

# The Punjab State Faculty of Ayurvedic and Unani Systems of Medicine Rules, 1973

1. Short title and commencement.—(1) These rules may be called the Punjab State Faculty of Ayurvedic and Unani Systems of Medicine Rules, 1973 ;

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.—(1) In these rules unless the context otherwise requires,—

(a) "Act" means the Punjab State Faculty of Ayurvedic and Unani Systems of Medicine Act, 1963 ;

(b) "Appendix" means an Appendix to these rules ;

(c) "Chairman" means the Chairman of the Faculty ;

(d) "Government" means the Government of State of the Punjab ;

(e) "meeting" means a meeting of the Faculty, Board or Committee appointed by the Faculty from time to time ;

(f) "section" means a section of the Act ; and

(g) "university" means a university incorporated by Law by a State or Central Government and includes an Institution authorised by a State or Central Government to discharge the duties of the university.

(2) All other words and expressions used but not defined shall have the meaning assigned to them in the Act.

3. Manners of holding meetings.—[Section 18(2)(a)].—The Faculty shall ordinarily meet for the transaction of the business at least twice in a year normally in the months of April and October on such dates as may be fixed by the Chairman :

Provided that the Chairman may, whenever he thinks fit, and shall, upon the written request of not less than two-third of the members, call a special meeting ;

Provided further that not less than seven days notice shall be given to every member of such meeting.

4. Agenda of the meeting.—[Section 18 (2) (a)].—Agenda of an ordinary or special meeting of the Faculty shall be circulated by the Secretary to all the members not less than seven days before the date of such meeting.

<sup>1</sup> See Leg. Suppl. Part III dated 12-3-1973, Page 103

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15. The Chairman may for reasons to be recorded in writing adjourn any meeting at any time to any future date or to any hour of the same day.]

6. A member who wishes to move a motion or resolution shall read it and if seconded, shall be taken up for discussion by the Faculty after the mover and seconder have concluded their speeches.

7. A member shall speak only once on each motion but the mover or as seconder of a substantive motion or resolution may reply at the conclusion of the debate thereon ; provided that the Chairman may at his discretion at any time, allow a member, who has already spoken, to make a brief explanation.

8. After a motion [or a resolution] has been proposed and seconded any member may propose an amendment thereto which, if seconded, shall be taken up for discussion. An amendment that is not seconded, fails through.

9. A member, who has already spoken on a substantive motion before the meeting may also speak on an amendment to the motion ; provided that in so doing he shall confine himself strictly to the fresh matter introduced by the amendment.

10. Any number of amendments may be brought before the meeting at the same time but they shall be put to vote in the order in which they were moved. After all the amendments have been disposed of, the resolution or where an amendment has been carried, the resolution as amended be put to vote.]

11. No motion or amendment shall be withdrawn except with the consent of the Chairman.

12. A motion or an amendment shall be recorded in writing if so directed by the Chairman.

12. The business of the Faculty shall be transacted, proceedings recorded and notices issued in Punjabi language in Gurmukhi script, but any member may address the Faculty in any recognised language of the State.

14. The minutes of the proceedings at each meeting shall be drawn up and recorded in a book to be kept for the purpose and shall be signed by the person presiding at the meeting.

15. A copy of the minutes of each meeting shall be sent to each member within fifteen days of the date of the meeting.

16. Such motions and amendments as have been moved and adopted or negatived, at any meeting together with the names of the mover and seconder, shall be recorded in the minutes of that meeting. The minutes shall not record any comment or observation made by any member of the Faculty.

17. The minutes of a meeting shall be confirmed at the subsequent meeting.

<sup>1</sup> Legislative Supplement Part III dt. 26th March, 1976, Page 99.



18. **Salary and other conditions of service of the Secretary.**—[Section 18 (2)(b)].—The Secretary shall be entitled to such scale of pay and allowances as may be authorised by Government from time to time. The scale of pay admissible at present is Rs. 2,50-10-350/15-500/20-560 plus other allowances as may be admissible to the employees of Punjab Government of the same scale, from time to time.

19. **Qualifications.**—[Section 18 (2)(b)].—No person shall be appointed as Secretary unless he is graduate in Arts, Science or Ayurvedic or Unani System of Medicine, from a recognised university and has worked in an administrative capacity for a minimum period of five years.

20. **Age.**—[Section 18 (2) (b)].—No person shall be appointed as Secretary if he is less than thirty years or more than thirty-five year of age.

Provided that in case of candidates belonging to Scheduled Castes, Scheduled Tribes and other Backward Classes, the upper age limit shall be relaxable by five years.

21. **Age of retirement.**—[Section 18 (2)(b)].—The Secretary shall retire on reaching the age of fifty-five years; provided that an extension for a period up to three years may be granted in special case, with the approval of the Government.

22. **Leave.**—[Section 18 (2)(b)].—In respect of leave, the Secretary shall be governed by the provision of Punjab Civil Services Rules, Volume I Part I as amended from time to time.

23. **Discipline, Penalties and Appeals.**—[Section 18 (2) (b)].—(i) In matters relating to discipline, punishment and appeals the Secretary shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(ii) The punishing authority for imposing punishments on the Secretary under the Rules mentioned in sub-rule (i), shall be the Faculty and the appellate authority shall be the Government.

24. **Provident Fund.**—[Section 18 (2)(b)].—The Secretary shall subscribe to the Provident Fund in accordance with the Contributory Provident Fund Rules as contained in the Punjab Civil Services Rules, Volume, II.

25. **Medical Reimbursement.**—[Section 18 (2) (b)].—The Secretary shall enjoy the benefit of medical reimbursement of all the medical charges incurred by him or any member of his family in accordance with the instructions issued by the Government from time to time for its own employees.

26. **Gratuity.**—[Section 18 (2) (b)].—(1) If the Secretary is subscriber to the Contributory Provident Fund and he dies, while in service before completion of five years service, his family will be eligible for a gratuity equal to the difference between his six months emoluments and the amount of contribution of Faculty, together with interest thereon, standing to his credit in the Fund. If, however, he dies in the first year of service, his family will be eligible for a gratuity equal to the difference between his two months emoluments and the amount of Faculty's contribution together with interest thereon, standing to his credit in the Fund.

(2) If the Secretary dies after completing five years service, his family will be eligible for a gratuity equal to the difference between his twelve months emoluments and the amount of contribution of the Faculty, together with the interest thereon, standing to his credit in the Fund.

*Note.*—The term "emoluments" for the purpose of this rule will mean emoluments as defined in Rule 6, 19(a), of Punjab Civil Services Rules, Volume II.

(2) "family" for the purpose of this rule means—

(a) in the case of a male Secretary, the wife and children of the Secretary and the widow or widows and children of a deceased son of the Secretary;

(b) in the case of woman Secretary, the husband and children of the Secretary and the widow or widows and children of a deceased son of the Secretary.

27. **House Rent.**—[Section 18 (2)(b)].—The Faculty shall pay house rent allowance to the Secretary at such rates as are admissible to the Punjab Government employees.

28. **Travelling allowance.**—[Section 18 (2)(b)].—The Secretary shall be entitled to the travelling allowance and daily allowance at such rates as are admissible to Punjab Government employees of the same scale of pay.

29. **Other benefit.**—[Section 18 (2)(b)].—Benefits other than those mentioned in the preceding rules as are admissible to the Punjab Government employees from time to time shall not accrue to the Secretary automatically but may be allowed to him by the Faculty with the prior approval of the State Government.

30. **Application of fees.**—[Section 18 (2)(b)].—The fees received by the Faculty shall be applied for the following purposes, namely:—

(1) Maintenance of the office of the Faculty;

(2) Salary and allowances of the Secretary;

(3) Travelling allowance and daily allowance and meeting fee of the members, travelling allowance of the staff and examiners of the Faculty and other persons connected with the examination work of the Faculty;

(4) Remuneration to the examiners and Supervisory staff of the Faculty;

(5) Printing and Stationery;

(6) Postage and contingency; and

(7) All other expenditure to be incurred for the smooth running of the Faculty.

31. **Travelling allowance and other allowances payable to members of the Faculty.**—[Section 18 (2)(b)].—(1) For attending meetings, the official



members shall be paid travelling allowance in accordance with the provision of the Punjab Travelling Allowance Rules, as amended from time to time.

(2) The non-official members will be allowed travelling allowance at such rates as are admissible to the Punjab Government officers of the 1st grade :

Provided that the journey is actually performed in the class of accommodation to which the members are entitled, other wise actual fares of the lower class by which the journey is performed, shall be admissible.

32. In all other matters pertaining to the travelling allowance the provisions of the Punjab Civil Services Rules, Vol. III, shall apply.

33. The Chairman may for special reasons to be recorded in writing, permit mileage allowance to be charged on a route other than the shortest or cheapest route, provided that the journey is actually performed by such route.

34. Allowance payable to members for attending meetings.—[Section 18 (2)(d)]. Each member shall be entitled to get (an allowance) of sixteen rupees per day for each meeting attended by him which shall be paid in addition to the travelling allowance admissible to him under these rules.

35. Execution of instruments.—[Section 19 (2) (c) 1—(1)] Every contract made by or on behalf of the Faculty whereof the value or amount equals or exceeds fifty rupees and every other instrument deed or document shall be in writing and shall be signed by the Chairman or the Secretary :

Provided that contracts whereof the value or amount is up to rupees one hundred shall be entered by the Secretary by calling quotations from the market and whereof the value or amount exceeds rupees one hundred or other contracts shall be entered by the Chairman and Secretary by calling quotation from the market.

(2) Proof of documents for contracts shall be by affixation of the seal of the Faculty on that document, together with the signatures of the Chairman or the Secretary of the Faculty, as the case may be.

36. Deposit of Faculty's money in Bank.—[Section 19 (2) (f)].—The Faculty shall open an account in the State Bank of India or the State Bank of Patiala and all moneys received by it shall be deposited in the Bank subject to the provisions of rule 37.

37. Receipt of money on behalf of Faculty.—[Section 18 (2)(f)].—All moneys payable to the Faculty shall be received on behalf of the Faculty by the Secretary or any other employee of the Faculty authorised by him in writing in this behalf, and shall be deposited in the Bank on the day following that on which these are received :

Provided that the Secretary may keep with him an amount not exceeding two hundred rupees as imprest money.

38. Maintenance of cash book.—[Section 18 (2)(f)].—All moneys received or spent on behalf of the Faculty shall without any reservation

*Leg. Supple. Part III at 24-3-1974 P. 99.*

brought to the accounts of the Faculty in the General Cash Book to be maintained in the form given in Appendix-A, under the direct supervision of the Secretary and in his absence under the supervision of an employee of the Faculty authorised by him in writing

39. Preparation of Statement of income and expenditure.—[Section 18 (3)].—The Secretary shall in the month of July each year cause to be prepared a statement of the income and expenditure of the preceding financial year ending 31st March, and draw the attention of the Faculty to such matters which appear to him necessary for being brought to the notice of the Faculty.

40. Preparation of Estimate.—[Section 18 (2)(f)].—(1) The Secretary shall in the month of October, each year or on such other date within the year as the Chairman may fix, cause to be prepared an estimate of the income and the expenditure of the Faculty for the year commencing on the 1st of April, of the next ensuing year and shall submit the same to the Faculty.

(2) The estimate shall make provision for the fulfilment of the liabilities of the Faculty, and for carrying out the purposes of the Act.

(3) The Faculty shall consider the estimates submitted to it under sub-rule (1) and may sanction in the same without any alteration or subject to such alterations as it may deem fit.

41. Preparation of supplementary estimates.—[Section 18 (2)(f)].—The Faculty may, at any time, during the year for which any estimate has been sanctioned cause a supplementary estimate to be prepared and submitted to it. Every such supplementary estimate shall be prepared and submitted in the same manner as if it were an original annual estimate. No expenditure shall be incurred which is not duly provided in the estimate sanctioned under sub-rule (3) of rule 40 or in a supplementary estimate.

42. Payment of bills.—[Section 18 (2)(f)].—A bill or other voucher presented as a claim for money shall be received and examined by the Secretary. If the claim be for an amount, exceeding twenty rupees and the bill is in order, he shall pay the amount of the permanent advance. If the claim be for an amount exceeding two rupees, payment shall not be made until it has been examined and passed by the Chairman.

43. Refunds.—[Section 18 (2)(f)].—Amounts received by the Faculty towards fees shall not be refunded but shall remain credited to the account of the Faculty.

Provided that any amount paid by an examinee in excess of the prescribed fees shall be credited to the suspense account of the Faculty and may be refunded if claimed within a period of three years and no claim for refund is made within the aforesaid period, the amount shall be credited to the account of the Faculty.

Provided further that examination fees shall be refunded if the Principal concerned intimates to the Faculty regarding withdrawal of the admission form of a candidate who provisionally, for shortage in attendance.



45 **Publications and Records.**—[Section 18 (2)(f).]—The Faculty shall fix the price of its publications, sanction free distribution to such persons as it may consider necessary and may from time to time liquidate its necessary records.

46. **Audit of Accounts.**—[Section 18(2)(f)].—The accounts of the Faculty shall be audited by the Examiner, Local Fund Accounts, Punjab, or his nominee.

47. **Relaxation**—[Section 18 (2)(f)]—Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules.

(See rule No. 38)  
Punjab State Faculty of Ayurvedic and Unani Systems of Medicine  
General Cash Book

Appendix A ] The Punjab State Faculty of Ayurvedic and Unani Systems of Medicine Rules, 1973

## APPENDIX "A"

(See rule No. 38)

Punjab State Faculty of Ayurvedic and Unani Systems of medicine,  
General Cash Book

## EXPENDITURE

Month	Date	Folio number of classified abstract	Departmental major, minor and sub heads and detailed sub-head of account	Particulars of charge and of payee	No. of vouchers	No. and date of Cheque	Amount	Daily Total
11	12	13	14	15	16	17	18	19

## The State Financial Corporations

Act, 1951

(Act 63 of 1951)

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