

RULES & REGULATIONS OF THE MANIPUR RENEWABLE ENERGY DEVELOPMENT AGENCY

TITLE :

1. These Rules may be called the Rules and Regulations of the Manipur Renewable Energy Development Agency hereinafter referred to as the "Agency".

DEFINITIONS.

2. In these Rules and Regulations, unless the context otherwise requires, the following words shall have the meanings assigned to them namely :-
 - 2.1. The 'Governing Body' means the Governing Body of the Agency.
 - 2.2. The 'Chairman' & 'Vice-Chairman' means the Chairman and Vice-Chairman of the Agency respectively.
 - 2.3. The 'State Government' means the Government of Manipur.
 - 2.4. The 'Member' means all categories of the members of the Agency.
 - 2.5. The 'Official Member' means the Government officers nominated to the Agency.
 - 2.6. The 'Nominated Member' means the persons nominated by the State Government to the Agency in addition to the Official Members.
 - 2.7. The 'Casual Vacancy' means vacancy arisen during the tenure of the Agency.
 - 2.8. The 'Tenure' means the 3 (three) years' term of the Agency.
 - 2.9. The 'Office Bearer' means and includes the Chairman, Vice-Chairman and Member-Secretary of the Agency.
 - 2.10. The 'Employees' means and includes Officers and Staff of the Agency.
 - 2.11. The 'ACT' means the Manipur Registration of Societies Act, 1989 (Manipur Act. No. 1 of 1990)
 - 2.12. The 'YEAR' means the period commencing from the First of April and ending on 31st March.
 - 2.13. The 'Member-Secretary' means the Member-Secretary of the Agency.
 - 2.14. Words imparting the singular number shall include the plural number and the vice-versa and words imparting the masculine gender shall include feminine gender and vice-versa.

MEMBERSHIP :

3. The agency shall consist of the following members :-
 - 3.1. Chairman and Vice-Chairman.
 - 3.2. 11 Official Members and Nominated Members
 - 3.3. Member-Secretary.

CESSATION OF A MEMBER :

4. A member shall cease to be such a member if he :-
 - a) dies, or
 - b) resigns his membership; or
 - c) becomes of unsound mind; or
 - d) becomes insolvent; or
 - e) is convicted of criminal offences involving moral turpitude; or
 - f) is removed by the State Government.

RESIGNATION :

5. Whenever any nominated member other than the Chairman wishes to resign, he shall address his resignation letter to the Chairman and submit the same to him. His resignation shall take effect only on its acceptance by the Chairman.

FILLING UP VACANCY

6. Any casual vacancy of the Agency shall be filled up in the following manner :-
 - 6.1. A casual vacancy of the nominated member shall be filled up by the Agency and shall be member only for the remaining tenure of that vacancy.
 - 6.2. Official member vacancy shall be automatically filled by the successor to that office.

THE PRIVILEGE OF MEMBER :

7. Member shall have the privilege to vote, deliberation, inspection of accounts, registers and minutes of meetings; and entitled to honorarium whenever admissible.

GOVERNING BODY :

8. The General superintendence, direction and control of the affairs of the Agency shall be vested in the Governing Body and shall be the final authority of the Agency. The Minister (S&T) of Manipur shall be the Chairman of the Agency.

COMPOSITION :

9. The Governing Body shall consist of the following members, namely :-
 - 9.1. Chairman & Vice-Chairman.
 - 9.2. Official and nominated members.
 - 9.3. Member-Secretary.

TENURE & APPOINTMENT :

10. The tenure of the Governing Body shall be 3 years
 - 10.1. The Minister (S&T), Manipur shall be the Chairman of the Governing Body
 - 10.2. The Commissioner/Secretary (S&T), Manipur shall be the vice-Chairman of the Governing Body.
 - 10.3. All nominated members shall be nominated by the State Government.
 - 10.4. The Director (S&T), Government of Manipur shall be the Ex-officio Member Secretary of the Agency.

POWERS AND FUNCTIONS :

11. In particular and without prejudice to the generality of the foregoing provisions and subject to the provisions of Memorandum of Association, the Governing Body would have the following powers :-
 - 11.1. to regulate and determine matters concerning the Agency;
 - 11.2. to raise resources for attaining the objectives of the Agency;
 - 11.3. to approve the budget estimates and Project proposals of the Agency for each year;
 - 11.4. to create administrative, technical, ministerial and other posts under the Agency, and determination of remunerations and service conditions of the employees of the Agency;
 - 11.5. to make Rules for the administration of the Agency or its activities;
 - 11.6. to approve the constitution of expert committee and such other committees;
 - 11.7. to consider and approve the annual administrative reports, the annual financial statement of the Agency;
 - 11.8. generally to exercise such other powers and perform such other duties as may be necessary or incidental to the attainment of the objectives of the Agency.

MEETING PROCEDURES :

12. The Governing Body shall ordinarily meet once in every six months provided that the Member-Secretary may with the approval of the Chairman, or on a requisition of 1/3 members of Governing Body require it to be called at any time. Not less than 15 days' notice shall be given for every meeting of the Governing Body provided that in case of an urgency a shorter notice may be given with the prior approval of the Chairman.
 - 12.1. 1/3 members shall constitute the quorum for any meeting of the Agency.
 - 12.2. Non business shall be transacted at any meeting of the Agency whether ordinary or special unless the requisite quorum is present at the commencement of the business.
 - 12.3. If at the time appointed for the meeting of the Agency the quorum is not present, the meeting shall stand adjourned half an hour after the appointed time and if at such adjourned meeting the quorum is not present those members who are present shall be a 'quorum' and may transact the business of which the meeting was called. It shall not be necessary to give notice to the members at any such adjourned meeting. This shall also be applicable in case of Annual General Body Meeting.
 - 12.4. In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
 - 12.5. Each member, including the Chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Governing Body, the Chairman shall in addition, have and exercise a casting vote.
 - 12.6. Any resolution except such as may be placed before the meeting of the Governing Body may be adopted by circulation among all its members and such resolution(s) shall be as effective and binding as if such resolution had been passed at the meeting of the Governing Body.

ANNUAL GOVERNING BODY MEETING PROCEDURES :

13. The Agency shall, after giving at least 15 days notice, hold an Annual Governing Body Meeting, at least once in every calendar year and not more than 15 months shall elapse between two successive Annual Governing Body Meetings.
 - 13.1. The Balance Sheet, the income and Expenditure Account, the Auditors' Report and Annual Progress Report in respect of the financial year ending on the 31st March preceding shall be placed at the Annual Governing Body Meeting.

OFFICE BEARERS :

14. The Chairman, Vice-Chairman and the Member-Secretary shall be the Office bearers of the Agency.
 - 14.1. The Chairman shall preside over the meetings of the Agency and in his absence the Vice-Chairman.
 - 14.2. The Chairman shall have the power to invite any person or persons, not being member of the Agency, to attend and take part in the deliberations of the meeting of the General Body but such invitees(s) shall not be entitled to vote in the meeting.
 - 14.3. The Chairman of the Agency shall be the Chairman of the Executive Committee of the Agency. He shall be responsible for the overall administration of the Agency and shall have the power to accord administrative approval and expenditure sanction as empowered from time to time. He shall be the appointing authority for all the posts in the Agency. He shall nominate members of DPC.
 - 14.4. The Vice-Chairman shall act as the Chairman of the Agency in the absence of the Chairman of the Agency.
 - 14.5. The Member-Secretary shall be the Chief Executive Officer of the Agency. He is responsible to formulate, co-ordinate and supervise the programmes and projects of the Agency to ensure their successful implementation and exercise such other power as deem fit and authorised by the Governing Body from time to time. He shall be responsible for preparation of annual budget estimate and financial statement of the Agency for each year.
 - 14.6. Subject to the Rules and Regulations of the Agency and the Resolutions of the Governing Body, the Member-Secretary shall be responsible for the administration, and for the control of the employees of the Agency.
 - 14.7. Member-Secretary shall write the confidential Reports of all the Class-I and II Officers of the Agency.
 - 14.8. The Senior most Officer (Energy) of DST, Government of Manipur shall assist the Member Secretary at the capacity of Director of the Agency in all functions.

EXECUTIVE COMMITTEE

15. The Executive Committee will be constituted by five members viz. (i) Minister (S&T), as Chairman (ii) Commissioner/Secretary(S&T), Government of Manipur as Vice-Chairman (iii) Commissioner/Secretary (Plg), (iv) Commissioner/Secretary (Finance), (v) Director(S&T) as Member Secretary.

- 15.1. The Executive Committee shall have full executive power of the Agency.
- 15.2. The Executive Committee shall hold meetings as and when required.

FUNDS OF THE AGENCY :

The funds of the Agency shall consist of the following :-

- 16.1. Grants/loans received from Government of Manipur and Government of India, abroad, IREDA etc. and funding from bilateral and multilateral sources.
- 16.2. Donations, subscriptions, contributions, gifts, assistance from state and central governments; quasi-government or financial institutions;
- 16.3. Borrowing and financial sources raised through financial institutions in consultation with State Government.
- 16.4. Interests and income accruing from investments and properties;
- 16.5. Service charges, maintenance charges, consultancy fees and all other income arising and accruing in pursuance of the objectives of the Agency.

ACCOUNTS AND AUDIT & RETURNS:

17. The Agency shall keep at its registered office, proper books of accounts in which should be entered accurately the following:-
 - 17.1. All sums of moneys received and the sources thereof and all sums of money expended by the Agency and the objects or purpose for which sums are expended.
 - 17.2. The Agency's assets and liabilities.
 - 17.3. The accounts of the Agency shall be accounted and audited by an Chartered Accounts.

RETURNS TO REGISTRAR :

18. Within 30 days after holding of Annual governing Body Meeting, these shall be filled with the Registrar of Societies as required under Section 17 of the Act :-
 - 18.1 A list of the names, addresses and occupations of the members of the Governing Body.
 - 18.2. If any change occurs in the composition of the Governing Body or in the holder of the office of the Chairman/Vice-Chairman or the Member-Secretary at any time for any reasons, such change shall within 30 days, be notified to the Registrar of Societies.

- 18.3. A copy of the annual accounts along with the Auditor's Report thereon and the Annual Administration Report shall simultaneously be submitted to the Department of Science & Technology, Government of Manipur.
- 18.4. Department of Science & Technology, Government of Manipur shall act as the co-ordinating Department.

PROPERTY OF THE AGENCY :

19. All property belonging to the Agency shall be deemed to be vested in the Governing Body of the Agency and shall be referred to as 'The property of the Agency'.

SUITS AND PROCEEDINGS BY AND AGAINST THE AGENCY :

20. The Agency may sue or may be sued in the name of the Member-Secretary
- 20.1. Every decree or order against the Agency in suit or proceedings shall be executable against the property of the Agency.
- 20.2. Every member of the Agency may be sued or prosecuted by the Agency for any loss or damage caused to the Agency or its property for anything done by him detrimental to the interests of the Agency.

SERVICE OF NOTICE :

21. A notice may be served upon any member of the Agency either personally or by sending it through the post, under certificate of posting in an envelope addressed to such members at the last known address.
- 21.1. Any notice so served by post shall be deemed to have been duly served on the day following that on which the letter, envelope or wrapper containing the same is posted and in providing such service it shall be sufficient to prove that the cover containing such notice was properly addressed and put into the post office.

ALTERATION, EXTENSION OR ABRIDGEMENT OF THE OBJECTIVES OF THE AGENCY :

22. The Agency may alter, extend or abridge the objective for which it is established.

CHANGE IN RULES AND REGULATIONS :

23. The Agency may alter Rules & Regulations at any time by a resolution passed by a 2/3 of the members of the Agency present and voting in any Governing Body Meeting of the Agency. The modified Rules shall be deemed to have come into force on the day on which they are passed by such resolution.

DISSOLUTION OF THE AGENCY:

24. The Agency may be dissolved in accordance with the provisions of section 25, of the Act of 1989. In the event of such dissolution, after satisfaction of all its liabilities, all the assets, including movable and immovable properties whatsoever remain shall be vested absolutely in the State Government who shall appoint a receiver.
25. We the following members of the Agency certify that the above is the correct copy of the Rules and Regulations of the Agency and as such do hereby adopt and append our signatures hereunder :-

Sl. No.	Name	Address	Occupation	Signature
1.	Shri V. Hangkhanlian	Ministers' Block	Minister, S&T	
2.	Shri P.L. Thanga	Old Secretariat	Principal Secy. (Power)	
3.	Shri V. Ramnath	Old Secretariat	Principal Secy./ (Environment & Forest)	
4.	Shri D.V. Singh	Old Secretariat	Commissioner/(Planning)	
5.	Shri A.N. Jha	Old Secretariat	Commissioner/(Finance)	
6.	Shri L.P. Gonmei	New Secretariat	Commissioner/(Agri)	
7.	P.C. Lawmkunga	New Secretariat	Commissioner/Commerce & Industries	
8.	H. Devasekhar	Old Secretariat	Secretary/RD	
9.	Shri D.R. Das	Regional Office, MNES, Guwahati	i/c/ Regional Office, MNES	
10.	Shri A.R. Khan	Old Secretariat	Secretary S & T	
11.	Shri G.B. Sharma	Keishampat	Chief Engineer/Power	
12.	Shri S. Madhu Sudan Singh	Old Lambulane	Director/(S&T)	



30/3/1999
Registrar of Societies
Manipur.