

CENTRAL SOCIAL WELFARE BOARD

RULES GOVERNING COMPOSITION AND FUNCTIONS OF THE STATE SOCIAL WELFARE ADVISORY BOARDS

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Short Title

These Rules may be called the "Rules of the State Social Welfare Boards".

Definitions

- i) "Board" means the "State Social Welfare Board".
- ii) "Central Board" means the "Central Social Welfare Board".
- iii) "Chairperson" means the "Chairperson of the State Social Welfare Board".
- iv) "Government" means the "State Government/Union Territory".
- v) "Member" means a "Member of the Board including the Chairperson".
- vi) "Secretary" means the "Secretary of the State Social Welfare Board".

Composition of the State Board

- i) The Board shall consist of such members as may be decided by Central Social Welfare Board.
- ii) The Chairperson of the Board shall be an eminent woman social worker. Elected representative and person holding office of profit will not be eligible for the post of the Chairperson.
- iii) There shall normally be one (1) social worker as member to represent each major district in the State. In addition, a representative of the University, Deptt. or School of Social Work, officials representing Departments dealing with Health, Social Welfare/Women's Welfare, Education, Community Development etc. and one woman representative from State Legislature, shall be nominated by the State Government. The upper limit of the total number of non-official members shall be fixed by Central Social Welfare Board.
- iv) The notification for the constitution of the State Board shall be issued by the concerned State Govt. in consultation with Central Social Welfare Board.
- v. a) The Chairperson of the State Board will be selected by the Chairperson of Central Social Welfare Board in consultation with the concerned State Govt.

- b) Before the expiry of the tenure of an incumbent Chairperson of the State Board, the State Govt. should send a panel of 3 names, alongwith bio-data of the individuals to the Central Board for the latter's concurrence for appointment of the Chairperson. If no nomination for appointment/proposal for extension of tenure is received from the State Govt. till the date of expiry of the term of the Chairperson of the State Board, the Central Social Welfare Board shall take a decision for extending the tenure or making a fresh appointment. State Govt./U.T. will not make an interim administrative arrangement unilaterally.
In case there is no response from the State Govt., the Chairperson, Central Social Welfare Board shall suo-motto appoint a Chairperson/Officer-in-Charge.
- c) A State Board Chairperson shall not hold office for more than 2 consecutive terms, each of 3 years duration. The members of the State Board shall also not hold office for more than 2 consecutive terms.
- d) In case the Board is not reconstituted after expiry of its term due to one reason or other, Central Social Welfare Board will appoint an Officer-in-Charge through an Administrative Order as a stop-gap arrangement to discharge the duties of the Chairperson till a regular Chairperson is appointed.
- vi) Half of the non-official members excluding the Chairperson shall be nominated by the Central Social Welfare Board and the other half by the State Govt.
- vii.a) Normally the full Board should be constituted before expiry of the term of previous Board. If full State Board is not constituted, alongwith the appointment of the Chairperson of State Board, the Board will function alongwith the ex-officio member as mentioned in clause 3(iii). Selection and notification of the non-official members should be completed within a period of three months from the expiry of the term of the previous Board.
- b) In case of undue delay in the selection of non official nominees of the State Govt., State Govt. shall issue notification of Central Board nominees. If State Govt. fails to do so, Central Board will issue an administrative order for appointment of Central Board nominees on the reconstituted State Board.
- viii) The State Board can be dissolved/superseded or the Chairperson or any member can be removed from her Office for specified reasons with the mutual consent of the Central Board and the State Govt. concerned. The term of the Chairperson, State Social Welfare Board, should not be terminated except for the following reasons :-
- If she is -
- i) Of unsound mind
 - ii) Convicted or sentenced to imprisonment for an offence which involves moral turpitude
 - iii) Declared Insolvent
 - iv) Person who refuses to discharge her duties or becomes incapable of discharging her duties.
 - v) Absent from three consecutive meetings of the Board and
 - vi) Having such conduct due to which continuance in office becomes detrimental in public interest.

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 Director
 Central Social Welfare Board
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- ix) In case the Chairperson of the State Board is contesting any election (Assembly or Loksabha), she will have to resign from the post of the Chairperson in administrative grounds.

Office-Bearers of the Board

The Office-bearers of the State Board shall be the Chairperson & Member Secretary, who will be the Secretary of the State Board. They shall reside in the headquarter of the State Board.

Membership Roll

The Board shall keep a roll of the members and every member of the Board shall sign the roll stating therein his/her occupation and address. If a member changes his/her address, he/she shall notify the new address to the Secretary of the Board who shall there upon enter the new address in the roll of members but if he/she fails to notify the new address, the address in roll of members to be deemed to be his/her address.

Duration of membership

- i) All members shall hold office for the period for which the Board is constituted.
- ii) When a person is nominated as a member by virtue of his/her office, his/her membership of the Board shall be terminated when he/she ceases to hold that office of appointment.
- iii) A member shall cease to hold office if he/she resigns or is of unsound mind, insolvent or convicted of a criminal offence involving moral turpitude.
- iv) A member who does not attend three(3) consecutive meetings of the Board, without any valid reason shall cease to be a member of the Board.
- v) Any member may resign his/her membership and such resignation of membership shall be addressed to the Chairperson of the Board and shall take effect after it is accepted by the Chairperson, Central Social Welfare Board. Where member is nominee of the State Govt., a copy of the acceptance of resignation should also be sent to the State Govt. In case the Chairperson of the State Board may resigns, and such resignation may be addressed to the Chairperson, Central Board and shall take effect after it is accepted by the Chairperson, Central Social Welfare Board in consultation with the State Govt.
- vi) Any vacancy in the Board shall be filled by nomination by the authority which nominated the out going member and the person nominated to fill the vacancy shall hold office only as long as member in whose place he/she is nominated would normally hold Office, if the vacancy had not occurred.

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Functions of the Board

The Board will perform the following functions :-

- i) To act as medium for exchange of information between the field and the Centre and vice-versa.
- ii) To invite, receive, examine and recommend to the Central Social Welfare Board applications for Grant-in-Aid from Voluntary organisations and other Institutions under different programmes;
- iii) To supervise and report on the working of the Voluntary organisations/Institutions/Projects to the Central Social Welfare Board or other Govt. Departments;
- iv) To advice and assist the Central Board in sponsoring new welfare programmes and activities wherever they are needed within their States;
- v) To coordinate the welfare and developmental activities undertaken by the various Departments of the State Governments with a view to avoid duplication;
- vi) To undertake such other activities as may be conducive to the fulfilment of these objectives;
- vii) To promote the growth of voluntary social welfare agencies, with special reference to development of the welfare services in the areas uncovered at present;
- viii) To assist the Central Social Welfare Board in providing field counselling services for aided agencies;
- ix) To administer the programmes of social welfare & development either sponsored by the Central Social Welfare Board or jointly initiated with the cooperation of the State Governments;
- x) To undertake with the concurrence of the Central Social Welfare Board such social welfare activities or programmes that are entrusted to the State Board by any Department of Centre/State/Union Territory and,
- xi) To assist the Central Social Welfare Board and the State Govt./ in further development of welfare services.
- xii) To organise through its machinery emergency relief in case of calamity-national/natural or otherwise, wherever deemed fit or necessary.

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Board's office

The Board shall have an office with a Secretary and such other staff as may be sanctioned by the Central Social Welfare Board from time to time. The Secretary shall keep a record of the Board's meetings and shall perform such other administrative functions as directed by the Board from time to time. Head-office of the State Board should be in State capital to maintain proper coordination with different State Govt. offices.

Bankers

The Board shall maintain current account/savings bank account or any other account with the State Bank of India or with any Nationalised Bank. In case State Govt. instructions are contrary to this, prior approval of Central Social Welfare Board should be obtained to open account in banks other than Nationalised banks. All receipts of the Board shall be paid into the Board's bank account. The account of the Board will be operated by the following :-

- i) Chairperson
- ii) Treasurer
- iii) Secretary

It will be mandatory for the Secretary to be one of the Signatories. In case Secretary is not available, Chairperson of State Board will, with the prior approval of Central Social Welfare Board, authorise a suitable officer in his place.

Powers of the Board

i) The Board shall have power to make the appointments of the posts sanctioned by the Central Board on the terms to be prescribed with the prior approval of the Central Board. However, the power to appoint Secretary of the State Board shall vest with the Central Social Welfare Board.

ii) The authority competent to promote, reduce in rank or dismiss an officer or staff of the Board shall be the authority empowered to appoint such officer or staff. In all these matters, the State Board shall apply rules of the State Govt./Union Territory concerned.

iii) There shall be Standing Committee of the Board consisting of the Chairperson, Secretary, Treasurer and two more members of the Board. The Standing Committee shall look after the management of all the affairs and funds of the Board within the limits and direction prescribed by the Board.

iv) The Board shall have the power to make, if necessary, such bye-laws as are not repugnant to, or inconsistent with these rules, for the conduct of the Board's business and for the working of its office.

v) The Board may, by resolution, delegate to sub-committees and panels of experts the power to deal with specific problems or group of problems as the Board may deem fit.

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vi) The Board may, wherever necessary, appoint adhoc committees for specific purposes. The sub-committees will not be empowered to take decision on behalf of the Board.

vii) The Board may, by resolution, delegate to the Chairperson or the Secretary, such of its powers for the conduct of its business as it deems fit, subject to the condition that the action taken by the Chairperson or the Secretary under the powers delegated to them by this regulation shall be reported for confirmation at the next meeting of the Board.

viii) The employees of the State Board will be governed by the State Govt. rules in terms of their service conditions. The State Board will also follow the State Govt. rules in case of other financial and administrative matters.

1. Meetings of the Board

- i) The Board shall have at least 4 meetings in a year and not more than four months shall elapse between any two meetings of the Board.
- ii) Not less than ten days notice of an ordinary meeting shall be given to the members of the Board.
- iii) One third of the members of the Board, present in person shall constitute the quorum.
- iv) All meetings of the Board shall be convened and presided over by the Chairperson.
- v) If the Chairperson of the Board is not present at any meeting of the Board, the members present shall elect one from amongst the members to preside over the meeting.
- vi) In case of equality of votes, the Chairperson or the person presiding shall have the casting vote.
- vii) An extra-ordinary meeting may be convened at any time at five days notice;
 - a) By the Chairperson of the Board or
 - b) On a written request to the Chairperson, signed by at least one third of the members.

2. Budget

- i) The Board, shall in each year submit to the Central Social Welfare Board its revised budget for the current year and its budget estimate for ensuing year as passed in one of its meetings in the form prescribed by the Central Board. It shall not contain provisions for any scheme which have not been duly approved by the Central Board. The expenditure incurred on the establishment of the office of the State Board will be equally shared by the Central Board and the State Govt. concerned.
- ii) The funds of the Board shall not be appropriated for expenditure on any item which has not been approved by the Central Social Welfare Board.

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13. Accounts & Audit

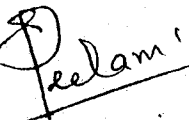
- i) The accounts shall be subject to audit by the State Accountant General or any other auditors appointed by the State Govt. in consultation with the Central Board.
- ii) The audited accounts together with the progress report in the form prescribed by the Central Social Welfare Board shall be placed before the Board at its next meeting and a copy of the report together with a copy of the reply shall be sent to the Central Board and the State Govt.

14. Remuneration to members

- i) A member of the Board, who is not an official, shall be entitled to draw in respect of any journey performed for the purpose of the business of the Board or of a duly constituted sub-committee, such as travelling and halting allowances as would be admissible in respect of such journeys to State Govt. officials of the highest grade of Class I or as admissible to non-officials under the State Govt. Rules.
- ii) No remuneration other than travelling allowances and halting allowances on account of his/her services as such shall be paid except with the previous sanction of the Central Board.
- iii) The State Govt. may provide certain facilities if they so desire, to the Chairperson in terms of honorarium, secretarial facilities of status of ministerial rank etc. But in such case, cent percent expenditure will have to be met by the State Govt.

15. Amendment of Rules

No amendment to the rules shall be made without the prior approval of the Central Social Welfare Board.


Central Social Welfare Board
New Delhi