THE HARYANA STATE COMMISSION FOR SCHEDULED CASTES RULES, 2019

Gnuernment (Ga;ette EXTRAORDINARY Published by Authority C Govt. of Haryana No. 124-2019/Ext.] CHANDIGARH, MEDNESDAY, JULY 24, 2019 (SRAVANA2, 1941 SAKA) m-TßT 24 2019 2018 (2018 34) $1 16 $1 (2) (1) äRT, Rä-G-q 2. (2) (2) 0Ttzrrq—I 2019, I (Eb) "3fr-ÄuH" Gift 2018 (2018 34) (2300) HARYANA GOVT. GAZ. (EXTRA.), JULY 24, 2019 (SRVN. 2, 1941 SAKA) 11 3. *7111 (4) fäg $1 fäg ufä 4. 161 t-q-ü I 2301 2302 161 161 161 161 161 121 -a-uT I 161 HARYANA GOVT. GAZ. (EXTRA.), JULY 24, 2019 (SRVN 2, 1941 SAKA) 6. $1 $1 *7111 (5) ftqié, Rqhé e-H m--Tßfi *7111 R--cü--é I Ill 8. 10. (1) $1 *7111 (3) a-frag 11. qte-TT HARYANA GOVT. GAZ. (EXTRA.), JULY 24, 2019 (SRVN. 2, 1941 SAKA) 12. R-qu ftcfré *7111 13. füavr $1 $1 Rqié 1 2303 161 131 2304 HARYANA GOVT. GAZ. (EXTRA.), JULY 24, 2019 (SRVN 2, 1941 SAKA) 1 fä-cn--crr HARYANA GOVT. GAZ. (EXTRA.), JULY 24, 2019 (SRVN. 2, 1941 SAKA) 11 10(2)] 2 3 4 2305 5 2306 2 3 4 5 6 7 8 HARYANA GOVT. GAZ. (EXTRA.), JULY 24, 2019 (SRVN 2, 1941 SAKA) 13) R@ré Re.Tfd (ii) (lii) (iv) ft-eft 23 2019 GlfduT m-TßT I ffARYANA GOVERNMENT WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT Notification The 24th July, 2019 No. 967-SW(1)-2019. In exercise of the powers conferred by sub-section (l) read with sub-section (2) of section 16 of the Haryana State Commission for Scheduled Castes Act, 2018 (34 of 2018), the Governor of Haryana hereby makes the following rules, namely:- Short title and commencement _ Definitions (1) 1. Rules, 2019. (2) Gazette. (1) 2. (2) Chapter-I These rules may be called the Haryana State Commission for Scheduled Castes These rules shall come into force on the date on their publication in the Official In these rules, unless the context otherwise requires,- (a) "Act" means the Haryana State Commission for Scheduled Castes Act, 2018 (34 of 2018); (b) "Form" means the form appended to these rules; (c) "Fund" means the fund constituted by the Commission; Words and expressions used herein and not defined in these rules but defined in the Act shall have the same meaning respectively assigned to them in the Act. HARYANA GOVT. GAZ. (EXTRA.), JULY 24, 2019 (SRVN. 2, 1941 SAKA) Chapter-II (l) The Commission shall meet at such time and at such place as the Chairperson may 3. decide. The meeting shall be headed by the Chairperson. (2) The Commission shall ordinarily convene at least four meetings in every year for the transaction of its business. (3) The Chairperson may convene an urgent meeting of the Commission for consideration of any matter which, in his opinion, requires immediate and urgent attention by the Commission. (4) The quorum necessary for the meeting shall be half of the total number of members; including the Chairperson and Vice-Chairperson. (5) A meeting of Commission may be called by giving notice of not less than seven days. In case an urgent meeting of the Commission is to be called, notice of not less than forty- eight hours shall be given. (6) Any accidental omission to give notice to, or the non-receipt of such notice by, any member for any meeting shall not invalidate the proceedings of the meeting. (7) The statement of business to be transacted in a meeting shall ordinarily be set out in the notice for the meeting under rule 5 : Provided that the Member Secretary shall have the power to circulate, not later than twenty-four hours before the scheduled meeting, a statement of additional business proposed to be transacted. The Presiding Chair shall have the power to list any question, which in his opinion is necessary, for discussion. (8) All questions to be considered in its meeting shall be decided by a majority of votes of its present members: Provided that the Chairperson shall be entitled to vote any question and if the vote be equally divided, he shall have a second and casting vote. (l) Minutes of meeting of the Commission shall be drawn up and recorded by the 4. Member Secretary and shall be signed by the Presiding Chair. (2) Minutes of the proceeding of each meeting of the Commission shall be circulated through the registered electronic mail address, as soon as may be after it has been signed by the Presiding Chair, to all the members of the Commission and shall be laid before the next ensuing meeting of the Commission. (3) Every member who attended the meeting shall give comments or objections, if any, in writing or through electronic mail of the Commission, regarding the accuracy of recording of the minutes of that particular meeting within seven days from the date of issue of the minutes failing which, it shall be presumed that there are no objections: Provided that where a member has given his comments or objections, such comments or objections shall be placed before the Commission in its next meeting. (4) The Member Secretary or such officer of the Commission, as may be authorized, by general or special order by the Member Secretary, forward to the Government a copy of the minutes of the proceedings of

each meeting of the Commission. (5) The Government may ask for a copy of any paper or all the papers which were laid before the Commission and the Member Secretary or such officer authorized by the Member Secretary, shall forward to the Government, a copy of such paper or papers. (6) Every meeting of the Commission, the proceedings of the meeting which have been duly drawn up and signed shall be deemed to have been duly convened and to be free from all defects and irregularities

5. When any vacancy occurs or is likely to occur by reason of death, resignation or otherwise of a member of the Commission, the Member Secretary shall submit a report to the Government from time to time.(l) The Member Secretary shall be the Administrative Head of the Secretariat of the 6. Commission and shall assist the Chahperson and Commission in the discharge of its functions with the assistance of the officers of the Commission. (2) The Member Secretary shall be present at every meeting of the Commission and shall be responsible for having the agenda prepared for the meeting of the Commission and for circulating the minutes with prior approval of the Chairperson. (3) The Member Secretary shall conduct and have charge of the correspondence of the Commission and shall issue requisite notices. 2307 Meetings of the Commission section 8. Proceedings of the Meeting section 16 Vacancies section 16 Duties of Member Secrtaly_ section 16 2308 Seal of the Commission. Section 16 (1). Fund section 11 and 16. Fonn and time of submission of budget section 16 Preparation and submission of Annual Statement of Accounts _ section 12. Audit _ section 16 Special Report. section 16 Annual Report. section 13. HARYANA GOVT. GAZ. (EXTRA.), JULY 24, 2019 (SRVN 2, 1941 SAKA) (4) Public Holidays and office hours to be observed by the office of the Member Secretary shall be such as observed by the Government from time to time. The Member Secretary shall not absent himself from duty without the permission of the Chairperson. (5) The Member Secretary shall assist and monitor the preparation of annual report, special report and ensure proper liaison with the Ministries, Departments of the Government of India, State Government and Union Territories. (6) The Member Secretary shall be the Chief Vigilance Officer of the Commission and shall report all important matters to the Chairperson pertaining to the Vigilance cases

7. There shall be a common seal of the Commission and shall be kept by the Member Secretary in his custody. It shall be affixed on such other documents as the Chairperson may, by order, direct. 8

9. Chapter-lil The Fund of the Commission shall consist of,- (l) grants received from the Central Government; (2) grants received from any State Government; (3) grants received from any incorporate body owned and controlled by the Government; (4) grants received from any association of persons with prior approval of Government. The budget of the Commission, in respect of the financial year next ensuing, shall be prepared by the Member Secretary in

Form I and presented to the Commission for its approval on or before the 15th day of March of each year. (l) The books of accounts and other relevant documents and details related to the 10. Annual Statement of Accounts shall be maintained in electronic mode, or as prescribed by the Government. (2) The Commission shall maintain its Annual Statement of Accounts including the Balance Sheet and the Statement of Income and Expenditure in Form 11 every year. (3) The Commission shall maintain its Annual Statement of Accounts to the State Government within three months of close of the financial year. After attending to the observations of the State Government, if any, the Commission shall forward a copy of the Annual Statement of Accounts to the Accountant General for audit within 45 days of final submission of the Statement of Accounts to the Government. (l) The Accountant General of Haryana shall complete the audit of the Annual 11. Statement of Accounts within a period of three months from the date of submission of the Annual Statement of Accounts and any expenditure incurred in connection with such audit shall be payable by the Commission. (2) After audit and certification of the Annual Statement of Accounts by the Accountant General of Haryana the Annual Statement of Accounts together with the audit report thereon shall be forwarded to the Government

12. The Commission may, on its own, or on request of the State Government, submit a special report to the State Government on any issue or matter relating to the Scheduled Castes residing in the State

Form Ill immediately, and not later than three months, after the end of each financial year giving an account of its activities during that financial year and those activities which are likely to be undertaken by the Commission during the next financial year, to be placed before the State Legislature.HARYANA GOVT. GAZ. (EXTRA.), JULY 24, 2019 (SRVN. 2, 1941 SAKA) FORM 1 (See rule 9) BUDGET ESTIMATE FOR FINANCIAL YEAR 2309 for Serial Description No. Receipts Ex enditure Budget estimate ear Revised estimate year Actual Estimate Revised (April to (January estimate for December to March ear Actual for last Actual year current year 2310 Serial Number HARYANA GOVT. GAZ. (EXTRA.), JULY 24, 2019 (SRVN 2, 1941 SAKA) Description 2 Liabilities FORM 11 [see rule 10(2)] BALANCE SHEET Schedule Current Year Previous Year Capital liabilities Non-current liabilities Current liabilities Total liabilities Income Received grants Total income Expenditure Establishment and Administration Expenditure Establishment Expenditure of which Salaries and Wages Remuneration of experts, Manpower outsourcing expenditure, Consultancies, professional charges & fees Retirement benefits and pensions Employee Housing expenditure, Others (specify) Administrative Expenditure of which office expenses Information Technology and communications expenses Vehicles purchases and hiring Vehicle fuel, repaiß and maintenance General repairs and maintenance Travelling and Conveyance Expenses Advertisement and publicity expenses Meetings Expenditure Interest Expenditure Other Expenditure of which GIS Infrastructure Others (specifr) Total Expenditure Sr. No. 2. 3. 4. 5. 6. 7

8. HARYANA GOVT.GAZ. (EXTRA.), JULY 24, 2019 (SRVN. 2, 1941 SAKA) Form m (see rule 13) Annual Report Particulars Overview of the Commission Functions, Duties and Financial Status of the Commission Meetings of the Commission Activities of the Commission Socio-economic status of the Scheduled Castes Atrocities on Scheduled Castes Recommendations with respect to 2311 11. 111. lv. v. Prevention of atrocities Educational upliftment of Scheduled Castes Economic development of Scheduled Castes Health Status of Scheduled Castes Other recommendations Any other The 23rd July, 2019. NEERJA SEKHAR, Principal Secretary to Government Haryana, Welfare of Scheduled Castes and Backward Classes Department. Chd_