

**ATAL BIHARI VAJPAYEE INSTITUTE OF GOOD GOVERNANCE AND
POLICY ANALYSIS**

REGULATIONS

Chapter 1

PRELIMINARY

1. **Name:** - The Society shall be called the Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis. It shall be hereinafter being referred to as the **AIGPA**.
2. **Office of the Society:** - The registered office of the AIGPA shall be situated in the Municipal limits of the Bhopal Municipal Corporation. AIGPA will be functioning from its own campus, “Sushasan Bhawan, Bhadbada Square, T.T. Nagar, Bhopal-462003”.
3. **Area of Operation:** - The operational jurisdiction of the AIGPA shall extend to the whole of India. But it can take up consultancies and other such activities outside the country also.
4. **Definitions:** - In these regulations, unless the context otherwise requires-
 - (a) **"State"** means the existing State of Madhya Pradesh;
 - (b) **"State Government"** means the State Government of Madhya Pradesh;
 - (c) **"Act"** means The Madhya Pradesh Society Registrikaran Adhiniyam, 1973 (No. 44 of 1973);
 - (d) **"Rules"** means the Madhya Pradesh Society Registrikaran Niyam, 1998, made under the MP Society Registrikaran Adhiniyam 1973 (No. 44 of 1973);
 - (e) **"Registrar"** means Registrar of the Societies appointed under sub-section (1) of section-4 of the Act;
 - (f) **"Regulations"** mean the Regulations of the Society as registered under the provisions of the Act and the Rules;
 - (g) **"Financial Year"** means 12 months commencing from 1st April and ending on 31st March;
 - (h) **"Board"** means the **Body** constituted under regulation 7 of these regulations and entrusted with the management of the affairs of the AIGPA. It shall be hereinafter referred to as **"Governing Body"**. The meeting of this body after fulfilling the quorum shall be referred to as the Governing Body Meeting;
 - (i) **"Chairman"** means the Chairperson of the "Board";
 - (j) **"Executive Body"** means Executive Body constituted under regulation

26 of these regulations;

- (k) **"Members"** mean members of the Governing Body of the AIGPA;
- (l) **"Director General"** means the Director General of the AIGPA as provided under regulation 32 of these regulations;
- (m) **"Director"** means the Director of the AIGPA as provided under regulation 33 of these regulations;
- (n) Words and expressions used in these Regulations but not defined shall have the same meaning as assigned to them in the Act and the Rules.

Chapter 2

AIMS AND OBJECTIVE

5. The AIGPA is to act as a knowledge resource hub with the aim to i) facilitate a multi-disciplinary network of governance, ii) to recognise and promote research, good practices, and overall improvement in practices of governance globally, with focus on Madhya Pradesh with the help of professionals, organisations/associations in the relevant areas. To achieve this, the AIGPA shall have the following objectives: -
1. In the Global-Local context, to act as a 'Think Tank' in the field of good governance; to analyse the policies of government and to assess their impact on the target group.
 2. To analyse key issues in good governance, identify problems and to suggest solutions for them, develop action plans and support implementation of these plans.
 3. To create a bank of "Best practices", methodologies and e-governance programmes and their dissemination.
 4. To provide consultancy services towards improving the prevailing administrative system and required restructuring.
 5. To identify those areas for change and reform that will make the most positive impact in improving administrative performance and achievement.
 6. To provide institutional mechanisms to local, national and international institutions and stake-holders for people-centric administration.

7. To provide technical support and advisory services to local bodies, states, national and international institutions in the areas of programme structuring and implementation, action research, change management and administrative reform.
8. To conduct various courses related with Public Service Management.
9. Capacity Building of non Government Organisations.
10. Any other work assigned by the Governing Body and not covered in above objectives.

Chapter 3

MEMBERSHIP

6. **Structure of the AIGPA :** - The Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis shall consist of the following bodies, namely-
 1. Governing Body;
 2. Executive Body;
 3. Any other committee constituted by the Governing Body or the Executive Body.
7. **Governing Body:** - The Governing Body shall consist of following members, namely:-

Sl. No	Name	Office-bearers
1.	Hon'ble Chief Minister, Government of M.P.	Chairman
2.	Hon'ble Minister for Finance, Government of M.P.	Member
3.	Hon'ble Minister for Higher Education , Government of M.P.	Member
4.	Hon'ble Minister for Technical Education and Training, Government of M.P.	Member
5.	Hon'ble Minister for Tribal and Scheduled Caste Welfare, Government of M.P.	Member
6.	Hon'ble Minister for Public Service Management, Government of MP	Member
7.	Chief Secretary. Government of M.P.	Member
8.	Principal Secretary to the Government of M.P. in the General Administration Department	Member
9.	Principal Secretary to the Government of M.P. in the Finance Department	Member
10.	Principal Secretary to the Government of M.P. in the Public Service Management Department	Member
11.	Principal Secretary to the Government of M.P. in the Higher Education Department	Member

12.	Principal Secretary to the Government of M.P. in the Tribal and Scheduled Caste Welfare Department	Member
13.	Director General, R. C. V. P. Noronha Academy of Administration & Management. Bhopal	Member
14.	Director , IIM, Indore	Member
15.	Two Vice-Chancellors nominated by the State Government from the Universities established under State Assembly Act.	Member
16.	Director , IIFM, Bhopal	Member
17.	Four persons nominated by the State Government having wide knowledge and experience in the field of Education, Governance and Management.	Member
18.	Director General, Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis.	Member Secretary

8. Tenure of Membership: - Tenure of the nominated member/member of the Society shall be initially for a period of two years but may be extended subsequently, on a year to year basis, by the State Government. Ex-officio members shall continue to be members, as long as they hold the position in office.

9. Eligibility for Membership: - To be eligible for membership, individuals/organisations should agree to abide by these regulations and specific norms of membership as may be stipulated by the State Government from time to time. Organisations can nominate an individual to attend meetings of the AIGPA .

10. Termination/Cessation: -

1. Membership shall stand terminated in the event of death of the member, his becoming of unsound mind, or resignation from membership if accepted, or conviction in a criminal offence. The resignation shall be accepted by the State Government if it is duly recommended by the Governing Body.
2. Membership shall cease if in the opinion of the Board a Member is guilty of misconduct in relation to the affairs of the AIGPA .
3. Membership shall cease on removal or dismissal from the service of the State Government or the Central Government on charges of corruption/ misconduct.
4. Membership shall be terminated if a member accepts or holds any official position such as Director/Manager or as a salaried employee of an organisation which has any share or interest in any contract awarded by the AIGPA . (*Applicable only for nominated members*).

11. **Register of Members:** - The AIGPA shall maintain at its registered office, a register of its members and shall enter therein the particulars as per the provisions of the Act.

Chapter 4

FUNDS AND PROPERTY

12. **The Funds of the AIGPA shall consist of:** -
- (a) Grants and subsidies and project finance from Governments including the State Government, the Government of India and various national/international organisations.
 - (b) Donations and other voluntary contributions from members, non-members, individuals and organisations.
 - (c) Loans from financial and other institutions as may be contracted by the Society from time to time, subject to the approval of the State Government, and
 - (d) Funds raised through any other mode, as agreed upon by the Board and subject to approval of the State Government to meet the aims and objectives of the AIGPA .
13. **Powers to borrow and lend:** - Subject to the provisions of these regulations, the AIGPA may, from time to time, advance any sum standing at the credit of the Society and with previous sanction of the State Government, borrow money required from the public or from any financial institutions or any corporation controlled by the State Government or Central Government.
14. **State Government Guarantee:** - If the AIGPA so desire and requests, the State Government may guarantee, in such a manner and subject to such conditions as it may think fit, the payment of a loan raised by the AIGPA .
15. **Accounts and Audit:** - The Director General will oversee through a Finance Committee, to be constituted by the Executive Body or as per provisions of the General Financial and Administrative rules of the Institute, the following-
- (a) proper maintenance of books of accounts as prescribed by the Act and such other books as may be prescribed in the rules and the preparation of an annual statement of accounts.
 - (b) annual audit of the accounts by a person/organisation appointed by the Executive Body.
 - (c) placement of a copy of the accounts of the society as soon as they are audited, together with a copy of the report of the auditor before the Governing Body.

- (d) compliance with such directions as the Governing Body or Executive Body may think fit, after perusal of the report of the auditor.
 - (e) the audited accounts shall be sent to the Registrar, Firms and Societies under section-28 of the Act, and under section-27 of the Act along with details of the Governing Body meeting.
- 16. Property:** - All the movable and immovable property acquired from funds mentioned herein above shall be in the name of the AIGPA . Immoveable properties shall not be purchased, sold, mortgaged or transferred without regulation of the Governing Body to this effect, the prior permission of the State Government and permission of the Registrar under Section-21 of the Act.

Chapter 5

GOVERNING BODY

- 17.** The supreme authority of the AIGPA shall vest in its Governing Body.
- 18.** There shall be Governing Body meeting of the AIGPA once in every financial year at such date, time and place, as decided by the Chairman. A special meeting of the Governing Body may be called at any time on the request of at least **one tenth** of the total members of the body. **Every meeting shall be presided over by the Chairman** and in his absence a member nominated by the Chairman shall preside over the meeting.
- 19.** Normally, a notice of at least 15 days shall be given for a Governing Body Meeting. **However, the notice can be issued 5 days before the date of the meeting under special circumstances.**
- 20.** The quorum of the meeting shall be of **one third** of the total members of the body. If at any special or ordinary meeting of the Governing Body the quorum is not complete, the Chairman shall adjourn the meeting for some other time on the same day as he/she may deem fit. No quorum shall be required in the reconvened meeting with regard to the agenda of the adjourned meeting.
- 21.** On matters that are sufficiently important and urgent in his/her opinion and cannot wait for next meeting of the Governing Body, the Chairman may exercise his/her discretion as per clause-31 (iv) of the Chapter-7 of these regulations.
- 22.** All matters in a meeting shall be decided by a majority of the members present and in case of a tie of vote, the person presiding over the meeting shall have the right to a second or casting vote.
- 23.** The proceedings of the Governing Body (GB) meeting shall be submitted to the Registrar, Firms and Societies within the time-limit prescribed in the Act.

- 24. The following matters shall be dealt with by the Governing Body: -**
- (a) To consider and adopt the audited the annual financial statements of the AIGPA ,
 - (b) To consider and approve the Annual Report of the AIGPA ,
 - (c) To consider and approve the amendments in the Regulations as proposed by the Executive Body. At least two thirds (2/3rd) of the members present and voting shall have to approve the amendments.
 - (d) To dissolve the Society and dispose off the property in its ownership in accordance with chapter eight of the Act relating to the dissolution of the societies, provided that a resolution for the purpose shall be considered at a specially convened meeting, presided over by the Chairman, that at such a meeting at least half of the total strength of members are present and further that, of these, two thirds (2/3rd) vote in favour of such a resolution.

Chapter 6

EXECUTIVE BODY

25. The business of the AIGPA , as per its aims and objectives, shall be managed and carried out by the Executive Body. It shall undertake all such activities as are necessary for the purposes illustrated in these regulations.

26. The **Executive Body** shall comprise of the following members, namely:-

Sl. No.	Name	Office-bearers
1	2	3
1.	Director General, Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis	Chairperson
2.	Principal Secretary to the Government of M.P. in the General Administration Department	Member
3.	Principal Secretary to the Government of M.P. in the Finance Department	Member
4.	Principal Secretary to the Government of M.P. in the Public Service Management Department	Member
5.	Three members by rotation from the Governing Body- members mentioned at serial No. 15 to 17 of the Governing Body	Member
6.	Principal Secretary to the Government of M.P. in the Higher Education Department	Member

7.	Principal Secretary to the Government of M.P. in the Tribal and Scheduled Caste Welfare Department	Member
8.	Two non-government persons, to be nominated by the State Government.	Member
9.	Director, Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis	Member-Secretary

- 27. Term of Nominated Members on the Executive Body:** - The term of nominated members on the Body shall be two years from the date of their nomination. Ex-Officio Members shall continue to be members as long as they hold the position in office.
- 28.** A nominated member on the Body shall cease to be a member -
- if he dies, resigns, become insane or is convicted of a criminal offense.
 - if he does not attend three consecutive meetings of the Body without prior intimation in writing to the Member Secretary.
 - has been removed or dismissed from the service of the State or the Union Government on charges of corruption/misconduct.
 - holds any official position such as Director / Secretary / Manager or as a salaried employee of an organisation which has any share or interest in any contract awarded by the AIGPA .
 - any nominated member may resign through a signed letter addressed to the State Government, but he/she shall continue in office until his/her resignation is accepted by the State Government. Resignation from the Body shall take effect only from the date it is accepted by the State Government.
- 29.** The Executive Body will meet on a notice served to the members seven days before the appointed date. The Director General, AIGPA shall have power to take decision on matters which may be of urgent nature and to place them for confirmation at ensuing meeting of the Executive Body.
- 30.** The Executive Body shall exercise all financial and administrative powers to control and regulate the activities of the Society and shall also have powers and duties as under -
- To frame general guidelines for promotion of good governance in the State.
 - To raise funds and other resources for the activities of the AIGPA .
 - To make sure the implementation of rules and regulations.
 - To look after the AIGPA structure and its activities.
 - To approve the annual report and statement of accounts and place them before the Governing Body for approval.

- (f) The Executive Body will have powers to associate experts/ professionals/practitioners/institutions and members of the AIGPA to contribute to meet the objectives of the AIGPA in the following categories:
- (i) **Distinguished Fellows** who may have excelled in any of the areas relevant to the objectives of the AIGPA .
 - (ii) **Advisors, Fellows, Consultants etc.** on such terms and conditions, as may be decided by the Executive Body from time to time or as per provisions of General Administrative and Financial rules of the Institute.
 - (iii) National/International Institutions with similar or allied objectives as **members of a global network of institutions** in any functional area of the Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis to be developed by the AIGPA
 - (iv) **Members** as defined in these regulations.
- (g) To prepare the budget of the AIGPA for the ensuing financial year.
 - (h) To ensure the auditing of the accounts of the AIGPA .
 - (i) To delegate any of its powers and functions to its officials.
 - (j) To arrange to send to the Registrar, annual returns and audited statement of income and expenditure and balance sheet as required under the provisions of the Act.
 - (k) To recommend amendment to the Regulations for adoption by the Governing Body as per provisions of the Act.
 - (l) To draw up a framework for the welfare of the staff/officials of the AIGPA .
 - (m) To perform all such other functions as are necessary to conduct the activities of the AIGPA .

Chapter 7

OFFICE - BEARERS OF THE AIGPA

31. **Chairman: -**

- (1) The **Chief Minister** of the State shall be the Chairman of the AIGPA .
- (2) The Chairman by virtue of his office shall be the head of the AIGPA .
- (3) The Chairman shall preside over the meetings of the Governing Body.
- (4) The Chairman of the AIGPA shall exercise general control and supervision over the working of the AIGPA . She/he shall have power to

take decisions, which may urgently be required in the best interests of the AIGPA and to place them for confirmation at the ensuing meeting of the Governing Body.

32. Director General: -

- (1) The State Government shall appoint a Director General as per terms and conditions determined by the Government.
- (2) The Director General shall hold office for a term as decided by the State Government, The State Government can terminate the appointment of those appointed by invitation by giving a notice of **three months**. Similarly the incumbent can also resign by giving a notice of **three months**, which on request of the incumbent could be reduced by the Chairman.
- (3) The Director General shall be the Principal administrative officer of the AIGPA and shall be responsible for day-to-day working of the AIGPA .
- (4) The Director-General shall be the Member-secretary of the Governing Body.
- (5) All orders, notices and instructions issued on behalf of the AIGPA shall be issued under the signature of the Director-General or any officer authorised by the Director-General.
- (6) The Director-General shall maintain the proceedings of the meetings and other records.
- (7) The Administrative Officer shall be the person in whose name the AIGPA may sue or be sued.
- (8) The Director-General may receive any donations / gifts, acquire any land, building or other movable or immovable properties together with all rights pertaining thereto, through purchase exchange, lease or any other means, on behalf of the AIGPA .
- (9) The Director-General shall oversee management of the funds of the AIGPA , implementation of various programmes and activities, sanction and disbursement of all payments to the concerned as per approved plans and budget of the AIGPA .

33. Director: -

1. A Director shall be appointed who will be responsible for such work as may be entrusted to him by the Director-General. He shall work under the supervision of the Director-General.
2. The State Government may with the consent of the Executive Body depute a government officer not below the rank of a Secretary to Government to be posted as Director.

3. The Governing body may frame guidelines for appointment of the Director

4. The Director shall be the Member-Secretary of the Executive Body.

34. Chief Finance Officer: -

A Chief Finance Officer shall be appointed who will be responsible for management of the funds of the AIGPA . He shall work under the supervision of the Director-General. Only a person with knowledge of and substantial experience in corporate finance and double entry accounting system shall be eligible to hold the post of Chief Finance Officer. The Governing body may frame guidelines for appointment of the Chief Finance Officer.

35. Other officials and staff of the AIGPA: -

The AIGPA shall have such other officials/staff, other than the Director-General and Director, as may be approved by the "**Governing Body**" of the AIGPA .

36. Appointment of the officials and staff of the AIGPA: -

1. Other officials and staff shall be appointed on deputation from other related Government department/agencies or on contract basis. The deputation/ contract period shall be ordinarily of three years and may be extended or reduced with the approval of the Executive body. On the basis of performance, services of the officials and staff on deputation may be returned to their parent organisation at any time. As per the requirement of the AIGPA from time to time, staff, advisors/ professionals/specialists may also be appointed for a specific purpose and duration on contract basis, with the approval of the Executive Body.
2. All the officials and employees of the AIGPA shall work under the control of the Director-General or any other officer designated by the Director General.
3. In addition to staff sanctioned by the state government, Executive Body can make term appointment for a period not exceeding one year, as per terms and conditions approved by the Executive Body.

37. Service conditions of the officials and employees:-

- (a) The remuneration and service conditions of the employees shall be in accordance with the rules approved by the Governing Body/ State Government or as prescribed in the contract conditions approved by the **Governing Body**.
- (b) The service conditions of the officers of the All India Services/ autonomous institutions of the Government of India working on deputation shall be as per the All India Service Rules/ service rules of the lending institution. Similarly, the service conditions of the officers of

the State Government/ autonomous institutions of State Government working on deputation shall be as per their relevant service rules.

- (c) In the interests of the AIGPA , the Executive Body will have powers to sanction special pay/ allowances or other facilities to the officers/ employees on deputation/ contract, during the tenure of their deputation,

38. General disqualifications for officers and employees:-

Any person, who has any direct or indirect interest in any contract or employment of the AIGPA , either himself/ herself or through his/ her partner or agent shall neither be appointed nor be allowed to continue as an officer or employee of the AIGPA , as the case may be.

Chapter 8

GENERAL

- 39.** In case where a notice is to be served, posting the notice to the last known address of the members/ persons concerned under Postal Certificate shall be deemed sufficient for the purpose.

- 40.** No act of the Governing Body or the Executive Body shall be deemed invalid by reason of any defect in their constitution or by reason of any vacancy therein not having been filled in accordance with the Regulations.

41. Emergency powers of the Registrar: -

In case the AIGPA fails to call the Annual General Meeting within the stipulated time the Registrar, Firms and Societies, can call the meeting and decide the agenda.

42. Bank Accounts: -

Unless there are State Government directions to the contrary, all receipts and funds specified in the foregoing provision and forming part of the fund of the AIGPA shall be deposited in any scheduled Bank. All such accounts shall be operated by the Director-General or the officers as may be authorised by the Director General.

43. Supercession of the Governing Body of the AIGPA : -

- (a) In the event of supercession of the Governing Body (Board) as per the provisions of section-33 of the Act,

1. The Chairman and all the members shall vacate their offices from the date of publication of notification of supercession of the Governing Body.

2. All the powers and functions exercised or performed by the Governing Body and Chairman or on their behalf, under the Act/Rules /Bye-laws, shall be exercised by an authority or person decided by the Government, during the period of supercession.
 3. All funds and other property vested in the AIGPA shall, during the period of supercession vest in authority or person referred to in clause 2, and
 4. All liabilities, legally subsisting and enforceable against the AIGPA , shall be enforceable against the authority or person referred to in clause 2, to the extent of the funds and properties vested in it, him or her.
- (b) On the expiry of the period of supercession specified in the notification issued under sub-section (a), the State Government may-
1. Extend the period of supercession for such further period as it may consider necessary, or
 2. Reconstitute the Body.

44. Powers to make Rules: -

- (a) The AIGPA shall have powers to make rules and amend them as far as they are not inconsistent with the provision of the Act, with prior approval of the Governing Body.
- (b) In particular and without prejudice to the generality of the above powers, such regulations may provide for
 1. All matters expressly required or allowed by the Act/Rules/Bye-laws.
 2. Nomination of persons as the members of the Executive Body and Governing Body under provisions of these regulations.
 3. The creation of posts and delegations of powers and duties of the AIGPA to any official/officials or any committee/s of the AIGPA
 4. Definition of the duties and conduct of officers and staff of the AIGPA and of other persons employed by the AIGPA under this Act for carrying out of the purposes of this Act.
 5. The welfare and entertainment of the staff of the AIGPA and the contributions to be made in respect thereof.
 6. The management, use and regulation of dwellings and properties constructed,
 7. The efficient conduct of the affairs of the AIGPA .

45. Disputes: -

The Governing Body may authorise the Member Secretary of the Governing Body to settle any disputes arising out of the functioning of the AIGPA . In case the concerned parties are not satisfied with the settlement, they can appeal against the orders of the Member Secretary to the Registrar. The decision of the Registrar shall be final and binding on all the parties concerned. Legal disputes with the AIGPA shall be settled in the courts of Bhopal, having jurisdiction to deal with the case as per the Act.

46. Dissolution of the Body: -

On dissolution of the Body due to reasons assigned and procedure prescribed in section-34(1) of the Act, of the cancellation of the registration of the AIGPA under section-34(2) of the Act :-

1. All properties, funds and dues payable by the AIGPA to the Government shall vest in and be realisable by the State Government, or shall vest in any other organization, as directed by the Government.
2. All liabilities enforceable against the AIGPA shall be enforceable against the State Government to the extent of the properties, funds and dues vested in and realised by the State Government.