

Section 4(1)(b)(xvii) of RTI Act 2005

Such other information as may be prescribed

- I. Memorandum of Association (*page 24-38*)
- II. The Training and Research performance of the Institute during the year 2004-05 are available on demand.
- III. The Training Calendar for 2005 - 06 is also available on demand.

MEMORANDUM OF ASSOCIATION

1. The name of the society will be the “State Institute of Rural Development”
2. The registered office of the society shall be at Nongsder, in the State of Meghalaya
3. The objects for which the society is formed are:-

To provide for and promote the study and deal with relevant fields and factors contributing to the improvement of economic development and social well being of the rural areas and with this purpose;

- a) to undertake and assist in the organization of training and study courses, conferences, seminars and lectures;
- b) to undertake, aid, promote and coordinate research through its own or other agencies including Universities and Training Centres established by or with the aid of the Government of India or the State Governments;
- c) to established schools for (i) study and orientation (ii) Training and instruction, and (iii) Research and Evaluation, and such others as may be necessary to achieve the objects of the society;
- d) to analyse and propose solution of specific problems encountered in the planning and implementation of various programmes of rural development; panchayatraj and similar programmes;
- e) to follow up in a manner to be mutually agreed upon, the training programmes organized by the training centres referred to in (b) above and to advise concerned Departments of the Government of the State(s) on their training programmes;
- f) to prepare, print and publish papers periodicals and books, in furtherance of the objects of the society;
- g) to establish and maintain libraries and information services;
- h) to collaborate with other institutions, associations and societies in India or abroad interested in similar objects;
- i) to offer fellowships, scholarships, prizes and stipends in furtherance of the objects of the society;
- j) to assist the Government of Meghalaya in the policy formulation and the choice of actions and;
- k) to do all such other lawful things as are conducive or necessary to the attainment of the above objectives of promoting rural development in all its facts.

Pursuant to the aforesaid object, to society may:-

- a) accept grants of money, securities or property of any kind and undertake and accept the management of any endowment trust, fund or donation not in consistent with the objects of to society on such terms as may be prescribed by the Government of India from time to time.
- b) Invest and deal with funds and monies of the society;
- c) Impose and recover fees and charges for the services rendered by it;
- d) Purchase, hire take on lease, exchange or otherwise acquire a property movable or immovable which may be necessary or construct, alter and/or maintain such buildings and works, as may be necessary for carrying out the objects of the society;
- e) Sell, hire, lease, exchange or otherwise transfer or dispose of all or /any property, movable or immovable of the society provided that for the transfer of immovable property prior approval in writing of the Government of Meghalaya is obtained;
- f) Borrow and raise monies on mortgages, promissory notes or other securities founded or based upon all or any of the properties and assets of the society or without any securities, provided that prior approval in writing of the Government of Meghalaya is obtained in that behalf;
- g) Draw, accept, make, endorse, discount and deposit Government of Meghalaya and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- h) Create Reserve Fund, Sinking Fund, Insurance Fund or any other special; fund whether for depreciation, repairs, improvement, extension or maintenance of any of the properties or rights of the society and /or for recouping wasting assets for any other purposes for which the society deems it expedient or proper to create or maintain any such Fund of Funds;
- i) Create administrative, technical, ministerial and other posts in the society and make appointments there to in accordance with the Rules and Regulations of the Society provided that creation of and appointments to the post of Director shall require the prior concurrence of the Government of Meghalaya;
- j) Establish a provident Fund for the benefit of the staff of the society and add to, amend vary or rescind them from time to time;
- k) Make rules and bye-laws for the conduct of the affairs of the society and add to, amend vary or rescind them from time to time;
- l) Do all such other acts and things either alone or in conjunction with other organization or persons as the society may consider necessary incidental or conducive to the attainment of the above objects

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L.H. Pde
Director, SIRD

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W.M.S. Pariat
Commissioner & Secretary,
C& RD

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Commissioner & Secretary,
Personnel & (AR)

5. The names, occupations and addresses of the first seven members of the Executive Council to whom by the rules of the Management of its affairs is entrusted are as follows:
 1. Chief Secretary, Government of Meghalaya
 2. Agricultural Production Commissioner, Government of Meghalaya
 3. Commissioner & Secretary, Agriculture, Government of Meghalaya
 4. Principal Secretary, Finance, Government of Meghalaya
 5. Secretary, Personnel & AR, Government of Meghalaya
 6. Secretary, Community & Rural Development Department, Government of Meghalaya
 7. Director, SIRD, Meghalaya
6. All of the property of the Society, movable or immovable shall vest in the Executive Council.
7. The income and property of the society however deprivation, shall be applied towards the promotion of the objects as set forth in this Memorandum of Association subject, nevertheless, in respect of expenditure of grants made by the Government of Meghalaya to such direction as the Government of Meghalaya may from time to time give no portion of the income and property of the society shall be paid or transferred directly or indirectly by way of dividend, bonds or otherwise howsoever by way of profit to persons who at any time are or have been members of the society, or to any of them or to any persons claiming through them, provided that nothing herein shall prevent the payment in good faith of remuneration to any member or other persons in return for service rendered to the society or for traveling allowance, halting allowance and other similar charges.
8. If on the winding up of dissolution of the society, there shall remain after the satisfaction of its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the society or any of them but shall be dealt with in the manner provided by section 27 of the Meghalaya Societies Registration Act 1983.
9. A copy of the Rules and Regulations of the Society certified to be correct by three members of the Executive Council is filed with the Registrar of the Societies, Shillong along with the Memorandum of Association.

We, the several members whose names and addresses are given below, having associated ourselves for the purposes prescribed in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under the Meghalaya Societies Registration Act, 1983 (Act 12 of 1983)

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C & RD

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Personnel & (AR)

Sl. No	Names, addresses and occupation of Members	signature of members
1	2	3
1.	K.K. Sinha Chief Secretary to the Govt. of Meghalaya Secretariat, Shillong – 793001	Sd/-
2.	Rangjan Dutta, Principal Secretary, Finance, Government of Meghalaya	Sd/-
3.	J. Tayeng Commisioner & Secretary Agriculture etc. 102, Addl. Secretariat Building	Sd/-
4.	J.P. Singh. Agriculture Production Commissioner	Sd/-
5.	W.M.S. Pariat, Commisioner & Secretary, Community & Rural Development, Govt. of Meghalaya	Sd/-
6.	W.M.S. Pariat, Commissioner & Secretary, Personnel & Administrative Reform, Govt.of Meghalaya	Sd/-
7.	L.H. Pde, Director, State Institute of Rural Development, Meghalaya	Sd/-

Witnesses:

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STATE INSTITUTE OF RURAL DEVELOPMENT
RULES

(AS ON)

1. Short Title

- i) These rules may be called “Rules of the State Institute for Rural Development”
- ii) “The General Council” means the General Council of the Institute
- iii) The “Executive Council” means the Executive Council of the Institute
- iv) “The President” means the president of the Institute
- v) “The Vice-President” means the Vice President of the Institute
- vi) “Rules” means any of the Rules and Regulations of the Institute
- vii) “Director” means the Director of the Institute
- viii) “Government” means the State Government of Meghalaya
- ix) “Year” means the Financial year

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Personnel & (AR)

III. CONSTITUTION OF THE GENERAL COUNCIL OF THE INSTITUTE

The Institute shall consist of the following members namely:-

1. President - Minister incharge of C&RD Deptt.
2. Vice-President - Chief Secretary
3. Two persons from non-official Institutions - To be nominated by the Government in Meghalaya working in the sphere of Rural Development/reconstruction and allied fields.
4. Four eminent persons who have made Noteworthy contributions in the field of Rural Development/reconstruction and Allied subjects - “
5. The Vice-Chancellor, North Eastern Hills University or his nominee
6. Director, Meghalaya Administrative Training Institute (MATI)
7. Development Commissioner, Meghalaya
8. Principal Secretary, Finance, Govt. of Meghalaya
9. Agricultural Production Commissioner, Meghalaya
10. Commissioner & Secretary, C&RD Deptt., Govt. of Meghalaya
11. Commissioner & Secretary, Planning, Govt. of Meghalaya
12. Commissioner & Secretary, A.H. Vety., Govt of Meghalaya
13. Commissioner & Secretary, Education, Govt. of Meghalaya
14. Director, North Eastern Hills Region, Indian Council of Agricultural Research, Barapani or his nominee.
15. Director, National Institute of rural Development, Guwahati
16. Director, State Institute of Rural Development (SIRD)

IV. ROLL OF MEMBERS

The Institute shall keep a roll of members giving their occupations and addresses and every member shall sign the same, if a member of the Institute changes his address, he shall notify his new address to the Director who shall there-upon cause his/her address to entered in the roll of members. If the member fails to notify his new address, the address given in the roll of members shall be deemed to be his address

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Personnel & (AR)

V. Terms of Office

- i) The terms of office of members shall be for three years. In the case of any vacancy arising than the stipulated period of three years, Government in the Community and Rural Development Department may nominate any other person for the unexpired portion of the terms.
- ii) A member of the Institute may resign his membership by a letter addressed to the Director but his resignation shall take effect only its acceptance by the President
- iii) A member of the Institute shall cease to be a member if he become insolvent or of unsound mind or is convicted of a criminal offence involving moral turpitude.

VI. Officers of the Institute

The following shall be the Officers of the Institute namely:-

- i) President
- ii) Vice-President
- iii) Director and
- iv) Such other Officers as the Executive Council may from time to time appoint

VII. Vice-President

The Chief Secretary Meghalaya shall be Vice-president by virtue of office

VIII Director

The Director shall be appointed by the Executive Council with prior approval of the Government. He shall receive such salary and emoluments and will be governed by such terms and conditions of service as the Executive Council may determine from time to time with the prior approval of Government.

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IX The General Council

- i) There shall be General Council of the Institute and it shall be composed of all the members of the Institute.
- ii) The annual General meeting of the General Council shall be held at such date, time and place as may be determined by the President;
- iii) The General Council shall meet at least twice a year
- iv) The President may convene a special meeting of the General Council whenever he thinks fit, and shall do so on the written requisition of not less than one third of the members of the Institute;
- v) Every notice calling a meeting of the General Council shall state the date and place at which such meeting will be held and shall be served upon every member of the General Council not less than fourteen clear days before the day appointed for the meeting;
- vi) The accidental commission to give notice or the non-receipt of the notice by, any members or other person to whom it should be given shall not invalidate the proceedings at the meeting;
- vii) In the absence of the President, Vice-president shall preside;
- viii) Nine members of the General Council present in person shall form a quorum. No quorum shall required for an adjourned meeting;
- ix) All disputed questions at meetings of the General Council shall be determined by vote;
- x) Each member of the Institute shall have one vote;
- xi) In case of an equality of votes, the person residing over the meeting shall have the casting vote;
- xii) The president may invite any person other than a member to attend a meeting of the General Council. Such invitee shall not, however, be entitled to vote at the meeting;
- xiii) The General Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any member and no proceedings of the General Council shall be invalidated or nullified merely by reason only of the existence of any vacancy therein or any defect in the appointment, nomination or election of any member

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X. FUNCTIONS & POWERS OF GENERAL COUNCIL

The General Council shall have the following powers and functions namely to:-

- i) Elect members of the Executive Council in accordance with clause (h) of Rule XI and to elect and nominate members of the Standing Committee in accordance with Rule XIII;
- ii) Approve the annual budget of the Institute drawn up by the Executive Council. The approved budget shall be submitted to the Government for sanction of Government grant;
- iii) Nominate the auditors;
- iv) Consider the annual report prepared by the Executive Council;
- v) Consider the balance sheet and audited accounts for outgoing year;
- vi) Add and amend with the prior approval of the Government the Rules of the Institute;
- vii) Frame with the approval of the Government by-laws not inconsistent with these rules. For the regulation of the business of the Institute and in particular with reference to preparation and approval of the budget estimates. The sanctioning of the expenditure, re-appropriation of funds, making and execution of contracts, the investment accounts and audit, procedure for appointments, Emoluments, terms and conditions governing scholarship, fellowship and deputations, grants-in-aid, research schemes and projects, rules of conduct and other conditions of service of the staff of the Institute;
- viii) To constitute standing committee with or without power to co-opt, for disposal of any business of the Institute or for advice in any matter pertaining to the Institute provided that it shall constitute Standing Committees on (a) Training and Education (b) Research and Evaluation (c) Finance and 9d) appointments in the manner as hereinafter provided, and
- ix) To perform such other functions as entrusted to it under these rules.

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XI

THE EXECUTIVE COUNCIL

- i) Provided that the members of the Executive Council specified in sub-clause (h) above shall be nominated by the Government in the first instance and shall hold office for three years.
- ii) The terms of elected members of the Executive Council shall be three years but they shall be eligible for re-appointment.
- iii) The Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any member.
- iv) An elected member of the Executive Council shall cease to be such if he fails to attend three consecutive meetings of the Executive Council without prior leave of the president.
- v) Any casual vacancy amongst the elected members of the Executive Council arising from death or resignation or otherwise may be filled by nomination by the president and the members nominated shall hold office for the unexpired portion of the term of office of the member causing the vacancy.
- vi) Every meeting of the Executive Council shall be presided over by its Chairman and in his absence by a member chosen by the meeting.
- vii) Three members of the Executive Council present in person shall constitute quorum, no quorum shall be required for an adjourned meeting.
- viii) For every meeting of the Executive Council not less than seven clear days notice shall be given to each member, provided that the Chairman in special circumstances may call a meeting at a shorter notice.
- ix) At least two meetings of the Executive Council shall be held every year.
- x) Each member of the Executive Council and the Chairman shall have one vote in case there shall be an equality of voter on any question to be decided in the Executive Council; its Chairman or in his absence the person presiding over the meeting shall in addition have a casting vote.
- xi) The Chairman of the Executive Council may invite any person, other than a member to attend a meeting of the Executive Council. Such invitee shall not, however, be entitled to vote at the meeting.
- xii) Any business which it may be necessary for the Executive Council to perform may be carried out by the circulation among all its members and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if the resolution had been passed at a meeting of the Executive Council, provided that at least six members have recorded their views on the resolution.

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XI. Functions and powers of the Executive Council

- i) Subject to the general control and directions of the General Council, the Executive Council shall be responsible for the management and administration of the affairs of the Institute in accordance with these rules and the bye-laws made there under for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose.
- ii) Without prejudice to the generality of the foregoing sub-rule, the Executive Council shall have the following functions, namely:
 - a) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Institute;
 - b) to create such posts, appointments and control such staff other than those for whose appointment specific provision has been elsewhere as may be required for the efficient management of the affairs of the Institute and to regulate the recruitment and conditions of their service;
 - c) to receive and to have custody of the funds of the Institute and to manage the properties of the Institute;
 - d) to enter for and on behalf of the Institute into agreements including those containing arbitration clauses;
 - e) to sue and defend all legal proceedings on behalf of the Institute;
 - f) to appoint committees, with or without power to co-opt, for disposal of any business of the Institute or for advice in any matter pertaining to the Institute provided that in cases of emergency, the Chairman of the executive council shall have the power to appoint such committees;
 - g) to accept the management of any endowment trust, fund, subscriptions or donation, provided that it is not attended by any condition inconsistent or in conflict with the objects of the Institute;
 - h) to draw up the annual budget of the Institute to be submitted for approval of the general council;
 - i) to prepare the annual report and accounts of the Institute for the consideration of the General Council;
 - j) to incur expenditure subject to the provisions of the approved budget;
 - k) to lay down the terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, research schemes and projects, and
 - l) to nominate a person or persons to present the Institute in national international conference and organizations.
- iii) The Executive Council may by resolution delegate to its Chairman to any Standing Committee or to the Director or to any other officer of the Institute, such of its powers for the conduct of business as it may deem fit, subject, if deemed necessary to the condition that the action taken by its own Chairman;

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The Standing Committee or the Director, or other officers under the powers so delegated to him shall be subject to confirmation at the next meeting of the Executive Council.

XII. Standing Committee

- i) The Standing Committee of the Institute on
 - a) Training and Education;
 - b) Research and Evaluation;
 - c) Finance, and
 - d) Appointments.

Shall consist of members of the categories specified below to be elected or nominated in the manner here and after provided. Each Standing Committee shall have power to co-opt as members such person or persons as may be necessary to discharge its functions.

XIV Functions of the Standing Committee

All proposals or scheme relating to subjects for which Standing Committee have been constituted, whether initiated by the said committee or otherwise, shall first be considered by the respective Standing Committee and they shall advice on such scheme and proposals to the Executive Council.

However the powers and functions of the Finance Committee shall be as follows:

- i) to scrutinize the accounts and budget estimates of the Institute and to make recommendations to the Executive Council
- ii) to consider and make recommendation to the Executive Council on proposals for new expenditure on account of major works and purchase which shall be referred to the Finance Committee for opinion before they are considered by the Executive Council;
- iii) to scrutinize re-appropriation statements and audit notes and make recommendations therein to the Executive Council;
- iv) to review the finances of the Institute from time to time; and
- v) to give advice and make recommendations to the Executive Council on any other financial questions affecting the affairs of the Institute.

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XV. Powers and functions of the Director

- i) The Director as the Principal Executive Officer of the Institute shall be responsible for the proper administration of the affairs of the Institute and shall exercise powers under the direction and guidance of the Executive Council;
- ii) It shall be the duty of the Director to co-ordinate and exercise General supervision overall the activities of the Institute;
- iii) He shall prescribe the duties of all officers and staff at the Institute and shall subject to those rules and byelaws. If any exercise such supervision and disciplinary control as may be necessary;
- iv) In the absence of the Director on long leave, deputation in India or abroad or at the time of laying down offices, arrangements to look after the duties of the Director may be made by the Chairman of the Executive Council with the prior approval of the Government.

XVI. Funds of the Institute

- i) The funds of the Institute shall consist of the following:-
 - a) grants made by the Central Government or any State Government;
 - b) donations and contributions from other sources;
 - c) fees and charges imposed by the Institute for services rendered by it;
 - d) income and receipts from other sources; and
 - e) income from investment;
- ii)
 - a) The bankers of the Institute shall be State Bank of India, Barapani, East Khasi Hills District, Meghalaya
 - b) all funds shall be paid into the Institute's accounts with the State Bank of India, Barapani and shall not withdrawn, except by means of cheque signed by the Director or by such other officer(s) of the Institute as may duly empowered in his behalf by the Chairman of the Executive Council.

XVII. Powers of the Government

In the discharge of its functions the General Council shall be guided by such directions on questions of policy as may be given to it by the Government. The decision of the Government as to whether a question is or is not a matter of policy shall be final. Such directions shall be in writing.

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XVIII **Audit of Accounts**

- i) The Institute shall cause regular accounts to be kept of all its money and properties in respect of its affairs. The accounts shall be maintained in such form as the Government may prescribe in consultation with the Director of Accounts of Meghalaya
- ii) The Accounts of the Institute shall be audited annually by the Director of Accounts, Meghalaya or by any person authorized by him in his behalf and any expenditure incurred in connection with such audit shall be payable by the Institute to the Director of Accounts, Meghalaya.
- iii) The Director of Accounts, Meghalaya and any person appointed by him in connection with the audit of the accounts of the Institute shall have the same rights, to demand the production of books, accounts, connected vouchers and other necessary documents and papers.
- iv) The result of the audit shall be communicated by the Auditor to the General Council of the Institute who shall submit a copy of the Audit report along with its observations to the Department of Community and Rural Development, Government of Meghalaya and to the Institute. The Auditor shall also forward a copy of the Report direct to the Department of Community & Rural Development, Government of Meghalaya.

XIX **Annual Report**

An annual report of the proceedings of the Institute and of all works undertaken during a year together with balance sheet and audited accounts shall be prepared by the Executive Council for the information of the Government and of the members of the Institute. A draft of such a report and yearly accounts of the Institute shall be placed before the General Council at the Annual General meeting.

XX **Officers of the Institute**

The Office of the Institute shall be at Nongsder, Barapani, in the state of Meghalaya;

XXI **Service of Notice**

A notice may be served upon member or the Institute either personally or by post at the address mentioned in the roll of members

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XXII**Alteration or Extension of the purpose of the Institute**

Subject to the provisions of the Meghalaya Societies Registration Act, 1983 (Act 12 of 1983) the General Council may alter, extend or abridge any purpose or purposes for which the Society is established.

XXIII**Amendment of the Rules**

With the previous concurrence of the Government of Meghalaya, the rules of the Society may be altered at any time by a resolution when voted by two thirds of the members present at a meeting of the General Council convened for this purpose in accordance with the rules of the Society.

We, the several persons, whose names and addresses subscribed hereto, being members of the Executive Council of the State Institute of Rural Development certify the above to be a correct copy of the rules of the said society.

Signed by:-

1. K.K. Sinha
Chief Secretary to the Govt. of Meghalaya
Secretariat, Shillong – 793001 Sd/-
2. Rangjan Dutta,
Principal Secretary, Finance,
Government of Meghalaya Sd/-
3. J. Tayeng
Commissioner & Secretary Agriculture etc.
102, Addl. Secretariat Building Sd/-
4. J.P. Singh.
Agriculture Production Commissioner Sd/-
5. W.M.S. Pariat,
Commissioner & Secretary,
Community & Rural Development, Govt. of Meghalaya Sd/-

As and when there is any change in the nomenclature of the Department (s), Institution (s) and Designation (s) mentioned in these rules, such change (s) should automatically stand incorporated in the concerned Rules.

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