

**Haryana Government
Animal Husbandry and Dairying Department
Notification**

The

July, 2016

No..... In exercise of the powers conferred by sub section (1) of section 32 of the Haryana Gau-Seva Aayog Act, 2010 (Act No. 19 of 2010), the State of Haryana hereby makes the following rules for carrying out the purposes of the said Act, namely- **“Haryana Gau-Seva Aayog, Rules, 2016”**

Short title and commencement
Section 1

1. (1) These rules may be called “the Haryana Gau-Seva Aayog Rules, 2016”.

(2) These rules shall come into force with immediate effect.

Definitions
Section 2

2. (1) In these rules, unless the context otherwise requires:-

(i) “Act” means the Haryana Gau-Seva Aayog Act, 2010 (Act 19 of 2010).

(ii) “Aayog” means the Haryana Gau-Seva Aayog established under section 3;

(iii) “Section” means section of the Act;

(iv) “Secretary” means the Secretary of the Aayog appointed by the Government;

(v) “Employee” means employee working on different posts in the Aayog;

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

Secretary
Section 5

3. (1) The Secretary of the Aayog will be an officer not below the rank of the Joint Director, working in the Animal Husbandry and Dairying Department, Haryana. The pay and allowances shall be paid to him by the Department against the same post on which he is posted in the department of Animal Husbandry & Dairying. His posting will be for a period of one year which can be extended further.

(2) The Secretary shall exercise powers and duties as under:-

(i) The Secretary shall be Chief Executive Officer of the Aayog and shall function under the Chairman of the Aayog. He shall be responsible for proper functioning of the Aayog as per the Act and the Rules;

(ii) He shall issue notice for the meeting of the Aayog, prepare its agenda and circulate it to all the members, at least one week before the date of meeting.

(iii) He shall make arrangements for the meeting of the Aayog as and when called.

- (iv) He shall draw the proceedings of the meetings of the Aayog and after getting them approved by the Chairman, shall forward to the State Government and all the members of the Aayog.
- (v) He shall supervise and ensure proper implementation of the decisions of the Aayog in the prescribed time limit.
- (vi) He shall prepare annual report, financial report and such other reports giving complete account of the activities of the Aayog during the financial year well in time and shall place before the Chairman for approval before sending the same to State Government.
- (vii) He shall ensure that all the reports, financial statements and audit reports have been forwarded to the State Government in the prescribed time limit as mentioned under rule 14.
- (viii) He shall bring any decision / action of the Aayog, which is contrary to the provisions of the Act of the Aayog, to the notice of the State Government immediately for appropriate action.
- (ix) He shall supervise the subordinate staff engaged in day to day work of the office of the Aayog.
- (x) If there is any vacancy of non-official members due to causes mentioned under section 6, 7 and 8 of the Act, he shall ensure to bring it to the notice of State Government for nominating a new member.
- (xi) Any other powers/duties assigned by the Chairman for the smooth functioning of the Aayog.

Terms and conditions of appointment of Non-official members Section 6 (2)

4. The terms and conditions of appointment of the non-official members shall be as under:-

- (1) He shall hold office for a period of three years from the date on which he is appointed.
- (2) He shall be paid sitting fees of Rupees Five hundred alongwith travelling and daily allowances for attending its meetings and for attending to any other work of the Aayog as admissible to Grade-1 officers of the State Government.

Allowances to Non-official members Section 12

5. The Chairman will be paid monthly honorarium/allowances as prescribed by the Govt. from time to time. In addition to it, he will also be paid usual travelling allowances as admissible to Grade-1 officers.

Powers, duties and functions of the chairman Section 15

6. The powers, duties and functions of the Chairman:-

- (i) He shall have power to form committees / sub-committees and appoint member of such committees / sub-committees for the purpose of implementation of various programmes and projects of the Aayog.
- (ii) He shall be the appointing authority for officers and staff of the Aayog as per Government norms.

- (iii) He shall work to keep a liaison between Government and the Aayog.
- (iv) He shall discharge his duties strictly according to the provisions in the Act and the directions given by the State Government from time to time.
- (v) He shall take appropriate measures to generate funds for the Aayog by way of accepting grants, subventions, donations and gifts from the Central or State Governments, any Local Authority, Institution, Society, Trust, Company and also from private bodies or individuals.
- (vi) He shall be the head of the Aayog and shall preside over all the meetings of the Aayog.
- (vii) He shall call meetings of the Aayog whenever he thinks fit but not later than three months as desired under section 13 of the Act.
- (viii) He shall approve and sign minutes and proceedings of Aayog's meetings;
- (ix) If necessary, he shall after considering the opinion of the Secretary of the Aayog, take immediate decision for action subject to these rules and shall report the action taken by him in the next meeting of the Aayog for approval and confirmation.
- (x) He shall give clear directions to the Secretary and other employees of the Aayog regarding proper implementation of the decisions of the Aayog and also about various projects and schemes undertaken by the Aayog.
- (xi) He shall also give directions and instructions about proper working of the Aayog as and when required.
- (xii) Chairman may delegate his functions/ powers to the Vice Chairman as and when required.
- (xiii) He shall co-ordinate the planning of the Aayog's activities for the year ahead and plans for the association's future.
- (xiv) He shall give special financial assistance of upto Rupees 5 Lakh to the Gaushalas in case of natural calamity i.e. loss due to fire, flood, earthquake or storm etc after taking report from the concerned Deputy Commissioner, of the District.

7. The functions, duties and powers of Vice-Chairman will be as an ordinary non-official member but in the absence of Chairman, he will exercise such powers, discharge such duties and performs such functions which are assigned to Chairman under rule-6 (xii).

8. The headquarter of the Aayog will be at Panchkula.

Officers and other Employees
of the Aayog Section 18

9. There shall be the following officers/officials of the Aayog, namely:-

1. Chairman	1
2. Secretary	1
3. Gaushala Development Officer	1
4. Superintendent	1
5. Private Secretary to Chairman	1
6. Personal Assistant to Chairman	1
7. Assistants	3
8. Steno Typist	1
9. Clerks	2
10. Drivers	2
11. Peons	3
12. Sweeper-cum-Chowkidar-cum- Mali	1

Pay and conditions of service
Section 19

10. The pay and conditions of service of the employees of the Aayog will be as under:-

- (i) The pay of regular officers / officials of the Aayog shall be similar to their respective cadres of the Government Departments.
- (ii) The appointment of different categories of employees will be made through deputation from other Government Departments or direct recruitment by State recruitment agencies.
- (iii) The Aayog with the prior approval of the State Government shall be empowered to create / abolish or keep in abeyance such posts as are necessary for proper implementation of the programmes and schemes of the Aayog and fill such posts as per relevant rules.

Maintenance of Funds and
Properties Section 21

11. Maintenance of Accounts of Funds and Properties of the Aayog:-

- (i) The Aayog shall have its own funds as defined in section 20 of the Act.
- (ii) All payments shall be received by the Aayog through Crossed Cheques / Drafts / Money Orders and also by Cash for which proper receipt will be issued. However State Government may transfer its grants etc. to the Aayog's account, according to the procedure laid down in General Finance and Accounts Rules of the State.
- (iii) With the approval of the Chairman, the Aayog shall open an Institutional Savings Bank Account in a Scheduled Bank having IFSC number for online payments and all receipts of the Aayog shall be deposited in this account only.
- (iv) The above said Bank Account shall be operated by the Secretary who will be the authorized signatory for the said purpose.

Finance Committee
Section 21

12. Finance Committee:-

(1) The Aayog shall have a finance committee as per sub-section (2) of Section 21 of the Act. The committee shall have the following members:-

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| (i) Chairman of the Aayog | Chairman |
| (ii) One Non-Official member of the Aayog
nominated by the Chairman | Member |
| (iii) Director General, Animal Husbandry &
Dairying Deptt | Member |
| (iv) One Officer from Finance Deptt., not below
the rank of Deputy Secretary | Member |
| (v) Secretary of the Aayog | Member |

(2) The Finance Committee shall examine all proposals, schemes and projects having financial implications more than five lakh before their approval and sanction by the Aayog.

Accounts and Audit
Section 24

13. The Aayog shall prepare a report on accounts annually and will be audited by the Principal Accountant General, Haryana.

Annual Report of the Aayog
Section 25

14. The Aayog shall prepare an annual report giving full details of its financial status, programmes, activities & achievements and submit it to the State Government before 30th September every year.