GOVERNMENT OF KARNATAKA

No:DST 157 STS 2017(P)

Karnataka Government Secretariat, MS Building 5th & 6th floor, 5th Stage, Bengaluru-1, Date:27.12.2019

NOTIFICATION

Whereas the draft of Pilikula Development Authority (PDA) Rules 2019 was published as required by sub-section (1) of section 39 of the Pilikula Development Authority Act, 2018 (Karnataka Act 09 of 2018) in Notification No DST 157 STS 2017(P), dated:06.11.2019 in part-IVA of the Karnataka Gazette Extra-ordinary No.966 dated:06.11.2019 inviting objections and suggestions from persons likely to be affected thereby within 15 days from the date of publication of Draft Rules in the Official Gazette.

And whereas no objection or suggestions have been received in respect of the said draft rules by the State Government.

Now, therefore, in exercise of the powers conferred by sub-section (1) of section 39 of the Pilikula Development Authority Act, 2018 (Karnataka Act 09 of 2018) the Government of Karnataka hereby makes the following rules, namely

RULES

CHAPTER – I
PRELIMINARY

1.Title and commencement:-

(1)These rules may be called the Pilikula Development Authority Rules - 2019.

2.Definitions:-

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

a)"Act" means the Pilikula Development Authority Act, 2018 (Karnataka Act No. 09 of 2018);

b) "Form" means Form appended to these rules;

c)"Quorum" means quorum for conducting meetings of the Advisory Committee;

d)"Section" means Section of the Act.

(2) Other words and expressions used in these rules but not defined shall have the same meaning as defined in the Act.

CHAPTER – II
TRANSACTION OF BUSINESS

3.MEETINGS OF THE ADVISORY COMMITTEE:

(1) Notice of the Meeting:

The Commissioner shall issue fifteen clear days notice to the members specifying date, time, venue and agenda of the Advisory Committee meeting with the express approval of the President.

(2) Quorum:

1/3rd of the total members ttee shall be the quorum for

conducting meetings. If the required quorum is not forthcoming within half an hour of the specified time of the meeting, the same shall be adjourned to the next convenient date and time as the Presiding Officer may reasonably fix and a notice of such adjourned meeting shall be given to the members concerned at the earliest. The agenda of the adjourned meeting shall be brought up before the next meeting and may be disposed of at such meeting even if there is no quorum.

(3) Presiding Officer:

The President shall preside over every meeting. If for any reason, the President is unable to attend the meeting, the Minister incharge of Dakshina Kannada District shall preside over the meeting. If Minister incharge of Dakshina Kannada District is also absent, the Minister incharge of Tourism shall preside over the meeting. In the event President and Co-Presidents are not available, members present in the meeting shall elect one among themselves to be the President of that meeting.

(4) Participation:

No member of the Advisory Committee shall take part in the discussion of or vote on any matter in which he has directly or indirectly by himself or his partner and relatives, any share or interest.

(5) Record of Proceedings:

Proceedings of the meeting of the Advisory Committee shall be recorded and after obtaining the approval of the Chairperson, the same shall be sent to members concerned and to the Government by the Member- Secretary at the earliest.

(6)Payment of Allowances:

(1) Honorarium (Sitting Allowance)

Non-official members and special invitees invited for the Authority Meetings, Advisory Committee Meetings and the Sub-committees either in the headquarters or in other places shall be paid an amount of Rs. 2,000/- as Honorarium (Sitting Allowance).

(2) Accommodation Charges:

Non-official members and special invitees of the Authority are entitled to accommodation charges for the meetings and during their visit to different places in connection with Authority activities, subject to a maximum of Rs. 3,000/- per day, on submission of receipt.

(3) Travelling Allowances

a.Travel by Train: Non-officials and special invitees are eligible for First Class fare or the actual train fare, whichever is less.

b.Travel by Bus: Non-officials and special invitees could travel by AC Sleeper/ Airavatha/ Meghadoth/ Rajahamsa buses wherever such bus facility is available.

c.Travel by Air: Prior approval of the Government is required for non-officials and special invitees to travel by air in unavoidable circumstances or under emergency.

CHAPTER - III

DELEGATION OF POWERS

4.ADMINISTRATIVE POW N OF WORKS:

Sl. No.	Items	Commissioner	Chairman
1	Administrative approval for works.	Estimate of up to Rs. 50 lakhs (Rupees fifty lakhs) for one work subject to availability of grants.	Estimate of up to Rs. 250 lakhs (Rupees two hundred and fifty lakhs) for one work subject to availability of grants.

5.DUTIES OF THE ACCOUNTS OFFICER: It shall be the duty of the Accounts Officer of the Authority,-

I. to carry out maintenance of accounts of the Authority;

II. to prepare an annual statement of accounts and the balance sheet for submission to the Commissioner;

III. to perform such other duties that the Commissioner may assign related to accounting and preparation of Budget.

6.ANNUAL BUDGET:

TheCommissioner shall in the month of October of each year, prepare and submit to the Authority a Budget containing detailed estimates of income and expenditure of Authority for the ensuing financial year commencing on the first day of next April. A complete account of an actual and estimated receipts and expenditure for the financial year ending on the 31st day of next March shall be prepared along with other details as given in

Form No. 1.

7.PROCEEDINGS OF ANNUAL BUDGET:

(1) The Authority shall decide upon the appropriation and ways & means contained in the Budget of the year to commence on the first day of April next following. Three copies of the Budget as passed by the Authority shall be sent to the Government.

(2) In the such Budget estimate, the Authority shall among other things,

a.Make adequate and suitable provisions for such services as may be required for the fulfillment of the several duties imposed on the Authority by the Act and these Rules;

b.Provide for the payment, as they fall due of all instalments of principal and interest for which the Authority may be liable in respect of loans contracted by it;

c.Provide for the payment of all sums payable to the Government and other Government agencies;

d.Allow for the balance at the end of the said year of not less than such sum as may be required to meet the establishment charges for a period of three months.

8.BOOKS OF ACCOUNTS AND ANNUAL ESTIMATES:-

(1) Books of accounts and other registers of the Authority shall be prepared according to

Form-3.

(3) Audited statement of accounts shall be prepared according to Form-4.

Form-5.

9.MANNER OF SUPERSESSION OF THE AUTHORITY:-

(1) If it appears to the State Government that the Authority has defaulted in performing its duties imposed by or under this Act or has failed or neglected to perform its duties as approved in the plan or is carrying on any unlawful activity or allows unlawful activity to be carried on within the premises under the control of the Authority, the State Government may hold an enquiry or authorize any officer to hold an enquiry into such of those activities of the Authority.

(2) If on an enquiry under Sub-Rule-1 the State Government is satisfied that the Authority has defaulted in performing its duties imposed by or under this Act or has failed or neglected to perform its duties as approved in the plan or has been carried on any unlawful activity or has allowed any unlawful activity to be carried on within the premises of the Authority, it shall issue notice to the Authority to show cause as to why the Authority should not be superseded. And after considering the objections or reply of the Authority if any, the State Government may by order supersede the Authority for a temporary period and may appoint Administrator to carry on the business of the Authority. During the period of supersession, the Administrator shall have the same powers and shall exercise any powers and discharge any functions of the Authority conferred under this Act. (3) Administrator during the period of supersession shall rectify mistakes and submit report to the State Government and Government after considering the report, pass such orders as it deems fit and shall re-constitute the Authority at the earliest.

FORM – 1
(See Rule 06)
Annual Estimated Budget

Estimated Income	Estimated Expenditure

FORM – 2

(see Rule 8(1))

Books of Accounts and other Registers

1. The following book of accounts and registers shall be maintained in the Authority's Office.

a.Pay books

b.Ledger Accounts

c.Cash book

d.Demand, collection and balance register to watch the realization of contributions.

e.Register showing the recoveries to be made.

f.Register of demand and collection of rent or ground rent in respect of land and properties of the Authority.

g.Miscellaneous receipt register with receipt books and counter-foils.

h.Register of Contingent charges

i.Stamp Register

j.Register of securities, stocks and debentures.

k.Establishment and audit register.

l.Stock books showing receipt, issue and balance relating to Stationery and printed Forms, Furniture, Typewriters, Computers, water coolers, Vehicles, Gallery Air conditioner, and other stores.

m.Permanent advance accounts.

n.Register of immovable properties.

o. Register of dead stock articles.

p.Register of livestock.

q.Register of Plants and Machinery.

2.In maintaining its account, the Authority shall observe the following procedure: -

a)Accounts shall be maintained separately for each financial year.

b)All books of accounts and registers shall be well bound.

c)Pages of all account books shall be serially numbered and each page shall be stamped with the Authority's seal.

d)Pages of receipt books shall, before issue, be likewise stamped and the Commissioner shall record on each book, before issue a certificate of the number of pages it contains.

Form -3

(see Rule 8(2))

Annual Statement of Accounts

Income and Expenditure Account:

Receipts	Payments

Balance Sheet:

Assets	Liabilities

FORM-4

(See Rule 8(3))

Audit Report

i. In auditing accounts of the Authority fund, the auditor shall verify the cash balance and state in the report whether the cash was readily forthcoming for verification.

ii. The auditor shall in the course of audit, verify the debentures, share certificates, Government bonds and other securities as well as bank pass books; and report the same whether they are found to be correct.

iii. The auditor shall report, among other points arising in audit,

(a) Whether accounts and registers required are being maintained and kept properly.

(b) Whether contributions and other receipts due to the Authority have been realised at the proper time and whether due steps have been taken to recover the sums overdue, and report those cases in which actions have not been taken;

(c) Whether all collections have been brought to account promptly; (d) Whether any contributions have been remitted or reduced and if so, whether it was done with proper authority.

(e) Whether all expenditures incurred are in accordance with the sanctioned budget and if there are any deviations, report such deviations; (f) Whether every item of expenditure has been sanctioned by the competent authority and is supported by a proper voucher;

(g) Whether there is any item of expenditure which in the opinion of the auditor is prima facie extravagant and

(h) Whether the money not required for immediate expenditure have been deposited in banks and surplus funds have been properly invested.

iv. The auditor shall report any material impropriety or irregularity which may be observed in the expenditure in collection of contribution due to the Authority or in the Accounts, and also all cases of loss or waste of money together with names of persons directly or indirectly responsible for the loss or waste.

v. The auditor shall append to this report;

(a) A statement of receipt and charges under the budget heads

(b) A statement of income and expenditure

(c) A consolidated statement of assets and liabilities

(d) A statement of debentures, shares certificates, Government bonds and other securities and

(e) A consolidated statement of demand, collections and balance of all items of revenue including contribution amounts, etc., both arrears and current, outstanding whether in cash or in kind.

vi. The auditor shall prepare an abstract of the audited accounted receipts charges and balance sheet and submit three copies thereof along with the audit report.

FORM-5

(see Rule 8(4))

Annual Report

Annual report of the Authority:

(1)The authority shall submit to the Government its Annual report for each financial year, before the 30th day of June of the succeeding year in **Form-5.**

(2)The report shall include activities of the Authority, financial position, officers and staff, action taken on the matters referred by the Government during the financial year.

(3)The report shall also include a summary of the proceedings of the State Level Advisory Committee.

(1) Administration:

1)Constitution of the Authority.

2)Names of the members of the Authority and their capacity.

3)Number of meetings conducted and reasons for not conducting such number of meetings as stipulated in Section 8(1) of the Act.

4)Name of such members who were continuously absent in meetings.

5)Constitution of committees of the Authority.

6)Meeting conducted by the Committees.

7)Officers and Staff of the Authority.

8)Offices Premises.

9)Furniture and Stationery.

10) Immovable property.

11) Motor vehicles, equipment, fixtures.

12) Books, Forms, Management of Records.

13) Cash, Precious Materials, Important Records and Files, their custody and protection.

(2) State Level Advisory Committee:

1)Brief resume of the meeting and record of meeting held by the Advisory Committee during the year.

2)Brief resume of the advice given by the Advisory Committee.

3)Brief resume of the compliance with reference to the above.

By order and in the name of the Governor of Karnataka

(SUMA.B.S.)

Under Secretary to Government

Department of Information Technology, Bio Technology & Science and Technology (Science and Technology)

To:

1.Accountant General (A&E) Karnataka, Bangalore.

2.Personal Secretary to Chief Secretary, Government of Karnataka.

3.Additional Chief Secretary to Hon`ble Chief Minister, Government of Karnataka, Vidhana Soudha, Bangalore-560 001.

4.Personal Secretary to Hon`ble Deputy Chief Minister (Minister for Department of IT,BT & ST), Government of Karnataka.

5.Personal Secretary to Hon`ble Minister for Sports & Fisteries. Government of Karnataka.

6.Personal Secretary to the Additional Chief Secretary to Government, Department of IT, BT and Science & Technology, 6th Floor, 5th Stage, M.S.Buildings, Bangalore-560 001.

7.Special Secretary (Technical),S&T/Managing Director KSTePS. (circulate the copies to concerned)

8.Deputy commissioner, Dakshina Kannada(circulate the copies to concerned)

9.Under Secretary to Government, Finance Department (Exp.2&10),

10.Guard File.

11.Spare Copies.

d. Local Conveyance: Non-officials and special invitees who are entitled for official vehicle may hire taxies for local conveyance in cities of Bangalore, Delhi, Mumbai, Kolkata and Chennai subject to a limit of Rs. 1000 per day. In respect of visit to the other State capitals, they may hire taxies for local conveyance subject to a limit of Rs. 800 per day.