

**The Tripura Khadi & Village Industries Board  
Rules, 1967.**

**As Amended upto 3<sup>rd</sup> Amendment Rules, 1983 dt. 09.06.1983.**



P/83/c

**THE TRIPURA KHADI AND VILLAGE  
INDUSTRIES BOARD**

**RULES- 1967**



**TRIPURA**



**GAZETTE**

*Published by Authority*  
**EXTRAORDINARY ISSUE**

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*Agartala, April 8 1967 A.D. Chitra 168, 1889 S.E.*

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Part II— Acts of the Tripura Government  
Government of Tripura  
Department of Industries

No. F. DI/Plan/16/(7)- 11/63

Dated, Agartala the 5th April, 1967.

**NOTIFICATION**

In exercise of the power conferred by sub-section (3) of section 1 of the Tripura Khadi and Village Industries Board Act, 1966 (Act No. 4 of 1966), the State Governor is hereby pleased to appoint 8th day of April, 1967, as the date from which the Tripura Khadi and Village Industries Board Act, 1966 (Act No. 4 of 1966), shall come into force.

By order of the  
Administrator

**R.K. DEB VARMA**

Secretary

to the Govt. of Tripura.



**GOVERNMENT OF TRIPURA  
DEPARTMENT OF INDUSTRIES**

No. F.DI.PLAN/16(7)-11/63

Agartala, the 5th April, 1967

The 15th Chaitra, 1889

**NOTIFICATION**

In exercise of the power conferred by section 35 of the Tripura Khadi and Village Industries Board Act, 1966 (Act No. 4 of 1966) the Administrator is pleased to make the following Rules, namely :-

**TRIPURA KHADI AND VILLAGE INDUSTRIES BOARD**

**RULES 1967**

**CHAPTER -I**

**PRELIMINARY**

**1. SHORT TITLE, EXTENT AND COMMENCEMENT.**

1. These rules may be called the Tripura Khadi and Village Industries Board Rules, 1967.
2. It extends to the whole of the State Government of Tripura.
3. It shall come into force at once.

**2. DEFINITIONS.**

In these rules, unless the context otherwise requires

- a) "Act means the Tripura Khadi and Village Industries Board Act, 1966 (Act No. 4 of 1966)
- b) "State Government" means the State Government of Tripura;
- c) "Board" means the Board established under section 3 ;
- d) "Chairman" means the Chairman of the Board appointed under sub-section (2) of Section 4 ;
- e) "Executive Officer" means the Executive Officer of the Board appointed under sub-section (2) of section 13 ;
- f) "Form" means form appended to these rules ;
- g) "Financial year" means the year commencing of the 1st day of April ;
- h) "Financial Advisor and Chief Accountants Officer" means an Officer appointed under sub-section (1) of section 13 ;



- i) "Official Gazette" means the Tripura Gazette ;
- j) "Section" means a section of the Act ;
- k) "Secretary" means the Secretary of the Board appointed under section 6 ;
- l) "Standing Finance Committee" means the committee constituted under sub-section (1) of section 12 ;
- m) "Vice Chairman" means the Vice Chairman of the Board appointed under section 5 of the Act.

**CHAPTER-II**

**TERMS AND CONDITION OF OFFICE**

**3. TERMS OF OFFICE :-**

Save as hereinafter provided, as member of the Board shall hold office for three years. Provided that if the Board is dissolved by the State Government or under section 32 the members shall cease to hold office.

"Provided further that the Administrator, may, for reasons to be recorded in writing, extend the term of office of the Members of the Board for a period not exceeding seven months."

**4. Disqualifications for Membership of the Board :-**

A person shall be disqualified for being appointed as, and for being, a member of the board if :-

- a) he is found to be a lunatic or a person of unsound mind; or
- b) he has been adjudged insolvent ; or
- c) he has been convicted of an offence involving moral turpitude; or
- d) he has directly or indirectly any interest in any subsisting contract with or in any work being done for the Board except as a share-holder (other than a Director or Managing Agent) in a company as defined in section 3 of the companies Act, 1966 ( 1 of 1956);

Provided that where he is a share-holder, he will disclose to the Government the nature and extent of shares held by him in such a company :

Provided also that membership of a Co-operative Society shall be no disqualification as long as the person concerned is not a Director ; or



- e) he has any financial interest in any business undertaking dealing with Khadi or any village industries as defined in clause (j) of section 2

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Provided that this shall not apply in the case of Co-operative Society, where the member concerned is not a Director ; or

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- f) in the opinion of the Administrator he has failed or is unable to carry out his duties ; or

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- g) he absent himself from three consecutive meeting of the Board without the leave of the Board.

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5. **Removal from the board :-** The Administrator may, by notification in the Official Gazette, remove from Office any member of the Board who is or becomes subject to any of the disqualifications mentioned in rule 4.

Provided that before issuing such notification the Administrator shall give an opportunity to the member concerned to show cause against such removal.

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6. **Casual Vacancies :-** A member appointed to fill a casual vacancy shall hold Office for so long as the member whose place he fills would have been entitled to hold Office if the vacancy had not occurred.

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7. **Salary & Allowances :-** 1) The Chairman and the Vice Chairman and other non-official members (except the Secretary) of the Board shall not be entitled to any salary.

2) A non-official member of the board shall be entitled to receive daily allowance at the rate of rupees seventeen and fifty paise for (i) each day he attends a meeting of the Board or a Committee thereof, (ii) the day immediately proceeding and (iii) the day immediately following the date of the aforesaid meeting.

3) Every member shall as soon as possible after his appointment file with the Secretary of the Board a declaration regarding his usual place of residence, and any subsequent change in the usual place of residence so declared shall be notified to the Secretary.

4. **i) Travelling Allowance :-** There shall be paid as travelling allowance to each member in respect of every journey performed by him for the purpose of attending a meeting of the



Board of a Committee thereof or for the purpose of attending to any other business connected with his duties as a member from his usual place of residence to the place where the meeting of the Board or a Committee thereof or for the purpose of attending to any other business connected with his duties as a member from his usual place of residence to the place where the meeting of the Board or a committee thereof is to be held or the other business is to be transacted and for the return journey from such place to his usual place of residence, such amount as would be admissible at the maximum rate in respect of journeys on tour to a First Grade Officer serving in connection with the administration of the State Government of Tripura.

ii) Notwithstanding anything contained in sub-rule 4 (i) a member who performs the journey by road between places connected by rail or steamer, either wholly or in part may draw the road mileage at the rates referred to in sub-rule 4 (i) in place of the travelling allowance which would have been admissible to him, if he had travelled by rail or steamer, as the case may be.

Provided that the total amount of travelling allowance drawn by such member for the entire journey, shall not exceed the amount which would have been admissible to him, had he performed the journey by rail or steamer, as the case may be.

iii) When the usual place of residence of a member is at such a distance as would not entitle him to draw travelling allowance started in the manner in sub rule 4 (i) & (ii) for the discharge of duties of the Board as described in sub-rule 4 (i) as a member, he shall be entitled to the reimbursement of actual conveyance charges.

5) The Secretary, if a non-official, will be entitled to an honorarium of Rs. 400/00d P.M.

6) The salary of the Financial Adviser and Chief Accountants Officer shall be in the scale of Rs. 300 - 30-510 EB. 30 - 750 EB-30-930/- P.M. plus other allowances admissible to the employees of Government of Tripura in similar scale. He should have qualifications and experiences as follows :-

- i) Degree of a recognised University.
- ii) About 5 years experience in Administration and



Establishment in a Government Department of Corporation.

iii) Knowledge of Government Rules and Regulations.

iv) Experience of Audit and accounts work.

7. The salary of the Executive Officer shall be in the scale of Rs. 300-30-510-EB-30-750-EB-30-900/- P.M. plus other allowances admissible to the employees of the Government of Tripura in similar scale. He should have qualifications and experience as follows :

i) Degree of a recognised University with Economics, Science, Technology or Commerce as a subject or equivalent. Relaxable in case of candidates otherwise found suitable.

ii) About 5 years experience in a responsible capacity connected with small Scale/Cottage/Village Industries or Marketing.

**8. Office of the Board :-**

The Office of the Board shall be located in Agartala or at such other place as the Board may from time to time decide.

**CHAPTER-III**

Powers of the Chairman, the Vice-Chairman, the Secretary, the Executive Officer and the Financial Adviser and Chief Accounts Officer.

**9. Power of the Chairman :-** (1) The Chairman shall be responsible for the proper functioning of the Board and the implementation of its decisions and discharge of its duties under the Act.

2) In particular the Chairman shall —

a) cause important papers and matters to be presented to the Board as early as practicable ;

b) issue directions as to the method of carrying out the decisions of the Board.

c) present a draft annual report of the working of the Board to the Board for approval and submit the reports approved by the Board shall be circulated to the members of the Board for their information.



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- 3) The Chairman shall exercise administrative control over all departments and officers of the Board.
- 4) The Chairman may sanction expenditure on contingencies, supplies and services and purchase of articles required for the working of the office of the Board and for the execution of measures in furtherance of the object of the Act, subject to necessary provisions in the Budget.
- 10. Powers of the Vice-Chairman of the Board :-**
- a) The Vice-Chairman shall discharge such powers and functions as may be delegated to him by the Chairman.
- b) He shall remain in-charge of the Chairman's office whenever the Chairman remains absent on leave after intimating the Board in writing of his doing so.
- c) The Vice-Chairman shall, in the absence of the Chairman represent the Chairman in the Board's meetings.
- 11. Powers of the Secretary of the Board :-**
1. The Secretary shall work under the general control of the Chairman who may entrust to him any or all of the following powers and duties :-
- i) convening of meeting of the Board under the directions of the Chairman ;
- ii) drawing up agenda for each meeting under the directions of the Chairman and supplying the same to each member of the Board, alongwith the notice of the meeting ;
- iii) maintenance of the minutes of the meeting of the Board ;
- iv) furnish to the State Government all reports including annual reports and returns and necessary documents required under the act or these Rules ;
- v) preparation of the annual budgets of the Board ;
- vi) maintenance or causing maintenance of an account of the receipts and expenditure of the Board.
- 2) The secretary shall keep a record of the members of the Board and their addresses ; if a member changes his address, he shall notify his new address to the Secretary who shall thereupon



enter the new address in the record. But if the member fails to notify his new address, the address in the official records shall, for all purposes be deemed to be the member's address.

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**12. Power of the Financial Adviser and Chief Accounts Officer :-**

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1. The Financial Adviser and Chief Accounts Officer shall advise the Board on all matters relating to receipts and expenditure.
2. The Financial Adviser and Chief Accounts Officer shall attend every meeting of the Board and the Standing Finance Committee, but shall not vote there at. He shall also refer to the Board any matter having financial implications which in his opinion ought to be brought to its notice.
3. The Financial Adviser and Chief Accounts Officer will scrutinise and supervise the preparation of the budget of the Board, the compilation of the annual and other financial statements and the manner in which the accounts of the Board are to be maintained and made available to audit.
4. If required by the Board or the Chairman, the Financial Adviser and Chief Accounts Officer shall record his views on every proposal involving expenditure from the funds of the Board prior to the consideration and approval of such proposal by the Standing Finance Committee concerned or by the Board.
5. If required by the Board or the Chairman, the Financial Adviser and Chief Accounts Officer will advise the Board and the Standing Finance Committee that a particular decision affecting the general financial policy of the State Government should be referred to him for consideration.

**13. Powers of the Executive Officer :-**

1. The Executive Officer shall work under the control of the Chairman. He shall be entitled to attend all meetings of the Board, Standing Finance Committee and such other Committees as may be formed by the Board under the provisions of the Act but shall not be entitled to vote if he is not member of such a Committee. He shall—
  - [i] carry out supervise and control the work of officers and servants employed by the Board ;
  - [ii] implement the decisions taken by the Board ;
  - [iii] frame annual budget estimates and supplementary



budget estimates and place them before the Board through the Secretary ;

- [iv] Administer the Contributory Provident Fund of the Board when established ;

Sanction contingent expenditure to the extent of powers delegated to him by the Board from time to time;

- [v] examine applications for assistance (both grants and loans) and place them before Board through the Secretary for sanction ;

and

- [vi] undertake such other duties and exercise such other powers as may be assigned to him by the Board, or the Chairman ;

2. If required by the Board or the Chairman, the Executive Officer shall advise the Board regarding any matter having financial implications, any proposal involving expenditure from the funds of the Board, or any particular decision affecting the general financial policy of the State Government .

#### **CHAPTER-IV**

- 14. Annual Programme :-** 1) The programme of work referred to in section 16 shall be prepared by the Board during every financial year, for the next financial year in Form I and shall be forwarded to the State Government before the 15th July, in the year in which it is prepared.

2) A supplementary programme, if any, under section 18 shall be prepared by the board in any financial year in Form II and shall be forwarded to the State Government before the 15th October in that year.

- 15. Budget :-** 1) Two separate budgets, namely, Khadi Budget and the Village Industries Budget referred to in sub-section (1) of section 25 shall be prepared by the Board during every financial year for the next financial year in Form III and shall be submitted to the State Government before the 15th July, in the year in which it is prepared.

2) A supplementary budget, if any referred to in section 26 in any financial year shall be prepared by the Board in Form



IV and shall be submitted to the State Government in the first week of October in that year.

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- 16. Annual Report :-** 1) The annual report referred to in section 27 shall be prepared by the Secretary in Form V under the direction of the Chairman and shall be laid before the Board. After the report is approved by the Board, copy of the report shall be forwarded to the State Government.

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- 17. Annual Statement of Accounts :-** 1) Within six months of the close of each financial year, the annual statement of accounts referred to in sub-section (I) of section 29 shall be prepared in Form VII showing the financial results of any schemes, works or undertakings by the Board in that year.

2) The accounts shall be maintained by the Secretary in the forms and registers mentioned below :—

	Form No. VIII	Cash Book ;
1.	Form No. IX	Subsidiary Account to Cash Book ;
	Form No. X	Classified Abstract of Receipts/ Disbursements ;
	Form No. XI	Register of Securities ;
	Form No. XII	Receipts for payments to the Board ;
	Form No. XIII	Register of Cheque Books ;
2	Form No. XIV	Register of Stock of Receipt Books ;
	Form No. XV	Register of Stocks of Furniture ;
	Form No. XVI	Register of Advances Permanent / Temporary ;
	Form No. XVII	Annual account of Receipts /Expenditure.

#### **CHAPTER - V**

- 18. Contracts :-** [1] The Board may, in connection with its trading activities, enter into contracts provided that provision therefore exists in the sanctioned Budget.

[2] The Board may delegate to the Chairman, the Secretary or the Executive Officer, such powers for entering into contracts, signing of agreements or execution of Bonds or undertaking on its behalf as it may think fit. Provided that no such power shall be delegated to the Executive Officer if the monetary limit involved in a transaction exceeds ten thousand rupees.

[3] The Contracts shall not be binding on the Board unless they



are, executed by the Chairman, the Secretary or the Executive Officer, and the seal of the Board affixed thereto.

[4] The Chairman, the Secretary or the Executive Officer of the Board shall not be liable for any assurance or contract made by the Board and liability arising out of such assurance shall be discharged from the moneys at the disposal of the Board.

- 19. Power to make grants :-** [1] The Board shall disburse grants in accordance with and at rates and on terms sanctioned by the State Government in respect of each industry, from time to time. The State Government may on his motion or on the recommendation of the Board or of the Khadi and Village Industries Commission, modify or supersede the financial rates and terms previously sanctioned.

[2] The Board may reduce the rates at which grants are payable in individual cases to such extent, as it thinks necessary but shall not enhance such rates except with the prior approval of the State Government.

[3] Grants shall be paid to institutions registered under the Societies Registration Act, 1860 (XXI of 1860) or under the Bombay Co-operative Societies Act as extended to Tripura.

- 20. Power to advance Loan :** The Board shall advance loans in accordance with and at rates and on terms sanctioned by the State Government in respect of each industry, from time to time.

- 21. Power to borrow :** The Board may, with the previous sanction of the State Government borrow on the security of its funds or assets.

- 22. Power to write off losses :** [1] The Board may write off losses in the following cases:-

- [a] Loss or irrecoverable value of stores or public money due to theft, fraud or the negligence of individuals or other cases;
- [b] Loss of irrecoverable advances other than loans; and
- [c] deficiency and depreciation in the values or stores subject to the conditions -

(i) that the loss does not disclose a defect of system, the amendment of which requires the order of the State



Government; and

(ii) that there has not been any serious negligence on the part of individual employee or employees of the board which might possibly call for disciplinary action requiring the order of the State Government.

[2] The Board shall take suitable action against the persons responsible for the loss and send report to the State government on the action taken.

Exception – nothing contained in this rule shall apply to loss occasioned by irrecoverable loans. Sanction of the State Government shall be obtained before such losses are written off.

**23. Custody of Common Seal :-** The Common seal of the Board shall remain in the custody of the Executive Officer of the Board.

**R. K. Dev Varma**

Secy. Govt. of Tripura.

**FORM NO. I**

(See rule 14(1))

**Programme of the work**

- i) Particulars of schemes or works which the Board proposes to execute during the next following year.
- ii) Particulars of the undertakings which the Board proposes to organise during the following year.
- iii) Areas selected.
- iv) Manner in which the schemes/the works/ the undertakings are to be carried out.
- v) Whether the areas selected are suitable for the purpose.
- vi) Staff and servants already employed.
- vii) Additional Staff and servants to be employed during the year.
- viii) Estimated Expenditure.
- ix) Estimated Receipt.
- x) Schedule of the staff and servants.



FORM NO. II

(See rule 14(2))

**Supplementary Programme of the work**

- i) Particulars of additional schemes or work which the Board proposes to execute during the next following year.
- ii) Particulars of additional schemes/works/undertakings which the Board proposes to organise during the following year.
- iii) Areas selected.
- iv) Manner in which the additional schemes/the works/the undertakings are to be carried out.
- v) Whether the area selected is suitable for the purpose.
- vi) Additional staff and servants to be employed for the scheme during the year.
- vii) Estimated Expenditure of supplementary programme.
- viii) Schedule of additional staff.



**FORM NO. III**  
**BUDGET FORM**  
See Rule 15 (1)

Heads	Actuals of the preceeding three years			Budget estimate of the current year 19	Actuals for the first six months of the previous year 19	Revised estimate of the current year 19			Budget estimate for the next year 19			Explanatory Remarks
	19	19	19			Proposed by the Finance Committee	Con-firmed by the Board	Passed by Govt.	Proposed by the Finance Committee	Con-firmed by the Board	Passed by Govt.	
1	2	3	4	5	6	7	8	9	10	11	12	13
<b>RECEIPT</b>												
i. a) Sale of Ambar Charkha												
b) Sale of Ambar Yarn												
c) Sale of Ambar Cloth.												
d) Tuition Fees.												
ii. Grants etc.												
a) Grant in aid from Khadi & Village Industries Commission.												
b) Additional grant												
c) Other sources												
d) Development												

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Tripura Gazette, Extraordinary Issue, April 8, 1967 A. D.

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FORM NO. III Contd.

BUDGET FORM

See Rule 15(1)

1	2	3	4	5	6	7	8	9	10	11	12	13
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e) Contribution from

f) Subsidy from.

III. Miscellaneous :

a) Interest

b) Miscellaneous other receipt

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IV Debts, deposit and advance

a) Loans from State Government

b) Loans from other sources

c) Deposits.

d) Advances

Total Receipts

Opening Balance

Grand Total.

Tripura Gazette, Extraordinary Issue, April 8, 1967 A. D.



**FORM NO. III CONTD.**  
**BUDGET FORM**  
See Rule 15 (1)

Heads	Actual of the preceeding three years			Budget estimate of the current year 19	Actual for the first six months of the previous year 19	Revised estimate of the current year 19			Budget estimate for the next year 19			Explanatory Remarks
	19	19	19			Proposed by the Finance Committee	Con-firmed by the Board	Passed by Govt.	Proposed by the Finance Committee	Con-firmed by the Board	Passed by Govt.	
1	2	3	4	5	6	7	8	9	10	11	12	13
<b>RECEIPT</b>												
1. General Administration.												
a) Pay of Officers												
b) Pay of Establishment												
i) Clerks ii) Servants												
iii) Technical Staff												
c) Temporary establishment												
d) Allowances & honorarias												
i) Travelling & Conveyance allowances												
ii) House rent & other allowances												
iii) Dearness allowances												
e) Contingencies . office expenses and miscellaneous												
2. Supplies and services												
a) Furniture grants												
b) Library grants.												



**FORM NO. III Contd.**  
**BUDGET FORM**  
 See Rule 15 (1)

1	2	3	4	5	6	7	8	9	10	11	12	13
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- c) Prizes.
- d) Other Charges
- 3. Grant-in-aid etc.
  - a) Under grant in-aid rules
  - b) Stipends to teachers
  - c) Special grants for buildings
  - d) Special grants for equipment
- 4. Development programme
- 5. Scholarships and stipends
- 17 6. Works
  - a) Buildings
  - b) Repairs
- 7. Miscellaneous
  - a) Cost of audit
  - b) Grant for encouragement to spinners and weavers
  - c) Grant-in-aid to
    - i) Parishramalayas
    - ii) Upa-Parishramalayas
  - d) Grant to other ambar Charkha
  - e) Miscellaneous & unforeseen charges
  - f) Miscellaneous refund
- 8. Loans



**FORM NO. IV**  
See Rule 15 (2)  
Supplementary Budget Form

Heads	Actuals of the preceeding three years			Budget estimate of the current year 19	Actuals for the first six months of the previous year 19	Revised estimate of the current year 19			Budget estimate for the next year 19			Explanatory Remarks
	19	19	19			Proposed by the Finance Committee	Con- firmed by the Board	Passed by Govt.	Proposed by the Finance Commi- tee	Con- firmed by the Board	Passed by Govt.	
1	2	3	4	5	6	7	8	9	10	11	12	13
<b>RECEIPT</b>												
I. a) Sale of Ambar Charkha												
b) Sale of Ambar Yarn												
c) Sale of Ambar Cloth.												
d) Tuition Fees.												
II. Grants, etc.												
a) Grant-in- aid from State Government												
b) Grant-in- aid from Khadi & Village Industries commission												
c) Additional grant												
c) Other sources												
d) Development												
e) Development Programme												
f) Contribution from												
g) Subsidy from												



**FORM NO. IV**  
See Rule 15 (2)  
Supplementary Budget Forms

1	2	3	4	5	6	7	8	9	10	11	12	13
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III. Miscellaneous.

- a) Interest.
- b) Miscellaneous other receipts.

IV. Debts, deposits and advances.

- a) Loan from State Government.
- b) Deposits

c) Advances .....

Total Receipts.....

Opening balance.....

Grand Total.....



FORM NO. IV Contd.

1	2	3	4	5	6	7	8	9	10	11	12	13
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EXPENDITURE

1. General Administration
  - a) Pay of Officers.
  - b) Pay of establishment
    - i) Clerks
    - ii) Servants.
    - iii) Technical staff
  - c) Temporary establishment
    - i) Travelling and conveyance allowance
    - ii) House rent and other allowances
    - iii) Dearness allowances
    - d) contingencies, office expenses & miscellaneous
2. Supplies and services
  - a) Furniture grants
  - b) Library grants
  - c) Prizes.
  - d) Other charges
3. Grant-in-aid rules
  - a) Under grant -in-aid rules
  - b) Stipends to teachers
  - c) Special grants for buildings.

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- b) Stipends to teachers
- c) Special grants for buildings.

# FORM NO. IV Contd.

1	2	3	4	5	6	7	8	9	10	11	12	13
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- d) Special grants for equipment.
- 4. Development programme.
- 5. Scholarships and stipends.
- 6. Works –(a) Buildings.  
(b) Repairs
- 7. Miscellaneous.
  - a) Cost of audit
  - b) Grant for encouragement to spinners and weavers.
  - c) Grant-in-aid to
    - i) Parishramalayas.
    - ii) Upa-parishramalayas.
  - d) Grant to other Ambar Charkha.
  - e) Miscellaneous and foreseen charges.
  - f) Miscellaneous refund.
- 8. Loan



FORM NO. V  
(See rule 16(1))  
**Annual Report**

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1. Introductory.

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- a) Name of the schemes /works undertaking (Industry wise)
- b) Brief description
- c) Schemes/works/undertaking as in operation during the current year.
  - i) Administrative aspects.
  - ii) Technical aspects (Training etc.)
- d) Progress of the scheme and programme for the next year with special reerence to training of personnel and the Five Years Plan.

1.

- 2. Charges in connection of the Board, if any.
- 3. Meeting of the Board and Standing Committee.
- 4. Administrative review.
- 5. General remarks.

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# FORM NO. VI

See Rule 16 (2)

## Form for Quarterly Report

Serial No.	Name of the scheme	Brief description of the schemes/ works or undertaking	Amount of grant sanctioned for the scheme with Govt. Resolution No. and date	Amounts drawn during the end of the previous quarter	Amount drawn during the quarter	Total amount drawn (total of column Nos. 5 and 6)	Balance of grant available for expenditure	Position of the scheme at the end of the previous quarter (into figures)	Progress made during the quarter (into figures)	Broad outlined of the programme for the next quarter
1	2	3	4	5	6	7	8	9	10	11

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## Details of "Pay of Establishment".

Serial No.	Name and description of the member of staff	Sanctioned pay of the post			Actual pay for the year at the rate in column 3(c)	Increment falling due within the year			Special pay or other allowance classed as pay	Total provision for the year i.e. total of columns 4,5 (a) and 6	Remarks if any
		Minimum (a)	Maximum (b)	Actual pay of the post due on 1st April next year (c)		Date of Increment (a)	Rate of increment (b)	Amount of Increment for the year (c)			
1	2	3	4		5	6	7	8	9	10	11



**FORM NO. VII**  
See Rule 17 (1)  
Annual Statement of Accounts

Receipt (Heads as in the Budget)	Budget estimate	Previous year	Year of Account 19-19	Expenditure (Heads as in Budget)	Budget estimate	Previous year	Year of Accountant 19-19
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N.B. The opening and closing balances of this account shall agree with the opening closing balances of the Cash Book for the months of



**FORM NO. VII**  
See Rule 17 (1)  
Annual Statement of Accounts

Receipt (Heads as in the Budget)	Budget estimate	Previous year	Year of Account 19-19	Expenditure (Heads as in Budget)	Budget estimate	Previous year	Year of Accountant 19-19
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N.B. The opening and closing balances of this account shall agree with the opening closing balances of the Cash Book for the months of



**FORM NO. VIII**  
See Rule 17 (2)  
Cash Book

RECEIPTS						DISBURSEMENTS								
Date	Item or Serial No.	From whom received	Particulars	Amount		Initials of responsible authority	Date	Voucher or Serial No.	To whom paid	Particulars	Budget head to which debitable	Amount		Initials of responsible authorities
				Cash	Bank							Cash	Bank	

Opening balance Rs. Brought forward Rs. Rs.



**FORM NO. IX**

[See Rule 17 (2)]

Cash Book

Subsidiary Account to Cash Book

N

Name of the Scheme.....

Ir

Period of Scheme.....

V

Recurring liability.....

p

Non-recurring liability.....

Sanctioned vide.....

Total.....

Details, if any.....

**DISBURSEMENTS**

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

1

2

Form No. X (Part I)

[See Rule 17 (2)]

Classified Abstract of Receipts, 19\_\_ 19\_\_

Serial No.	Head of Account	April		May		Progressive Total	March		Progressive Total	Remarks
		Voucher No.	Amount	Voucher No.	Amount		Voucher No.	Amount		

Rs.

Rs.

Rs.



Form No. X (Part II)  
[See Rule 17 (2)]  
Classified Abstract of disbursement for

Serial No.										
Head of account										
Original										
Rs.	Authority and Particulars	Grant modification during the course of the year								
	Amount additional of deduction									
Rs.	Final grant at the end of the year									
Rs.	Outlay to the end of previous year Brought forward									
Rs.	Transaction of the year									
	April		Voucher No.							
Rs.	Amount		Voucher No.							
	Amount		Voucher No.							
Rs.	Progressive Total									
	March		Voucher No.							
Rs.	Amount									
	Remarks									



Form No. XI  
[See Rule 17 (2)]

Register of securities for the period from

Serial No.	Date of Purchase	Particulars of Securities	Amount		Safe custody Receipt No.	Interest due		Realization of interest				Initial of Accountant	Remarks
			Purchase value	Face value		Due Date	Amount of interest due	Date	Amount received	Initial of Accountant	Amount received		
			Rs	Rs			Rs		Rs.				



Form No. XI  
[See Rule 17 (2)]

[Receipt for payments to the Board]

(Counterfoil)

**KHADI AND VILLAGE INDUSTRIES  
BOARD**

Book No. .... Receipt ..... Book ..... NOT  
Received from ..... Received from ..... T  
Rs. .... on account of ..... Rs. .... Rupees ..... R  
A Place .....  
S Date ..... / 19. N  
F  
E  
R  
A  
B  
L  
E

Cashier and  
Accountant

Secretary  
Tripura Khadi and  
Village Industries  
Board

Cashier and  
Accountant.

Secretary  
Tripura Khadi and  
Village Industries  
Board

**FORM NO. XIII**

[See Rule 17 (2)]

Register of Cheque Books.

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



No. \_\_\_\_\_  
In e  
Vill  
plea

1.  
2.

FORM NO. XIV  
[See Rule 17 (2)]

Register of Stock of Receipt Books.

New Stock Received							
Date	From whom received	No. and date of the communication with which received	No. of Books (each form) received	No. of receipt forms receipt	Nos. borne by the works	Nos. borne by the receipts forms	To whom issued
1	2	3	4	5	6	7	8

30

Issues					Balance in Stock					
No. of books issued	No. of forms issued	Nos. of borne by the books	Nos. of borne by the receipt forms	Dated initials of the accountant	Nos. of books	No. of receipt forms	Nos. borne by the books	Nos. borne by the receipt forms	Initials the Secretary	Remarks
9	10	11	12	13	14	15	16	17	18	19

Tripura Gazette, Extraordinary Issue, April 8, 1967 A. D.



FORM NO. XV

[See Rule 17 (2)]

Register of stock and furniture

RECEIPTS

Sl. No.	Voucher No. and date	Particulars of stores and furniture	Value Rs.	No. of quantity	Date of issue	Orders	No. of quantity of issue	Amount if any realised from sale Rs.	Date of credit in Cash Book	Date, initials of Accountant	Balance of each item after each transaction

Tripura Gazette, Extraordinary Issue, April 8, 1967 A. D.



FORM NO. XVI  
[See Rule 17 (2)]

Register of Advance — Permanent / Temporary

Issuing authority	To whom made	Particulars of the Advance	Payment		Re-payments			Date initials of the Acoutant	Balance	REMARKS
			Date of payment of the Advance	Amount Paid	Date	Mode	Amounts			
1	2	3	4	5	6	7	8	9	10	11



D.

Tripura Gazette, Extraordinary Issue, April 8, 1967 A. D.

FORM NO. IV  
[See Rule 17 (2)]

Annual Account for the year 19 -19. Relating to grant for.....

RECEIPT					EXPENDITURE			
Head Account	Receipt during the year	Remarks	Grant		Payment		Excess or savings over net grant	Remarks
			Original	Net	Head of Account	Expenditure during year		
Opening balance	Rs.	Rs.	Rs.	Rs.		Rs.	Rs.	Rs.

CLOSING BALANCE

- 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 valuation
---------------------------	------------	----------------	------------------------------

- IV. Particulars of closing balance.

Secretary

Tripura Khadi and Village  
Industries BoardAUDIT CERTIFICATE

Certified that the above accounts have been audited and found correct.

Auditor/Accountant General  
Assam & Nagaland, Shillong



NO. F. DI/PLAN/10(2)/65/9228-30

GOVERNMENT OF TRIPURA

DEPARTMENT OF INDUSTRIES

Dated, Agartala, July 18, 1970

In exercise of the power conferred by section 35 of the The Tripura Khadi & Village Industries Board Act. 1966 (No. 4 of 1966), the Administrator is pleased to make the following rules to amend the The Tripura Khadi & Village Industries Board 1967, namely:—

1. 1) Short title & Commencement —

These Rules may be called the Tripura Khadi & Village Industries Board (Amendment) Rules, 1970.

2) These shall come into force at once.

2. Amendment of rule 3 — at the end of rule 3 of the Tripura Khadi & Village Industries Board Rules, 1967, the following shall be added, namely :-

- 1) "Provided further that the Administrator, may, for reasons to be recorded in writing, extend the term of office of the Members of the Board for a period not exceeding six months."

By order of the Administrator,

( J.M. Lyngdoh)

Secretary

Government of Tripura

Copy to

- 1) Superintendent of Printing & stationery for publication of the notification in an extra ordinary issue of the Tripura Gazettee.
- 2) The Chairman Tripura Khadi & Village Industries Commission, "Gramodaya", Irla Road, Vie Parle (west) Bornbay - 56 As.
- 3) The Chairman, Tripura Khadi & Village Industries Board, Agartala, Tripura.

Sd/- Illegible

( J.M. Lyngdoh)

Secretary

Government of Tripura



NO. F. DI/PLAN/10(2)/65/2026 \_\_\_\_\_ 28

GOVERNMENT OF TRIPURA  
DEPARTMENT OF INDUSTRIES.

July 18, 1970

Dated, Agartala, the 18<sup>th</sup> March, 1970

## NOTIFICATION

In exercise of the powers conferred by clause (b) of Sub-section (2) of section 35 of the Tripura Khadi & Village Industries Board Act, 1966 (No. 4 of 1966), the State Government is pleased to make the following rules further to amend the Tripura Khadi & Village Industries Board Rules 1967, Namely:—

1. 1) These Rules may be called the Tripura Khadi & Village Industries Board (Second-Amendment) Rules, 1974
- 2) These shall come into force at once.
2. Amendment of rule 3 — at the end of rule 3 of the Tripura Khadi & Village Industries Board Rules, 1967, the following shall be added, namely :-
- 1) In the second proviso to rule 3 of the Tripura Khadi and Village Industries Board Rules, 1967, for the words "six months" the words "seven months" shall be substituted.

By order of the Administrator,

**Sd/ K.P. Chakraborty**

Joint Secretary to the Government of Tripura

## Copy to :-

- 1) The Superintendent of Press, Printing & Stationery Department of Tripura, Agartala for publication of the Notification in an extraordinary issue of the Tripura Gazettee.
- 2) The Chairman, Khadi & Village Industries Commission, Gramodaya Irla, Road Vile Parle (west) Bombay - 56.
- 3) The Chairman, Tripura Khadi & Village Industries Board, Agartala, Tripura.

**Sd/ K.P. Chakraborty**

Joint Secretary to the Government of Tripura



*Tripura Gazette, Extraordinary Issue, April 8, 1967 A. D.*

F. DI/NNI/115(148)/79/5302-05  
GOVERNMENT OF TRIPURA  
DEPARTMENT OF INDUSTRIES.

Dated, Agartala, the 19<sup>th</sup> July, 66

MEMORANDUM

The Governor is pleased to amend the Tripura Khadi & Village Industries Board Rules 1967, as per annexure - i to this Memo.

By order and in the name of Governor

Sd/

(R. N. Chakraborty)

Commissioner -Cum-Secretary  
Government of Tripura

Copy to :-

- 1) The Superintendent of Press Govt. of Tripura, Agartala with the request to arrange publication in an extra ordinary issue of the Tripura Gazette and to send 30 copies of the order to the Director of Industries, Tripura.
- 2) The Chairman, Tripura Khadi & Village Industries Board. Agartala.
- 3) All Members of the Board
- 4) The Executive Officer, Tripura Khadi & Village Industries Board, Agartala.

Sd/

(R. N. Chakraborty)

Commissioner -Cum-Secretary  
Government of Tripura



ANNEXURE \_\_\_\_\_ 1.

THE TRIPURA KHADI AND VILLAGE INDUSTRIES BOARD  
(THIRD-AMENDMENT) RULES, 1983.

In exercise of the powers conferred by Section 35 of the Tripura Khadi and Industries Board Act, 1966 (Act. No. 4 of 1966), the state Government hereby makes the following rules to amend the Tripura Khadi and Village Industries Board Rules, 1967, namely.

1. (1) These Rules may be called the Tripura Khadi and Industries Board (Third-Amendment) Rules, 1983.  
(2) They shall be deemed to have come into force on and from 9th day of June, 1983.
2. In the Tripura Khadi and Industries Board, Rules, 1967, in rule 7-
  - (i) for sub-rule (I) the following Sub-Rule shall be substituted, namely :-
    - (I) the Chairman, the Vice Chairman and the Secretary of the Board, when appointed from non-official members, shall be paid salary or honorarium and allowances from the funds of the Board as the State Government may fix from time to time."
    - (II) after Sub-rule (2) the following proviso shall be inserted namely:-

Provided that a non-official shall not include the Chairman, the Vice-Chairman or the Secretary for the purpose of this Sub-rule."
  - (iii) Sub-rule (5) shall be deleted;
  - (iv) Sub-rule (6) for the word, makes, letters and figures" scale of 300 -30-510EB-30-750-EB-30-900/-p.m.". the words, marks, letters and figures, "scale of Rs. 750-45-1155-50-1255-55-1750/-p.m. "shall be substituted.
  - (v) In Sub-rule (7) for the words, marks, letter and figures, " scale of 300 -30-510-EB-30-750-EB-30-900/-p.m.". the words, marks, letters and figures, "scale of Rs. 750-45-1155-50-1255-55-1750/-p.m. "shall be substituted.