

RULES AND REGULATIONS

1 Name :

The name of the Society be "Assam Livestock Development Agency (ALDA)"

2. Address of the main office of this Society:

The office of the Agency shall be situated at Guwahati, in the State of Assam.

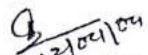
The address of the Agency shall be Animal Husbandry & Veterinary Campus, Khanapara, GUWAHATI, PIN Code : 781022, Assam

3. Area of Operation (Area of operation means the area of activity):

The area of operation of the Agency shall be the entire territory of the State of Assam.

4. Objects :

- 4.1. The objects of the Agency shall be to encourage, promote and carry out viably, all activities to improve the breeding and management of livestock, particularly cattle, buffalo, sheep, goat, pig, poultry; and to enhance livestock production and productivity throughout the territory of the state of Assam, leading to higher farm incomes and better quality of life for livestock farmers; gender sensitive, ecology - friendly and environmentally sustainable.
- 4.2. Advice and assist the state government in overall restructuring of the institutional set up under them dealing with breeding and development of livestock, their production and productivity; and help establish appropriate new institutions to maximize returns on investments already made on livestock breeding infrastructure state wide.
- 4.3. Evolve and orchestrate along with the state government, livestock breeding programmes in the state, for continuously increasing output of all livestock products, co-products and by-products like milk, meat, farm power, draught, hair, wool, skin and hide, on the basis of long term, area specific, policies, directed towards optimal resource utilisation and sustainable animal agriculture.
- 4.4. Promote, organise and nurture institutions outside the government (like producers' Co-operatives, Breeders associations, non-governmental organisations, voluntary organisation, other forms of people' bodies, enterprises and initiatives ; and private input and livestock product manufacturing companies), to generate quality breeding inputs and for delivery of breeding services at the farmers' door-step, on progressively self generating and economically viable basis.
- 4.5. Establish or assist in the establishment of breeding infrastructure like bovine frozen semen production stations, storage and distribution network, institutional farms for production and supply of genetically evaluated breeding stock, recording system for regional grids for genetic inputs, state/national data base and network communication system to enable state/region/nation wide sharing of breeding infrastructure and genetic inputs.
- 4.6. Modernize and upgrade existing training facilities, establish new training facilities where necessary and set in motion a comprehensive human resources development programme, enhancing skills and professional competence at all levels on a regular and continuing basis.


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- 4.7. Establish collaboration and network arrangements with institutions of repute within the country as well as overseas to newer technologies and to upgrade skills, on all aspects of livestock production, livestock products product processing, storage, transport and merchandising.
- 4.8. Interact and collaborate with bilateral and international bodies to create infrastructure, set up joint ventures and joint projects in the area of livestock production, genetic improvement of the livestock populations, livestock product development, product processing and marketing.
- 4.9. Set up a quality assurance programme across the entire range of breeding inputs and breeding services for all species of economic importance in the livestock sector through standards for genetic inputs, good laboratory practice, good manufacturing practices, quality control procedures, hygiene and zoo-sanitary criteria.
- 4.10. Establish linkages with national and international research institutions, set up research project in appropriate areas priority wise and orchestrate a research support programme for livestock production enabling producers as well as institutions involved in production and development, constant access to the fruits of research – improved technology, newer technologies, emerging bio-techniques and management practices, all leading to improved efficiency and cost reduction.
- 4.11. Carry out studies and surveys on all aspects of livestock production, productivity and livestock products, generate information and data, leading to a dynamic data base and management information system for the growing, globalising Indian livestock industry.
- 4.12. Provide consultancy services to the livestock industry on all aspects of livestock production, livestock product development, processing and marketing.
- 4.13. Advise state government and local self governments on policies related to or having a bearing on the livestock sector, on both public and privately funded livestock development projects, livestock product processing and manufacturing projects, promotional measures and subsidies, regulatory measures and laws affecting the livestock sector and on taxation, levies and cess on livestock or livestock products.
- 4.14. Assist the national effort in conservation of bio-diversity and genetic resources and development and commercial exploitation of indigenous breeds of livestock of economic importance.
- 4.15. Promote and fund developmental activities and projects in the livestock sector.
- 4.16. Planning, designing and Construction of any livestock product processing plant or ancillary / associated plants and buildings, including civil works.
- 4.17. Planning, designing and execution of a state wide infrastructure for the bulk movement, distributed bulk storage and delivery of liquid nitrogen, as a support system for the Artificial Insemination system for the breeding of cattle and other species of livestock in the state.
- 4.18. Inspection or evaluation of any livestock project or installation, including all integrated services, such as procurement of raw material, transport, processing and distribution of raw material, transport, processing and distribution of livestock products.

- 4.19. Sponsor, promote, manage, set up, acquire, construct or install any plant or works which directly or indirectly promotes or advances projects of general public utility, relating to livestock production, livestock products, foods of livestock origin and to make, recommend, submit and draw plans, schemes and reports, for such projects and to provide for detailed implementation and execution of such projects.
- 4.20. Adopt and undertake any other measures or perform any other duties as may be required by the Government of India or by the State Government or a local self government or which the Agency may consider necessary or advisable in order to carry out any of the objects of the Agency.
- 4.21. Do all such other things either alone or in conjunction with others as the Agency may consider necessary, incidental or conducive to the achievement of the objects of the Agency.

5. Membership :

5.1 Members of the Agency shall be nominated by the Government of Assam, in consultation with the President of the Agency and they shall constitute the Governing Body of the Agency. The following shall be the Members:

- | | |
|---|----------------------------|
| 1. Agriculture Production Commissioner to the Government of Assam | : President. |
| 2. The Commissioner & Secretary to the Government of Assam, Vety. Deptt | : Vice-
Presedent. |
| 3. Secretary of the Agency (ALDA) | : Secretary |
| 4. The Director of Animal Husbandry & Veterinary Department, Assam | : Member |
| 5. The Dean, College of Veterinary Science, Assam Agricultural University | : Member |
| 6. The Director, Dairy Development | : Member |
| 7. The Managing Director, Assam Livestock & Poultry Corporation | : Member |
| 8. Representatives of Non-governmental Organisations (two) | : Member(s) |
| 9. One Representative of Private Sector Livestock/ Livestock Product Enterprises | : Member ✓ |
| 10. One Progressive Farmer | : Member ✓ |
| 11. One Nominee of the Department of AH&D, GOI — <i>Not nominated</i> | : Member |
| 12. One Nominee of the Finance Department, GOA | : Member |
| 13. One Nominee of the Planning & Development (P& D) Department, GOA | : Member — <i>Add. Dir</i> |
| ✓ 14. One Professional (Expert in the area of livestock/dairy development) | : Member — |
| ✓ 15. One Professional (Expert in the area of fodder development) | : Member |
| 16. One lady Professional (Expert in the area of Women's affairs and Gender issue): | Member |

5.2 The Agency shall function notwithstanding any vacancy or vacancies in its membership.

5.3 The Executive Committee of the Agency shall function notwithstanding any vacancy or vacancies in its body.

5.4 In case of there arising any vacancy in the Membership of the Agency the vacancy may be filled up by the Government of Assam in consultation with the President of the Agency.

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5 Membership Roll :

The Secretary shall keep a Roll of members and every member of the Agency shall sign the Roll and shall state therein his rank, occupation and address. Any change in this address will be notified by the Member concerned and the same shall be recorded by the Secretary in the Roll of Members.

5.6 Duration of Membership:

- 5.6.1 Unless the membership of a member is otherwise determined, all members shall cease to be members on the expiry of three years, from the date on which they become members of the Agency, but shall be eligible for re-nomination.
- 5.6.2 When a person becomes a Member of the Agency by reason of the office or post he holds, his membership of the Agency shall terminate when he ceases to hold that office or post and his successor shall automatically replace him on the Agency.
- 5.6.3 A member of the Agency shall cease to be a Member on the happening of any of the following events: (i) if he dies, (ii) resigns, (iii) becomes of unsound mind, (iv) becomes insolvent or (v) be convicted of a criminal offence involving moral turpitude.
- 5.6.4 A person who is a member by virtue of his office shall be present at any meeting of the Agency or the Executive Committee but may not authorize another official to represent him at such meetings.
- 5.6.5. Any member who shall fail to observe any Rule or by-law made by the Executive Committee or whose conduct in any respect shall, in the opinion of the Executive Committee, be derogatory to the character or prejudicial to the interests of the Agency, may be removed from the membership of the Agency by the Government of Assam on the recommendation of the Executive Committee to that effect.
- 5.6.6 A resignation of the membership of the Agency or the Executive Committee shall be tendered to the President and shall not take effect until it has been accepted by him on behalf of the Agency. The President shall not, however, accept any such resignation except under instructions of the Govt. of Assam.

5.7 Officers of the Agency :

- 5.7.1 The Officers of the Agency shall be the President, the Vice President, the Secretary and the Treasurer; and other office bearers who may be designated as such by the Executive Committee.
- 5.7.2 The Agricultural Production Commissioner to the Government of Assam shall be the President of the Agency.
- 5.7.3 The Commissioner & Secretary to the Government of Assam, Vety. Deptt. shall be the Vice-President of the Agency.
- 5.7.4 The Secretary of the Agency shall be a govt. employee not below the rank of a Joint Director nominated / appointed by the Government of Assam on the recommendation of the Governing Body of the Agency on such terms and conditions as may be agreed upon.
- 5.7.5 The Treasurer shall be nominated by the Government of Assam on the recommendation of the Governing Body and conditions as may be agreed upon.


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5.8 Duties of the Officers of the Agency:

- 5.8.1 The President of the Agency shall preside over meetings, conduct and regulate all meetings of the Agency and the Executive Committee and any Committee or Sub-Committee of which he may be a member.
- 5.8.2 The Vice- President of the Agency shall perform all functions of the President in his absence or any other function as directed by the Agency. He shall preside over the meetings in absence of the President.
- 5.8.3 The Secretary of the Agency shall be the Chief Executive of the Agency and shall keep a record of the proceedings of the society and the Executive Committee and shall perform the duties hereinafter directed to be performed by the Governing Body and shall be responsible for the routine management of the affairs of the Agency and all such other duties as usually pertain to the office of the chief executive and not otherwise specifically provided for by these Rules.
- 5.8.4 Except as hereinafter provided, all meetings of the Agency shall be called by notice under the seal and signature of the Secretary.
- 5.8.5 The Treasurer shall ordinarily receive all payments made to the Agency and pass all necessary receipts and shall maintain proper books of account.

Funds, Accounts and Audit:

The funds of the Agency will consist of the following:

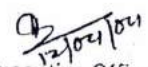
- (i) Grants made by the Government of India or the State Government.
- (ii) Contributions and receipts from other sources including the fees collected for services rendered and funds generated for goods supplied.
- (iii) Income from investments.
- (iv) Grants, Commodity Assistance and loans from bilateral and international collaborating agencies.

The Bankers of the Agency shall be the State Bank of India and / or any Nationalised Bank as may be approved by the Executive Committee. All funds of the Agency shall be paid into the Agency's Account and shall be withdrawn against cheques signed;

- (i) If the amount of cheque is Rs. 10 lakh (ten lakhs) or above then by two of the following: President and Treasurer.
- (ii) If the amount of cheque is above Rs.2 lakhs but below Rs.10 lakhs then by the Vice-President and the Treasurer.
- (iii) If the amount of cheque is Rs. 2 lakh (two lakh) or below then by two of the following: the Secretary and the Treasurer.

The accounts of the Agency shall be audited by Accountant General. However, the Executive Committee shall internally audit its accounts regularly through a Chartered Accountancy firm of standing and it shall be its duty to present the audit report to the Agency. The report shall include a detailed statement duly audited of the receipts and expenditures for the preceding year and of the assets and liabilities.

An annual report of the proceedings of the Agency and of all work undertaken during the year shall be prepared by the Executive Committee for the information of members of the Agency. This report and the audited accounts of the Agency shall be placed before the Agency at its Annual Governing Body Meeting and shall be sent to the Government.


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All moneys, investments and other properties of the Agency shall vest in the Executive Committee who shall hold the same, subject to the Rules of the Agency and subject to the directions of the Agency.

All contracts and other engagements of the Agency shall be signed on behalf of the Agency by the Secretary and countersigned by the Treasurer as approved by the executive committee.

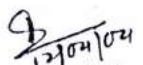
The person in whose name the Agency may sue or be sued shall be the Secretary of the Agency.

6. Procedure of General Meetings:

- ✓ 6.1 An Annual Governing Body Meeting of the Agency shall be held at such time and place as may be determined by the Executive Committee and not less than 21 day clear notice shall be given to members unless all members entitled to such notice agree to a shorter notice.
- 6.2 The Executive Committee shall submit the Annual Report and the Yearly Accounts of the Agency in the Annual Meeting.
- 6.3 The members of the Executive Committee excepting the Chairman and the Secretary shall be elected in the Annual G B Meeting.
- 6.4 Every notice calling an Extra-ordinary Governing Body Meeting of the Agency shall state the date, time, venue and the purpose for which such meeting will be held and shall notify all members of the Agency not less than 15 clear days before the day fixed for the meeting unless all members entitled to such notice agree to a shorter notice.
- 6.5 The accidental omission to give notice or the non-receipt of notice by any member or other person to whom it should be given shall not invalidate the proceedings at any meeting.
- ✓ 6.6 The President may convene an Extra-ordinary Governing Body Meeting of the Agency whenever he thinks fit. The Extra-ordinary Meeting may transact any business that would have been normally transacted by the Annual Governing Body Meeting.
- 6.7 The President of the Agency will preside over the meeting. In his absence the Vice- President will take the Chair.
- 6.8 Every member shall have one vote and in case of equality of votes, the President of the meeting shall have a second or casting vote.
- 6.9 If at any governing body meeting there is no quorum within 15 minutes from the hour fixed, the meeting shall stand adjourned to a date within ten days to be fixed by the President and to be communicated to the members by three clear days' notice. At such adjourned meeting if no quorum is formed, the members present shall form the quorum but no business other than that specified in the notice shall be transacted.

7. Quorum of the General Meeting :

Six members of the Agency present shall form a quorum at every general meeting of the Agency.


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Procedure of the Executive Committee/Governing body/Managing Committee :

The election of the Executive Committee/Governing body/Managing Committee will be in one system out of the three following systems are :

- (i) Panel system, (ii) By resolution, (iii) By selection.

Short description of the the Executive Committee:

- 9.1 The Executive committee, to whom by the rules of the Agency, the management of its affairs is entrusted, will consist of the Vice-President and the Secretary of the Agency and three members selected at the annual governing body meeting.
- 9.2 The Executive Committee shall remain in office for three years from the date of selection by the governing body meeting.
- 9.3 The Executive committee will have the power to co-opt any person or persons to serve in the committee. The person or persons so co-opted need not be members of the Agency and shall hold office for such period as the Executive committee may from time to time determine.
- 9.4 The Executive Committee shall have the Management of all the affairs and funds of the Agency and shall have the authority to exercise all the powers of the Agency, including:
 - 9.4.1 Utilise the services of deputed staff in such manner as may be necessary for the proper performance of any or all functions, and to terminate the services by release to the parent department if and when necessary.
 - 9.4.2 Purchase, take on lease, accept as a gift or otherwise acquire any land or building or works wherever situated in India which may be required for purposes of the Agency and to construct or alter and maintain any such buildings or works as decided by the governing body of the Agency.
 - 9.4.3 Collect fees for services rendered as determined by the Agency.
 - 9.4.4 May undertake the management of any endowment, trust funds or donation with a view to achieve the objects of the Agency with the prior approval of the Govt. of Assam.
- 9.5 The Executive Committee may from time to time appoint or wind up any committee or sub-committee consisting wholly or partly of members of their own body and / or others as they may think fit and may delegate to them or withdraw from them any powers and may prescribe the function of and the procedure to be followed by such Committee or sub-Committee.
- 9.6 The Executive Committee shall have power, subject to the prior approval of the governing body to make such bye-laws as they shall deem fit for the administration of the Agency, preparation of the budget estimates, the sanctioning of expenditure, entering into contracts, the investments and for such matters as are conducive for the furtherance of any of the objects of the Agency.
- 9.7 The Executive Committee shall meet at least four times in a year and 15 days' notice shall be given of such meetings.


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- 9.8 Five members present in person shall form a quorum for the executive committee which must include Vice President and the Secretary.
- 9.9 Each member of Executive Committee shall have one vote and if there shall be an equality of votes on any question to be decided by the Executive Committee the Chairman of the meeting shall also have a casting vote.
- 9.10 Any business which it may be necessary for the Executive Committee to perform, except such as may be placed before its meeting, may be carried out by 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 such resolution had been passed at a meeting of the Executive Committee, provided that at least five members of the Executive Committee have recorded their views on the resolution. However, such resolution shall be confirmed in the next Executive Committee meeting.
- 9.11 The minutes books of the Agency / Executive Committee as well as Governing Body Meeting, shall be open to the inspection of the members at all reasonable times.

10. The term of the Executive body :

The Executive Committee shall remain in office for three years from the date of selection by the governing body meeting.

11. Procedure of re-election of the members of the Executive body :

If any Executive Member wants for re-election for the next term then he/she may be con to select/elect in the General meeting and he/she should be depending on the wishes of the members of the General body.

12. Procedure of the meeting of the Executive body :

The Executive Committee shall meet at least four times in a year and 15 days notice shall be given of such meeting.

13. Quorum of the meeting of the Executive body :

Five members present in person shall form a quorum for the Executive Committee which must include Vice-President and Secretary.

14. Expulsion of undesirable member :

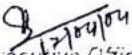
Any member who goes against the rules and regulation of the organization may be expelled from the organization.

15. Auditor :

The accounts of the Agency shall be audited by Accountant General. However, the Executive Committee shall internally audit its accounts regularly through a Chartered Accountancy firm of standing and it shall be its duty to present the audit report to the Agency. The report shall include a detailed statement duly audited of the receipts and expenditures for the preceding year and of the assets and liabilities.

16. Legal procedure :

According to the provision laid down in the Section 6 of the Societies Registration Act, XXI of 1860 the Society may sue or may be sued in the name of the President or Secretary of the Society.


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Dissolution of the Agency:

The Agency may be dissolved by the Govt. any time with or without citing any reasons thereof.

18. Others:

18.1 No new post shall be created by the Agency in any manner whatsoever and entire administrative or other works shall be managed by the staff of the Directorate of Animal Husbandry & Veterinary and Directorate of Dairy Development whose services are placed at the disposal of the Agency.

18.2 No loans or borrowings from any source shall be raised by the Agency. In fact, this Agency shall not create any liability which may subsequently devolve upon the State Government.

Certified to be the true copy of the Rules and Regulation of "Assam Livestock Development Agency (ALDA)"

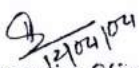
Signature of the three Executive Members

1. 

2. 

3. Dr. Jogendra Nath Das


26/4/04
Dirch Officer (A)
Disptt. Fin. Circ
Guwahati


12/04/04
Chief Executive Officer
Assam Livestock Development Agency
Khanapara, Guwahati-22