

TAMIL NADU STATE COUNCIL FOR HIGHER EDUCATION, RULES, 1998

[G.O. Ms. No.121, Higher Education (H2) Department, dated 25th March 1998]

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No. SRO A-28/98.- In exercise of the powers conferred by sub-section (1) of section 21 of the Tamil Nadu State Council for Higher Education Act, 1992 (Tamil Nadu Act 40 of 1992), the Governor of Tamil Nadu hereby makes the following rules:-

1. Short title:-

These rules may be called the Tamil Nadu State Council for Higher Education Rules 1998.

2. Terms and Conditions of service of Vice-Chairman and nominated and co-opted members:-

- (1) A person who is appointed as Vice-Chairman of the Council shall be equated to that of a Vice-Chancellor of University in State of Tamil Nadu and he shall be paid pay as admissible, from time to time, to the Vice-Chancellor of University in State of Tamil Nadu. Other allowances such as research allowance, house rent allowance, city compensatory allowance, etc. payable to the Vice-Chairman shall be regulated as per general orders issued by the State Government, from time to time.
- (2) The Vice-Chairman shall be entitled to Car, telephone and office assistants at residence and at office as per norms and ceilings on expenditure prescribed by the Government and also entitled for tour traveling allowance as per the rates admissible to Grade A Officer of the Government.
- (3) The nominated or co-opted members of the Council shall be entitled to traveling allowance and daily allowance as per the rates admissible to Grade A Officer of the Government.
- (4) Wherever nominated or co-opted members are holding full-time official positions, they may draw traveling allowance and daily allowance from the organization or body in which they hold a fulltime official post in accordance with the rules in force.

- (5) The nominated or co-opted members shall be paid a sitting fee at the rate of rupees one hundred and fifty for each day they attend the meeting of the Council:
- (6) If the nominated or co-opted member is a resident of the place where the meeting of the Council is held, he shall be paid, in addition to the sitting fee, a conveyance allowance of rupees seventy five per day when no Government vehicle is provided to him for attending the meeting.

3. Powers and functions of the Vice-Chairman:-

- (1) The Vice-Chairman shall preside over the meetings of the Council in the absence of the Chairman.
- (2) The Vice-Chairman shall exercise the powers which may be specifically delegated to him by the Chairman.

4. Terms and conditions of service of the Member-Secretary:-

- (1) A person who is appointed as Member-Secretary of the Council shall be equated to the post of the Secretary to Government of Tamil Nadu and hence he shall be paid the pay as admissible to the post of Secretary to Government of Tamil Nadu and be entitled to all the other allowances such as dearness allowance, house rent allowance, city compensatory allowance, etc., payable as per rules in force.
- (2) If a retired Government servant is appointed as Member-Secretary, the pay shall be regulated according to the rules governing the re-employed Government officials or as fixed by the Government.
- (3) The Member-Secretary shall be entitled to car, telephone and office assistants at residence and at office as per norms and ceiling on expenditure as prescribed by the Government and also entitled to traveling allowance as per rates admissible for Grade A Officer of the Government.

5. Powers and functions of the Member-Secretary:-

- (1) The Member-Secretary shall be the Chief Executive Officer of the Council. He shall be responsible for.-
 - (a) the proper administration of the affairs and events of the Council and shall keep the Vice-Chairman in the office apprised of action taken or proposed to be taken on important matters;

- (b) prescribing the duties of all employees;
 - (c) exercising supervision and disciplinary control over the work and conduct of all employees;
 - (d) co-ordinating and exercising general supervision over all the activities;
 - (e) executing all contracts, deeds and other instruments on behalf of the Council; and
 - (f) releasing grants based on the approval of the Council to the Universities.
- (2) The Member-Secretary may, in writing, delegate such of his powers as may be considered necessary to any other officer or officers in the Council.
 - (3) The Member-Secretary shall be responsible for preparing the agenda for the meetings of the Council in consultation with the Vice-Chairman and for obtaining the approval of the Chairman before notices of the meetings of the Council are issued. He shall also be responsible for keeping or causing to be kept, minutes of the proceedings of the meetings of the Council.

6. Functions necessary for promoting excellence in higher education and scientific research.-

- (1) The Council shall have the authority to appoint committee or commission to go into any matter relating to the field of higher education and scientific research;
- (2) The Council can arrange for seminars, symposia, workshops, conferences and special types of meetings by whatever name called for discussing issues in higher education and scientific research.

7. Budget of the Council.-

The Council shall prepare a detailed budget estimate proposal in the form of estimated receipts and expenditure with particulars for the next financial year and forward a copy of it to the Government during the month of November of each year.

8. Investment of Fund of the Council.-

The surplus fund remaining after meeting the expenditure shall be invested in short term deposits with any scheduled or co-operative bank. If long term investment is feasible, the funds shall be kept under deposit with Transport Development Finance Corporation (TDFC) or Tamil Nadu Industrial Development Corporation (TIDCO) or any other statutory or corporate body wholly owned by the Government.

9. Annual Accounts and Audit.-

- (1) The accounts of the Council shall be maintained in the form of receipts and expenditure accounts.
- (2) The annual statement of accounts shall be prepared as receipts and expenditure accounts, for each financial year.
 - (a) The receipts shall consist of.-
 - (i) block grants received from the Government;
 - (ii) grants that may be received from University Grants Commission or All India Council for Technical Education or Government of India or other sources;
 - (iii) interest earned on investments; and
 - (iv) other miscellaneous receipts derived.
 - (b) The expenditure shall include.-
 - (i) salaries and other allowances to officers and staff;
 - (ii) expenditure on wages, telephone, electricity, newspapers, office expenses, etc;
 - (iii) expenditure on meetings of the Council, its committees or commissions sitting fees, conveyance charges, traveling allowance, daily allowance and other incidental expenses;
 - (iv) expenditure for the conduct of conferences and seminars including traveling allowance, daily allowance or honorarium to the invitees, participants and incidental expenses;

- (v) expenditure on welfare of staff, provident fund contribution, leave salary and pension contribution; and
 - (vi) any item of capital or revenue expenditure authorized by the Council.
- (3) The Director of Local Fund Audit, Chennai shall be appointed as auditor of the Council.

10. Rights and privileges of auditor.-

The auditor appointed by the Government shall have the rights, privileges and authority as prescribed for the Director of Local Fund Audit.

11. Forwarding of audited accounts.-

The audited accounts of the Council shall be forwarded to the Government within six months from the date on which the audit report is received.

12. Annual Report.-

- (1) The Council shall prepare an annual report for every financial year covering from 1st April to 31st March, before the 31st December following the financial year as specified in section 16 of the Act.
- (2) The annual report may have the following information, namely:-
- (i) Introduction including the number of Council meetings held during the year;
 - (ii) The issues discussed in the meetings, future plans and other activities;
 - (iii) Financial administration.
- (3) The annual report as approved by the Council shall be submitted to the Government before 31st December of the following year.