

**THE RULES OF THE STATE REVENUE
TRAINING INSTITUTE
THIRUVANANTHAPURAM**

INSTITUTE OF LAND MANAGEMENT

RULES

1. These rules may be called the Rules of the State Revenue Training Institute, Thiruvananthapuram. The Registered Office is situated at P.T.P Nagar.

2. Definitions:

In these Rules and the Memorandum of Association unless otherwise specified;

- i. 'Act' means the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955.
- ii. 'Institute' means the Revenue Training Institute, Thiruvananthapuram.
- iii. 'Governing Body' means the governing body of the institute.
- iv. 'Committee' means the Executive committee of the institute.
- v. 'Chairman' means the Chairman of the Governing Body of the institute.
- vi. 'Vice Chairman' means Vice Chairman of the Governing Body and the Chairman of the Executive Committee.
- vii. 'Secretary' means the Secretary of the Institute.
- viii. 'State Government' means the Government of Kerala.
- ix. 'Financial Year' means the budget year beginning on the first of April and ending on the 31st of March following.

3. Authorities of the Institute:

The authorities of the institute shall be -

- i. the Governing Body,
- ii. the Executive Committee.
- iii. the Director,
- iv. such other authorities as may be constituted by the Governing Body.

4. General Body and Membership:

The members of the Governing Body shall constitute the general body of the institute and shall consist of not more than 15 members.

5. Roll of members:

The Secretary of the institute shall maintain a register of members giving their names, occupation and addresses and every member shall sign the register. All changes of address shall be notified to the Secretary by each member.

6. Governing Body:

The general superintendence, policy formulation and management of the institute shall be vested, in accordance with rules, in the governing body.

The composition of the governing body shall be as follows:

1. Chairman - Minister for Revenue and Tourism.
2. Vice Chairman - Member, Board of Revenue (LR)
Commissioner & Secretary,
Revenue Department.

3. Members:

- i. Director of Survey and Land Records.
- ii. Two District Collectors nominated by the Governing Body.
- iii. Two representatives of management/research institutions, nominated by the governing body.
- iv. Additional Secretary to Government, Revenue Department.
The governing body.

The governing body may create such new classes of membership from time to time, as are considered necessary in the interests of the institute.

7. Tenure of the governing body and related matters:

- i. The tenure of the first governing body shall be five years and the tenure of the subsequent governing bodies, three years. However, a governing body, the tenure of which has expired shall continue in office till the constitution of the successor body.
- ii. When an ex-officio member including the president, relinquishes, the said office, he shall cease to be a member, and the resulting vacancy shall be filled by his successor in that office. Such a member shall, however, be eligible to be an ex-officio member in another capacity.
- iii. A member of the governing body, other than an ex-officio member may resign his membership. Such resignation shall be in writing and addressed to the chairman and shall take effect from the date of its acceptance by the chairman.
- iv. Notwithstanding anything contained in these rules, a member of the governing body shall cease to be such member if during his tenure he

resigns, or becomes insolvent, or legally incompetent to hold offices or otherwise unable to be a member.

- v. A casual vacancy on the governing body due to resignation, death or otherwise may be filled by the governing body by nomination;
- vi. Notwithstanding any vacancy or defect in the appointment or nomination of any of its members, the governing body shall function; no act or proceedings of the governing body shall be called in question or invalidated merely by reason of the existence of any vacancy or by reason of the defect in the appointment or nomination of any of its members;
- vii. The governing body shall be the ultimate authority for the conduct of the affairs of the institute, subject to the provisions of the Act, these Rules and any general direction that may be issued by the Government for accomplishing the objectives of the institute.

8. Meetings of the Governing Body:

Subject to the provisions of the Act, the governing body shall meet at least twice in a year, as specified below.

- i. (a) A meeting in the first month of the financial year to consider and approve the budget and the broad frame work of the programme to be conducted during the year.
- (b) Annual general meeting within four months of the close of the financial year to consider the annual report and audited accounts of the institute for the preceding financial year and to discuss any other business that may be necessary.
- ii. A special meeting of the governing body may be convened, whenever considered necessary by the chairman, to discuss any matter of Special importance or urgency; such meetings may also be convened on a written requisition by not less than six members of the governing body specifying the purpose for which the meeting is to be called.
- iii. Meetings of the governing body shall ordinarily be held in Thiruvananthapuram, however, a meeting may held at any other place within Kerala State when considered necessary.

- iv. (a) Meetings of the governing body shall be convened by notice issued under the hand of the Secretary or other officer authorized by the governing body in this behalf.
- (b) Every notice calling for a meeting of the governing body shall be issued to every member not less than ten days before the day scheduled for the meeting. In the case of special meetings, such notice shall be issued seven days before hand. A summary of the business to be transacted shall also be communicated to every member.
- (c) An accidental omission to give notice to, or the on receipt of notice of any meeting by any member shall not invalidate the proceedings of a meeting.

- v. Six members including the Chairman shall constitute the quorum for a meeting of the governing body; however, if a meeting is once adjourned for want of quorum, the subsequent meeting called on the basis of the same agenda need not be adjourned further for want of quorum.

- vi. The Chairman shall ordinarily preside at all meetings of the Governing Body, and in his absence, the Vice Chairman; in case the Vice Chairman is also absent, the members present shall chose one among themselves to preside over that meeting.

- vii. No member of the governing body shall attend a meeting of that body except in person.

- viii. The chairman may invite any person other than a member of the governing body to attend a meeting of that body; but such person shall not be entitled to vote at the meeting.

- ix. In the case of difference of opinion among the members on any matter under discussion in a meeting, the opinion of the majority present shall prevail. Every member present at the meeting, including the Chairman shall have one vote; if there is an equality of votes, the Chairman shall have and exercise a second, casting vote.

- x. Any business which it may be necessary for the institute to perform, and which is of an urgent nature and cannot be held over till the next meeting of the governing body, may be carried out by circulation among all members. any resolution so circulated and approved by a majority of the members signing, shall be as effective and binding as if such resolution had been passed at a meeting of the governing body; provided that at least the member of persons required for a quorum had given their views on the resolution, and that any business so transacted shall be reported at the subsequent meeting of the governing body.
- xi. A notice may be served on any member, of the governing body in person or through post, at the address mentioned in the roll of members.

9. Executive Committee:

Subject of the general superintendence of, and the policies laid down by the governing body the executive committee shall be responsible for the management, administration and control of the affairs of the institute and its income and properties in accordance with these rules.

10. (I) Composition of the Executive Committee:

- i. Secretary to Government, Revenue Department : Chairman.
- ii. Additional Secretary to Government, Revenue Department : Member.
- iii. Director of Survey and Land Records : Member.
- iv. Two members of the Governing Body to be nominated by the Chairman of whom one shall be a District Collector and the other shall be a representative of management/ research institutions. : Members.
- v. Director of the Institute : Member.

- (II) The term of office of the first Executive Committee shall be five years from the date of registration of the Society. The term of subsequent committees shall be three years provided that a committee whose term has expired shall continue in office till its successor is constituted.
- (III) A member of the Committee other than an ex-officio member may resign his membership by a letter addressed to the Chairman of the Committee and such resignation shall take effect from a date of its acceptance.

11. Meetings of the Executive Committee:

- i. The Executive Committee shall meet not less than four times in a calendar year and not more than three months shall elapse between any two meetings. The meetings shall ordinarily be held at Thiruvananthapuram; however, a meeting may be held at any other place in the State when necessary.
- ii. Meetings of the Committee shall be presided over by the Chairman. Three members of the committee including the Chairman shall constitute the quorum for a meeting. All members of the Committee shall attend its meetings in person. The Chairman may invite any person or persons to attend a meeting, but such person or persons shall not have the right to vote.
- iii. Decisions of the meetings of the Committee shall be taken in accordance with the opinion of the majority of the members present. Every member including the Chairman shall have one vote and if there is inequality of votes, the Chairman shall have and exercise a second casting vote.
- iv. Meetings of the Committee shall be convened by notice issued under the hand of the Secretary or any other officer of the institute authorized for that purpose. Every notice for a meeting shall indicate the date, time and venue of the meeting and shall be issued to every member not less than ten days before the day scheduled for the meeting; however, the Chairman may for reasons to be recorded, convene a meeting a shorter notice. A summary of the business to be transacted at a meeting shall be sent to the members not less than seven days before the date of the meeting. An accidental omission to give notice to, or the non-receipt of notice by any member shall not invalidate the proceedings of a meeting.

- v. Any business of an urgent nature may be transacted by circulation among all members of the Committee and any resolution so circulated and approved by a majority of the members signing shall be as effective and binding as if such resolution had been passed at meeting of the committee; provided that at least the number of persons who constitute a quorum had recorded their views on the resolution; and provided further that any business so transacted shall be reported at the subsequent meeting of the committee.

12. Powers and functions of Executive Committee:

The Executive Committee shall have the following powers:

- i. to prepare and execute detailed plans and programmes for the establishment and development of the institute and for carrying on its administration and management;
- ii. to received grants-in-aid and accept other grant of money gifts, donations, securities, negotiable instruments and other forms of assistance from the State Government and Government of India and from other sources, Indian and foreign Government and private and enter into any agreements or arrangements for receiving such assistance which are not inconsistent or in conflict with or repugnant to the objectives and purpose of the Institute; provided that in respect of external sources of assistance, prior approval of the State Government or the Government of India shall be obtained;
- iii. to impose and recover charges for the service rendered by the institute; raise moneys and funds as deemed fit and necessary for the purposes and objectives of the Institute;
- iv. to keep custody of and expend, the funds and moneys, invest, deal with and appropriately, account for such funds and moneys and manage the income and properties movable and immovable according to the bye laws formulated in this behalf, provided that for all capital expenditure exceeding Rs. 3 lakhs at a time prior sanction of Government shall be obtained.
- v. to receive, acquire, take over and hold movable and immovable property of any kind by means of purchase, transfer, hire, lease, gift, donation or other lawful means from Government, public or private bodies or individuals, construct, build alert, improve, maintain, repair equip or furnish any building, develop lands and execute works necessary or convenient for

purposes of the institute, and suitably manage and deal with property of any kind in the best interests and for purposes of the institute; provided that no movable property costing more than Rs. 3 lakhs (Rupees Three lakhs only) and no immovable properties shall be transferred by sale, mortgage or otherwise without prior sanction of Government;

- vi. to enter into arrangements and contracts with national and international organizations, foundations and research institutions and other agencies- Governmental or private - for technical assistance, for the developments of sectors and for undertaking projects on their behalf for training and development and research in the fields of management in Government;

Provided that in respect of arrangements with foreign governments or international organizations, prior approval of the State Government or the Government of India as the case may be, shall be obtained.

- vii. to pay all preliminary or incidental cost, charges and expenses incurred in the promotion, formation, establishment and registration of the society;
- viii. to prescribe, approve norms and guidelines for the conduct of courses of study, training and for undertaking research and consultancy in pursuance of the objectives enunciated in the Memorandum of Association;
- ix. to recommend to the Governing Body the grant of degrees, diplomas, certificates, distinctions and prizes to students and participants, who have successfully completed the prescribed course of study and training;
- x. to institute and award fellowships, scholarships, stipends, freeships, loans and other forms of financial assistance to students to facilitate their study.
- xi. to approve the nomination of faculty for course of higher studies, training and teaching assignments, for participation in conferences, visiting fellowships etc. in India and abroad under such terms and conditions as may be laid down in the bye-laws framed in this behalf, provided that for tours outside India prior approval of the State Government shall be obtained;
- xii. to provide for and supervise the residence, health amenities, discipline and the general well-being of the students;

- xiii. to print, publish, issue, acquire and circulate books, papers, periodicals, exhibits film slides, gazettes, pamphlets and other audio-visual material dealing with or having a bearing upon the activities and programmes of the Institute:
- xiv. create academic, administrative, technical and other posts (other than the Director) the maximum of the scale of pay of which shall not exceed Rs. 2,500/- and make appointments thereto in accordance with procedures and terms and conditions laid down in the Bye-laws and Regulations framed for such purposes. For creation of posts the maximum of the scale of pay of which exceeds Rs. 2,500/- sanction of Government shall be obtained.
- xv. to appoint, retain, engage for the time being professional and technical advisers, consultants, experts to work to further the objectives and programmes of the Institute and to pay them such honorarium, fees, remuneration or compensation as may be deemed fit and commensurate with performance provided that it shall not exceed Rs. 2,500/- per month.
- xvi. to invite scholars and eminent professionals from any part of the country or abroad to take advantage of the facilities offered by the institute in order that the Institute may benefit by their knowledge, wisdom and experience, provided that prior approval of the State Government shall be obtained, for the purpose;
- xvii. to establish contributory Provident Fund and Gratuity scheme, Welfare Fund and other financial assistance schemes for the benefit and welfare of the staff of Institute and their families;
- xviii. to prepare annual reports, financial statements of accounts, financial estimates of the institute and submit them at the annual general meeting for the approval of the Board, approve expenditure within the limits of sanctioned budget subject to the bye-laws and regulations framed in this behalf;
- xix. to appoint sub-committee for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the conduct of the

affairs of the Institute and to delegate to such committee such powers as it may deem necessary and expedient;

- xx. to enter into agreement for and on behalf of the Institute with any Government or authority, municipal, local or otherwise, and to obtain from such authority and rights, privileges, concessions, fiduciary or otherwise, that the Institute may deem necessary and desirable to obtain and to carry out, exercise and comply with such arrangement, rights, privileges and concessions;
- xxi. to sue and defend all legal proceedings on behalf of the Institute;
- xxii. to make, frame and adopt Rules, bye-laws and Regulations for the proper and effective administration and management of the affairs of the Institute and amend, vary, add or rescind such Rules, bye-laws and Regulations from time to time as may be deemed necessary. Such bye-laws or Regulations may provide for matters such as;
 - Norms and guidelines for the conduct of courses of study and training, and standards of proficiency.
 - Norms and procedures for admission of students
 - Levy of fees, commissions and charges for service.
 - Maintenance of Accounts, Audit and other financial regulations regarding custody and operation of funds.
 - Budgetting.
 - Recruitment Rules, Terms and Conditions of service of Faculty, Officers and Staff, pay and allowances and other benefits.
 - Rules of Discipline and Code of Conduct
 - Maintenance of Library.
 - Purchase and maintenance of stores, stocks and ledgers
 - Delegation of powers
 - Such other matters as may be necessary;and
- xxiii. to all other lawful acts as may be appropriate, and necessary for the achievement of any or all of the objectives of the institute.

13. Powers of the Chairman of the Executive Committee:

The Executive Committee may by resolution delegate to its Chairman all of any of its powers as may be necessary for the efficient and expeditious conduct of the business of the Institute.

14. i) The Director of the Institute shall be the Chief Executive Officer of the Institute.

ii) The First Director shall be appointed by the State Government. Subsequent Directors shall be selected and appointed by the governing body with the approval of the State Government.

iii) The Director shall have such powers as may be delegated to him by the Executive Committee. He shall be responsible for the proper administration and the conduct of the affairs of the Institute.

15. Secretary:

i) An officer of the Institute, including the Director may be appointed Secretary of the Institute by the Executive Committee. he shall function as the ex-officio secretary to the Governing Body, the Executive Committee and other Sub-committees that may be constituted.

ii) The Secretary shall be responsible for

a) issue of notice for meetings of the Governing body, Executive Committee and Sub-Committees.

b) Maintenance of records of the meetings and their circulation to the members

c) Maintenance of the roll of members of the Society and

d) discharging such other functions as may be assigned by the governing body.

16. Management of funds and accounting and audit:

The Institute shall maintain such books of account and other related records in such form and in such manner as may be necessary and prescribed in accordance with the bye-laws and financial rules framed for the purpose. The accounts of the Institute shall be audited annually by auditors appointed by the Governing body. The audited statement of accounts, along with the annual report shall be submitted at the annual general meeting of the governing body for consideration and approval. After approval by the Governing body it shall be submitted to the Government. The person in whose name the Society may sue or be sued shall be the Secretary of the Society.

17. Ex-officio members of the Governing Body of the Executive Committee or of any Sub-Committee shall not be entitled to any remuneration from the Institute for their service as such members. Members other than ex-officio members may, if found necessary be given token remuneration at the rates fixed by the Governing Body. Both categories of members shall be entitled to such travelling and daily allowance as may be provided for in the by-laws to be made in this behalf for journeys for attending meetings or in connection with other business of the Institute.

18. Amendments to the Memorandum of Association and the Rules of the Institute may be made by the Governing Body at its annual general meeting or a special meeting by a simple majority after giving a minimum of ten days notice of the proposed amendments in writing to the members of the Governing Body.

19. Dissolution: Applicable as per sec 24 and 25 of the Act.

We, the members of the Society certify that the above is a true and authentic copy of the rules of the Society.

	Name	Occupation and Address	Signature
1.	Shri. K.M.Mani	Minister (Revenue & Law)	Sd/-
2.	Shri. D.Babu Paul	Member, Board of Revenue	Sd/-
3.	Shri. M.G.K.Murthy	Commissioner & Secretary Revenue Department	Sd/-
4.	Shri. S.Girijathmajan	Additional Secretary, Revenue Department	Sd/-