

GUIDELINES

FOR

MANAGEMENT, PLANNING & OPERATION

OF THE

STATE RESOURCE CENTRES

FOR ADULT & CONTINUING EDUCATION



**National Literacy Mission
Ministry of Human Resource Development
Department of School Education & Literacy
Government of India, New Delhi-110001**

INTRODUCTION

Development programmes in each and every sphere of life cannot be the sole responsibility of the Government. This reality necessitates the active participation of non-government organizations (NGOs) in social development projects. Adult education is such a field where NGOs have some very positive and significant contributions.

In the First Five Year Plan, the scheme of Assistance to Voluntary Agencies in the field of adult education was designed and started. It a pleasure that much stress was also given in the subsequent plans. The National Policy on Education (NPE), 1986 has stipulated that NGOs, including social activist groups would be encouraged and financial supports would be provided to them subject to proper management. The Programme of Action (POA) to implement, NPE, 1986 envisaged relationship of genuine partnership between the Government and NGOs. It was also decided that the Government should provide all sorts of facilities to promote wider involvement of NGOs in different development programmes. At the same time, it was realized that proper selection of NGOs is equally important.

In this context, National Literacy Mission (NLM) pointed out that diverse methods would be taken for identification and selection of most active NGOs. These NGOs may be involved on a large scale for the spread of education programme among illiterate adults and children, because eradication of illiteracy is the basic need of the day for our country. For the success of these projects, the scheme of Grants-in-Aid formulated in 1978 & 1982, was modified with a view to bring it closer to the objectives and strategies of NLM. This modified scheme was named the “Central Scheme of Assistance to Non-Governmental Organizations – Partners in Literacy Action”.

This scheme was put into operation in 1988 under NLM. Simultaneously, measures were adopted by the Department of Education

to make the scheme result-oriented, time-bound and cost-effective. Now financial support is provided to NGOs for undertaking projects of basic literacy, post literacy and various other adult education programmes including monitoring and evaluation of adult education programme. The main objective of the scheme is to secure intensive involvement of NGOs in the National Literacy Mission.

The State Resource Centres (SRCs) have carved out a distinct niche for themselves among the professional organizations of adult education in India. Starting with 14 SRCs in 1980, their number increased to 24 by 1997. Based on the workload and size of the programmes in the state, SRCs are categorized into A & B. While some of the SRCs function directly under the state governments, others are managed either by NGOs or universities. All SRCs are expected to provide academic and technical resource support to adult education programmes in their respective states mainly through the organization of training programmes, material development and production, publication, extension activities, innovative projects, research studies and evaluations.

OBJECTIVES

State Resource Centres are supposed to provide academic and technical resource support to literacy programmes. This has to be achieved through organizing training programmes, material development and production, publication, extension activities, innovative projects, research studies and evaluations.

FUNCTIONS

- Development of teaching-learning and training materials for literacy programmes.
- Production and dissemination (including translation) of literature for adult education.
- Training literacy functionaries.

- Undertaking motivational environment building activities for adult education.
 - Multimedia works.
 - Running of field programmes.
 - Action research, evaluation and monitoring of literacy projects.
 - Undertaking innovative projects to identify future need of literacy programmes.
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TARGET GROUPS

All non-literates (age groups 15-35 years), neo-literates, school dropouts in the area given under the justification of the Resource Centres.

ORGANIZATIONAL STATUS

Resource Centres will function under the aegis of :

- Non-Government Organization, or
- University

Resource Centres will be sanctioned to universities only where an appropriate voluntary agency can not be located. The resource centres sanctioned to University will, therefore, functionally till such time as a suitable voluntary organization is located.

Resource centres already functioning under the aegis of universities must be brought under the aegis of registered voluntary agency in a faced manner as soon as registered voluntary agency is located.

The affairs of each Resource Centers are to be managed by a Board of Management called Governing Body (GB) having members representing the interests of neo-literates/semi-literates (as given in Rule 3 of Rules and Regulations)

- An Executive Committee (EC), Staff Selection Committee (SSC) and other sub-committees shall assist the Governing Body.
- Each Resource Centre shall have a nucleus of professional staff to plan, coordinate and conduct the programme.
- Services of local qualified and experienced resource persons/experts to impart different skills shall be hired on part time/fixed honorarium basis.

REGISTRATION

Any Resource Centre may also be registered independently under the Societies Registration Act of 1860.

Organizations and Management	Rule No. of Rules and Regulations given in Annexure II
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<p>➤ Governing Body</p> <ul style="list-style-type: none"> • Meetings of the Governing Body • Powers and functions of the Governing Body • Duration of the Governing Body • Duties and functions of the Members of Governing Body • Residual Powers of the Government of India • Power to frame, amend or repeal bye-laws • Delegation of Powers 	<p>Rule 3</p> <p>Rule 3.1</p> <p>Rule 3.2</p> <p>Rule 3.3</p> <p>Rule 3.4</p> <p>Rule 3.5</p> <p>Rule 3.6</p> <p>Rule 3.7</p>
<p>➤ Chairman</p> <ul style="list-style-type: none"> • Powers and functions of the Chairman • Powers & functions of the Vice-Chairman 	<p>Rule 4</p> <p>4.1</p> <p>4.2</p>
<p>➤ Selection of the Director of the Resource Centre</p> <ul style="list-style-type: none"> • Method of Recruitment • Selection and Emoluments of Director • Method of Recruitment • Emoluments • Power & Functions of the Director 	<p>Rule 5</p> <p>Rule 5.1</p> <p>Rule 5.2</p> <p>Rule 5.3</p> <p>Rule 5.4</p> <p>Rule 5.5</p>
<p>Selection of Other Staff</p>	<p>Rule 6</p>
<p>Funds and accounts of the Resource Centre</p>	<p>Rule 7</p>
<p>Service Conditions</p>	<p>Rule 8</p>
<p>Contracts</p>	<p>Rule 9</p>
<p>Amendments</p>	<p>Rule 10</p>

PROGRAMME

The Annual Action Plan of Resource Centres should indicate activities proposed to be undertaken in the following areas:

- Preparation of literacy material
- Training Programmes
- Organization of seminars/workshop/conferences
- Research
- Publication
- Monitoring
- Coordination with State Government
- Innovative Projects
- Any other activity

STAFFING AND FINANCE

Each Resource Centre shall engage its own nucleus staff for planning organizing and executing its programmes.

The staff of Resource Centres except the Director are employees of the parent NGO/university as the case may be, and are not employees of the Government of India. The role of the Government of India is strictly limited to providing the registered society with financial assistance as per the approved financial pattern. This too is being provided strictly on a temporary basis and the Government is at liberty to withdraw such assistance without assigning any reason or issuing any notice.

The members of the staff of Resource Centres shall be engaged on contract basis with consolidated emoluments, as may be fixed by the Governing Body.

No contract shall be signed with any staff member for a period exceeding three years. Contracts for shorter period shall be signed at the discretion of the Governing Body. No contract shall be renewed. After the period of expiry of the contract, a fresh contract may be entered into.

The resource (human, physical and financial) of the Resource Centre shall be utilized for the purpose of Resource Centre only. Utilization of services of the members of staff of Resource Centre by the parent organization, use of Resource Centre vehicle for other purposes and other transgressions shall be treated as serious violations of these guidelines.

The Resource Centre is at liberty to divide its own staffing pattern and the emoluments to be paid to staff members. However, the amount given by the Government of India shall be limited to the maximum ceiling of funds allocated for emoluments as per scheme. Any expenditure made by the Resource Centre over the ceiling may have to be borne by them out of their own funds.

FINANCIAL PATTERN FOR RESOURCE CENTRE

The Resource Centres are eligible for two kinds of financial assistance :

Annual maintenance grant : Broadly clubbed under three items of expenditure: Emoluments, Office and Programme Expenditure.

S.No.	Item	Funding Pattern	
		'A' Category	'B' Category
i.	Emoluments	35	23
ii.	Programme expenditure	18	12
iii.	Office expenditure	7	5
		60	40

One time grant of Rs. 50 lakh for A category SRCs and Rs.40 lakh for B category SRCs to cover all requirements of infrastructure facilities viz. accommodation, vehicle, teaching, learning and training equipments.

MONITORING

How will the Resource Centre work?

- i. Submission of an Annual Action Plan and Budget is must. It should be duly approved by their Governing Body and the representative of the Government of India must be present in the Action Plan and Budget meeting.
- ii. The approved Annual Plan and Budget should be sent to the Director (VA), Department of Education, Government of India, Shastri Bhawan, New Delhi in the prescribed format. It should reach by the first week of February every year.

- iii. All these will be discussed and finalized by the officers of VA Division with the Directors of Resource Centres in the Month of February/March. (Annexure IX).
- iv. Submission of quarterly progress report in prescribed format at the end of each quarter is obligatory. (Annexure VIII).
- v. The next thing is to submit an Annual Report for the previous financial year by the end of September of the next financial year (Annexure X).
- vi. The Resource Centres shall give the Statement of Accounts duly audited by a Chartered Accountant along with balance sheet, income and expenditure statement, utilization certificate and statement of assets purchased by them wholly or partially out of the Government Grants.
- vii. First installment of Annual maintenance shall released to the Resource Centres unless and until Action Plan duly approved by the GB is received in the Ministry.
- viii. Similarly, second and final installment of grants shall be released after Audited Statement of Accounts and Annual Report for the previous financial year are received.
- ix. Third installment of grants shall not be released until the audited accounts of previous year grant given to the RC are finally settled on the basis of audited statement of accounts received from the RC.

EVALUATION

State Resource Centres will be evaluated at random by an external agency. National Literacy Mission will forward the names of 3 to 5 such agencies to the Resource Centres for them to choose one for the purpose.

A system of self-evaluation shall be a part of the programmes organized by each Resource Centre. Evaluation shall include :-

- Review regarding fulfillment of the objectives
- Feedback for the improvement of the programme particularly curriculum, methods, cost and organization

- Impact of the programme on the beneficiaries

Responsibility for the concurrent evaluation shall have to be undertaken by the respective Governing Body and full time staff of the concerned Resource Centre.

ANNEXURE –I

Memorandum of Association of the State Resource Centre for Adult Education.....

[Registered under the Societies Registration Act of 1860]

1. **Name of the Society**

The name of the society shall be State Resource Centre for Adult Education

[hereinafter referred to as Resource Centre]

2. **Location of the office**

The registered office of the Resource Centre shall be situated at at the time of registration it is situated at

3. **Area of Operation**

The area of Resource Centre activities and programmes shall be State/ District of the State

4. **Objectives**

To provide TECHNICAL and ACADEMIC resource support to literacy programmes.

5. **Functions**

- Preparation of teaching-learning and training materials for literacy programmes.
- Production/dissemination (including translation) of literature for adult education.
- Training literacy functionaries.
- Undertaking motivational and environment building activities for adult education.

- Multimedia works
- Running of field programmes
- Action research, evaluation and monitoring of literacy projects.
- Undertaking innovative projects to identify future needs of literacy programmes.

The Resource Centres are expected to associate themselves with the literacy programmes of the district right from the planning stage. The association should continue through all phases of literacy in the district viz. Total Literacy, Post-literacy and Continuing Education.

The Resource Centre shall provide similar academic and technical resource support to the programmes being taken up by NGOS, educational institutions, etc.

The name, address, designation, occupation and signature of the members of the Governing Body are:

Sl.No.	Name & Address	Designation	Occupation	Full signature
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We, the undersigned are desirous of forming a society namely STATE RESOURCE CENTRE FOR ADULT EDUCATION, in accordance with the rules prescribed in the Societies Registration Act, 1860, and in

pursuance of this Memorandum of Association and we believe that the acts stated above are true to the best of our knowledge.

Sl.No.	Name & Address	Designation	Occupation	Full signature
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Witness

Name and Address

Signature

State Resource Centre for Adult Education,

RULES & REGULATIONS

1. **SHORT TITLE** : These rules shall be called the Rules & Regulations of the State Resource Centre for Adult Education,

1.1 **ADDRESS** :

.....
.....
.....

Area of Operation : Within State

.....
..... Districts of the State
.....

2. **DEFINITION** : In these rules, unless the context otherwise requires:

- a.) The Governing Body shall mean the Governing Body or the Executive Committee of the RC,.....
- b.) The 'Resource Centre (RC)' shall mean the State Resource Centre for Adult Education,
- c.) The 'Chairman' shall mean the Chairman of the Governing Body of the RC,
- d.) The 'Member-Secretary' shall mean the Member-Secretary of the Governing Body of the RC, and Director of RC.....

2.1 OBJECTIVES

To provide TECHNICAL AND ACADEMIC resource support to literacy programmes.

2.2 FUNCTIONS

- Preparation of teaching, learning and training materials for literacy programmes.
- Production/dissemination (including translation) of literature for adult education.
- Training literacy functionaries.
- Undertaking motivational and environment building activities for adult education.
- Multimedia work.
- Running of field programmes.
- Action research, evaluation and monitoring of literacy projects
- Undertaking innovative projects to identify future needs of literacy programmes.

The State Resource Centres are expected to associate themselves with the literacy programmes of the district right from the planning stage. The association should continue through all phases of literacy in the district viz., Total Literacy, Post Literacy and Continuing Education.

The State Resource Centres shall provide similar academic and technical resource support to the programmes being taken up by NGOs, educational institutions, etc.

The RCs are expected to develop teaching-learning materials under the new pedagogy of Improved Pace & Content of Learning (IPCL) for being used in TLCs.

The RCs are also expected to associate themselves in the TLCs right from the planning stage till their conclusion. Even after the TLCs have concluded, the RCs have a responsibility of training of various functionaries for the PLCs/CEs and production and supply of post-literacy and continuing education material. The RCs have to provide similar academic and technical resource support to the programme being taken up by NGOs, educational institutions, etc. and to carry out other work

relating to literacy for enhancing the revenue of the Resource Centre by fully utilizing the available man-power.

2.3 ORGANIZATION AND MANAGEMENT

2.3.1 AUTHORITY

The affairs of the Resource Centre shall be managed by a Governing Body and such other authorities like Executive Committee (EC) and Staff Selection Committee (SSC) as may be constituted by the Governing Body from time to time.

2.3.2 THE OFFICERS OF THE RC SHALL BE :

- (i.) Chairman of the Governing Body and the Chairman of the Executive Committee;
- (ii.) Director of the RC;
- (iii.) Such other persons as may be declared by the Governing Body/EC to be the officers of the RC.

3. GOVERNING BODY

The affairs of the RC shall be managed by a Governing Body with the assistance of the various committees constituted by it, which may consist of not more than 15 members. The composition of the Governing Body shall be as under:

1. Chairman – to be appointed as provided for in Rule 4.
2. Vice-Chairman – to be selected by the Governing Body from among its members in the first meeting of Governing Body.
3. Three members nominated by the Governing Body/EC (or the Executive Committee or the Central Council, as the case may be, of the Registered Parent Voluntary Agency/Society/Association/or the concerned authority, at least one of whom must be associated with some other voluntary organization(s) working in social or educational field.

4. A member representing a leading educational and social research institute in the state.
5. Two members representing voluntary organizations.
6. Director, State Directorate of Adult Education/Mass Education/ Public Instructions.
7. Two nominees of the Government of India.
8. Secretary, Department of Education/Mass Education of the State Government or his/her nominee.
9. Three members co-opted by the Chairman from amongst the PAC of the RC or eminent educationists, writers and experts in adult education, one of whom may represent the Department of Adult & Continuing Education of the local university.
10. Director of the RC, who shall be the ex-officio Member-Secretary.

3.1 MEETINGS OF THE GOVERNING BODY

The Governing Body of the RC shall meet at least thrice in a year as per details given below:

- (a) 1st meeting in the month of December – to examine the proposed Plan of Action for the next financial year;
- (b) 2nd meeting in the month of April – to finalize the Plan of Action on the basis of review meeting in the Ministry.
- (c) 3rd meeting in the month of July or August – for mid-term review of progress of work and of any changes required in the Action Plan.

The convenience of the Government of India official nominee may be obtained before a meeting at least 20 days in advance. No meeting held without Government of India representative's presence will be treated as valid.

The State Resource Centre shall be liable to loose Government funding in case the minimum required number of GB meetings are not held in a year.

The proceedings of each meeting shall be recorded and a copy of the minutes of such meetings shall be furnished to (1) Under Secretary, (VA), Ministry of Human Resource Development, Deptt. of Education, Government of India, Directorate of Adult Education, Government of India and (3) State Directorate of Adult/Mass Education within 15 days after the meeting.

The Chairman and in his absence the Vice Chairman shall have the power to convene special meetings of the Governing Body to consider any matter of special importance or urgency. The quorum for a meeting of the Governing Body will be 7 (seven) or half the membership of the Governing Body, whichever is less.

Every meeting shall be presided over by the Chairman and in the absence of the Chairman, the Vice Chairman and if the Vice Chairman is also not present then one of the members of the Governing body present and selected from among the members will preside at that meeting. No meeting shall take place in the absence of the Member-Secretary except in unavoidable circumstances when the next senior most staff member will act as substitute. In case of a difference of opinion among the members and where there is an equal division, the Chairman of the meeting shall have the right of casting vote.

The power of veto shall be vested with the representative of the Government of India. Any disputed matter shall be referred to the Government of India whose decision would be binding.

3.2 POWER AND FUNCTIONS OF THE GOVERNING BODY

The Governing Body shall be responsible for the efficient management of the SRC/RRC. It shall serve as an apex policy making and supervisory body for the SRC/RRC. Subject to the provisions of these rules, the Governing Body shall be competent to exercise all or any of the following powers:

- (i.) To create within the budget allocation any post in the RC.
- (ii.) To appoint all categories of officers and staff for management and conduct of the affairs of the RC, to fix the amount of their remuneration and to define their duties and to grant allowances etc.
- (iii.) To delegate the powers of appointment of such categories of officers and staff to such officer(s)/bodies of the RC and on such conditions as it may deem necessary, subject to ratification by the Governing Body.
- (iv.) To setup such administrative structure as are deemed necessary to implement the programme and activities of the RC
- (v.) To periodically review and assess the programmes and activities implemented by the RC with a view to effecting improvement from time to time.
- (vi.) To assess the financial requirements of the RC in keeping with its objectives, programmes and activities and approve the budgetary estimates.
- (vii.) To exercise overall supervision to ensure that funds are utilized efficiently and productively for the achievement of the objectives set out.
- (viii.) To sue and to be sued in the name of the Chairperson or the Secretary and to defend all legal proceedings on behalf of the RC.
- (ix.) To enlist the continued cooperation and support of voluntary organizations, educational institutions, welfare organizations, working organizations, etc. for implementation of programmes of the RC.
- (x.) To constitute Programme Advisory Committees and to appoint subcommittees for any specific purpose. The subcommittee shall have the power to co-opt any person with prior approval of the Governing Body.
- (xi.) To take all such measures as may be found necessary, from time to time, to promote the subjects for whom the RC has been established.

- (xii.) The Governing Body may, by resolution, delegate to a subcommittee, or to the Chairperson, such of its powers for the conduct of its business as it may deem fit, subject to the condition that action taken by any subcommittee or the Chairperson under the powers delegated to them by this sub-rule, shall be reported for confirmation at the next meeting of the Governing Body.
- (xiii.) To propose amendments to these rules and to make such supplementary rules, regulations and bye-laws on such matters as have not been specifically provided for in these rules, for the purpose of efficient conduct of the affairs of the RC, and for furtherance of its objectives.

3.3 TERM OF OFFICE OF THE GOVERNING BODY

- (i.) The term of the office of the G.B. of the RC constituted under Rule shall be 3 years and shall be deemed to commence from the date on which it holds its first meetings. However, a G.B. once constituted shall continue to be in office till a new G.B. is constituted and duly announced.
- (ii.) When the term of office of the G.B. comes to an end, all its members, except the Chairperson and the Member-Secretary, shall vacate the office. However, the Director, who is the ex-officio Member-Secretary of the G.B. will continue as Member Secretary as long as he/she remains Director. Vacancy caused by superannuation of the Director can be filled by a new Director.
- (iii.) The maximum age limit for holding the office by Chairman will be 65 years and for the Vice Chairman and other members except the Member-Secretary will be 62 years. Any relaxation in the age limit is subject to the prior approval of the Government of India.
- (iv.) Outgoing non-official members of the G.B. shall be eligible for re-nomination for another term but not more than two terms in total that may or may not be consecutive.

- (v.) Three months before the expiry of the term of the G.B., the Member-Secretary, in consultation with the Chairman, shall propose a panel of names to the Government of India for the reconstitution of the Board.
- (vi.) The Government of India shall after careful consideration, approved the constitution of the G.B. incorporating such changes/alterations /additions/modifications as it deems fit.
- (vii.) During the term of office of the G.B., vacancies may arise for the reasons indicated below :
 - a.) Death
 - b.) Resignation addressed to the Member-Secretary in writing and accepted by the G.B.
 - c.) Attaining the maximum prescribed age limit
 - d.) Becoming of unsound mind or insolvent
 - e.) Conviction for a criminal offence involving moral turpitude;
or
 - f.) Failure to attend three consecutive meetings without proper leave of the G.B.
- (viii.) Any vacancy of the Membership of G.B. (or any of its committees) caused by any of the reasons mentioned above shall be filled in accordance with the provisions of guidelines. However, the person appointed in the vacancy shall hold office only for unexpired period of the term of membership.
- (ix.) Where a member of the G.B. (or any of its committees) becomes a member by reason of the office or appointment held, his membership of the Board (or its committees) shall terminate when he ceases to hold that office of appointment; and in his vacancy, his successor in office of appointment shall automatically be a member of the Board for the unexpired period of the term of membership.
- (x.) The Member-Secretary of the G.B. shall be the Director of Resource Centre.

3.4 DUTIES AND FUNCTIONS OF THE MEMBER OF GOVERNING BODY

Role of the Member of Governing Body other than Chairman is strictly limited to attend and give their valuable inputs suggestions in the meetings of the Governing Body.

3.5 RESIDUAL POWERS OF THE GOVERNMENT OF INDIA

The Chairman and Member-Secretary of the Resource Centre will remain in office as long as they enjoy the confidence of the Government of India. Government of India will have the final say as far as their membership and the term of office is concerned.

3.6 POWER TO FRAME, AMEND OR REPEAL BYE-LAWS

Subject to the approval of the Government of India, the Governing Body shall have the power to frame, amend or repeal any bye-laws for furtherance of its objectives and in particular to provide for the following matters:

- (i.) Matters relating to appointment, removal, registration and terms of office of the office bearers, other than the Chairman and the Member-Secretary.
- (ii.) The preparation and submission of the budget estimates to the Government of India, sanction of expenditure, entering into contracts, investment of the funds of the Resource Centre, the sale or alteration of such investments and audit of accounts.
- (iii.) Procedure of the appointment of staff to assist the Director or such appointments shall be only on contract basis.
- (iv.) The terms and tenures of appointments, emoluments, allowances rules of discipline and other conditions of service of the staff of Resource Centre.

3.7 DELEGATION OF POWERS

- (i.) The G.B. may, by resolution, delegate to its Member-Secretary and sub-committee (s) as may be constituted from time to time,

such of its powers for the conduct of the affairs of the G.B. as may be considered necessary.

- (ii.) The G.B. or the Executive Committee may delegate to the officers of Resource Centre or any of its committees such routine or administrative or financial powers as it may consider necessary.
- (iii.) An Executive Committee (EC), Staff Selection Committee and other Sub-committees setup will assist the G.B. of Resource Centre.
- (iv.) As per the powers delegated by G.B. of Resource Centre, the management and control of the Resource Centre will be looked after by the Executive Committee that shall consists of :
 1. Chairman of RC/RRC
 2. One non-official from the members of the G.B. of RC
 3. Representative of Government of India (NLM)
 4. Representative of the State Directorate of Adult and Mass Education
 5. Director of RC/RRC – Director and Member-Secretary.

3.8 POWERS OF EXECUTIVE COMMITTEE

- (i.) The Executive Committee is fully empowered to manage the affairs and funds of the RC/RRC. It shall also have the authority to exercise such powers of the Governing Body of RC/RRC as may be delegated to it from time to time.
- (ii.) The Executive Committee shall have the power with the sanction of the Governing Body to make such bye-laws as they think proper for the preparation and sanction of budget estimates, the sanction of expenditure, entering into contracts, making investments and for any other purpose as may be necessary.
- (iii.) The Executive Committee may, by resolution, appointment such sub-committee for such purpose and with such powers as the Executive Committee may think fit. Such sub-committee may consist of persons who are the members of the Governing Body but who, by reason of their experience and qualification, etc. may be considered useful for promoting the aims and objectives of the

resource centre. The sub-committees shall have power to co-opt any person with the prior approval of the Executive Committee.

- (iv.) The Executive Committee may, by resolution, delegate to a sub-committee or to the Director (Member-Secretary) such of its powers for the conduct of its business as it may deem fit subject to the condition that the action taken by any sub-committee or the person under the powers delegated to them by this sub-rule shall be reported for confirmation at the next meeting of the Executive Committee.

3.9 ADDITIONAL POWERS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall also have the powers:

- (i.) To purchase, take on or otherwise acquire any land, building or other property, movable, immovable which may be necessary for carrying on the functions of the Resource Centre.
- (ii.) To invest funds or money entrusted to the Resource Centre in such a manner as may, from time to time, be determined by it.
- (iii.) To draw, accept, make, endorse, discount and deposit Government of India and other promissory notes, bills of exchange, cheques, or other negotiable instruments.
- (iv.) To make rules and regulations for conducting the meetings and affairs of the Resource Centre and to adopt and modify them from time to time.
- (v.) To regulate the expenditure and to manage accounts of the Resource Centre.
- (vi.) To sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Resource Centre movable or immovable on such terms, as it may think fit and proper without prejudice to the interests and activities of the Resource Centre.
- (vii.) To raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities, founded or based upon all or any of the properties and asset of the Resource Centre with or without any security and upon such terms and conditions as it may think fit and to repay and redeem any money borrowed.

3.10 MEETINGS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall meet at least thrice in a financial year and not more than six months shall elapse between any two consecutive meetings of the Executive Committee. These meetings shall be convened by the Chairman. Notice for the meeting shall be issued under the signature of the Member-Secretary. The notice shall indicate the date, time and place of the meetings. The notice of meeting shall be served on members either personally or by post not less than 15 days in advance. The proceedings of each meeting shall be recorded and a copy of the minutes of such meetings shall be furnished to (1) Under Secretary (VA), Ministry of Human Resource Development, Department of Education, Government of India (2) Directorate of Adult Education, Government of India, and (3) State Directorate of Adult/Mass Education within 15 days after the meeting.

4. CHAIRMAN

Either the Chairman of the Parent NGO or a person nominated by the G.B. of the parent NGO shall be the Chairman of the Resource Centre.

In case the RC is under the aegis of a university, the Vice-Chancellor, by designation, will be the Chairman.

Term of Chairman shall be three years. An individual may remain Chairman of the Resource Centre for two such terms, which may or may not run consecutively, subject to the maximum age limit prescribed in Rule 3.3(iii).

4.1 POWERS AND FUNCTIONS OF THE CHAIRMAN

Chairman of the Governing Body of the Resource Centre shall :

- (i.) Preside over the meetings of the Governing Body
- (ii.) Have general powers of supervision over the affairs of the RC
- (iii.) Take such steps as may be necessary for the implementation of the policy and programmes of the Resource Centre.

4.2 POWERS AND FUNCTION OF VICE-CHAIRMAN

In absence of Chairman, the Vice-Chairman shall preside over the meetings of Governing Body and the Executive Committee or their sub-committees as decided by the Governing Body. .

5. SELECTION OF THE DIRECTOR OF THE RESOURCE CENTRE

The Director is the Principal Executive Officer of the Resource Centre and is the Member-Secretary of the Governing Body. The recruitment and other matters concerning the post of Director shall be in conformity with the guidelines issued by the Government of India from time to time.

5.1 METHOD OF RECRUITMENT:

- (i.) For recruitment to the post of Director, SRC of a state, the Chairperson of the SRC will arrange to advertise in at least one national daily and two prominent local daily newspapers. The post should be advertised exclusively for the post of Director. It should not be clubbed with the advertisement of other posts. The Chairman, on receipt of responses to the advertisement, shall prepare a short list and send it to DG(NLM) along with a list and bio-data of all the applicants. Subsequently, the Selection Committee shall conduct an interview of the short-listed candidates and finalize the choice. (Sample of the advertisement is at Annexure –III).
- (ii.) Director of the RC shall be appointed on the recommendation of a selection committee consisting of the following members:
 - (a) Chairman of Governing Body of the RC, who will also be the Chairman of the Selection Committee.
 - (b) Secretary, Department of Education of the State Government or his/her nominee or the Director, Directorate of Adult/Mass Education/Public Instructions.
 - (c) Director General (NLM) & Joint-Secretary (Adult Education) Government of India or his/her nominee.
 - (d) The Director General, NLM may, at his discretion, co-opt any other members to the Selection Committee as he deems fit.

- (iii.) The quorum for Selection Committee shall be of 2 members, one of whom must be the DG (NLM) or his/her nominee. The meeting for the selection of the director will be convened with at least 15 days prior intimation to DG (NLM) & JS (AE), Government of India. In case this condition is not fulfilled, the selection of Director will be treated as null & void.
- (iv.) Director of the RC shall be a whole time contractual employee of the RC.
- (v.) No contract for engagement of Director, RC, shall be renewed beyond the age of 60 years.
- (vi.) Qualification for a Director of RC are prescribed as under:

ESSENTIAL :

- I. Second Class Master Degree from a recognized University of equivalent;
- II. Seven years experience in a supervisory capacity preferably, but not necessarily, in the field of education or social sciences research;
- III. Working knowledge of local language.

DESIRABLE :

- I. BBA or MBA – Diploma/Degree
- II. Experience in Administration or Management.
- III. Experience in leading a team.
- IV. Experience in heading an organization
- V. Experience in guiding/conducting of research or evaluation.
- VI. Association with educational programmes.
- VII. Appropriate body of academic work.

AGE

Minimum 40 years maximum 57 years as on the date of application.

5.2 SELECTION AND EMOLUMENT OF DIRECTOR

The Director is the principal Executive Officer of the Resource Centre and is the Member-Secretary of the Governing Body and the Sub-committees. The Governing Body of the Resource Centre shall be the

apex body for taking any policy decision in respect of selection of personnel to the post of Director (RC), in the line of the broad guidelines issued by the GOI from time to time.

5.3 METHOD OF RECRUITMENT:

- i) The position shall be advertised in at least one national English daily and two local dailies giving all requirements of the post.
- ii) The position shall be filled in on short-term contract or transfer/deputation basis for a period not exceeding 3 years.
- iii) It is mandatory that the representative of Government of India is present at the Selection Committee Meeting.
- iv) The recommendation of the Selection Committee shall be placed before G.B. for ratification when it meets next.
- v) A contract in the suggested model format (Annexure-III) shall be executed between the person selected for the post and the Chairman of the Resource Centre.
- vi) The appointment letter for the post of Director shall be issued under the signature of the Chairman of the Resource Centre.

5.4 EMOLUMENTS

Depending upon qualification and experience of the person so selected, the Governing Body may consider offering a minimum consolidated amount along with such facilities as it may deem fit. (viz. EPF, residential telephone, vehicle for official use and medical facilities reimbursement, house rent, servant allowance, leave travel concession etc.) This is, however, entirely suggestive.

It is clarified that the G.B. in each resource centre is free to decide the quantum of emoluments and other benefits to be paid to the Director and to the other members of the staff subject to the RCs rules and regulations. The Government of India will bear expenses only upto the limit of the amount provided in the emoluments head of its annual grant.

5.5 POWERS AND FUNCTIONS OF THE DIRECTOR

- (i) Director of the RC shall be ex-officio Member-Secretary of the Governing Body of the RC and its sub-committees. He/she shall convene the meetings of the Governing Body in consultation with the Chairman or in his absence, the Vice-Chairman; and meetings of sub-committees in consultation with the respective Chairmen.
- (ii) He/she shall have powers of supervision and control over the administration, funds and properties of the RC.
- (iii) He/she shall be responsible for all administrative, financial and academic matters in the RC.
- (iv) He/she shall prepare Annual Action Plans and budget proposals in consultation with Programme Advisory Committees, if any, constituted by the Governing Body, and other officers of the RC and place it before the GB.
- (v) He/she shall be responsible for preparation of reports of the activities and financial accounts of the RC.
- (vi) He/she shall correspond with Government and other organizations on all matters relating to the activities of the RC.
- (vii) He/She shall prescribe duties to all officers and staff of the RC and shall exercise supervision and disciplinary control, as may be necessary, subject to the Rules & Regulations and order of the Governing Body.
- (viii) He/she shall be the officer who may sue and be sued on behalf of the Governing Body.
- (ix) Such other powers and duties as may, from time to time, be entrusted by the Governing Body of the RC, its Chairman or the Government of India.

6. SELECTION OF OTHER STAFF

All posts other than the Director shall be filled by following the prescribed procedures as decided by the Governing Body and through a duly constituted selection committee. (Sample contract form at Annexure -V.

7. FUNDS AND ACCOUNTS OF THE RESOURCE CENTRE

- (i) The funds of the RC shall consist of the following :
 - a. Grants made by or through the Government of India or the State Government.
 - b. Grants, donations and contributions, fees, etc. from other sources
 - c. Income from investment.
- (ii) The bankers of the RC shall be (any Nationalized Bank) or any other bank approved by the Government of India. All funds of the RC shall be paid into the RC's accounts and shall not be withdrawn except through cheques signed by the Director and countersigned by the Administrative officer or any Officer authorized by Chairman on his behalf.
- (iii) The accounts of the RC shall be audited annually in such manner as may be prescribed by the Government of India by a qualified auditor(s) appointed for the purpose by the Governing Body and in regard to any expenditure incurred in connection with the RC. The auditor(s) shall have the right to demand production of books, accounts, concerned vouchers and other documents and papers and to inspect office(s) of the RC. (The nature of the audit to be applied regard to the form of accounts and their maintenance and the presentation of accounts shall be prescribed in bye-laws to be framed by the Governing Body.
- (iv) The RC shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including balance-sheet in such format as may be prescribed by Government of India from time to time.
- (v) The approval of the Governing Body shall be necessary to all programmes of the RC proposed to be financed from grants sanctioned by the Government of India from time to time.

8. DEVELOPMENT FUND

The development fund of the RC is a fund generated by it on account of the following;

- Fees collected from the trainees
- Donations
- Consultancy fees for the programmes conducted by RC on behalf of the other departments/agencies.
- Any income other than grants received from Government of India.

A separate account shall be maintained for the income received under the Development Fund from different sources as mentioned above and it shall be subject to audit and it shall be reflected in the audited statement of accounts of the RC.

The fee for different courses/activities shall be decided by the respective GB or EC in which the presence of the representative of the Government of India is mandatory.

The amount under the Development Fund shall be spent broadly on the following items:

- Programme and activities of RC.
- Purchase of land, construction of office-building for RC, repair and renovation of RC building.
- Not more than 25% of the fund generated in a year may be utilized towards the RC Staff Welfare activities, that may include the retirement benefits etc.

The proposals for incurring expenditure from the development fund shall be placed in the meeting of the governing Body in which the presence of the Government of India representative is necessary.

9. SERVICE CONDITIONS

- (i) All employess of the RC shall be engaged on contract. Such a contract should not normally be signed for a period exceeding two years except in exceptional cases where it may be fr three years (Sample contract form at (Annexure – VII)

- (ii) Such a contract shall not be renewed. At the end of a contract period, a fresh contract shall be signed.
- (iii) In every such contract, a termination clause with three months notice or salary in lieu thereof shall be specifically included.
- (iv) If a contractual employee wishes to leave, he/she shall be bound to give three months notice failing which he/she shall forfeit any pay or other dues pending.
- (v) Personnel of the RC shall work for the RC on full time basis and will be engaged only in literacy related tasks.

10. CONTRACTS

- (i) All contracts shall be executed on behalf of the Governing Body by the Secretary or by the officer authorized by it and counter signed by any member of the GB nominated for the purpose..
- (ii) No act or proceeding of the Governing Body shall be invalid by a reason merely of any deficiency or any defect in the Constitution of the Governing Body.
- (iii) The income and the assets of the RC, however derived, shall be applied for the promotion of the objects thereof, subjects, nevertheless, in respect of expenditure of grants made by the Central Government, to such limitations as the Government may from time to time, impose.

11. The Government of India may appoint one or more persons to review the work and progress of the RC and to hold enquiries into the affairs thereof and to report thereon in such manner as the Government of India may stipulate and upon receipt of any such report, the Government of India may take such action and issue such direction as it may consider necessary in respect of any of the matters dealt with in report and the Governing Body, shall be bound to comply with such directions.

12. The Government of India may (a) give directions to the Governing Body of the RC in respect of its broad policies and programmes; and (b) if at any time defects arise in the functioning of the Governing Body

because of any lacunae in the Memorandum of Association or in the rules, or the failure of any of their provisions to operate, the Government of India shall power to give directives to resolve the defects and suchg directives shall be binding on the officers and authorities of the Registered Society/Association, including the Governing body of the RC.

13. AMENDMENTS

Any of the clauses of the Memorandum of Association and Rules & Regulations connected with establishment and management of the affairs of the RC. may be altered, expanded or abridged with the prior approval of the Government of India.

14. MEMBERSHIP ROLL AND SERVICE OF NOTICE

- (i) The GB shall keep a roll of its members and every member of the GB shall sign the roll and state therein his rank or occupation and address.
- (ii) If a member of GB changes his address, he shall notify his new address to the Member Secretary, who shall thereupon enter his new address in the roll of members; but if he fails to notify his new address, the address which is already recorded in the roll of members, shall be deemed to be his address.
- (iii) All notices shall be served upon the members of the GB, either personally or through post, to such member at the address mentioned in the roll of members.
- (iv) Any notice served by post shall be deemed to have been served on the day following two days of the date on which the letter/notice had been served.

15. WINDING UP OF THE RC

If on the winding up or dissolution of the RC, there shall remain after settlement of all its debts and liabilities, any property, whatsoever, the same shall not be paid or distributed among the members of the GB or to any of them, but shall be disposed of under rules and in such manner as the Government of India may determine.

16. ALTERATION OR EXPANSION OF THE PURPOSE OF THE GB

The GB may alter extend or abridge any purpose or purpose for which it is established, subject, however, to such propositions being agreed to by the votes of three-fifth of the members of the Governing Body at a meeting duly convened for the purpose and finally approved by the Government of India.

The said rules, except 3.10,11 and 15 may be altered at any time with the prior approval of Government of India, (Ministry of Human Resource Development) by a resolution passed by not less than half of the total number of members of GB at any meeting of the GB, which shall have been duly convened for the purpose.

Sample Advertisement for the Post of Director

REQUIRED

DIRECTOR

STATE RESOURCE CENTRE FOR ADULT EDUCATION

(Name of the State)

We are a leading voluntary agency of located at the state capital of We have an excellent track record of performance in the field of adult education.

We have been running the State Resource Centre for Adult Education for a number of years and have provided excellent support to the literacy and adult education programme being run in all districts of Our area of work includes material preparation, training, research, evaluation, etc.

We are looking for a dynamic person to head the organization as its DIRECTOR. The DIRECTOR would be the Member-Secretary of the Executive Committee and would be in charge of providing the organization with leadership, direction and drive. He would also be fully incharge of all day-to-day activities. The DIRECTOR is expected to have proven capabilities of motivating and leading a team of professional. He should have good man-management skills and be a team-builder.

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL :

- i.) Second class Masters Degree from a recognized University or equivalent;

- ii.) Seven years of experience in a supervisory capacity preferably, but not necessarily, in the field of education or Social Science research;
- iii.) Working knowledge of local language.

DESIRABLE :

- i.) BBA or MBA – Diploma/Degree
- ii.) Experience in Administration or Management
- iii.) Experience in leading a team
- iv.) Experience in heading an organization
- v.) Experience in guiding/conducting or research or evaluation

AGE :

Minimum 40 years – maximum 57 years as on the date of application.

TERMS & CONDITIONS

The selected candidate will be paid a minimum remuneration of Rupees twenty thousand only (Rs.20,000/-) for “B” category and “C” category SRCs and Rupees Twenty five thousand only (Rs.25,000/- only) for “A” category SRC. Facilities would be provided for transport, provident fund, residential telephone and residential accommodation and such other facilities as it deems fit.

The appointment would be on two year contract basis subject to extension by one more year by mutual agreement.

Interested persons may send in their applications to:

(Please give address of Resource Centre)

The last date for receipt of applications is one month after the date of appearance of the advertisement.

This position may also be filled up by persons on Promotion/Deputation. In such cases, emoluments will be decided by the Board of Management but these will not be less than what is being currently drawn by the candidate in his parent department.

Eligible candidates will be short-listed and called for interview. Outstation candidates called for interview, will be reimbursed to and from First Class/AC two or three-tier rail fare.

Persons employed in organization would be required to have applications sent through proper channel. They would be required to furnish a “No Objection Certificate” from their employer at the time of interview.

**POST SELECTION PROCEDURE FOR APPOINTMENT OF
DIRECTOR TO SRC/RRCS**

Steps to be taken :

1. Offer of appointment by the Chairman of the Executive Committee/Governing Body of the SRC/RRCs to the selected candidate stating the terms & conditions for the appointment as fixed by the SRC/RRC within the broad framework of guidelines issued by National Literacy Mission (NLM).
2. Signing of contract between the State Resource Centre and the selected candidate after the candidate has given the letter of acceptance to the offer of appointment.

(The contract shall be for a period of 2 years initially, which can be extended for a further period of 1 year by mutual agreement. Such extension must be ratified by the Executive Committee of the SRC. No contract can be extended beyond 3 years).

3. Appointment letter to be issued. (The appointment letter should be a speaking order giving all the terms & conditions stipulated in the letter of offer of appointment and also the date of appointment, mode of appointment, duration of appointment to the post and emoluments to be paid.)
4. A set of all the above papers to sent to NLM for record.

Sample Advertisement for the Post of Director

REQUIRED

DIRECTOR

STATE RESOURCE CENTRE FOR ADULT EDUCATION

(Name of the State)

We are a leading voluntary agency of located at the state capital of We have an excellent track record of performance in the field of adult education.

We have been running the State Resource Centre for Adult Education for a number of years and have provided excellent support to the literacy and adult education programme being run in all districts of Our area of work includes material preparation, training, research, evaluation, etc.

We are looking for a dynamic person to head the organization as its DIRECTOR. The DIRECTOR would be the Member-Secretary of the Governing Body and would be in charge of providing the organization with leadership, direction and drive. He would also be fully incharge of all day-to-day activities. The DIRECTOR is expected to have proven capabilities of motivating and leading a team of professional. He should have good man-management skills and be a team-builder.

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL :

- iv.) Second class Masters Degree from a recognized University or equivalent;
- v.) Seven years of experience in a supervisory capacity preferably in the filed of education or Social Science research;
- vi.) Working knowledge of local language.

DESIRABLE :

- vi.) BBA or MBA – Diploma/Degree
- vii.) Experience in Administration or Management
- viii.) Experience in leading a team
- ix.) Experience in heading an organization
- x.) Experience in guiding/conducting or research or evaluation

AGE :

Maximum 57 years as on the date of application.

TERMS & CONDITIONS

The selected candidate will be paid a minimum remuneration of Rupees. Facilities would be provided for transport, provident fund, residential telephone and residential accommodation and such other facilities as it deems fit.

The appointment would be on two year contract basis subject to extension by one more year by mutual agreement.

Interested persons may send in their applications to:

(Please give address of Resource Centre)

The last date for receipt of applications is one month after the date of appearance of the advertisement.

This position may also be filled up by persons on Promotion/Deputation. In such cases, emoluments will be decided by the Board of Management but these will not be less than what is being currently drawn by the candidate in his parent department.

Eligible candidates will be short-listed and called for interview. Outstation candidates called for interview, will be reimbursed to and from First Class/AC two or three-tier rail fare.

Persons employed in organization would be required to have applications sent through proper channel. They would be required to furnish a “No Objection Certificate” from their employer at the time of interview.

**POST SELECTION PROCEDURE FOR APPOINTMENT OF
DIRECTOR TO SRC/RRCS**

Steps to be taken :

5. Offer of appointment by the Chairman of the Governing Body of the SRC to the selected candidate stating the terms & conditions for the appointment as fixed by the SRC within the broad framework of guidelines issued by National Literacy Mission (NLM).
6. Signing of contract between the State Resource Centre and the selected candidate after the candidate has given the letter of acceptance to the offer of appointment.

(The contract shall be for a period of 2 years initially, which can be extended for a further period of 1 year by mutual agreement. Such extension must be ratified by the Executive Committee of the SRC. No contract can be extended beyond 3 years).

7. Appointment letter to be issued. (The appointment letter should be a speaking order giving all the terms & conditions stipulated in the letter of offer of appointment and also the date of appointment, mode of appointment, duration of appointment to the post and emoluments to be paid.)
8. A set of all the above papers to be sent to NLM for record.

**TERMS AND CONDITIONS TO BE OFFERED TO SELECTED
CANDIDATES FOR THE POST OF DIRECTOR, SRC/RRC**

1. Shri/Smt./Kum.shall serve under the agreement for a period of two years with effect from (that is the date of joining the post) to (that is the date on which this contract will expire).

The contract will be renewable for period of one calendar year only by mutual agreement. Such extension of one year must be ratified by the Executive Committee of the SRC.

2. Shri/Smt./Kum. shall be the Principal Executive Officer of the SRC and serve the SRC as its Director with powers and duties provided for in the Guidelines/delegated by GB for management Planning & Operation of SRCs.
3. Shri/Smt./Kum. shall devote his/her whole time to the service of the SRC and shall be subject to the provisions of the Guidelines.
4. During the period of his/her contract, except in respect of any period of suspension and also of any period of leave without pay, Shri/Smt./Kum. shall be entitled, subject to the Indian Income-Tax Act, to a consolidated amount of Rs. per months.

5. During his/her service, the appointee shall be governed by the Contributory Provident Fund/PPF Scheme of the SRC, if any.
6. The appointee shall be entitled to leave as admissible to the employees of the SRC.
7. The appointee shall be eligible for the following other privileges :
 - (i)
 - (ii)
 - (iii)
 - (iv)
8. The service of the appointee may, during the period of this contract, be terminated by the SRC at any time by a 90 days notice given in writing, provided also, that , the SRC may in lieu of the notice, here in provided give the appointee a sum equivalent to the amount of his consolidated pay for three months.
9. The appointee may resign his/her service by giving to the SRC a notice of 90 days in writing.
10. In respect of any matter, for which no provision has been made in this agreement, the appointee may be governed by the Guidelines/rules of the SRC.
11. The appointee will sign a contract that will lay down at broad terms and conditions of his/her appointment. This contract will be for a period of two years renewable by mutual agreement only for a period not exceeding one calendar year. Such extension of one year must be ratified by a meeting of the Governing Body of the SRC.

**CONTRACT OF SERVICE
(ON RS. 10/- STAMP PAPER)**

An AGREEMENT for service made thisday oftwo thousandbetween(hereinafter called the appointee) of the one part of the(hereinafter called the Resource Centre), of the other.

WHEREAS the Governing Body of theState Resource Centre has been pleased to approve engagement of Shri/Smt./Kum.....as the Director of (Name of the Resource Centre) on contract terms for a period ofyears and Shri/Smt./Kum.....has accepted such appointment upon the terms and conditions hereinafter appearing. NOW THESE PRESENT WITNESSED and the parties hereto respectively agree as follows :

- a. The agreement of service shall be deemed to have been entered into subject, at all time, to the conditions of this contract.
- b. Shri/Smt./Kum. Shall serve under the agreement for a period of Years with effect from(that is date of joining the post) to(that is the date on which this contract will expire).

The contract will be renewable for a period of one calendar year only by mutual agreement. Such extension of one year must be ratified by the Executive Committee of the SRC. For any further extension, a fresh contract shall be entered into.

- c. Shri/Smt./Kum.shall be the Principal Executive Officer of the RC and serve the RC

as its Director with powers and duties provided for, in the Guidelines for Management Planning & Operation of State Resource Centres.

- d. Shri/Smt./Kum.shall devote his/her whole time to the service of the SRC and shall be subject to the provisions of the said Guidelines and Rules of the SRC (if any).
- e. During the period of his/her service, except in respect of any period of suspension and also of any period of leave without pay, Shri/Smt./Kum.shall be entitled, subject to the Indian Income-Tax, to a consolidated amount of Rs.per month.
- f. During his/her service, the appointee shall be governed by the Contributory Provident Fund/PPF Scheme of the SRC, if any.
- g. The appointee shall be entitled to leave as admissible to the employees of the SRC.
- h. The appointee shall be eligible for the following other privileges :
 - (i)
 - (ii)
 - (iii)
 - (iv)
- i. The service of the appointee may, during the period of this contract, be terminated by the SRC, at any time by a 90 days notice given in writing. Provided always, that, the SRC may in lieu of the notice, herein provided give the appointee a some of equivalent to the amount of his consolidated pay for three months.
- j. The appointee may resign his/her service by giving to the SRC, a notice of 90 days in writing.
- k. In respect of any matter for which no provision has been made in this agreement, the appointee may be governed

by the above said Guidelines and by Rules and Regulations of the SRC. IN AGREEMENT WHEREOF the day and the year first above written, the Chairman of the GB of the SRC has here into set his/her hand and the appointee has here into set his/her hand.

Signed and delivered for	Chairman
By the Chairman of Governing Body of the RC	Governing Body
In the presence of	(Signature and Witness with name and complete address)
Signed and delivered by the said appointee	(Signature of the appointee)
In the presence of	(Signature of Witness with name & complete address)

CONTRACT OF SERVICE
For the staff of the RC other than Director
(ON RS. 10/- STAMP PAPER)

An AGREEMENT for service made thisday oftwo thousandbetween(hereinafter called the appointee) of the one part and the(hereinafter called the Resource Centre), of the other.

WHEREAS the Governing Body of theState Resource Centre, has been pleased to approve engagement of Shri/Smt./Kum.as (Name of the post)on contract terms for a period ofyears and Shri/Smt./Kum.....has accepted such appointment upon the terms and conditions hereinafter appearing. NOW THESE PRESENT WITNESSED and the parties hereto respectively agree as follows :

- (1) The agreement of service shall be deemed to have been entered into subject at all time to the conditions of this contract.
- (2) Shri/Smt./Kum.shall serve under the agreement for a period ofyears with effect from(that is date of joining the post) to(that is the date on which this contract will expire).

The contract will be renewable for a period of one calendar year only by mutual agreement. Such extension of one year must be ratified by the Executive Committee of the SRC.

- (3) Shri/Smt./Kum.shall devote his/her whole time to the service of the SRC and shall be subject to the provisions of the Rules and Regulations of the SRC.
- (4) During the period of his/her service, except in respect of any period of suspension and also of any period of leave without pay, Shri/Smt./Kum.....shall be entitled, subject to the Indian Income Tax Act, to a consolidated amount of Rs.per month.
- (5) During his/her service, the appointee shall be governed by the Contributory Provident Fund/PPF Scheme of the SRC, if any.
- (6) The appointee shall be entitled to leave as admissible to the employees of the SRC.
- (7) The service of the appointee may, during the period of this contract, be terminated by the SRC at any time by a 90 days notice given in writing. Provided always that the SRC may in lieu of the notice, herein provided, give the appointee a some of equivalent to the amount of his consolidated pay for three months.
- (8) The appointee may resign from his/her service by giving to the SRC, a notice of 90 days in writing.
- (9) In respect of any matter for which no provision has been made in this agreement, the appointee may be governed by the Guidelines Rules and Regulations of the SRC.
- (10) IN WITNESS WHEREOF the day and the year first above written, the Chairman of the GB of the SRC has hereinto set his/her hand and the appointee has hereinto set his/her hand.

Signed and delivered for	Chairman
By Director of the SRC in the capacity of Member Secretary of the GB of SRC	Governing Body
In the presence of	(Signature and Witness with name and complete address)
Signed and delivered by the said appointee	(Signature of the appointee)
In the presence of	(Signature of Witness with name & complete address)