

MEMORANDUM OF ASSOCIATION

RULES AND REGULATIONS

&

BYE-LAWS

Of

PRESS ACADEMY OF ANDHRA PRADESH

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INTRODUCTION

Press Academy of Andhra Pradesh was established in 1996 with the noble object of promoting highest standards in journalism. It also aims at fostering values that help the society through communication media. Andhra Pradesh has a rich heritage in journalism. Several newspapers and periodicals in English, Telugu and Urdu published from the erstwhile Madras and Hyderabad states had won reputation all over the Country. Journalists from this region had worked as Editors in the national press and won laurels abroad also.

With the launch of district editions by Telugu dailies, there has been a virtual explosion in the dissemination of news from the rural areas of Andhra Pradesh. For the first time in recent years, rural correspondents, called “Stringers”, “Contributors” or “Part-time Correspondents” emerged on the scene of Journalism in the State because the Telugu Newspapers recruited them at the level of Mandal, or a cluster of 15 to 20 villages. About 8,000 such correspondents are working for various newspapers in 1996. Most of these correspondents did not have any professional background of Journalism

Some of them were self-taught and picked up the threads of journalism in short time, while a large majority of them required a little help by way of professional advise and guidance.

There was need to provide them access to professional inputs on various topics of journalism, such as the Law of libel, the law relating to the privileges of the members of Assembly and Parliament, the concept of Code of Ethics in journalism etc. It was with this need in view that the Andhra Pradesh Union of Working Journalists (APUWJ) proposed setting up a Press Academy of Andhra Pradesh at its Annual Conference in Suryapet in 1992, a demand readily conceded by the then Chief Minister, Sri N. Janardhana Reddy.

The Government then constituted a Committee vide G.O.Ms. No : 247, General Administration (I&PR) Department, dated 20th April, 1992 with the late Abid Ali Khan, an eminent Journalist and Editor of Siasat Urdu daily of Hyderabad, as Chairman, to visit other States where similar Press Academies exists and formulate a report for setting up one such in Andhra Pradesh.

The Abid Ali Khan Committee consisted of Sri K. Sreenivas Reddy. President, A.P.U.W.J., Sri R.J. Rajendra Prasad, Chief of Bureau, The Hindu, Hyderabad, Sri Nanduri Rama Mohana Rao, Editor, Andhra Jyothi, Sri Ch. Rajeswara Rao, Advisor to the Chief Minister and the commissioner for Information and Public Relations as Convenor, submitted the report to the then Chief Minister Sri K. Vijaya Bhaskara Reddy on 14th July. 1993. The Government considered the report and accepted with a few changes, vide G.O.Ms.No. 551 of General Administration (I&PR) Department, dated 15-11-1994.

The First Governing Council was constituted by the Government vide G.O.Ms.No. 67 of General Administration (I&PR) Department dated 24-2-1996. Sri K. Sreenivas Reddy. a former President of A.P.U.W.J. and Secretary General of Indian Journalist Union (IJU) was named the first Chairman of the Academy. The Chairman was accorded Cabinet Minister Rank vide G.O.Ms. No: 125 General Administration (I&PR) Department dated 19-3-1996.

The Press Academy was formally launched by the Chief Minister Sri N. Chandra Babu Naidu, at Jubilee Hall, Hyderabad, on 20th July. 1996.

The Academy has been Registered under the Andhra Pradesh (Telangana Areas) Public Societies registration Act 1350 Fasli (Act-1 of 1350F) under Registration No : 5991 of 1996.

The Government appointed Sri Potturi Venkateswara Rao, a renowned Journalist as Chairman of Press Academy vide G.O.Ms. No. 58 General Administration (I&PR) Department dated 11-2-99. The second Governing Council was constituted by the Government vide G.O.Ms.No. 144 General Administration (I&PR) Department, dated 25-3-1999.

Sri Chandra Babu Naidu inaugurated the second Government Council Meeting on 17th May, 1999 when he announced enhancement of the annual budget of Press Academy to Rs. 50 lakhs. He has also promised a grant of Rs. 30 lakhs for the establishment of Archives exclusively for newspapers and periodicals. This will be the first of its kind in the Country.

MEMORANDUM OF ASSOCIATION

1. Name of the Society : The Name of the Society is “The Press Academy” hereinafter referred as the “Academy”.

2. Location of the Office : The Registered Office of the Society is situated at 'C' Block II Floor, B.R.K.R.Bhavan, Tank Bund Road, Hyderabad-500 063.

3. AIMS & OBJECTS :

1. To Promote and co-ordinate study and research in the field of Journalism in Andhra Pradesh and Public Activity.
2. To organize or to hold training courses, Workshops, seminars, Consultancy services and Exhibitions in association with organization of Working Journalists, Newspaper Managements, Universities and other Academic and Professional Organisations etc.
3. To conduct training classes and refresher courses for Mofussil Journalists.
4. To undertake and provide further publication of books, periodicals, journals, monographs, research papers etc., in furtherance of the objectives of the Academy.
5. To co-operate with the academic institutions and organizations in preparation of syllabi and in scheduling of programmes for teaching and training courses.
6. To institute awards, endowments and prizes in recognition of meritorious services and outstanding achievements of individuals institutions and organizations and to grant fellowships.
7. To conduct advanced study and research in the field of journalism and to acquaint the working Journalists with the latest technology in printing and electronic media and the latest trends in the world of Journalism.
8. To initiate steps to improve the tastes of readers and promote healthy trends in journalism and evolve a consensus on social responsibility of media.
9. To organize training courses, workshops in newspaper photography, photo journalism, page makeup, Cartooning and illustrative drawings.
10. To preserve all the important newspapers, periodicals in the State through microfilming for the benefit of future generations. To collect Bio-data and photos of eminent persons from different walks of life.
11. To establish and maintain a computerized reference library and data bank, cassette library of video magazines, photos of important State, National and International events and personalities to cater to be needs of working journalists, students and researchers in Journalism.
12. To sponsor journalists to participate as delegates in Seminars, workshops, symposia, training programmes etc., organized at State, National and International levels.
13. To co-operate with other institutions in any part of the world having objectives wholly or partly similar to those of the Academy in such manner as may be conducive to their common objectives.
14. To undertake such other activities which are relevant to fulfill the objectives of the Academy.

DECLARATION

- (I) "Certified that the Association is formed with no profit motive and no commercial activity is involved in its working."
- (II) Certified that the office bearers are not paid from the funds of Association.
- (III) Certified that the Association would not engage in agitational activities to ventilate to grievances.
- (IV) Certified that the office bearer's signatures are genuine.

We, respectfully hold ourselves responsible to run the affairs of the Academy according to rules annexed herewith.

We, the undersigned persons in the Memo have formed into an association and are responsible to run the affairs of the Association and are desirous of getting the Society registered under Public Societies Registration Act, 1930.

PRESS ACADEMY RULES

1. SHORT TITLE :

These Rules may be called the "Press Academy Rules"

2. DEFINITIONS :

In these rules, unless the context otherwise requires

- (i) "ACADEMY" means the Press Academy of Andhra Pradesh, Hyderabad.
- (ii) "GOVERNING COUNCIL" means the members of Governing Council of the Academy.
- (iii) "BYE-LAWS" means the bye-laws made by the Academy.
 - a. "CHAIRMAN" means the Chairman of the Academy
 - b. "GOVERNMENT" means the Government of Andhra Pradesh.
 - c. "EX-OFFICIO MEMBER" means the ex-officio members of the Governing Council
 - d. "NOMINATED MEMBERS" Means a member of the Governing Council nominated by the Government.

3. REGISTERED OFFICE :

The registered office of the Academy shall be situated at 'C' Block, II floor of Burgula Rama Krishna Rao Bhavan, Tank Bund. Hyderabad-500 063.

4. CONSTITUTION OF THE SOCIETY

The Academy shall consist of the following members, who shall also function as Governing Council viz.,

- (i) **Five persons nominated by the Andhra Pradesh Union of Working Journalists. (APUWJ)**
- (ii) **Five eminent persons in the field of Journalism including three working Editors to be nominated by the State Government.**
- (iii) **Two persons nominated by the Indian Newspaper Society (INS)**
- (iv) **One representative of the Department of Journalism of Telugu University.**
- (v) **Two representatives of the Department of Journalism of Universities in the State (Other than Telugu University) nominated by the Government.**
- (vi) **Station Director, All India Radio, Hyderabad.**
- (vii) **Station Director, Doordarshan, Hyderabad**
- (viii) **Director, Information & Public Relations Department, Hyderabad.**

(ix) Secretary to Government, Finance & Planning (FW) Department, Secretariat, Hyderabad.

(x) Secretary to Government, General Administration (I&PR) Department, Secretariat, Hyderabad.

(xi) Secretary, Press Academy of Andhra Pradesh, Hyderabad.

The Chairman shall be appointed by the Government from among the members of the Governing Council.

5. TENURE OF MEMBERSHIP AND RIGHTS AND LIABILITIES ETC:

(i) The tenure of all members of the Academy shall be for a Period of two years.

(ii) The Ex-officio members may send their nominees to attend the meeting of any authority of the Academy in their place.

(iii) Members elected or nominated shall not hold office for more than two consecutive terms.

(iv) Any member elected, appointed or nominated is at liberty to resign his membership. The Chairman may resign by a letter addressed to the Government. Any other member of the Governing Council, Executive Board may resign his membership by a letter addressed to the Chairman. The resignation shall take effect from the date of its acceptance by the Chairman.

(v) The vacancies caused in the Governing Council shall be filled up in accordance with the rules (specified in authorities of the Academy Governing Council) for the residue of the term.

(vi) The vacancies caused in Executive Board shall be filled up as specified in authorities of the Academy Executive Board, for the residue of the term.

(vii) A member shall cease to be such a member if he resigns or becomes unsound mind or is convicted of criminal offence involving moral turpitude.

6. DISQUALIFICATION :

A member of the Council shall cease to be such member, if

(i) he becomes unsound mind or is adjudged by a competent Court as insolvent or is convicted for a criminal offence involving moral turpitude, or

(ii) he fails to attend two consecutive meetings of the Council without obtaining leave of absence from the Chairman..

7. RESIGNATION :

(I) Any member of the Council may resign from the membership of the Council in writing addressed to the Chairman and it shall take effect when it has been accepted by the Chairman on behalf of the council.

8. FILLING UP OF VACANCIES :

(i) Any vacancy caused to the membership of the Council by reason of death, resignation or otherwise shall be filled by nomination or appointment by the authorities entitled to make such nomination or appointment, as the case may be under these rules.

(ii) No act of the Academy or Council or any office of the Academy shall be deemed to be invalid by reason of existence of any vacancy or any defunct organization of the Academy or in the termination of the Council or in the appointment or nomination of a Member or officer on the ground that such Member or officer was disqualified for this office.

9. AUTHORITY & OFFICERS OF THE ACADEMY :

(i) The Officers of the Academy shall be the Member Secretary and other functionaries as may be appointed by the Council. The Member Secretary who is also the Secretary of the Academy shall also be the Ex-officio Member of the Council and Executive Board of the Academy.

(ii) The Secretary of the Academy shall be full time Secretary who shall be the Principal Administrative Officer of the Academy to be appointed by the Government from the Department of Information & Public Relations not below the rank of Joint Director

(iii) The Secretary shall have all emoluments, allowances and other prerequisites as fixed by the Government.

(iv) All Officers of the Academy, except the Member Secretary shall be appointed by the Chairman of the Board for such period and on such terms and conditions as the Chairman may think proper based on the recommendations of the Executive Board.

10. (i) In addition to the Governing Council the Executive Board of the Society shall be constituted with (7) members including the Chairman, Secretary, Press Academy, Director Information & Public Relations Department and four members representing one each from among the categories I, II, III & V under constitution of the Society under Rule 4 of Press Academy of Andhra Pradesh Rules.

(ii) The Executive Board may appoint any other Committee for any such purpose as it may deem necessary.

11. The affairs of the Academy shall be administered by the Executive Board subject to these rules and overall supervision of the Governing Council.

12. QUORUM

Half of the total members for General body Meeting and 1/4th for Executive Body Meeting.

13. POWERS AND FUNCTIONS OF THE GOVERNING COUNCIL :

The Governing Council shall have the following powers and functions :

- (1) To elect members of the Executive Board and to prescribe rules and procedures of the Executive Board.**
- (2) To lay down the General Policy of the Academy to realize its objectives.**
- (3) To approve the annual budget of the Academy.**
- (4) To consider and decide the programmes and projects prepared by the Executive Board.**
- (5) To frame its bye-laws, rules of procedures and regulations not inconsistent with the aims and objectives of the Academy and to alter, amend, to rescind or replace the same from time to time.**

13 (a) MEETING OF THE GOVERNING COUNCIL :

- (1) The Governing council shall meet at least twice a year at the headquarters of the Academy on a date and time fixed by the Executive Board.**
- (2) Extra-ordinary meeting of the Governing Council may be convened at the headquarters of the Academy at any other time by the Executive Board on its own initiative or at the written request of not less than two third of the total number of the members of the Governing Council.**
- (3) Eight members including the Chairman shall constitute quorum at any meeting of the Governing Council.**
- (4) The meetings of the Governing council shall be presided by the Chairman or in his absence the members present shall elect one among them to preside.**

14. SUITS BY OR AGAINST THE ACADEMY :

The Academy may sue or be sued in the name of the Member Secretary.

15. ACCOUNTS AND AUDIT :

- (i) The Academy shall maintain proper accounts and other relevant records and prepare an Annual Statement of Accounts including the Balance Sheet in such form as may be prescribed by the Government.**
- (ii) The Accounts of the Academy shall be audited annually by the approved Chartered Accountant appointed by the Governing Council applying the general principles of the**

accounting and rules of the Government and the final authority to take a decision on the propriety of expenditure incurred by the Academy shall vest with the Government.

(iii) The Accounts of the Academy together with the Annual Report thereon shall be forwarded annually to the Government.

16. FUNDS

The funds of the Academy shall consists of the following.

- (i) **Grants made by the government**
- (ii) **Contribution from other sources.**
- (iii) **Income from the assets of the Academy**
- (iv) **Income from sale of publications**
- (v) **To receive grants, bequeathals & other donations.**
- (vi) **Receipt from other sources.**

The funds of the Academy shall be deposited in a Nationalised or Co-operative Bank. The Secretary shall operate the funds. The funds shall be spent only to attainments of the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly to any of the member through any means.

17. AMENDMENTS :

No amendment or alteration shall be made in the purpose of association unless it is voted by 2/3 of its members present at a special meeting convened for the purpose and confirmed by 2/3 of the members present at a second special meeting.

18. WINDING UP :

In case the Society has to be wound up, the movable and immovable property and funds of the Society shall be transferred or passed to some other institution with similar aims and objectives or to the Government.

PRESS ACADEMY BYE – LAWS

1. The following are the Bye-laws framed under the “Rules of the Press Academy “Hyderabad.

- (i) These Bye-laws may be called the Press Academy Bye-laws, 1996.
- (ii) They shall come into face on 28-02 1996.

2. In these Bye-laws, unless the context otherwise requires.

- (a) "ACADEMY" means the Press Academy, Hyderabad.
- (b) "COUNCIL" means the Governing Council constituted under Rule 4, of the Press Academy.
- (c) "BOARD" means the Executive Board constituted under Rule 13(1) of the Press Academy.
- (d) "BYE-LAWS" means Bye-laws made by the Governing Council under Clause (5) of Rule 13 of the Press Academy Rules, 1996.
- (e) "CHAIRMAN" means the Chairman of the Academy.
- (f) "SECRETARY" means the Secretary of the Press Academy appointed under Rule 9.
- (g) "RULES" means the Press Academy Rules, 1996.
- (h) "YEAR OR FINANCIAL YEAR" means the period of twelve months beginning with the first day of April and ending with the 31st day of March, of the following year.
- (i) Unless, where the context otherwise indicates :
 - (a) Words imparting the singular number shall also include the plural number and vice – versa and
 - (b) words imparting the masculine gender also include the feminine gender.

3. OFFICE BEARER OF THE ACADEMY CHAIRMAN :

The Chairman shall be appointed by the Government from among the members of the Governing Council and shall hold office for a term of two years. Apart from presiding over the meetings of the Governing Council and Executive Board, it shall be the duty of the Chairman to supervise the working of the Academy in general and give guidance to the Secretary whenever necessary.

Amendment

The Government vide G.O.Ms.No. 250 dt. 3-6-99 of G.A.. (I&PR) Dept. have issued the following amendment :

In para 4 of the above G.O.(G.O.Ms.No. 58 dt. 11-2-99) the following shall be added after the words "for a period of 2 (two) years" :

"or shall be continued till the successor is appointed"

4. SECRETARY

(I) The Secretary shall be the Principal Administrative Officer of the Academy to be appointed by the Government from Department of information & Public Relations not below the rank of Joint Director. The Secretary shall function under the overall administrative control of the Chairman.

(ii) The Secretary shall be the Ex-officio Member Secretary of the Governing Council and Executive Board of the Academy.

- (iii) The Secretary shall be the custodian of the records of the Academy and such other property as the Governing Council and Executive Board may commit to his charge.
- (iv) The Secretary shall conduct the official correspondence on behalf of the Academy.
- (v) The Secretary shall issue all notices convening meeting of Authorities of the Academy.
- (vi) The Secretary shall keep the minutes of all the meetings of Authorities of the Academy and maintain the Accounts of the Academy.
- (vii) The Secretary shall prepare and present the Annual Budget of the Academy for consideration and approval of the Governing Council including contingency plans for the fulfillment of the objectives of the Academy.
- (viii) The Secretary shall make all disbursements connected with the Academy under proper acquittance
- (ix) The Secretary may also exercise such Administrative and Financial powers not mentioned above as may be delegated to him from time to time by the Executive Board with the approval of the Government.

5. EXECUTIVE BOARD :

The Executive Board shall consist of the following :

- (1) The Chairman of the Governing Council.
- (2) One member to be elected by the members of the Governing Council from among the nominees of the A.P. Union of working Journalists (APUWJ).
- (3) One Member to be elected by the members of the Governing Council from among the five eminent personalities in the field of Journalism nominated by the Government.
- (4) One member to be elected by the members of the Governing Council from among the nominees of the Indian Newspaper Society (INS).
- (5) One member to be elected by the members of the Governing Council from among the Representatives of the Universities.
- (6) Director of Information and Public Relations Department.
- (7) Secretary of the Academy (Member-Secretary)

6. POWERS & FUNCTIONS OF THE EXECUTIVE BOARD :

The Executive Board shall have the following powers and functions.

- 1. To exercise Exercise authority of the Academy subject to supervision of the Governing Council

2. To be responsible for the supervision and control of the work of the Academy in its office.
3. To consider and prepare programmes and projects of the Academy for submission to Governing Council.
4. To plan the Annual Budget of the Academy to submit for the approval of Governing Council.
5. To prepare the Annual Report and Accounts of the Academy for the consideration of the Governing Council.
6. Subject to the Budgetary provisions, and policy directives of the Governing Council, to incur expenditure on the Establishment of the Academy as a whole, to create such posts as it may consider necessary for carrying out the work of the Academy and to prescribe the terms and conditions for appointment to these posts. Provided that prior approval of the Government shall be obtained for creation of posts with a pay that exceed Rs. 1,500/- per mensem.
7. To acquire and hold property, provided that prior approval of the Government shall be obtained for acquisition and disposal of immovable property.
8. To receive grants, bequeathals, gifts, donations, endowments, benefactions etc., from Government institutions and Organisations and individuals for the Administrative and Academic functions of the Academy.
9. To maintain fund to which shall be credited all the money provided by the Government, all the money received by the way of grants, donations, gifts, endowments, benefactions, bequeathals etc., all the money received in any other manner from any other sources, and
10. To meet the expenses of the Academy including expenses incurred in the exercise of its powers and discharge office functions out of the fund.

7. MEETINGS OF THE EXECUTIVE BOARD :

1. The Executive Board shall meet atleast once in three months.
2. Extraordinary meeting of the Executive Board may be called by the Chairman as and when considered necessary or at the written request of atleast three members of the Executive Board.
3. The quorum for the meeting of the Executive Board shall be four.

8. BUDGET ESTIMATES :

- (a) The Budget Estimates of each year shall be approved by the Board not later than the 31st March of the preceding year.

(b) The Estimates shall include :

- i) The Actual Expenditure of the proceeding year.
- ii) The original Budget estimates for the current year.
- iii) The Revised Budget Estimates for the Current Year.
- iv) The proposed Budget Estimates for the Succeeding year.

(c) If, after approval by the Board the Expenditure for any year and before the commencement of that year, on account of reduction by the Government of the allotment of the funds to the Academy or otherwise becomes necessary to revise the Budget Estimates, such revision shall be made by the Secretary with the prior approval of the Chairman.

d) The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairman

- i) Pay and allowances of the staff.
 - ii) T.A. to members of the Executive Board, Governing Council, Staff Members of the Committees, participants etc.,
 - iii) Remuneration, grants, prizes etc
 - iv) Electricity, Water Charges, Rents, Rates and Taxes etc.,
 - v) Stationery and Furniture,
 - vi) Postage and Telegrams
 - vii) Library and Laboratory.
 - viii) Printing and Publications
 - ix) Seminars and Workshops, including training/refresher courses,
 - x) contingencies.
- e) The funds provided in the sanctioned Estimates shall be at the disposal of the Secretary, who shall have power to appropriate sums there from to meet the expenditure approved by the Board.

9. POWERS AND DUTIES OF THE CHAIRMAN :

a) The Secretary, Press Academy shall have power to re-appropriate funds, from one unit of appropriation to another other than salaries within the same functional Major Head, upto a limit of Rs. 1000/- at a time and a total amount of Rs. 50,000/- in a year and the Chairman shall have power to re-appropriate funds, from any unit of appropriation to another either

within the same or different functional Major heads subject to the following restrictions namely,

- i) That the Total Sanctioned Expenditure is not there by exceeded.
- ii) That such re-appropriation shall not have the effect of involving the Academy in further outlay, in the succeeding year on any scheme.
- b) The Chairman shall have the power to write-off irrecoverable value of stores, books etc., upto Rs. 5,000/- provided that the loss is not on account of serious negligence on the part of any employee of the Academy, that or any defect of system.
- c) The Chairman shall be the Appellate Authority to which an Appeal against an Order imposing a penalty upon a person holding a post.
- d) The Chairman shall be the authority to sanction Leave of any kind to the Secretary of the Academy. In the Absence of the Secretary, the functions of the Secretary will be discharged either by the Accounts Officer or the Manager of the Academy with the approval of the Chairman.
- e) The Chairman shall have power to appoint as many committees of Experts, Book preparation Committees, Book Selection Committees or such other Committees as may be required.

10. POWERS AND DUTIES OF THE SECRETARY :

- (a) The Secretary shall also be the Administrative head of the Academy and shall be responsible for its proper functioning and for the strict observance of these bye-laws.
- (b) In particular and without prejudice to the generality of the foregoing provisions, the duties and powers of the Secretary shall include the following viz.,
 - i) To convene all the Meetings of the Committees as directed by the Chairman.
 - ii) To supervise the conduct and work of the staff and for that purpose to exercise such disciplinary control as may be necessary.
 - iii) to disburse the Salaries, Allowances and Stipends to the Employees of the Academy including Research Fellows, Trainees and other persons engaged in the programme of the Academy.
 - iv) To disburse the Travelling and Daily Allowances to non-official members of the Board, Members of various Committees and participants of Study Groups, workshops etc.,
 - v) To disburse prizes, remuneration etc to Authors, Editors, Experts and others.
 - vi) The delegation of financial powers to various authorities of the Press Academy will be as provided for by the Executive Board.

vii) To open bank Accounts in the name of the Academy in any of the Public Sector Banks / Co-operative Banks including Rural Banks. However, for Fixed Deposits of more than one year to be made in the Banks, prior approval of the Chairman and Executive Board shall be obtained.

viii) To arrange for the furtherance of the Course of Studies within the sanctioned Budget, visits for the Session Members and participants of Workshops to the Educational Centre in any part of the Country.

ix) To visit any part of India or to depute any Officer or member of the Staff to do so in connection with the affairs of the Academy.

x) To sanction Leave, Allowances including Dearness, House Rent, Compensatory, Benefits and Loans and Advances for employees of the Academy as provided for in the Service Regulations, and

xi) To permit at his discretion, in Special cases and for reasons to be recorded in writing any members of the Staff to draw actual expenses incurred by him while on tour.

xii) To allow the Auditor appointed by the Academy to have access to the books, Accounts and other documents of the Academy.

11. DUTIES AND POWERS OF ACCOUNTS OFFICER :

a) Subject to the General Control of the Secretary the Accounts Officer shall be in-charge of all Registers, Records etc., of the Accounts Branch of the Academy and shall carry out such other duties as may be assigned to him by the Secretary from time to time.

b) In particular, the Accounts Officer shall :

i) keep in safe custody the Cash balances and other important documents of Accounts branch.

ii) Maintain Cheque Books, Cash Books, Ledgers, Vouchers, Acquittance Register etc, with the assistance of the Staff assigned to him.

iii) To claim and pass the monthly Salary bills of the Academy Employees including officers as per the rules admissible, draw from the Bank by Cheque and disburse to the employees/officers and render the Accounts.

iv) Claim and pass bill on various transactions based on the sanctions issued by the various competent authorities of the Academy keeping in view the rules of the Academy and draw them by cheque and disburse the money to the Academy employees / individuals / firms etc., as the case may be and render Accounts for the money drawn from the funds of the Academy provided that where payments to firms and individual cases exceed Rs. 10,000/- the Secretary of the Academy and the Accounts Officer shall jointly sign the Cheque.

v) Prepare Annual Budget Estimates and Revised Budget Estimates and attend to reconciliation of Expenditure with that of Accounts Registers and Bank Records etc.,

vi) All matters pertaining to the Audit of the Academy including the Accountant General Audit, Chartered Accountants Audit etc.,

12. The power of the Chairman, the Secretary and the Board in respect of conditions of service of staff of the Academy shall be approved by the Executive Board.

13. Until such time as the other Officers are fully appointed or powers and Duties are framed and approved by the Executive Board the Secretary shall exercise such powers and perform such duties of the other Officers as may be entrusted by the Chairman.