

**MANAGE:R'NAGAR:HYD-30.**

MNG-01/Admn-Corres/05-11

Date : 28-03-2011.

OFFICE ORDER No 324

Sub :- Notification of the amendment to the Rules and Regulations  
of the Institute – Reg.

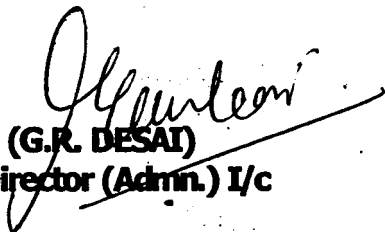
Ref :- Letter No.F No.1-14/2008-AE dt 11-03-2011 of DAC-MoA.

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The Competent Authority in the Department of Agriculture & Coop., Ministry of Agriculture, Govt of India, has conveyed their approval vide letter referred above to notify amendment in Rules & Regulations of the Institute as proposed and approved by the General Council in its 37<sup>th</sup> Meeting held on 5<sup>th</sup> May 2010.

As per this Notification, necessary amendment is hereby made in Document-II of the Rules and Regulations under Rule 3(a) in respect of the Membership of the General Council of MANAGE which is now restricted to a maximum of 21 Members excluding the President, Vice President and Secretary (Agriculture) and Chairman, Executive Council of MANAGE as detailed in the Appendix.

The above orders will come into force with immediate effect.

  
(G.R. DESAI)  
Director (Admn.) I/c

To

All the concerned.

Copy to :

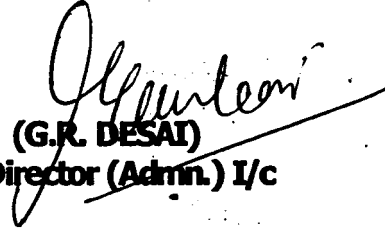
1. Asst Accounts Officer
2. Case file
3. Office orders file
4. PS to DG

<b>Rule No.3 (a)</b>	<b>Category</b>	<b>Hon'ble Members</b>
i	<b>President of the MANAGE:</b> The Minister Incharge of the Ministry / Department, Government of India dealing with MANAGE.	i) Shri Sharad Pawar Hon'ble Union Minister for Agriculture Ministry of Agriculture Krishi Bhawan <b>NEW DELHI – 110 001</b>
ii	<b>Two Vice-Presidents</b> of the MANAGE: a) The Minister of State Agriculture, MOA, GOI	2) Shri Arun Yadav Hon'ble Minister of State for Agriculture Ministry of Agriculture Krishi Bhawan <b>NEW DELHI – 110 001</b>
iii	b) Secretary (agriculture and Cooperation) GOI	3) Shri. P.K. Basu, IAS Secretary (Agri. & Coop.) Dept. Of Agriculture & Coop., Min of Agriculture Govt. of India, Krishi Bhawan <b>NEW DELHI - 110 001</b>
iv	<b>One person</b> from non-official Institutions in India working in Agricultural Development and Allied fields – to be nominated by the President of the MANAGE as members	<b>4) Vacant</b>
v	<b>Three</b> eminent persons who have made noteworthy contributions in the field of agricultural development and allied subjects.	5) Sri Vaibhav Dhawan, MBA, B-23, Geetanjali Enclave, NEW DELHI – 110 057 Date of nomination: 7/11/2008 Valid Upto : 06/11/2011  6) Dr. R. K. Jadhav Former Director, Jamunlal Bajaj Institute of Management, 211/10, D.N. Nagar, Andheri West, MUMBAI – 400 058. Maharashtra State Mobile No. 09820651780  Date of nomination: 7/11/2008 Valid Upto : 06/11/2011

		7) Dr. (Smt) Vidya Yeravdekar Joint Director, Symbiosis Institute, Senapati Bapat Road, PUNE – 411 004. Date of nomination: 7/11/2008 Valid Upto: 06/11/2011
	<b>Ex Officio Members</b>	
vi	A) Director General, <b>NIRD</b>	8) Shri Mathew C. Kunnumkal Director General National Institute of Rural Development Rajendranagar <b>HYDERABAD - 500 030</b>
	B) Director General, <b>NIAM</b>	9) Sri G.C. Pati, IAS Addl Secretary & Director General I/c National Institute of Agril. Marketing (NIAM) Kota Road, Bambala, Near Sanganer <b>JAIPUR – 303 906.</b>
vii	Director General, ICAR	10) Dr. S. Ayyappan Secretary & Director General Indian Council of Agricultural Research Krishi Bhawan <b>NEW DELHI - 110 011</b>
viii	1) Additional Secretary 2) Joint Secretary incharge of Extn. 3) Financial Adviser in the Ministry / Department of Govt. Of India dealing with the MANAGE. <b>(Three)</b>	11) Sri V Venkatachalam, IAS Addl. Secretary (Agri. Extn.) Dept. of Agri. & Coop., Ministry of Agriculture Krishi Bhawan <b>NEW DELHI – 110 001</b>
		12) Shri Sanjeev Gupta, IAS Joint Secretary (Agri. Extn.) Dept. of Agri. & Coop., Ministry of Agriculture Krishi Bhawan, <b>NEW DELHI – 110 001</b>

		13) Shri A.S. Lamba, IAS AS & Financial Adviser Dept. of Agri. & Coop., Ministry of Agriculture Krishi Bhawan <b>NEW DELHI – 110 001</b>
ix	Agriculture Commissioner, Govt. of India, Department of A&C, New Delhi <b>(one)</b>	14) Dr Gurbachan Singh Agri. Commissioner Department of Agri. & Coop. Ministry of Agriculture Krishi Bhawan, <b>NEW DELHI</b>
x	Secretary in the Department of Planning Commission, Govt. of India or nominees not below the rank of Joint Secretary to the Govt. Of India. <b>(One)</b>	15) Ms. Sudha Pillai. IAS Secretary Planning Commission, Govt. of India Yojana Bhavan, <b>NEW DELHI - 110 001</b>
xi	<b>Four</b> : A Secretary to the State Government / Union Territories Incharge of Agril. Production (in rotation) or their nominees not below the rank of Deputy Secretary to the State Govt.	16) Sh. Ram Subhag Singh Secretary (Agriculture) Government of HP Himachal Pradesh Secretariat, SHIMLA – 171 002 (HP) Date of nomination: 7/11/2008 Valid Upto: 06/11/2011
		17) Shri S. Ahmed, IAS Additional Chief Secretary (Ag.), Government of Rajasthan, Room No. 153-D, Main Building, Secretariat, JAIPUR- 302 005. Date of nomination: 7/11/2008 Valid Upto: 06/11/2011
		<b>18) VACANT</b>
		<b>19) VACANT</b>
xii	<b>Two</b> Director of Agriculture of States / Unions Territories (to represent their regions of the country by rotation); or their nominees not below the rank of Additional Director of Agri. or an officer of equivalent rank.	20) Shri Sunil Sharma, IAS Director & Commissioner of Agril. Government of Andhra Pradesh, Opp. Lal Bahadur Shastri Stadium, HYDERABAD-500 001 Date of nomination: 7/11/2008 Valid Upto: 06/11/2011

		<b>21) VACANT</b>
xiii	The Director General of the MANAGE who shall be appointed by the Government of India, Ministry of Agriculture. <b>(Ex Officio Member &amp; Member –Secretary)</b>	22) Shri B. Srinivas, IAS Director General National Institute of Agril. Extn. Management (MANAGE) Rajendranagar <b>HYDERABAD -500 030</b>
xiv	Vice-Chancellors of Agril. University (by rotation) or their nominee not below the rank of Director. Ex-officio Members) <b>(Two)</b>	23) Prof. N. Prabhakar Rao Vice Chancellor, Sri Venkateswara University, TIRUPATHI -517 502 Andhra Pradesh State Date of nomination: 7/11/2008 Valid Upto: 06/11/2011
		24) Dr. R.C. Maheswari, Vice Chancellor, Sardarkrushinagar Dantiwada Agricultural University, Sardarkrushinagar-385 506 District Banaskantha, Gujarat State Date of nomination: 7/11/2008 Valid Upto: 06/11/2011

  
**(G.R. DESAI)**  
**Director (Admn.) I/c**



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## DOCUMENT NO. 1

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### MEMORANDUM OF ASSOCIATION OF THE SOCIETY

- \*\*1 Name of the Society : The name of the Society will be “The National Institute of Agricultural Extension Management”, hereinafter called the “**MANAGE**”
- 2 Location of the Office : The registered office of the MANAGE shall be at Survey Nos. 77 to 80 and 113 of Premavathipet, Rajendranagar, Hyderabad (A.P).

### 3. AIMS AND OBJECTIVES

The aims and objectives for which the MANAGE is formed are:-

- i) To develop systematic linkages between state, regional, national and international institutions of outstanding accomplishments in the field of Agricultural Extension Management;
- ii) To gain overall insight into Agricultural Extension Management Systems and Policies together with operational problems and constraints at each step and stage;
- iii) To identify, appreciate and develop modern management tools, techniques in problem solving approaches and utilizing the mechanism of personnel management, resource management, input management and finally the conflict management at the organization level;
- iv) To develop skills in organizing need based field programmes for training and retraining of senior and middle level functionaries for executing extension programme;
- v) To conduct programme oriented researches in the area of Agricultural Extension Management as a sequel to provide feedback to training programmes. Such kind and types of researches will generally be undertaken on the recommendations and issues emanating from training and vice-versa;

vi) To serve as repository of ideas and develop information, regional, national and international, communication and documentation services etc., in regard to the subject of agricultural extension management.

vii) To forge linkages with national and international institutions under suggested programme of institutional collaboration and employment of consultants.

**4. Pursuant to the aforesaid objectives the MANAGE may;**

- a) accept grants of money, securities or property of any kind and undertake and accept the management of any endowment, trust funds or donations not inconsistent with the objectives of the MANAGE, on such terms and conditions as may be fitted with the objects of the MANAGE and be prescribed by the Government of India from time to time;
- b) create administrative, technical, ministerial and other posts in the MANAGE and make appointments thereto in accordance with the rules and regulations of the MANAGE, provided that creation of and appointments to posts carrying a maximum pay exceeding Rs. 1600/- (pre-revised) or more per month requires the prior concurrence of Government of India;
- c) establish a Provident Fund for the benefit of the staff of the MANAGE or any other sections thereof;
- d) make rules and bye-laws for the conduct of the affairs of the MANAGE and add to amend vary or rescind them from time to time provided that pending formal adoption of separate service rules / bye-laws etc., by the MANAGE, the service conditions of the officers and employees of the MANAGE shall be regulated by the Government of India rules as amended from time to time;
- e) do all such other lawful acts and things either alone or in conjunction with other organizations or persons as the MANAGE may consider necessary, incidental or conducive to the attainment of the above objectives;
- f) to do all such lawful acts and things whether incidental to objectives in force or not as may be requisite in order to furtherance of the objectives of the MANAGE for study and research for Management of Agricultural Extension

5. Studies and research programmes conducted by the MANAGE shall be open to persons of either sex and of whatever race, religion, creed, caste or class.

6. All property, moveable or immovable shall vest in the Executive Council.

7. The income and property of the MANAGE howsoever derived, shall be applied towards the promotion of the object as set-forth in this Memorandum of Association subject, nevertheless, in respect of expenditure of grants made by Government of India,

to such direction as the Government of India may from time to time give. No portion of the income and property of the MANAGE shall be paid or otherwise transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to persons who at any time are or have been members of the MANAGE, or to any of them or to any person claiming through them, or any of them, provided that nothing herein shall prevent the payment in good faith of remuneration to any member or other person in return for service rendered to the MANAGE or for traveling allowance, halting allowance and other similar charges.

8. If on the winding up or dissolution of the MANAGE, there shall remain after the satisfaction of its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the MANAGE or any of them, but shall be dealt with in the manner provided by section 12 of the Public Societies Registration Act 1350 F.

9. A copy of the Rules and Regulations of the MANAGE certified to be correct by four members is filed with the Registrar of Societies (Hyderabad) alongwith the Memorandum of Association.

### **CERTIFICATES**

1. “Certified that the association (the MANAGE) is formed with no profit motive and no commercial activity is involved in its working”.
2. “Certified that the office bearers are not paid from the funds of the association (The MANAGE)”.
3. “Certified that the association (The MANAGE) would not engage in agitational activities to ventilate grievances”.



## DECLARATION

We, the undersigned persons in the Memo have formed into an association and responsible to run the affairs of the association and desirous of getting the society registered under Public Societies Registration Act, 1350 Fasli.

	Name of the Office Bearers (in Block letters)	Designation of their local standing in the Society	Occupation	Address	Signature
1	SHRI C. SRINIVASA SASTRY S/O LATE SHRI C.Y. SOMAYAJULYU	Chairman	Govt. Service	Secretary(A&C) Min. of Agri. Krishi Bhawan New Delhi	Sd/-
2	SHRI K.N. ARDHA-NAREESWARAN S/O SHRI K.A. NACHIAPPA GOUNDER	Vice - Chairman	Govt. Service	Addl.Secretary (A), MOA, Govt. of India Krishi Bhawan New Delhi	Sd/-
3	SHRI K.R. NAIR S/O SHRI G.K. NAIR	Member	Govt. Service	Jt. Secretary (Extn), MOA, Govt. of India Krishi Bhawan New Delhi	Sd/-
4	SHRI T.C.A. SRINIVASA RAMANUJAN S/O SHRI T.C.A. THIRU VENKATACHARIAR	Member	Govt. Service	Financial Adviser-cum- Jt. Secretary, MOA, GOI, Krishi Bhawan New Delhi	Sd/-
5	DR C. PRASAD S/O SHRI RAM BIDHI PRASAD	Member	Agril. Expert	Deputy Director General, ICAR Krishi Bhawan New Delhi	Sd/-
6	DR T.V. SAMPATH S/O SHRI T.N. VENKATCHARY	Member	Agril. Expert	Agriculture Commissioner, Min. of Agri. Govt. of India Krishi Bhawan New Delhi	Sd/-
7	DR A. APPA RAO S/O. LATE SHRI PADAPULLAIAN	Member	Educationist	Vice Chancellor, A.P. Agril. Univ.	Sd/-

Rajendranagar,  
Hyderabad  
(A.P)

**WITNESSES:**

	Name in Block letters	Address	Occupation	Signature
1	DR. C.S.S. RAO S/O SHRI SURIYA- PRAKASA RAO	Director (FI) Directorate of Extension, MOA, GOI New Delhi	Govt. Service	Sd/-
2	DR AMAR SINGH S/O LATE SHRI PHULLA SINGH	Director (E.T) Directorate of Extension, MOA. GOI New Delhi	Govt. Service	Sd/-

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**DOCUMENT NO. II**

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**RULES AND REGULATIONS**

- \*\*1 Name of the Society : **The National Institute of Agricultural Extension Management**  
  
(An Organisation of the Ministry of Agriculture, Department of Agriculture & Cooperation, Govt. of India)
- 2 Location of the Office : The registered office of the MANAGE shall be at Survey Nos. 77 to 80 and 113 of Premavathipet, Rajendranagar, Hyderabad (A.P).
- 3 (a) Membership : The Society (the MANAGE) will consist of the following members namely;
- i) President of the MANAGE : The Minister Incharge of the Ministry / Department, Government of India dealing with MANAGE.
- ii) Two Vice-President of MANAGE : The Minister of State (A&C) and the Secretary, Department of A&C, Ministry of Agriculture.
- iii) Four persons from non official Institutions in India working in Agricultural Development and allied fields; : To be nominated by the President of the MANAGE as Members
- iv) Nine eminent persons who have made noteworthy contributions in the field of agricultural development and allied subjects. : - do -

- v) Director General, NIRD : Ex- officio Member
- vi) Director General, ICAR : Ex-officio Member
- vii) Additional Secretary and Joint Secretary incharge of Extension and Financial Adviser in the Ministry / Department of Government of India dealing with the MANAGE and the Secretary of the Ministry / Department dealing with Rural Development; : Ex-officio Member
- viii) Agriculture Commissioner, Government of India, Department of A & C, New Delhi; : Ex-officio Member
- \*\*ix) Secretaries in the Ministries of Education, Department of Personnel and Training and of the Planning Commission or their nominees not below the rank of Joint Secretary to the Govt. of India; : Ex-officio Members
- \*\*\*x) Five Secretaries to State Governments / Union Territories incharge of Agricultural Production (in rotation) or their nominees not below the rank of Deputy Secretary to the State Government; : Ex-officio Members
- xi) Seven members of the Union / State and Union Territory Legislatures; 2 as Members from Lok Sabha, 1 from Rajya Sabha, 4 from State and Union Territories (To represent four zonal Councils (by rotation); : By nomination by Govt. of India, Ministry of Agriculture as Members;
- \*\*xii) Four Directors of Agriculture of States / Union Territories (to represent their regions of the country by rotation); or their nominees not below the rank of Additional Director of Agriculture or an officer of equivalent rank; : Ex-officio Members

- \* xiii) The Director General of the MANAGE : Ex-officio Member and  
who shall be appointed by the Member Secretary  
Government of India, Ministry of  
Agriculture;

(Provided that as long as the MANAGE is located at the National Institute of Rural Development, Rajendranagar, Hyderabad, the Director General, National Institute of Rural Development shall be the Ex-officio Director General of the MANAGE to be assisted by a Director who shall exercise such of the powers of the Director General of the MANAGE as may be delegated to him by the Director General, and who shall also be a member of the General Council, the Executive Council and the Standing Committees of the MANAGE).

- \*\*xiv) Two Vice-Chancellors of Agricultural : Ex-officio Members  
Universities and one Vice –Chancellor of  
General University (by rotation) or their  
nominee not below the rank of Director;

**b) Role of Members:**

The MANAGE shall keep a roll of members giving their occupations and addresses and every member shall sign the same. If a members of the MANAGE changes his address, he shall notify his new address to the Director General who shall thereupon cause his new address to be entered in the roll of members. If the member fails to notify his new address, the address given in the roll of members shall be deemed to be his address.

**c) Terms of Office :**

- i) Where a person becomes a member of the MANAGE by reasons of office or appointment he holds, his member ship of the MANAGE shall terminate when he ceases to hold that office of appointment. Other Members shall hold office for three years unless the authority which nominated them terminates their membership earlier. The latter category of members shall also be eligible for re-nomination provided that no member shall serve for more than two terms. In the case of any vacancy arising earlier than the stipulated period of three

years, the Government of India may nominate any other person for the unexpired portion of the term.

- ii) In appointing the State Secretaries incharge of Agricultural Production and the State Directors of Agriculture as Members of the MANAGE in rotation the representatives from all States / UTs shall be inducted. The order of rotation shall be decided by the Govt. of India, Ministry of Agriculture.
- iii) A member of the MANAGE may resign his membership by a letter addressed to the Director General, but his resignation shall take effect only on its acceptance by the president.
- iv) A member of the MANAGE shall cease to be a member if he becomes insolvent or of unsound mind or is convicted of a criminal offense involving moral turpitude.

**(d) Category of Members:**

The Society (The MANAGE) shall consist of –

- (a) Ex-officio Members and (b) Nominated Members

**(e) Admission fee and the annual subscription or monthly subscription:**

There shall be no admission fee, or annual subscription or monthly subscription.

**4. THE GENERAL COUNCIL:**

**(I) COMPOSITION AND MEETINGS:**

- i) There shall be a General Council of the MANAGE and it shall be composed of all the members of the MANAGE;
- ii) The Annual General Meeting of General Council shall be held once a year
- iii) The General Council shall meet atleast twice every year
- iv) For the purpose of the last sub-rule, each year shall be deemed to commence on the first day of April and terminate on the thirty first day of March of the following calendar year;
- v) Every notice calling a meeting of the General Council shall state the date, time and place at which such meeting will be held and shall be served upon every member of the General Council not less than twenty-one clear days before the day appointed for the meeting;

- vi) The accidental omission to give notice to, or the non-receipt of notice by any member or other person, to whom it should be given, shall not invalidate the proceedings at the meeting;
- vii) The President may convene a special meeting of the General Council whenever he thinks fit, and shall do so on the written requisition of not less than one third of the members of the MANAGE. For such a special meeting, every member shall be given not less than seven clear days notice;
- viii) In the absence of the President one of the two Vice-Presidents, to be nominated by the President, shall preside;
- \*ix) Nine members shall form a quorum. No quorum shall be required for an adjourned meeting, which may be held at the appointed place not less than two hours after the appointed time without further written notice;
- x) All disputed questions at meetings of the General Council shall be determined by vote;
- xi) Each member of the MANAGE shall have one vote;
- xii) In case of an equality of votes the person presiding over the meeting shall have the casting vote;
- xiii) The President may invite any person other than a member, to attend a meeting of the General Council. Such invitee shall not, however, be entitled to vote at the meeting.
- xiv) The General Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any member and no act or proceedings of the General Council shall be invalidated or nullified merely by reason only of the existence of any vacancy therein or any defect in the appointment, nomination or election of any member.
- xv) Where for any reasons it is not possible for the General Council to meet, any business which it may be necessary for the General Council to perform may be carried out by taking the approval of the President after due recommendation by the Executive Council, provided that the ex-post facto approval of the General Council shall be obtained at its next meeting.

## **II) FUNCTIONS AND POWERS OF GENERAL COUNCIL:**

The General Council shall have the following powers and functions, namely to;

- \* i) Observe the provisions of the Memorandum of Association, these rules and such instructions of Government of India in the Department dealing with the affairs of the MANAGE, as may be issued from time to time.
- ii) Exercise general control and issue such directions for the efficient management and administration of the affairs of the MANAGE as may be necessary.
- iii) Nominate members of the Executive Council in accordance with rules.
- iv) Approve the annual budget of the MANAGE drawn up by the Executive Council, and the approved budget shall be submitted to the Government of India for sanction of Government grants;
- v) Consider the annual report approved by the Executive Council;
- vi) Consider the balance sheet and audited accounts for outgoing year;
- vii) Add and amend with the prior approval of the Government of India the Rules of the MANAGE;
- viii) Frame bye-laws not inconsistent with these rules, and the Memorandum of Association for the management, administration and regulation of the business of the MANAGE for the furtherance of its objects.
- ix) To constitute two Standing Committees with or without power to coopt namely (1) Selection Committee (2) Academic Committee as provided in rules 6 (b) (1) and 6 (b) (2).
- x) To perform such other functions as are entrusted to it under these rules.
- \* xi) The General Council may by resolution delegate to its President, to any Standing Committee, or to the Director General or to any other Officer of the MANAGE, such of its powers for the conduct of business as it may deem fit subject, if deemed necessary to the condition that the action taken by its own President, the Standing Committee or the Director General, or other Officers under the powers so delegated to him shall be subject to confirmation at the next meeting of the General Council.



## 5. THE EXECUTIVE COUNCIL :

- I (i) There shall be an Executive Council of the MANAGE and it shall consist of the following twelve members;
  - a) Secretary (A & C) as Vice-President of the MANAGE shall be Chairman of the Executive Council.
  - b) Additional Secretary incharge of Extension in the Ministry / Department, Government of India dealing with the MANAGE shall be the Vice-Chairman of the Executive Council;
  - c) The Director General of the MANAGE;
  - d) Joint Secretary incharge of Extension and Financial Adviser in the Ministry / Department, Government of India dealing with the MANAGE;
  - e) Five eminent persons who have made note-worthy contributions in the fields of agricultural development / and allied subjects; to be nominated by the Government of India from among the members of the General Council.
  - f) Two members to be nominated by the General Council from among the non official members of the General Council.

Provided that the members of the Executive Council specified in sub-clause (e) and (f) above shall be nominated by the Government of India in the first instance and shall hold office for three years.

- ii) The term of nominated members of the Executive Council shall be three years but they shall be eligible for re-appointment. If any member of the Executive Council ceases to be a member of the MANAGE, he shall automatically cease to be a member of the Executive Council.
- iii) The Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any member and no act or proceeding of the Executive Council shall be invalidated or nullified merely by reason only of the existence of any vacancy therein or of any defect in the appointment, nomination or election of any member.
- iv) An elected member of the Executive Council shall cease to be such if he fails to attend three consecutive meetings of the Executive Council without prior leave of the President.

- v) Any casual vacancy amongst the nominated members of the Executive Council arising from the death or resignation may be filled by nomination by the President of the MANAGE and the members so nominated shall hold office for the unexpired portion of the term of office of the member causing vacancy.
- vi) Every meeting of the Executive Council shall be presided over by its Chairman and, in his absence by the Vice-Chairman.
- vii) Four members of the Executive Council present in person shall constitute quorum.
- viii) For every meeting of the Executive Council not less than fifteen clear days notice shall be given to each member, provided that the Chairman in special circumstances may call a meeting at a shorter notice.
- ix) Atleast two meetings of the Executive Council shall be held in every year.
- x) For the purpose of the last sub-rule each year shall be deemed to commence the first day of April and terminate on the thirty-first day of March of the following calendar year.
- xi) The Chairman of the Executive Council may himself call, or by a requisition in writing signed by him may require the Director General to call a meeting of the Executive Council at any time.
- xii) Each member of the Executive Council, including the Chairman thereof shall have one vote and in case there shall be an equality of votes on any question to be decided by Executive Council, its Chairman or in his absence the person presiding over the meeting shall in addition have a casting vote; provided that in the event of disagreement between representative of the Ministry of Finance (viz., Financial Adviser, Department of Agriculture and Cooperation, Government of India) and the Chairman of the Executive Council of the MANAGE on the financial matter beyond the delegated powers of the Ministry / Department of Government of India, the matter shall be referred to the Agriculture Minister and the Finance Minister for a decision.
- xiii) The Chairman of the Executive Council may invite any person, other than a member to attend a meeting of the Executive Council. Such invitee shall not, however, be entitled to vote at the meeting.
- xiv) Any business which it may be necessary for the Executive Council to perform may be carried out by the circulation among all its members and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if the resolution had been passed at a meeting of the Executive Council, provided that at least six members have recorded their views on the resolution.

## **II. Functions and Powers of the Executive Council:**

- i) Subject to the general control and directions of the General Council, the Executive Council shall be responsible for the management and administration of the affairs of the MANAGE in accordance with these rules and the bye-laws made there under for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose.
- ii) Chairman shall preside over the meetings of the Executive Council. He can cast his vote in the position. He can supervise all the branches of the society / MANAGE.
- iii) Additional Secretary incharge of Extension in the Ministry / Department, Government of India dealing with the MANAGE shall be the Vice-Chairman and he will assist the Chairman in discharging his functions. In the absence of the Chairman he will perform the duty of the Chairman as entrusted by him.
- iv) Director General of the MANAGE shall be the Chief Executive Officer of the MANAGE and custodian to all records relating to the MANAGE and correspondent on behalf of the MANAGE. He has to take on records of all minutes of the MANAGE to convene both the bodies of the MANAGE with the permission of the Chairman. He guides the treasurer in preparing the budget and expenditure statement to put before the General Council of its approval.
- v) Financial Adviser of the MANAGE shall be the Treasurer and he will be the responsible person of all the financial transactions relating to the MANAGE. He has to maintain accounts properly along with the vouchers. He has to prepare the budget and expenditure statement of the MANAGE with the guidance of the Director General. He has to operate the amounts of the MANAGE jointly with the Director General or Chairman.
- vi) Office bearers are the responsible persons to doing the activities of the MANAGE which the Executive Council has entrusted to them.
- vii) Without prejudice to the generality of the foregoing sub-rule, the Executive Council shall have the following functions, namely:-
  - a) to prepare and execute detailed plan and programmes for the furtherance of the objects of the MANAGE.
  - b) to create such posts, appointment and control such staff other than those for whose appointment specific provisions has been made elsewhere, as may be required for the efficient management of the affairs of the MANAGE to regulate the requirement and conditions of their service;

- c) to receive and to have custody of the funds of the MANAGE and to manage the properties of the MANAGE;
  - d) to execute, contracts, collaboration agreements, general / special instruments, service agreements, agreements containing arbitration clauses, indemnity bonds, deeds in respect of or connected with sale / lease licenses, mortgage hypothecation or other deeds of a legal character of whatever description, powers of Attorney, enforce any other legal rights and incur legal expenses, provided that these powers are exercised for an on behalf of the MANAGE.
  - e) purchase, hire, take on lease, exchange or other wise acquire a property movable or immovable or sell, hire lease exchange or otherwise transfer or dispose off all or any property, movable or immovable of the MANAGE provided that for the transfer of immovable property, the prior approval of the Government of India is obtained in that behalf.
  - f) to accept the management of any endowment trust, fund, subscription or donation, provided that it is not attended by any condition inconsistent or in conflict with the objects of the MANAGE.
  - g) to draw up the annual budget of the MANAGE to be submitted for approval of the General Council.
  - \*\*\* h) to scrutinize and approve the annual report and balance sheet and audited accounts of the MANAGE for the consideration of the General Council;
  - i) to incur expenditure subject to the provisions of the approved budget;
  - j) to lay down terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, research schemes and projects ; and
  - k) to nominate a person or persons to represent the MANAGE in national, international conferences and organizations.
- \* viii) The Executive Council may by resolution delegate to its Chairman, to any Standing Committee, or to the Director General or to any other Officer of the MANAGE, such of its powers for the conduct of business as it may deem fit, subject, if deemed necessary, to the condition that the action taken by its own Chairman, the Standing Committee or the Director General or other Officers under the powers so delegated to him shall be subject to confirmation at the next meeting of the Executive Council.

- ix) The Executive Council shall nominate persons from among its members to the Standing Committees on accordance with the Rules.
- x) Appoint Committees, with or without the power to coopt, for disposal of any business of the MANAGE or for advice in any matter pertaining to the MANAGE, provided that in cases of emergency, the Chairman of the Executive Council shall have the power to appoint such Committees.

**6. STANDING COMMITTEE:**

(a) There shall be two Committees namely:

- (i) the **Selection Committee** and
- (ii) the **Academic Committee**

**(b) Composition of the Committees**

**(1) Selection Committee**

The Selection Committee shall consist of the following members:-

- i) The Director General of the MANAGE - Chairman
- ii) Joint Secretary to Government of India in the Ministry of Agriculture dealing with the MANAGE or his nominee not below the rank of Deputy Secretary – Member
- iii) Two members from among the members of the Executive Council to be nominated by the Executive Council for such period as may be fixed but not exceeding three years;
- iv) At least one technical expert conversant in the relevant subject to be coopted for each selection by the Director General.
- v) Three members of the Selection Committee including Chairman shall constitute quorum
- vi) Every meeting of the Selection Committee shall be presided over by the Director General or in his absence any one of the members of the Selection Committee to be nominated by the Director General to preside over any specific selection committee.

## 2) **Academic Committee**

The Director General of MANAGE shall be the Chairman of the Academic Committee. It shall have the following members:

- i) Joint Secretary to the Government of India in the Ministry of Agriculture dealing with the MANAGE or his nominee not below the rank of Deputy Secretary - Member
- ii) Two persons from among members of the Executive Council to be nominated by the Executive Council for such term as may be fixed by the Executive Council but not exceeding 3 years.
- iii) All Directors of the MANAGE.
- iv) Two nominees of the Planning Commission, Government of India (Research Programme Committee and Programme Evaluation Organization) for such term as may be fixed by the Executive Council, but not exceeding three years, provided that they are eligible for renomination – Members.
- v) One nominee each from 4 State Agricultural Universities in India selected for such term as may be fixed by the Executive Council, but not exceeding 3 years, provided that he is eligible for renomination. The Chairman shall coopt by rotation, heads of four Management Institutes for such term as may be fixed by him but not exceeding two years.
- vi) The Chairman shall have the power to coopt other members as he considers necessary including from among eminent academicians, academic and research institutions etc.
- vii) Every meeting of the Academic Committee shall be presided by the Chairman and in his absence the Academic Committee will elect a Chairman for the specific meeting.
- viii) Seven members of the Academic Committee which shall include the representative of the Ministry of Agriculture shall constitute the quorum.

## 7. Powers and functions of the Committees:

### (1) Powers and Functions of the Selection Committee

- (i) The Selection Committee shall assist the Executive Council / appointing authority concerned in making appropriate selection of group ‘A’ posts and any other posts referred to it by the Executive Council.
- ii) It can meet at any place in India and adopt such methods as considered appropriate by it to evaluate the relative merits of the candidates offering themselves for the posts and make recommendations to the Executive Council / appointing authority concerned.

### (2) Powers and Functions of the Academic Committee

- (i) The Academic Committee shall deal with matters relating to research and training. It shall also function as the committee on evaluation. It shall deal with matters, proposals or schemes relating to the following subjects referred to it or initiated by it or otherwise.

## Training

- i) Annual training programme of MANAGE
- ii) Any other matter relating to training activities of the centre, such as methodology of training coverage, course content, syllabus, duration etc.,

## Research

- i) Annual research programmes of MANAGE
- ii) Proposals in regard to research studies to be taken up during the year, not included in the annual programme
- iii) Consultancy research studies sponsored by Ministries and Departments of Government of India, State Governments and other agencies in India or abroad or international agencies.
- iv) Collaborative research studies in collaboration with Agricultural Universities, other academic and research institutions, in India or abroad or international organizations, State Governments and other agencies; to examine and determine collaborative terms in such cases.

- v) Award of fellowship / scholarship under the fellowship, Scholarship and Deputation Bye – Laws.
- vi) To examine any other matter concerning research and training activities of the MANAGE.

The committee shall dispose of finally matters in respect of items for which the Executive Council has delegated its powers. In all other matters, the Committee shall tender its advice and make recommendations to the Executive Council.

#### **8. Powers and Functions of the Director General:**

- i) The Director General who is appointed by the Government of India as the Principal Executive Officer of the MANAGE shall be responsible for the proper administration of the affairs of the MANAGE and shall exercise powers under the direction and guidance of the Executive Council; He shall also prepare Annual Report and Annual Accounts of the MANAGE;
- ii) It shall be the duty of the Director General to coordinate and exercise general supervision over all the activities of the MANAGE. He shall also be competent to delegate any of the powers conferred upon him to such officers of the MANAGE working under him as may be considered necessary for effective and efficient functioning of the MANAGE.
- iii) Subject to the provisions of sub-clause (i) above, the Director General shall have full powers on behalf of MANAGE, to Institute, conduct, intervene, defend, abandon or compound any suit, appeal, review, revision, writ petition or other proceedings by or against the MANAGE or its employees or otherwise concerning the affairs of the MANAGE in any court and / or quasi judicial authorities, to refer any claims or demand by or against the MANAGE to arbitration and observe and perform the awards, to sign and verify plaints written statements. Execution and other petitions, applications, affidavits, objections, memorandum of appeal or other pleadings to be filed before any judicial or quasi judicial authorities or arbitrators to enforce judgment, execute any decree or order of any judicial / quasi judicial authorities or to satisfy the same and / or to realize or withdraw money from any court, persons or other authorities in execution of such decree or order and to sign vakalatnamas; all financial powers as delegated by the Executive Council;
- iv) Subject to the provisions of sub-clause (i) above the Director General shall be competent on behalf of the MANAGE to execute contracts, collaboration agreement(s) general / special instruments, service agreements / agreements containing arbitration clauses, indemnity bonds and deeds in respect of or connected with sale / lease / license, mortgage, hypothecation, pledge, or other deed(s) of a legal character of whatever description, power(s) of Attorney, to enforce quarantee(s) or any other legal rights, to incur legal expanses and to act as



agent of the MANAGE for any purpose whatsoever relating to the affairs of the MANAGE.

- v) In the absence of Director General on long leave, deputation in India or abroad or at the time of laying down office, arrangements to look after the duties of the Director General may be made by the Chairman of the Executive Council with the prior approval of the Government.

## 9. **Funds of the MANAGE**

1) The funds of the MANAGE shall consist of the following:

- a) grants made by the Central Government or any State Governments;
- b) donations and contributions from other sources;
- c) fees and charges imposed by the MANAGE for services rendered by it;
- d) income from investments; and
- e) income and receipts from other sources.

ii) The funds shall be spent only to the attainment of the objects of the society and no portion thereof shall be paid or transferred directly or indirectly to any of its members through any means.

iii (a) The Bankers of the MANAGE shall be State Bank of India or its affiliated banks or Nationalized Banks;

(b) All funds shall be paid into the MANAGE's Accounts with its bankers and shall not be withdrawn, except by means of cheque signed by the Director General or by such other officers of the Institute as may be duly empowered on his behalf by the Director General.

## 10. **Powers of the Government**

In the discharge of its functions the General Council shall be guided by such directions on questions of policy as may be given to it by the Government of India. The decision of the Government of India as to whether a question is or is not a matter of policy shall be final. Such directions shall be in writing.

## 11. **Audit of Accounts:**

- i) The MANAGE shall cause regular accounts to be kept of all its money and properties in respect of its affairs. The accounts shall be maintained in such form as the Central Government may prescribe in consultation with the Comptroller and Auditor General of India.

- ii) The Accounts of the MANAGE shall be audited annually by the Comptroller and Auditor General of India or by any person authorized by him in his behalf and any expenditure incurred in connection with such audit shall be payable by the MANAGE to the Comptroller and Auditor General of India.
- iii) The Comptroller and Auditor General of India and any person appointed by him in connection with the Audit of the Accounts of the MANAGE shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor General of India has in connection with the Audit of Government Accounts and, in particular, shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.
- iii) The results of the audit shall be communicated by Auditor to the General Council of the MANAGE who shall submit a copy of the Audit Report along with its observation to the Ministry of Agriculture, Government of India, and to the MANAGE. The Auditor shall also forward a copy of the Report direct to the Ministry of Agriculture, Government of India.

## **12. Annual Report**

An Annual Report of the Proceedings of the MANAGE and of the all works undertaken during a year together with balance sheet and audited accounts as approved by Executive Council for the information of Government of India and of the members of the MANAGE. A draft of such report and yearly accounts of the MANAGE shall be placed before the General Council at the Annual General Meeting.

## **13. Office of the MANAGE:**

The Office of the MANAGE shall be at Hyderabad in the State of Andhra Pradesh.

## **14. Service of Notice:**

- i) A notice may be served upon any member of the MANAGE either personally or by post at the address mentioned in the roll of members.
- ii) Any notice so served by post shall be deemed to have been served on the day following that on which it is posted.

**15. Alteration or Extension of the purpose of the MANAGE**

Subject to the provision of the Public Societies Registration Act I of 1350 F., the General Council may alter, extend or abridge any purpose or purposes for which the society is established.

**16. Amendment of the Rules**

With the previous concurrence of Government of India, the rules of the Society may be altered at any time by a resolution when voted by two-thirds of the members present at a special meeting of the General Council convened for this purpose and confirmed by two-thirds of the members present in accordance with the rules of the Society.

**17. Continuance of existing staff:**

Such members of the Staff already holding posts in the National Institute of Agricultural Extension Management of the Ministry of Agriculture, Government of India, before the registration of the Society, as have expressed their willingness in writing continue to work under the society shall be deemed to have been appointed to their respective posts by the society after the registration, on the same terms and conditions of service they were originally appointed under the National Institute of Agricultural Extension Management such as those which have been in force on other posts in the Government of India and State Government, being regarded as the deputation to the Society.

**18. Winding up**

In case the society / MANAGE has to be windup the property and funds of the society / MANAGE shall be transferred or paid to some other institution with similar aims and objects.

**19.** Until the Constitution of the General Council, Executive Council and Selection Committee and Academic Committee as contemplated hereinabove, all administrative, academic and financial matters pertaining to the MANAGE handled by a Technical Advisory Committee headed by Secretary, Department of Agriculture and Cooperation, Ministry of Agriculture are deemed to be valid as approved by the competent body.

**20.** As and when there is any change in the nomenclature of the Ministry / Ministries, Department(s), Institution (s) and Designation (s) mentioned in these Rules, such change(s) should automatically stand incorporated in the concerned rules.