

**FINANCIAL RULES &
OPERATIONAL PROCEDURES
(FR & OP)
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BROADCAST ENGINEERING SOCIETY (INDIA)
FINANCIAL RULES AND OPERATING PROCEDURES

1. RULES GOVERNING PROCUREMENT AND WORKS

1.1.ADMINISTRATIVE SANCTION

Administrative sanction is required for effecting any purchase or entering into contract/awarding any work. This is to be obtained before any purchase/work. The competent authority for issue of administrative sanction will be the same authority as that for issue of expenditure sanction vide Clause 1.21, based on estimated cost of purchase/work.

1.2.BUDGET SANCTION

There should be provision in the budget. The budget for ensuing Financial Year/ Term needs to be framed and got approved by the BES Council preferably before the end of previous Financial Year.

1.3.PROCEDURE FOR PURCHASE/WORK

Any purchase/work shall be undertaken by observing one of the following four procedures :

- Open Tender
- Limited Tender
- Single Tender
- Market Survey

1.4. OPEN TENDER SYSTEM

Open Tender system is invitation of tender by public advertisement in the News papers – National and /or local (English and vernacular). This should be used as a general rule and must be adopted, whenever the estimated value of the contract is Rs.25,00,000/- or more. Open Tender System may be dispensed with and Limited Tender System adopted in the following exceptional situations.

When there are sufficient reasons for holding that it is not in the interest of Society to call for tender by advertisement.

- When there is serious risk or inconvenience or loss to the Society by arranging the purchase by open tender or when the articles are urgently required. In such cases the purchasing Executive must place on record the nature of the urgency and the reason for deviation from the open tender system and place the same in writing before the competent authority for approval.

1.5. LIMITED TENDER SYSTEM

This may be adopted whenever the estimated value of the order to be given is above Rs 5,000/- but below Rs 25,00,000/-.

For estimated values of goods/materials to be procured or the works to be undertaken is above Rs, 2,00,000/-, two bid system i.e.: Technical and Commercial bids to be submitted by the Tenderers in separate sealed covers on or before the last date & time of submission, should be adopted.

1.6. SINGLE TENDER SYSTEM

This system may be adopted when the articles required are of a proprietary character and competition is not expected to be advantageous.

1.7. MARKET SURVEY

Petty purchases/works up to Rs 5,000/- can be done on market survey basis.

1.8. PROCEDURES FOR INVITATION OF TENDERS

- a. Estimate the requirements
- b. Invite tenders sufficiently early
- c. Classify the article/work under different trade group or class such as stationery, infrastructure works, printing etc.
- d. Avoid rush purchase
- e. One tender should normally contain only one kind or class of material/work/services.
- f. Requirements of materials/work/services should be correctly estimated. After inviting tenders, it is wrong economy to purchase bulk quantities at retail prices.
- g. Tender should not be invited for the same class of materials/work/services several times during the same year. Any deviation would need specific approval of competent authority.
- h. Tender specification for materials/work/services should be correctly and specifically drawn up so that there is no ambiguity about the type, size, packing, services, work etc. There should not be changes in specification after inviting tenders.
- i. The Notice Inviting Tender (NIT) shall be comprehensive and unambiguous. It must have all the information including specifications, quantity, EMD, security, inspection, payment terms, desired delivery schedule etc.
- j. Reasonable time is to be given to the Tenderers to submit the tender.

1.9. EARNEST MONEY DEPOSIT

A deposit, as earnest money should ordinarily be taken from every tender involving Rs.2,00,000/- or more, the amount being rounded off to nearest rupee of the total cost of the articles tendered for. The Purchase committee, by special order, may dispense with earnest money deposit in the case of firms of established repute and standing. The earnest money deposit shall be based on estimated value of materials/goods/services/work and shall be as per the following table:

From Rs. 2 Lakhs to 10 Lakhs	... Rs. 6,000/-
Above Rs. 10 Lakhs to 20 Lakhs	... Rs. 30,000/-
Above Rs. 20 Lakhs	... Rs. 60,000/-

The earnest money deposit may be returned to all unsuccessful tenderers immediately after finalization of work/purchase orders, while that of the successful tenderer shall be adjusted against part of the security deposit.

1.10. RECEIPT AND OPENING OF TENDERS

A register should be maintained to show the details of the tenders received. Late tenders should also be entered in the register and the reason for their exclusion recorded in the remarks column.

Tenders should be opened by the authorized executive of the society in the presence of those tenderers or their authorized representatives, who may wish to be present. In case, the Tenderers or their authorized representatives do not turn up at the time of scheduled opening of the bids, the opening will be postponed by one hour and later opened, even if the tenderers fail to turn up.

The envelopes in which tenders are received should be preserved along with the tenders for the purpose of record. The executive opening the tenders shall record his dated signature with necessary remarks in each of the tenders.

1.11. EXCLUSION OF TENDERS

Tenders shall be excluded in the following cases:-

- a. when the tender is not in the prescribed form
- b. When the tender is not accompanied by the requisite earnest money (when earnest money is prescribed).
- c. When the tender is not signed by the tenderer
- d. When the tender is received late.

1.12. ACCEPTANCE OF TENDERS

Whenever the two bid system is followed, the technical bids alone should be opened and technically acceptable tenders short listed with the approval of sanctioning authority. Thereafter, the commercial bids of only technically accepted tenders shall be opened. Once the commercial bids are opened, quick action is to be taken to tabulate the comparative rates, make the selections and finalize the acceptance. Since markets are unsteady, quick action is of vital importance.

Other conditions being equal, lowest tender should be accepted and in case the lowest tender is not accepted, the reasons thereof should be recorded. When there are two or more offers for an article at the same rate and governed by similar conditions, the contract may be divided equally among the willing tenderers.

1.13. PLACING PURCHASE/ WORK ORDERS

When a tender has been finally accepted, such acceptance shall be communicated to the successful tenderer in the most expeditious manner. A formal supply/work/services order should also be placed with the successful tenderer simultaneously in the form prescribed. The supply/work/services order should furnish the description, quantity, price of the articles to be supplied, the terms of delivery and the terms of payment and clean dispatch instructions for materials, scope of services/work detailing time line/target dates for completion, penalty clauses for late delivery/ late completion of work/services. It should be borne in

mind that supply/work/services order being the ultimate legal document of the contract contains all the above information. The terms of payment shall provide that Final payment will be made only on production of tax clearance certificates i.e., sales Tax, service tax, Income Tax etc.

1.14. SECURITY

5% of the total value of the contracts to be realized as security amount from the successful tenderer within one week of placement of purchase/work order. Purchase/work below Rs.2,00,000/- is exempted from the security deposit.

Wherever, the earnest money deposited by the contractor has been adjusted against part of the security deposit, the contractor shall be required to deposit only the balance amount. Supplies/work/services should commence only after the security deposit is furnished. The security deposit shall be refundable on satisfactory completion of the guarantee/warranty period. If this condition is satisfied, the security deposit should be refunded within 15 days of request from the contractor.

1.15. AGREEMENT

For all contracts of value more than Rs. 2,00,000/-, agreements should be entered into with the successful tenderer for the satisfactory fulfillment of the contract embodying the condition of the order and providing for the necessary penal clause for any of the breach of the conditions of the contract. Agreements are liable to stamp duty but registration is optional. The purchasing Executive shall forward a draft agreement to the firm along with the supply/work order directing him to execute the agreement before commencement of supplies/work.

1.16. INSPECTION OF STORES/WORK

The Executive authorized to receive store should himself verify the article received with reference to the approved samples, if any, and take them to stock soon after they are received. Articles which do not conform to specification as per supply order or to approved samples or different from those ordered for or which are damaged or defective, should not be accepted.

In the case of work contracts, the authorized executive shall inspect the work at every stage of progress with reference to scope of work and its specifications, quality of materials used, workmanship, aesthetics etc. and bring deviations to the knowledge of the contractor for necessary rectification / replacement. Works or services of substandard quality should not be accepted.

1.17. PAYMENT FOR STORES/WORK

Payment for supplies is not permissible unless stores have been received, verified, measured in quantity and taken to stock and provision for observance of this rule should ordinarily be made in all contracts for the supply of goods. Similarly payment for any work or services is permissible only after satisfactory completion of work / services. Where large volume of work, which could be divided into distinctive stages, is involved or where the services are to be rendered over a long period, part payments not exceeding the value of work

done or service rendered may be made after providing for the same in the payment terms.

Payment of any advance should be avoided. However, in cases where the tenderer needs to invest money for specific materials/services/work applicable only to BES orders/work/services costing more than Rs 2.00,000, if any advance payment is demanded by the tenderer as part of the terms and conditions, the same will be decided by the Purchase Committee.

1.18. STOCK REGISTER AND STOCK ACCOUNTS

A Stock Register shall be maintained to satisfy the following :

- Stock Register must reflect the inventory of all materials
- It must indicate the locations of the materials
- It must have record of requisition, receipts, packing slips and invoice
- It must have a record of indent, issues, name of the person to whom issued and the purpose for which it is issued
- It must show the monthly balance of stock ready for verification
- It should have the dated initials of the BES executive in lieu of having inspected the materials to ensure accurate quantity, type and acceptable quality every month
- It should have dated initial of an authorised person by BES council in lieu of having carried out physical verification in the 1st week of April every Year

The Executive who maintains the stock register must himself receive new stock. When payment is to be effected for the purchase made, the bill must be forwarded to the Executive who maintains the stock register. He/she must certify on the office copy of the bill that the purchase in question i.e., articles, stores have been received in good condition as per specification and taken to stock account. He/she will also indicate the relevant purchase order number, page number of stock register etc. in the bill for easy future reference.

1.19. WORKS REGISTER

- A register of works and services shall be maintained giving complete details of work such as reference to work order, contractor's name, value of contract, dates of commencement and completion of work, bill reference and payment details. When payment is to be effected for any work done, the bill along with works register must be forwarded to the executive authorized to inspect the work, who will measure the work and make relevant entries in the register and also certify on the office copy of the bill that the work has been executed satisfactorily as per specifications. He/She will then forward the bill along with the register to the Executive maintaining the works register for giving works register reference in the bill and completing remaining entries in the works register. This register shall also have the dated initials of an authorized person of BES Council in lieu of having reviewed the register in the 1st week of April every year.

1.20. ASSETS REGISTER

The register is a list of assets such as land and building, plants and machines, furniture and fixtures, office equipment, trademarks etc. It allows to keep a track of details of each asset, ensuring control and preventing misappropriation. It also keeps a track of the correct value of the asset, and allows for computation of depreciation needed for tax, insurance and balance sheet.

The format of the asset register shall take into account the following:

1. Nature of asset, fixed or moveable.
2. Owned by BES or taken on lease or hire purchase.
3. Location
4. Value
5. Cost of maintenance.
6. Physical verification.

1.21. EXPENDITURE SANCTION

The powers to accord expenditure sanction for procurement / works shall be as follows:

Manager	Rs 5,000/-
Hon.Secretary	Rs 20,000/-
President	Rs 50,000/-
Purchase committee	Rs 5,00,000/-
Council	Full powers

1.22. PURCHASE COMMITTEE

A purchase committee shall be constituted for considering purchases / works of value above Rs 50,000/-. The committee shall be constituted as under for each purchase / work:

- Hon. Secretary
- Hon. Treasurer
- Council Member (to be nominated by the Council)
- Chairperson of concerned committee

1.23. FUNCTIONS OF PURCHASE COMMITTEE

All purchases above Rs. 50,000/- will be considered by the Purchase committee. The purchase committee is solely responsible for the accuracy of the facts and figure and the observance of rules of purchase in respect of proposals placed before the committee. The purchase committee is empowered to sanction purchase and works up to Rs.5,00,000/-.

2. ANNUAL CONTRACTS

For each Financial year, Annual Contracts can be entered into for routine nature of supplies/works such as:

- Stationery items
- Housekeeping items
- Printing works for BES Review, Letter heads, envelopes, visiting cards etc.
- Courier services
- Insurance
- AMC for Computers, printers, Air Conditioners and other machinery

3. RULES GOVERNING EXPENDITURE ON TELEPHONES, CONVEYANCE, TRAVEL AND SUNDRY ITEMS

<u>Sr. No.</u>	<u>Items</u>	<u>Entitlement/ Power</u>
1	Telephones	
	i) Fixed telephones	1 no. for BES office and 1 no. for BES Fax; Any additional requirement will have to be approved by the Council.
	ii) Mobile phones	1 no. each for President, Hon. Secy., Hon. Treasurer, Chairpersons of Mega events (BES EXPO) and Manager. Mobile phone instrument will be issued on loan once during the tenure, on returnable basis, if requisitioned by the entitled Executive.
	iii) Fixed Phone charges	Hon. Secy. - Full powers
	iv) Mobile phone charges (including internet usage through broadband or fixed telephone or mobile phone)	(a)Max of Rs 500 pm for the President, Hon. Secy., Hon. Treasurer and Chair Persons of International Exhibition and Conference. For other Chair persons and council members, it will be on actual subject to a maximum of Rs 1000 and Rs 500 per annum respectively. (b)Maximum of Rs 500 pm for Manager
2	Hiring of taxis/Shuttle Coaches/Buses/vans	To be resorted to only for Mega events subject to approval of the Council. Hon Secretary will have powers, during other exceptional circumstances, subject to approval of the Council.
3	Conveyance Charges	Office bearers, different chair persons and all other council members are entitled to conveyance charges for bonafide BES work as per actual subject to a maximum of Rs 300 per trip. Purpose of visit along with trip details are to be given on the claim voucher. The entitlement of BES employees shall be as follows: Manager : Not exceeding Rs 800 pm Asstt. : Not exceeding Rs 600 pm Peon : Not exceeding Rs 400 pm Any other Employee: To be decided by the President, Hon. Secretary

4	<p>Travel Expenses for Council Meetings (applicable to all council members and special invitees for Regular Council Meetings (which will be roughly four during a Financial Year) and any emergency Council meeting)</p>	<p>(a) Air journey by economy class / Rail journey by I AC by any train / Road journey by public transport is admissible. In case of air journey, cheapest available air fare booked well in advance only shall be allowed subject to claimant certifying the above and producing the tickets for the journey. (b) Local Journey to/ from airport/ Rly. Station - As per actual but limited to Govt approved rates for pre-paid Taxi. (c) Stay - a maximum of Rs 3,000 per day, for “A” class cities and Rs 1,500 per day for all other centres for stay in hotel or Rs 750 per day for “A” class cities and Rs 300 per day for other centres, if stay is not in a hotel. For stay in hotels, receipts are required to be submitted. Duration of stay for the council meetings not to exceed two days (five days for Expo). (d) Special allowance for outstation members - Rs 500 per day (12 hours or more) for days spent away from member's HQ (travel time on Rajdhani trains/air journeys will not be counted) (e) Local conveyance charges shall be at actual but limited to a maximum of Rs 300 per meeting.</p>
5	<p>Travel Expenses for outstation visits for BES work (applicable to all council members and special invitees)</p>	<p>(a) Air journey by economy class / Rail journey by I AC by any train / Road journey by public transport is admissible. In case of air journey, cheapest available air fare booked well in advance only shall be allowed subject to claimant certifying the above and producing the tickets for the journey. (b) Local Journey to/ from airport / Rly. Station - As per actual but limited to Govt approved rates for pre-paid Taxi (c) Stay - a maximum of Rs 3,000 per day, for “A” class cities and Rs 1,500 per day for all other centres for stay in hotel or Rs 750 per day for “A” class cities and Rs 300 per day for other centres, if stay is not in a hotel. For stay in hotels, receipts are required to be submitted (d) Special allowance - Rs 500 per day (12 hours or more) for days spent away from member's HQ. (travel time on Rajdhani trains / air journeys will not be counted) (e) Local conveyance charges shall be at actual but limited to a maximum of Rs 300 per day</p>
6	<p>Entertainment Expenses</p>	<p>Shall be allowed only to entertain guests for bonafide BES work.:</p> <p>(a) President, Hon. Secretary and and Chair Persons of International Exhibition and Conference - As per actual limited to Rs 500 pm</p>

7	Electricity charges	Hon. Secy. - Full powers
8	Service / repairs to office equipment / furniture	Powers of sanction : Manager - Rs 500, Hon. Secy. - Rs 5,000, President - Full power

Travel Claim is to be duly filled in and submitted in the prescribed format.

All domestic travel by Council members and others deputed for any work other than Council meetings should have prior approval of the President.

Any overseas travel by any BES member should have the approval of BES Council. The expenses towards such travel which will include visa fee, air fare, hotel accommodation charges, incidental expenses etc. shall be approved by the Council. Under no circumstances travel tickets and hotel accommodation reservation and any advance payment towards these are to be done without Council's approval.

4. RULES GOVERNING EXPENDITURE ON GIFTS AND MEMENTOS

No gifts are permissible to members, council members and employees of the Society. In exceptional cases, where, in view of outstanding services rendered to Society by any individual, the council is of the opinion that a gift is desirable, the same can be given, but the value of the gift should not exceed Rs 1,000/- (Rupees One Thousand only).

Standard mementos shall be given to speakers and special invitees for their contributions in seminars, conferences etc not exceeding Rs 1000/- in value.

The value and type of mementos to be given to VVIPs such as Chief Guests/Guests of Honour of BES events shall however be decided by the President, Hon Secretary, Hon Treasurer and Chairperson of the said Event Committee. The value of memento however should be limited to Rs 5,000/- (Rupees Five Thousand only).

5. FR & OP FOR LOCAL CHAPTERS

Separate Financial rules and Operational Procedures (FR & OP) for BES Local Chapters shall be evolved and issued with the approval of the BES Council.

6. FUNCTIONS OF BES COUNCIL

The functions of the BES Council shall be;

- a) To meet at least once in three months, to direct and manage the affairs and properties of the society and record minutes of such meetings.
- b) To prepare the annual budget of the Society and a plan of action for various programmes consistent with the aims and objectives of the Society.
- c) To take all necessary steps to raise finances and to accord financial sanction required for carrying on the activities of the Society and to manage the funds of the Society with prudence.

- d) To form small group(s) / committee(s) and or select a person to be assigned with the task of performing various activities in achieving the aims and objectives of the Society.
- e) To publish Journals, special .publications on a regular basis
- f) To fix the date, time and venue of the annual general meeting as also extra-ordinary meeting of the General Body and to prepare the agenda for the annual General Body meetings and extra-ordinary General Body Meetings.
- g) To take all necessary actions for accomplishing the aims and objectives of the Society.
- h) To engage officials, staff and other persons to conduct and manage the affairs.
- i) To appoint a returning officer for conducting elections at least 3 months before the term of the council expires.
- j) To oversee the activities of local chapters and allot funds to them from time to time.
- k) To decide on elections / transfers to all categories of membership of the society.
- l) And to maintain a library of books, periodicals, works, and manuscripts on broadcast engineering and science and any other allied subject.

Procedure for the conduct of the meetings of the Council:

- a) The Hon. Secretary in consultation with the President shall fix the date, time, venue and agenda of the meeting.
- b) The Hon. Secretary, in his/her absence, the authorized Council member shall issue the notice along with the agenda paper to all the members of the Council at their last known addresses preferably 30 days in advance of the date fixed for the meeting.
- c) The President and in his/her absence, one of the Vice Presidents shall preside over the meeting
- d) A register shall be maintained for recording the minutes of the meeting. All members present in the meeting shall put their signature in token of their presence.
- e) Decisions in the meeting shall be by consensus. In case there is a division, the decision of the majority of the members present and voting shall be final. In case of a tie, additional casting vote of the President shall decide the matter.
- f) The Council at its discretion may invite any member of the Society, not being a member of the Council and or any distinguished person(s) who is not a member

of the Society to its meeting as special invitee(s) and seek his/her views on any specific issue as the Council may deem fit.

- g) If any office bearer or member of the Council has any pecuniary or other interest in any of the agenda items under consideration by the Council, such office bearer or member, as the case may be, shall not participate in the discussions on the particular agenda item after informing the Council.

7. POWERS & DUTIES OF OFFICE BEARERS

I. President:

- a) He/she shall preside over the meetings of the Council and the General Body.
- b) He/she shall oversee the activities of the office bearers and if any deficiency is noticed, he/she shall ensure remedial action.
- c) As the head of the council, he / she shall ensure that the actions of the council are in accordance with the constitution and regulations of the society.
- d) He / she shall exercise his / her powers to issue administrative and expenditure sanctions up to the prescribed limits.
- e) He/She shall motivate and persuade all members of the Society to take an active role in promoting the aims and objectives of the Society.

II. Vice Presidents:

- a) One of the Vice Presidents shall preside over the meetings of the council and the general body in the absence of the President.
- b) The Vice presidents concerned shall, unless the council otherwise determine, be chairman of respective committee or committees appointed by the council to assist in conducting the affairs of the society.
- c) One of the vice presidents shall be responsible for all the duties of the president and exercise president's powers in his/her absence.

III. Hon. Secretary:

- a) He/She shall authenticate all documents and correspondences and sign such papers on behalf of the Society.
- b) He/She shall issue notice for meetings of the Council and the General Body and record the proceedings of the meeting.
- c) He / She shall be responsible to the council for administration and for coordination of the affairs of the society.
- d) He/She shall motivate and persuade all members of the Society to take an active role in promoting the aims and objectives of the Society.

- e) He/She shall keep a close watch on proper utilization of funds of the Society to avoid any wasteful expenditure.
- f) He/She shall act as the Chief Executive of the BES
- g) He / she shall function as a member of the purchase committee, whenever required.
- h) He / she shall file with the registrar of societies, annual list of names, addresses and occupation of the members of the Executive Council.
- i) He / she shall exercise his / her powers to issue administrative and expenditure sanctions up to the prescribed limits

IV. Hon. Treasurer

- a) He/she shall maintain books of account and record all receipts and expenditure, and assets and liabilities in the registers as prescribed by the Council in consultations with auditors.
- b) He/she shall ensure that proper receipts are issued against all amount received and the amount is deposited in the bank immediately. Similarly, he shall ensure receipt /acknowledgement of all payments made by cash/cheque to any person for any purpose.
- c) He / she shall ensure that all recorded receipts and expenditures are duly supported by relevant documents, bills and vouchers.
- d) He / she shall maintain an advance register and closely watch expeditious adjustment of advances.
- e) He / she may keep imprest money as fixed by the Council for meeting any emergent expenditure.
- f) He / she shall prepare a statement of income and expenditure every quarter along with other relevant account statements on investments made, bank accounts etc. and place the same before the Council in the meeting.
- g) He / she shall function as a member of the purchase committee, whenever required
- h) At every general meeting, he / she shall present an account of income and expenditure together with the balance sheet for the preceding period since last meeting.
- i) He / she shall be responsible for all the duties of the Hon. Secretary and exercise Secretary's powers in his / her absence.

8. QUALIFICATIONS AND DUTIES OF MANAGER

- a) The Council may appoint a well qualified and a suitable candidate for the post of Manager
- b) He/She should possess knowledge and experience (at least 3 years) in the fields of engineering, administration and Financial accounting as applicable to Societies like BES / Companies registered under Indian Companies Act 1956.
- c) The minimum qualification shall be graduation
- d) The Manager shall retire/cease to function as Manager of BES after he/she attains the age of 65 years.
- e) He/She is required to carry out all the assigned duties by the President/Hon. Secretary in Office management, books, records and accounts keeping etc.

- f) The remuneration excluding conveyance and telephone allowances shall not exceed Rs 15,000 (Rupees Fifteen Thousand) only per month. Based on the annual performance review done by the President and Hon. Secretary and their recommendations, the Council may sanction any increment in the remuneration not exceeding Rs 1,000 (Rupees One Thousand) only after completion of each year of service.

9. QUALIFICATIONS AND DUTIES OF ASSTT. AND PEON

- a) The council or a committee authorized by it may select suitable candidates for the posts of Asstt. and Peon.
- b) The minimum qualification for Asstt. shall be graduation with knowledge of computers, while that of Peon shall be a pass in Senior Secondary school certificate examination.
- c) The duties of Asstt. And Peon shall be as assigned by the office bearers from time to time.
- d) The remuneration excluding conveyance allowance shall not exceed Rs 10,000 (Rupees ten thousand) only for Asstt. and Rs 6,000 (Rupees six thousand) only for Peon per month. Based on the annual performance review done by the President and Hon. Secretary and their recommendations, the Council may sanction an increment in the remuneration not exceeding Rs 750 (Rupees seven hundred fifty) only for Asstt. and Rs 500 (Rupees five hundred) only for Peon after completion of each year of service
