the receipt forms	Dated initials of the Accountant	No. of books		No. of Receipt forms	Nos. borne by the books	Nos. borne by the receipt forms	Initials of the Secretary

FORM 8
Register of Stock and Furniture

Serial No	Receipts		Issued							Balance of each item after each transaction	Remarks	
	Voucher No. & Date	Particulars of Stores and Furniture	Value	Number or Quantity	Date of Issue	Orders	Number or quantity of issue	Amount, if any, realised from sale	Date of credit in cash book			Dated initials of Acctt.
			Rs. Ps.					Rs. Ps.				

FORM 9
Register of contributions towards pensions and leave salary paid during the year 19.....19.....

Treasury

Serial No	Name of Government Servant	No. & date of order fixing the rates of contribution	Monthly rate contribution payable		Date from which payable		Contributions paid												Remarks																						
			Pension	Leave Salary			Jan.	Feb.	March	April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Amount	Voucher No.	Rs. Ps.	Rs. Ps.																			

FORM 10

Register of Advances Permanent/Temporary

Issuing Authority	To whom made	Particulars of the Advance	Payments		Date	Mode	Repayments		Dated initials of the Accountant	Balance Rs.Ps.	Remarks
			Date of payment of the Advance	Amount Paid Rs. Ps.			Amounts Rs. Ps.				

FORM 11

Annual Accounts for the year 19..... Relating to the grant for..... RECEIPTS PAYMENTS

Head of Account Opening Balance	Receipts during the year		Grant		Remarks	Payments		Excess or saving over net grants		Remarks	
	Rs	Ps	Original Rs. Ps	Net Rs. Ps		Head of Account Closing Balance	Expenditure during the year Rs. Ps.	Rs.	Ps.		
											Amount
	Particulars		Face value			Purchase value		Approximate market value			

- II. Particulars of advances, permanent and temporary, outstanding at the end of the year:-
Particulars Amount
- III. Particulars of securities, etc:
Particulars of securities Face value Purchase value Approximate market value
- IV. Particulars of Closing Balance:
Particulars of Closing Balance: Rs. Ps.
- Secretary
CENTRAL SILK BOARD
AUDIT CERTIFICATE
- Certified that the above accounts have been audited and found correct
ACCOUNTANT GENERAL

FORM-12

APPLICATION FOR REGISTRATION AS A PRODUCER OF SILK-WORM SEED
[See rule 47(1)]

To
The Registration Committee,
_____ Place.

- (1) Full name and address of the Applicant
 - (a) Name and Postal address
 - (b) Phone Number / Fax Number
 - (c) Place where silk-worm seed of kind or variety proposed to be produced.
 - (d) Specification of kind or variety of silk-worm proposed to be produced.
 - (e) Capacity of the silk-worm seed production unit
- (2) Quantity of kind or variety of silk-worm seed proposed to be produced
- (3) Facilities available in the production unit
- (4) No. of employees/workers working as on the date of this Application
- (5) Any other details
- (6) Declaration.
 - (a) I /We declare that the information given above is true to the best of my/our knowledge and belief and no part thereof is false.
 - (b) I/We have carefully read, understood the minimum standard of quality parameter required to be maintained for the kind or variety of silk-worm seed to be produced and the quality standards for production unit and the production process registered under this application as specified under the Regulation.
- (7) Details of fees paid

Date:

Place:

Signature of the Applicant

For official purpose

Date of receipt:

Orders of the Regional Registration Committee and date of disposal:

FORM-13

APPLICATION FOR REGISTRATION AS DEALER OF SILK-WORM SEEDS/COCOONS/CHAWKI REARED SILKWORMS

[See Rule 47 (2)]

To
The Registration Committee,
_____ Place.

1. Full name and address of the Applicant
 - (a) Name and postal address.
 - (b) Place of business
 - (c) Phone Number / Fax Number
2. Kind or variety of silk-worm seed/cocoons/chawki reared silk-worms in which he deals in.
3. Nature of transaction whether to sell/export/import/otherwise deal in Silk-worm seed of kind or variety/cocoons/chawki reared silk-worms.
4. Any other details.
5. Declaration.
 - (a) declare that the information given above is true to the best of my/our knowledge and belief and no part thereof is false.
 - (b) I/We have carefully read, understood the minimum standard of quality parameter required to be maintained for the kind or variety of silk-worm seed s/cocoons/chawki reared silk-worms proposed to be dealt as specified under the Regulation.

Date:

Place:

Signature of the Applicant

For official purpose

Date of receipt:

Orders of the Regional Registration Committee and date of disposal:

FORM 14

CERTIFICATE OF REGISTRATION OF PRODUCER

[See Rule 49(a)]

Certificate No.

Date:

Subject to the provisions of Central Silk Board Act, 1948 and the Central Silk Board Rules, 1955 and the terms and conditions mentioned hereunder, Shri /Ms..... (address) is hereby granted the certificate of Registration registering him/her as a producer of the kind or variety of silk-worm seed.

Dated..... at.....

Terms and conditions of Registration

1. The Certificate of Registration is valid upto unless previously cancelled or suspended.
2. The producer shall display this certificate of registration at a prominent and conspicuous place where production of silk worm seed of notified kind or variety is undertaken.
3. The producer shall produce only the silk-worm seed of notified kind or variety.
4. The producer shall ensure that the facilities as specified for production of notified kind or variety of silk-worm seed meet the requirements or conditions for maintenance of quality standards.
5. The producer shall intimate to the Registration Authority any change in address of his/her premises where production of notified kind or variety of silk-worm seed is undertaken.
6. The producer shall extend every facility to the Registration Committee or any other authority acting under his/her authority for the purpose of inspection of silk-worm seed premises used by the producer for production thereof.

By Order of the Regional Registration Committee

Secretary

FORM 15
CERTIFICATE OF REGISTRATION OF DEALER
[See Rule 49(b)]

Certificate No.

Date:

Subject to the provisions of Central Silk Board Act, 1948 and the Central Silk Board Rules, 1955 and the terms and conditions mentioned hereunder, Shri /Ms..... (address) is hereby granted the certificate of Registration registering him/her to deal in kind or variety of silk-worm seed/cocoons/chawki reared silkworms.

Terms and conditions of Registration

1. The Certificate of Registration is valid up to unless previously cancelled or suspended.
2. The dealer shall display this certificate of registration at a prominent and conspicuous place at the premises where he/she deals in kind or variety of silk-worm seed/cocoons/chawki reared silk worms.
3. The dealer shall report to the Registration Authority any change in the address of the premises where he/she carries on the business by buying and selling, export or import of notified kind or variety of silk-worm seed/cocoons/chawki reared silkworm.
4. The dealer shall extend every facility to the Registration Committee or any other officer acting under his authority for the purpose of inspecting the silk-worm seed/cocoon/chawki reared silk-worms in any premises used by him/her for the purpose of business of buying and selling, export or import of notified kind or variety of silk-worm seed/cocoons/chawki reared silk-worms.

By Order of the Regional Registration Committee

Secretary