

MAHARASHTRA STATE SKILL DEVELOPMENT SOCIETY

Administrative & Financial Rules

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Chapter – 1

INTRODUCTION

- 1.1 These rules may be called the 'Administrative & Financial Rules', hereinafter referred as the 'AFR', of the "Maharashtra State Skill Development Society", hereinafter referred as the 'MSSDS/Society'.
- 1.2 This AFR shall come into effect from 27.09.2012 after approval by the Governing Council & General Body.
- 1.3 The day to day operations of the Society shall, hereafter, be governed by this AFR provided that the General Body shall decide on any other issue having financial and/or administrative implications not covered under this AFR.

Chapter –2

DEFINITIONS

Unless the context requires otherwise, the words and expressions used in these AFR but not defined, shall have the meanings assigned to them under Rules & Regulations of the Society.

- 2.1 **Administrative approval** means formal acceptance, by the competent authority, of the proposal for incurring expenditure on any work/activity.
- 2.2 **Age** means the upper age limit specified in the Recruitment Rules under these AFR.
- 2.3 **Annual Action Plan (AAP)** means the details of the activities/programmes to be undertaken by the Society during any financial year as approved by the Competent Authority.
- 2.4 **Bank** means a scheduled bank or its subsidiary institution, where the funds of the Society may be kept in current/savings account or medium to long-term deposit accounts.
- 2.5 **Budget** means the statement of estimated income and expenditure of the Society for any Financial Year as approved by the Competent Authority.
- 2.6 **Candidate** means an individual who is eligible for consideration for any position or responsibility as specified in the Recruitment Rules under these AFR.
- 2.7 **Capital Expenditure** means expenditure involved in the acquisition of assets of permanent nature including a portion of revenue expenditure which is specially treated so under orders of the competent authority.
- 2.8 **Capital Receipts** means receipts realised from the sale or disposal of assets, equipments or any specific portion of revenue receipts so treated.
- 2.9 **Chief Executive Officer (CEO)** means Commissioner, Employment, Self-Employment & Skill Development, Government of Maharashtra who shall, as head of the secretariat of the Society, be the controlling & supervising officer of the society with such powers as prescribed in the Rules & Regulations of the Society or any Rules or any delegation by the Governing Council.

- 2.10 **Competent Authority** means the authority with whom powers to accord administrative approval and/or sanction of expenditure vests under these AFR or under any Rules or has been delegated by the Governing Council.
- 2.11 **Daily Allowance** means an amount to which an individual is entitled, as per these AFR, to meet the daily expenses, including lodging and boarding charges, while on tour.
- 2.12 **Day** means a Calendar day.
- 2.13 **Detailed head** means a break-up below a Sub-head indicating the nature of expenditure on a scheme/activity in terms of inputs, such as, salaries, office expenses, etc.
- 2.14 **Emolument** means the amount to which an individual appointed/engaged, whether on deputation or on regular appointment or on contractual assignment or on adhoc basis with the Society, is entitled on a monthly basis or such basis as per the terms and conditions of his/her engagement contract agreement and shall include honorarium.
- 2.15 **Financial Sanction** means sanction accorded by the Competent Authority to the expenditure by a separate order or by signature or counter-signatures on bills or proposals.
- 2.16 **Financial Year** means the year commencing on 1st April of a calendar year and ending on 31st march of the following calendar year.
- 2.17 **Head of Account** means the sector of component programme provided in the budget with the object of classifying the income and expenditure of the Society.
- 2.18 **Imprest** means cash maintained for routine office expenses, travel and other personnel advances.
- 2.19 **Job Function** means set of responsibilities and duties as would be determined, as per requirement, from time to time by the CEO for any job position within the secretariat of the Society.
- 2.20 **Job Position** means specific name of the job function communicated in writing to an individual along with his/her terms and conditions of engagement/appointment or at any time thereafter as determined by the CEO.
- 2.21 **Member Secretary** means the Commissioner, Employment, Self-Employment & Skill Development, Government of Maharashtra who shall be ex-officio Member Secretary of the Society.
- 2.22 **Non-recurring expenditure** means expenditure on an item or a work incurred occasionally.
- 2.23 **Performance Appraisal** means process of evaluation and assessment of the performance of any individual, engaged to discharge any duty or provide any service pertaining to the Society, based on such parameters, manner and format as decided and communicated in writing by the CEO.
- 2.24 **Recurring Expenditure** means expenditure incurred on an item or a work at regular intervals.
- 2.25 **Revenue Expenditure** means expenditure other than Capital and debt expenditure on items of routine nature, such as, pay and allowances of staff, office expenses, expenditure on minor repairs etc.

- 2.26 **Revenue Receipts** means receipts other than capital and dept receipts, of routine nature, such as, rent receipts, interest on bank deposits, service charges, commissions, etc.
- 2.27 **Rules & Regulations** mean the Rules of the Society registered along with the Memorandum of Associations and modified from time to time in accordance with the procedure laid down in this regard.
- 2.28 **Secretariat** means the organisational structure of the Society comprising individuals responsible for discharging such roles and responsibilities as assigned by the CEO to achieve the aims and objectives of the Society.
- 2.29 **Secured advance** means an advance made on the security of materials brought at site of work or on furnishing of Bank Guarantee of a suitable amount determined by the Competent Authority.
- 2.30 **Society** means the Maharashtra State Skill Development Society with registration No. Maharashtra State Mumbai/2011/G/BB/SD/559 dated February 15, 2011 of Assistant Registrar of Societies, Greater Bombay region, Mumbai.
- 2.31 **State Government** means Government of Maharashtra.
- 2.32 **Sub-Head** means a head sub-ordinate to a Head of Account indicating a series of activities within a programme.
- 2.33 **Tour** means any journey, away from the head quarters of the Society, undertaken by individual in discharge of his/her duties related to his/her job function or any other duty assigned by the CEO.
- 2.34 **Travelling Allowance** means a compensatory allowance granted to an individual to cover the actual travelling expenses which he/she incurs while on tour.

Chapter -3

SECRETARIAT OF THE SOCIETY

3.1 Secretariat of the Society

- 3.1.1 The Society's Secretariat shall function under the overall control & supervision of the Commissioner, Employment, Self-Employment & Skill Development (ESE&SD) who shall be ex-officio Chief Executive Officer of the Society.
- 3.1.2 The initial structure of the Secretariat shall be as prescribed in Annex - I of these AFR and shall be subject to such alterations as would be decided by the Society.

Chapter –4

SERVICE MATTERS

4.1 Creation of Job Position and Appointment:

- 4.1.1 The creation of a job position for the secretariat shall be decided by the Society with the prior approval of the State Government.
- 4.1.2 All job positions shall be filled as per the Recruitment Rules of the Society as prescribed in these AFR.
- 4.1.3 The Recruitment Rules of the Society, including job function description, eligibility qualifications and selection procedure for the various job positions, shall be as prescribed in the Annex – II of these AFR.
- 4.1.4 The CEO shall be fully responsible for recruitment of suitable individuals for various job positions.
- 4.1.5 Notwithstanding anything contained in the recruitment rules of the Society, the Chief Executive Officer shall have the powers to appoint on pure contractual basis either on deputation or through campus placement or through paper advertisement suitable candidates for a short period not exceeding 11 months at a time or till the candidates are available through completion of the prescribed recruitment process, whichever is earlier, for ensuring smooth functioning of the Society.

4.2 Terms & Conditions of Appointment:

- 4.2.1 Every job position, except the Chief Executive Officer, shall be filled for a specific period on contractual or adhoc basis.
- 4.2.2 The terms and conditions of appointment/engagement of the individuals for various job positions shall be governed by the engagement contract agreement between the Society and the candidate provided that such terms and conditions shall not put any individual taken on deputation from the state government to pecuniary disadvantage in terms of emoluments and financial entitlements with regard to his/her position in his/her parent organisation.

4.3 Emoluments:

4.3.1 On Deputation from Government

- 4.3.1.1 The government staff working for the society on deputation shall be entitled to the same emoluments as the pay rules of their parent organisation may prescribe.

4.3.2 On Contract Hire

- 4.3.2.1 The individuals on contractual engagement with the Society shall be entitled to following consolidated compensation per month:-

Name of Post	Consolidated Compensation in Rs. Per Month
Mission Co-ordinator	75000/-
Skill Mission Officer	
1. for 5 Year Experience	75000/-
2. for 3 Year Experience	60000/-
3. for 2 Year Experience	50000/-
Finance Officer	75000/-
Office Registrar	35000/-
Assistant	20000/-
House Keeper	15000/-
Graduate Executive Trainees*	20000/-

*Fresh MBA/PMP/BTech graduates/final year students from reputed institutions on short term project specific assignment.

4.4 Rules of Emoluments & Allowances:

4.4.1.1 Subject to the relevant provisions of the AFR, the emoluments and allowances of all individuals engaged by the Society should be drawn in such form and in such manner as prescribed by the terms and conditions of the office order of such engagement provided that the Pay and allowances and arrears thereof, as sanctioned and revised by the State Government for its employees from time to time, shall be applicable to such employees who are on deputation to Society.

4.4.1.2 The monthly emoluments of previous month shall be paid on 1st working day of next month subject to submission of certificate of recommendation for release of emoluments based on attendance and leave record of the previous month.

4.4.1.3 If a claim of emoluments and allowances of an individual is drawn for part of a month or omitted from the monthly pay bill due to leave being not sanctioned or for any other reason, such claim as soon as it becomes due for payment, may be drawn in the next month's regular bill.

4.4.1.4 When an individual engaged by the Society dies, his pay and allowances up to the date of his death should be paid to his legal heirs without considering the time of this death or whether he attends office or not on the date of death.

4.4.1.5 The details of every individual and his emoluments shall be maintained in the Society in the Emolument Bill Register(s).

4.4.2 Arrear Claims:

4.4.2.1 The claims up to 12 months from the date it is due for payment may be paid after sanction is accorded by the Competent Authority.

4.4.2.2 The claims which have not been within 12 months for any reason shall be paid only with the special sanction of the Competent Authority on satisfactory explanation of

the reasons for such delay and on submission of a certificate that the claim was not preferred and paid previously.

4.4.2.3 The 12 months period mentioned above shall be reckoned as follows: -

- In case of travelling Allowance bills from the date of return to head quarters.
- In the case of leave salary, the date of order granting the leave.
- In other cases, from the date on which the claim becomes due.

4.4.3 **Refund:**

4.4.3.1 If any amount is credited to Society account on account of excess recovery of rent or any other charges etc., the refund of such amount to the person concerned shall be made with the prior sanction of the Competent Authority.

4.4.3.2 Before a remission or refund is allowed the original receipt and entries in cash book and other accounts should be traced and a note of refund should be taken against original entries, so as to avoid entertainment of double claim in future.

4.4.4 **Advance for official purpose:**

4.4.4.1 Advance for official purpose such as advance of travelling allowance on tour or advance for purchase of certain articles/ material from the market may be granted by the Competent Authority restricted to the prudent assessment of the probable expenditure likely to be incurred on the object.

4.4.4.2 The individual drawing an advances must furnish a detailed account of expenditure incurred duly supported by vouchers and/or by refunds as may be necessary within 30 days from the date of sanctioning the advance or a shorter duration as specified by the Competent Authority.

4.4.4.3 Normally no further advance should be granted unless and until the first advance is adjusted/recovered or account is submitted.

4.4.4.4 It is the personal responsibility of the individual to whom the advance is granted to follow the prescribed procedures in incurring expenditure and to keep the balance amount with him in safe custody.

4.4.4.5 The powers to sanction second advance when first advance is outstanding, in exceptional circumstances, are delegated to the CEO/Member Secretary.

4.4.4.6 The advances granted but not adjusted within maximum period of one month from the date of sanction are liable to be recovered from the monthly emoluments of the individual concerned.

4.4.4.7 The Finance and Accounts Officer shall keep a proper watch over adjustment of such advances by keeping a register of advances and a list of advances remaining outstanding for more than one month shall be submitted to the CEO/Member Secretary in the first week of each month.

4.4.5 Deposits:

4.4.5.1 Deposits received by the Society should be accounted for in prescribed form by allotting separate pages for each kind of deposit, if necessary.

4.4.5.2 Refund of deposit shall be made on the application itself after the sanction of authority that ordered the acceptance and on the receipt of the application from the person entitled to receive it.

4.4.5.3 The refund of deposit should as far as possible be supported by original receipt issued to the depositor and for deposit given in the Bank fixed deposit or any other certificate form, the discharges should be given on the receipt or certificate itself.

4.4.5.4 Before refund is allowed, original entry of receipt in the Deposit Register should be traced and note of refund against the entry should be made.

4.4.5.5 An abstract of Deposits pending as on 31st March each year should be drawn, indicating reference of entry in Deposit Register, date of receipt of deposit and amount.

4.4.6 Lapsed Deposits:

4.4.6.1 Deposits due but not claimed by the parties within three complete financial years should be treated to have been lapsed and will form part of Society fund.

4.4.6.2 Refund of lapsed deposits should not be made except with sanction of CEO/Member Secretary of Society.

4.4.6.3 The procedure, as in the case of deposits, should be followed for refund of lapsed deposits and the bill should be prominently marked on the top in red ink "Refund of lapsed deposit" to avoid misclassification in accounts.

4.4.7 Transfer of charge:

4.4.7.1 When an individual entrusted with handling of cash, store, stationary, valuable articles or any other property, is transferred or has to relinquish his charge due to transfer, completion of contract period, termination of contract or resignation or for any other reason, the full charge thereof should be given by him to his successor as per provisions of the AFR.

4.4.7.2 The cash book, imprest account and other accounts as the case may be, should be closed on the date of transfer and a note recorded in each of them over the signature of both the relieved and relieving individual, showing the cash balance, number of unused cheques, blank receipt books, balance of postage stamps made over and received in transfer by them respectively.

4.4.7.3 In case of stores and stationery, a list of articles handed over giving reference of page of the Stock Register where the articles in balance are recorded should be prepared and signed by both the relieved and relieving individual after examination and counting.

4.4.7.4 The relieving individual shall report to CEO about the completion of transfer of charges and bring to his notice any shortage or irregularity noticed during the taking over of charge.

4.4.7.5 In the absence, due to death or any other reason, of the relieved individual to hand over the charge, the individual who is asked to take over charge, should examine the accounts/ Registers concerned and take action as above in 4.4.7.1 to 4.4.7.4.

4.4.8 Leave Rules:

4.4.8.1 **For individuals on deputation** – An individual on deputation shall be entitled to Casual Leave/Earn Leave and any other leave as per their service condition in the parent organization

4.4.8.2 **For individuals on contract** – An individual on contract shall be entitled for **two and half** day of leave on completion of every 30 days period and such leave shall be accumulated for a calendar year and shall be carried forward for the contract period.

4.4.8.3 Notwithstanding anything contained anywhere, leave shall be a privilege granted by the Society and not as a matter of right.

4.4.9 Travel Rules:

4.4.9.1 These rules shall apply to each individual engaged by MSSDS either on deputation or on contract.

4.4.9.2 Any new rule or alteration of existing rules shall be ratified by the Governing Council.

4.4.9.3 Daily Allowance:

4.4.9.3.1 Individual required to go on tour shall be entitled to draw admissible daily allowance from the time of his departure from headquarters till the time of his arrival to his headquarter as follows.

4.4.9.3.2 If boarding and lodging arrangements are made by the office/ organization, only ¼ of admissible daily allowance will be permissible.

4.4.9.3.3 The time spent on journey will also count for daily allowance out of district: -

- Less than six hours- No daily allowance.
- Between Six and Twelve hours- Half daily allowance
- Above Twelve hours - Full daily allowance

4.4.9.3.4 For purpose of calculating actual duration of journey while on tour, the actual departure time of departure and arrival by airplane/train/bus will be considered, and not the scheduled time of departure/arrival.

4.4.9.3.5 For actual duration of halt at places outside the State for which special rates of daily allowance are admissible, the amount of daily allowance shall be worked out on the basis of rates of daily allowance applicable to those places.

4.4.9.3.6 An individual who performs journeys on tour by a conveyance provided by the Society will be entitled for only daily Allowance.

4.4.9.3.7 No tour expenses shall be allowed if the tour out side the jurisdiction is undertaken without prior written or verbal approval of Competent Authority provided that in case of verbal approval, a formal written approval will have to be sought after the journey.

4.4.9.3.8 The rates of daily allowance admissible on tours will be as specified in the table below:-

Job Position	Within State Ordinary rate (in Rs.) per day	Outside State Special rate (in Rs.) per day
1	2	4
For all positions filled on deputation	As per entitlement of State Government	
For all positions filled on contract		
Mission Co-ordinator	As per entitlement of Class I officer in the Senior Time Scale in the State Government	
Skill Mission Officer & Finance Officer	As per entitlement of Class I officer in Junior Time Scale in the State Government	
Office Registrar	As per entitlement of Class II officer in the State Government	
Assistant	As per entitlement of Assistant in the State Government	

4.4.9.4 **Lodging Charges:** Ceiling for lodging charges actually paid by an employee while on tour shall be reimbursed to the extent indicated below on production of actual receipts:

Job Position	Within State Ordinary rate (in Rs.) per day	Outside State Special rate (in Rs.) per day
1	2	4
For all positions filled on deputation	As per entitlement of State Government	
For all positions filled on contract		
Mission Co-ordinator	As per entitlement of Class I officer in the Senior Time Scale in the State Government	
Skill Mission Officer & Finance Officer	As per entitlement of Class I officer in Junior Time Scale in the State Government	
Office Registrar	As per entitlement of Class II officer in the State Government	
Assistant	As per entitlement of Assistant in the State Government	

Note:

- (1) The above rates indicate maximum limits up to which actual charges incurred shall be reimbursable on the basis of receipts. The claim for lodging charges must be supported by printed receipts, duly serial numbered and dated. The receipts should indicate the date of arrival and departure from the hotel/lodge.
- (2) CEO/Member Secretary is the competent authority to authorize/permit an individual to stay in a higher class of accommodation than his eligibility during official tour.

4.4.9.5 Conveyance:

4.4.9.5.1 An individual who while on tour outside the State incurs expenditure on hiring a conveyance for movement within the city of halt, may draw actual charges paid by him for the distance travelled subject to a maximum Rs.1000/- per day, in capital cities and Rs. 750/- per day for other cities.

4.4.9.5.2 An individual who while on travel in the State incurs expenditure on hiring a conveyance for movement within the city of halt, may charge local conveyance on actual basis in the city of journey.

4.4.9.5.3 An individual claiming charges vide para 4.4.9.5.1 and 4.4.9.5.2 above shall be required to furnish a declaration / receipt with detailed account of journeys undertaken and expenditure incurred by them.

4.4.9.5.4 This expenditure shall be allowed with concurrence of the Competent Authority.

4.4.9.6 Entitlement to Travel:

4.4.9.6.1 The eligibility to travel by the various modes while on tour will be as follows

Job Position	Within State Ordinary rate (in Rs.) per day	Outside State Special rate (in Rs.) per day
1	2	4
For all positions filled on deputation	As per entitlement of State Government	
For all positions filled on contract		
Mission Co-ordinator	As per entitlement of Class I officer in the Senior Time Scale in the State Government	
Skill Mission Officer & Finance Officer	As per entitlement of Class I officer in Junior Time Scale in the State Government	
Office Registrar	As per entitlement of Class II officer in the State Government	
Assistant	As per entitlement of Assistant in the State Government	

4.4.9.6.2 CEO/Member Secretary may authorize/permit, on case to case basis, to travel in a higher class than his eligibility during official tour.

4.4.9.6.3 The actual fare paid includes.

- (a) Service Charges collected by travel agency and deductions made by it on cancellation of travel arrangement, when the cancellation of journey is solely due to official reasons.

- (b) Any service charges / surcharge levied by the IRCTC (Ministry of Railways) when the booking is made on the internet.
- (c) Tatkal charges levied by the Indian Railways in case journey was planned and approved two days in advance.

4.4.9.7 The CEO/Member Secretary may authorize any individual to undertake journeys by special means of conveyance, the cost of which should not exceed travelling expenses, which would otherwise be admissible. Individuals claiming the actual cost of transport for such journeys will, however, furnish a certificate to the effect that the use of the special means of conveyance was necessary in the interest of official work and was authorized by the Competent Authority.

Chapter – 5

FINANCIAL MATTERS

- 5.1 **Budget & Annual Action Plan:** The Society will prepare and submit an annual budget for approval of the Governing Council and, thereafter, to the General Body for each financial year.
- 5.2 **Flow of Funds & Maintenance of Accounts:** The society shall be entitled to receive funds from the State Government, Government of India and any other public/private organisation in India or abroad for its administrative expenditure and for undertaking any activity to fulfil its objects.
- 5.3 **Financial And Accounting Policies:** The financial and accounting policies for the society with respect to funding as well as the payments related to the society will be as follows-
 - 5.3.1 **Method of accounting**
 - 5.3.1.1 Accounting shall be done on cash basis i.e. a transaction shall be accounted for at the time of receipt and payment only.
 - 5.3.1.2 No reimbursements can be claimed for accrued liabilities.
 - 5.3.1.3 The limit for cash payment is Rs. 15000 per transaction excluding statutory liabilities and impress provided that a higher limit may be fixed by the CEO/Member Secretary based on situation.
 - 5.3.1.4 The limit of cash balance shall be Rs. 25000 (Rs. Twenty Five Thousand Only).
 - 5.3.1.5 All payments shall be charged off to the relevant expense account head at the time of making the payment.

5.3.2 Treatment of society allocation

5.3.2.1 Society Allocation is defined as money given against approved budget.

5.3.2.2 No advances to suppliers/vendors for procurement of goods and services will be made under normal circumstances.

5.3.2.3 Security deposits will be treated as money spent, however at the end of the arrangement and on return of the amount; there will be 'contra entry' in the accounts. All such security deposits shall be maintained in a register.

5.3.4 Preservation of Records:

5.3.4.1 The following records should not be destroyed:

- Records connected with expenditure of Society work not completed although beyond the period of limit.
- Records pertaining to cases in which litigation is in progress.
- Records connected with claims to service and personal matters affecting persons in the service.
- Orders and sanctions of permanent character until revised.

5.3.4.2 The following record should be preserved for the period specified:

Sr. No.	Description of record	Period of Preservation in complete years	Remark
1	Pay bills and acquittance rolls	Permanent	
2	Cash Book	Permanent	
3	Service Book	5	After death /resigned whichever is earlier
4	Leave Accounts	5	After death /resigned whichever is earlier
5	TA Bills & acquittance rolls	5	
6	Account of service postage stamps	1	
7	Register of Dead stock articles	Permanent	
8	Annual Report on dead stock	1	Till the Audit of all Stakeholders
9	Stationery & forms Register	3	
10	Vouchers	Permanent	
11	Account of expenditure	3	
12	Charge Reports	3	
13	Casual Leave register & Papers	2	
14	Register of cheques drawn	5	
15	Challans / Receipts	3	
16	Increment Certificate	3	
17	Sanction to advances	3	
18	Government resolutions	Permanent	
19	Agreement with contractors	5	
20	Comparative Statement of Tenders	5	

Sr. No.	Description of record	Period of Preservation in complete years	Remark
21	Measurement books if any	5	After the date of completion of work
21	Register of contracts	5	
22	Register of Deposits / Advances	5	
23	Tender form	5	

5.3.4.3 The sanction of CEO/Member Secretary should be obtained for disposal of any of the records of the Society.

5.3.4.4 No account or other record which is subject to audit by the Accountant General or any other Authority should be destroyed unless the audit of the period for which record is maintained is completed and the audit objections are settled.

5.3.4.5 The above list of preservation of record is not exhaustive. Any other record not required for further use may be destroyed on the order of the CEO/Member Secretary.

5.3.5 Fixed assets:

5.3.5.1 Assets acquired under the society shall be valued at cost including all direct costs (i.e. purchase price, transportation expenses, installation charges, transit insurance and other expenses incurred for bringing the fixed asset in working condition) incurred prior to its first use.

5.3.5.2 No depreciation shall be charged on fixed assets in the society financial statements. Depreciation shall not be provided in view of the following:

- Depreciation is charged on the fixed assets with the object of providing funds for replacement of assets. The society is a cost-incurring society and there is no provision for replacement of assets in the society. No funds in respect of depreciation shall be released to MSSDS.
- The society is a no-profit no-loss principle society. Therefore, there is no revenue against which depreciation can be set off.

5.3.6 Funding of society activities:

5.3.6.1 The society activities shall be funded by State Government, Government of India and any other organisation. However, salary of the government staff on deputation will be borne by the State Government.

5.3.6.2 A Memorandum of Understanding (MoU) shall be entered into by the Society with the Industry/NGO/Institutions for execution of the projects of the society.

5.3.7 **Classification of expenditure to be charged under different disbursement categories:** Broad items of expenditure which shall be included under the different disbursement categories are given below:

5.3.7.1 Society activities/programmes/schemes approved by the Government/Governing Council/CEO/Member Secretary.

5.3.7.2 Goods, including equipment, material and vehicles.

5.3.2.4 Local expenditures which would inter-alia include all costs for purchases of goods, equipments, materials and vehicles, inclusive of all charges (e.g. transportation, duties & taxes) provided in the supplier's invoice.

5.3.7.3 Consultant's services:

5..7.3.1 All direct costs relating to training such as cost of trainers, travel expenses, cost of conducting trainings, workshops, printing of brochures, honorarium, etc. including the amount paid to external agencies engaged for imparting above services.

5..7.3.2 All charges for technical assistance and consultancy services including hiring of services of outside agencies including consultancy charges paid against contract with consultants and any direct expenditure reimbursed to the consultant.

5..7.3.3 The contract with outside agencies shall be mainly in the nature of service contracts. The payments shall mainly be linked to the output/ deliverables. Therefore, payments released to outside agencies shall generally be on account of payments and not in the nature of advances.

5.3.7.4 Study Tours and Exposure Visits: This will be a cost against creating awareness and building capacity of the staff and beneficiaries facilitated and organised by the society.

5.3.7.5 Incremental operating costs: This would include costs of operation and maintenance of additional buildings, equipments, vehicles and remuneration of additional human resource incurred for the purposes of carrying out society activities.

5.4 Accounting System including internal controls:

5.4.1 Accounting Centres: The accounting centres for the society shall be the office of the MSSDS.

5.4.1.1 The accounting centres are the office where the basic accounting in respect of expenditure on the society activities shall be carried out. These accounting centres shall be responsible for maintaining the relevant books of account and shall account for all the financial transactions entered into by each of them.

5.4.2 Chart of Account (CoA): The Society shall adopt a simple and operationally conducive accounting system to facilitate consolidation of its accounts which could be predictably mapped to State Government accounting system and to ensure that the data captured is in accordance with the cost tables prepared for the society so as to facilitate society monitoring and comparison of budgets with actual achievements.

5.4.2.1 Accounting head: The account heads representing the general ledger account heads for the society shall be designed to facilitate preparation of accounts which could be mapped to Government heads of accounts as per the budgetary allocation and, preferably, each account head shall be allotted a four digit account code as follows:

- a) The first digit of the account code shall represent the major head as per the general classification of accounts based on the nature of account heads e.g. Sources of funds, Utilisation of funds, etc.
- b) The second digit of the account code shall represent the minor head. The minor head is a further analysis of the major head, e.g. the major head for Utilisation of Funds shall be divided into the minor heads, like Expenses, Fixed Assets, Advances, etc.
- c) The third and fourth digit of the account code shall be called the sub-head, e.g. the minor head Expenses under a major head Utilisation of Funds shall comprise various account heads, each representing a different kind of expenditure within the minor head, like salaries, wages, etc.
- d) All four digits of the account code taken collectively shall represent the account code. The accounting of society related transactions should be done using these four-digit codes.

5.4.2.2 Activity Code: The activity codes shall represent the activities as per the cost tables of the society. The activity codes are proposed to be introduced so as to capture and retrieve the society expenses by:

- a) Component
- b) Sub - component
- c) Main activity
- d) Activity.

5.4.2.3 Disbursement Category: Disbursement categories shall represent the categories which the society authorities shall claim disbursement of funds. The disbursement categories applicable to this society shall be as follows:

- Society Activity
- Goods (including equipment), materials and vehicles
- Consultants services (including NGOs services), training, workshop
- Study Tours and Exposure Visits
- Incremental operating costs.

5.4.2.4 To facilitate the generation of disbursement category wise information from the computerized system, the disbursement categories shall be linked to the activities.

5.4.3 Accounting And Financial Procedures: This accounting of various accounting centres shall be done based on cash basis of accounting. Thus, the accounting transactions shall mainly comprise receipt and payments.

5.4.3.1 Accounting at MSSDS: The accounting procedures at the MSSDS are outlined under the following heads:

- Receipt accounting
- Payment accounting
- Accounting of bank transfers
- Bank reconciliation

- Accounting of fixed assets
- Correction of entries

5.4.3.1.1 Receipt Accounting:

- a) Based on the mode of receipts, the receipt transactions shall be classified as bank and cash receipts.
- b) On receipt of funds a bank/ cash receipt voucher shall be prepared.
- c) On authorization of the voucher by the competent authority, the voucher shall be updated in the receipt books.
- d) The posting of the voucher shall update the bank / cash receipt day book, bank/cash book/ cheque register and general ledger.
- e) In case of receipt of security deposits/earnest money deposits, the entry shall be made into the Register of security deposits/earnest money. The register of security deposits/ earnest money shall contain voucher wise details of the following:
 - Opening balance of deposit
 - Amount received during the period
 - Amount refunded during the period
 - Closing balance of deposit
 - Expected date of refund of deposit.
- f) The society office shall periodically review the register for security deposits/earnest money deposits to keep track of deposits nearing date of maturity and deposits overdue for payment.
- g) In case the security is in the form of bank guarantee then no accounting shall be done for the same. However record of such security shall be kept in the 'Register of Bank Guarantee'

5.4.3.1.2 Payment Accounting: The payments shall mainly be in respect of the following:

- Release of funds by MSSDS to individuals engaged for Society.
 - Payment under provisions of schemes/programmes/activities undertaken by Society under Government/Society Schemes and under MOU with external agencies.
 - Other payments (such as payment for goods and services, preparation/procurement of training material/ publications, payment to consultants, exposure visits, payment for operational expenses, refund of security deposit/ EMD, etc.).
- a) The accounting for payments shall be done as per the mode of payment i.e. bank payment or cash payment.
 - b) All bank payments shall be accounted for through Bank payment voucher and details of the payment shall be recorded in a Cheque register.
 - c) All payments made through cash shall be accounted for through Cash payment voucher.
 - d) In order to avoid preparation of cash payment voucher for petty expenses, an advance shall be given to Office Registrar of the office for the purposes of meeting the office expenses of a routine nature and small amounts (nature and amount to be specified by the competent authority of the society) who, at regular intervals, shall submit a statement of expenditure incurred, classifying the expenses according to the general ledger code classifications.

- e) After authorisation of expenses by the competent authority, a cash payment voucher shall be prepared to account for the expenses as per the statement of expenditure and the amount shall be reimbursed to the concerned individual.
- f) The posting of the voucher shall update bank/ cash payment day book, bank/ cash book and general ledger.
- g) The payment to NGO/Training Institute/Assessment Body or any agency shall be made as per the terms of the MOU entered into between MSSDS and NGO/Training Institute/Assessment Body or any agency for the society activities as per the agreed stage payments against substantial and measurable outputs.

5.4.3.1.3 Bank reconciliation:

5.4.3.1.3.1 The MSSDS office shall reconcile bank balance as per the bank statement and the bank book on a monthly basis and prepare a monthly Bank Reconciliation Statement by 7th of the succeeding month.

5.4.3.1.3.2 A list of unmatched transactions, grouped under the following heads, shall be generated:

- Cheque deposited but not credited
- Cheque issued but not presented
- Excess/ less amount debited / credited by bank
- Bank interest
- Bank charges

5.4.3.1.3.3 Appropriate correction entries, wherever necessary, shall be passed for the differences in the bank statement and bank book.

5.4.3.1.3.4 The bank reconciliation statement shall be regularly reviewed for cheques issued but not presented for payment for more than 3 months. These cheques shall be treated as stale cheques. The MSSDS office shall prepare a bank receipt voucher, crediting stale cheques account, to account for stale cheques. No activity shall be credited at the time of passing such entry.

5.4.3.1.3.5 The MSSDS office shall maintain a Stale Cheques Register for the purpose of control over the stale cheques in the books of account.

5.4.3.1.3.6 A fresh cheque shall be issued on demand from the party and necessary entry shall be made in the books of account and in the stale cheques register. On issue of the fresh cheque the society authorities shall debit the stale cheque account. The activity shall not be debited / credited on issue of fresh cheque.

5.4.3.1.3.7 If a cheque is reversed by the CEO/Member Secretary and no fresh cheque is issued against it for a period of three years from the date of issue of the original cheque, then the CEO/Member Secretary shall debit the stale cheques account and credit the other income account in the books of account.

5.4.3.1.4 Correction of entries:

5.4.3.1.4.1 Once an entry is authorised in the book, the editing of such entry shall not be permitted. The correction of such entries shall be done only through the journal

voucher. The corrections may be on account of errors in account code, activity code, location code, etc.

5.4.3.1.4.2 Journal voucher shall be passed with the appropriate narrations explaining in detail the reason for the correction made, giving reference to the earlier accounting entry.

5.4.3.1.4.3 At the time of preparation of voucher all the details of the transaction shall written on it.

5.4.3.1.4.4 On authorisation of the voucher by a competent authority the voucher shall be updated in the Books. The posting of the voucher shall update the journal book and general ledger.

Chapter – 6

GUIDELINES FOR PROCUREMENT OF GOODS & SERVICES

6.1 Introduction:

6.1.1 Procurement activity covers either the purchase of goods and contracting of either service alone or capital works which entails both goods and services.

6.1.2 Some of the procurement would occur outside conventional market places. In such instances, for example the procurement of services from NGOs and institutions whose objectives coincide with that of the Society, but which frequently operate under unusual conditions, innovative procurement methods may be required.

6.2 Procurement Types:

Major kinds and types of procurement envisaged are as under:

6.2.1 Human Capital Procurement – at state and district level for implementation support to the programme;

6.2.2 Capital items procurement for MSSDS office including office/training space, goods, equipment, accessories and vehicles etc.;

6.2.3 Services procurement for the day-to-day functioning of MSSDS office including maintenance, housekeeping, security, etc.;

6.2.4 Technical assistance for planning;

6.2.5 Procurement of professional inputs for capacity building.

6.2.6 Consultancies, reviews, evaluation, studies, surveys, workshops, seminars and impact assessment, etc.

- 6.2.7 Procurement of institutional/individual services on empanelment/hire basis for implementation of specific scheme, project, programme, innovative activity etc.
- 6.2.8 Procurement of infrastructure for implementation of specific scheme, project, programme, innovative activity etc.
- 6.2.9 Any other procurement to fulfil the objects of the Society.

6.3 Administrative & Financial Powers:

6.3.1 Except as provided under this AFR, all expenditure made out of the funds of the Society shall have the administrative approval of the Governing Council provided that a contingent expense of upto Rs. 10,000/- at a time may be approved by the CEO/Member Secretary.

6.3.2 Following authorities shall have the financial power to incur expenditure of any nature (works, procurement of goods, services, consultancy, agency for implementation of skill development schemes/projects etc.) upto monetary limits as given below:

- | | |
|---|-----------------------------------|
| (a) Upto Rs. 5 lakh | - CEO/Member Secretary |
| (b) Above Rs. 5 lakh and upto Rs. 25 lakh | - Works and Procurement Committee |
| (c) Above Rs. 25 lakh | - Governing Council |

6.3.3 The CEO/Member Secretary shall exercise all the powers given in Annex – III of this AFR subject to availability of budget provision in the relevant financial year any exception made to meet unavoidable expenditure shall be put up for post-facto approval in the next Governing Council meeting.

6.3.4 The delegated powers under Annex – III can be further sub-delegated by the CEO/Member Secretary to a lower authority.

6.3.5 The powers delegated to a lower authority can be exercised by the higher authority.

6.4 Work & Procurement Committee :

The Work & Procurement Committee shall comprise as follows:

- | | | |
|----|--|---------------|
| 1. | The Chief Executive Officer/Member Secretary | - Chairperson |
| 2. | Mission Co-ordinator | - Member |
| 3. | One Governing Council member from | |
| 4. | among the representative of industry | - Member |
| 5. | Finance Officer | - Member |
| 6. | Office Registrar | - Convener |

6.5 CONTRACTING ACTIVITY

6.5.1 CEO/Member Secretary or any other individual under delegation from the CEO/Member Secretary shall sign all contracts on behalf of MSSDS.

6.5.2 MSSDS may engage an independent Procurement and Contracting Consultant (PCC), as and when necessary for specific procurements, for following broad purpose:

- Overall support to society in all procurement and contract matters;
- Introduce time and cost-effective procurement processes;
- Draft and circulate tenders/ bid requests;
- Conduct/ facilitate the commercial evaluation of tenders/ bids;
- Provide timely advice on procurement and contracting issues, etc.
- Prepare TORs for the procurement of services at all levels in the society.
- Carry out supervisory functions on all procurement;
- Capacity building for procurement;
- Undertake/organise Procurement Audit at appropriate intervals.

6.6 Procurement Procedure:

The authorities mentioned in rule 6.3 above shall carry out works and procure goods and services according to the procedure mentioned below:

SN.	Type and amount of Expenditure	Procurement Procedure
1.	<p>Works (Civil/Electrical)</p> <p>(i) Upto Rs. 5 lakh</p> <p>(ii) Above Rs. 5 lakh</p> <p>Note: For works Society may hire consultants to assist in preparing estimates, tendering, supervision of work, clearance of bills and payments, etc.</p>	<p>Limited tender enquiry: More than three tenders/quotations shall be called from the suitable contractors</p> <p>Open tenders to be called by advertising in at least one national daily having wide circulation.</p>
2.	<p>Goods</p> <p>(i) Upto Rs. 50,000/- on each occasion</p> <p>(ii) Above Rs. 50,000/- and upto Rs. 2 lakhs on each occasion</p>	<p>Prudent shopping without inviting quotation or bids. A certificate of satisfaction about the quality of goods and reasonableness of their prices to be recorded by the CEO/Member Secretary.</p> <p>Prudent shopping by a Committee of 3 members chosen by the Works and Procurement Committee who will survey the market to ascertain reasonableness of rate, quality and specifications and identify the appropriate supplier. A certificate of satisfaction about the quality of goods and reasonableness of their</p>

	<p>(iii) Above Rs. 2 lakhs and upto Rs. 25 lakhs</p> <p>(iv) Above Rs. 25 lakhs</p> <p>Note: Rate contracted goods can be procured from suppliers. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of purchase should be in line with those specified in the rate contract.</p>	<p>prices to be recorded by the 3 member committee.</p> <p>Limited tender enquiry: More than three tenders/quotations shall be called from suitable manufacturers/suppliers.</p> <p>Open tenders to be called by advertising in at least one state daily having wide circulation.</p> <p>(For purchasing high value plant, machinery, etc. of a complex and technical nature, bids may be obtained in two parts, i.e., Technical bid and Financial bid)</p>
<p>3.</p>	<p>Engaging Consultants</p> <p>(i) Upto Rs. 25 lakhs</p> <p>(ii) Above Rs. 25 lakhs</p>	<p>By calling for bids from more than three potential consultants, identified on the basis of formal / informal inquiries.</p> <p>By seeking "Expression of Interest" from consultants by publishing in at least one state daily having wide circulation and then following a two bid – Technical and Financial bid, procedure.</p>
<p>4.</p>	<p>Outsourcing of Services</p> <p>(i) Upto Rs. 10 lakhs</p> <p>(ii) Above Rs. 10 lakhs</p>	<p>Limited tender enquiry – by inviting offers from at least three contractors/service providers.</p> <p>Open tenders to be called by advertising in at least one state daily having wide circulation and then following a two bid – Technical and Financial bid, procedure.</p>

5.	Hiring of Premises (i) Government approved rate in government/PSU/private premises (ii) Market rate	On formal/informal enquiries Open tenders to be called by advertising in at least one state daily having wide circulation in the city
6.	Institutional/individual services on empanelment basis for training, assessment, accreditation, inspection, implementation of specific scheme, project, programme, innovative activity etc. for government schemes as well as MSSDS initiative	On line empanelment, in various grades based on quantifiable expected outcome, of suitable agencies meeting the requisite criterion and qualifying through prescribed process of inspection published on the web portal of the MSSDS. Unit cost, if not already prescribed in approved schemes, shall be determined through transparent process of inviting offers from empanelled institutions/individuals in various grades on need basis.

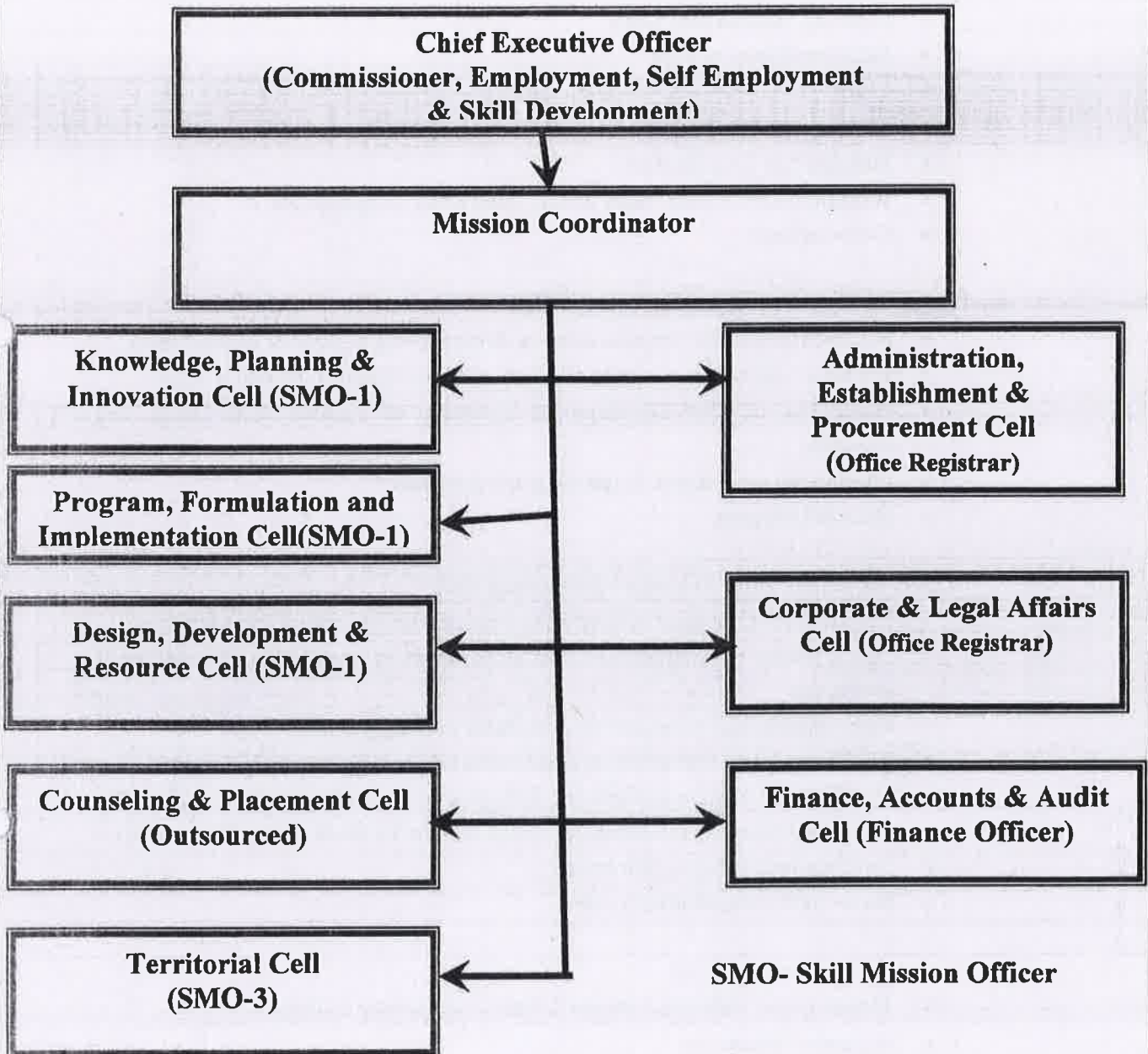
6.7 **SIGNING OF CHEQUES:** All cheques shall be signed jointly by the Finance Officer and the Member Secretary of the Society.

Sd/-
Shri Vijay Kumar Gautam, IAS
Member Secretary

Sd/-
Shri Sanjay Kumar, IAS
Chairman

Annex – I

I. Proposed Schematic Presentation of the Secretariat of the Maharashtra State Skill Development Society



II. Illustrative responsibility matrix of the Secretariat

1. Knowledge, Planning & Innovation Cell:

- Skill Gap Assessment Study
- Skill Development Plan
- LMIS
- Tie-ups, MoUs etc.
- Stakeholders Coordination
- Workshops, Seminars, Study Tours, Awareness campaign etc.
- E-Governance

2. Program Formulation & Implementation Cell

- Scheme formulation, implementation & monitoring at State & District level
- Implementation & monitoring of Govt. of India Schemes including MES
- Facilitation of Skill Development Initiatives of Various State Depts. and Agencies
- Pre-training assessment, counseling and guidance
- Outreach program

3. Design, Development & Resource Management Cell

- Design & Development of need based courses across sectors and territories
- Development of competency standards, learning material and assessment standards
- Empanelment and management of suitable training providers
- Establishment of accreditation, assessment and certification mechanism
- Development of adequate training infrastructure including optimum utilization of existing physical and human resource both in the Govt. and private sectors
- Development of requisite trainers
- Sector Skill Consultative Groups

4. Counseling & Placement Cell

- Convergence with Employment & Self-Employment Initiatives
- Placement Initiatives

5. Territorial Cell

- Divisional Skill Development Executive Committee
- District Skill Development Executive Committee
- Annual District Action Plans
- Coordination with other cells of the Society

6. Administration, Establishment & Procurement Cell

- Office Administration
- RTI
- Establishment
- Grievance Redressal
- Asset Management
- Procurement
- LAQ

7. Corporate & Legal Affairs Cell

- Society Management
- Court Matters

8. Finance, Accounts & Audit Cell

- Budget Planning & Expenditure
- Books of Accounts
- Audit
- Financial Management

Annex-II Rules of Recruitment

1. Positions

1.1. Mission Coordinator

Name of the Post	Mission Coordinator
Required Qualification	<p>Essential:</p> <ol style="list-style-type: none">Postgraduate in Science/Commerce/Arts or Graduate in Engineering/Technology or equivalent from a reputed institution.A minimum 10 years' experience at middle management level in Government or private sectorHaving proven experience of planning & executing mission mode projects on a wide scale, strategy formulation, creation & implementation of the action plans, managing a large team of consultants, managers & officers.Knowledge of various Govt. policies & schemes with respect to skill development in Maharashtra, in addition to the knowledge of scheme formulation, management, finance, accounts, budgeting & financial control, team management & administration with or within the Government sector or autonomous bodies.Ability to successfully liaise with several departments / institutes / bodies, industry partners & associations & should possess strong network & connections within Government & Non-government sector.Age < 50 years on the last date of receiving application. <p>Desirable:</p> <ol style="list-style-type: none">Postgraduate Qualification in management/engineering or equivalentProven work experience spanning across the 11 high demand skill sectors, as identified by the Govt. of MaharashtraProven experience in driving a State wide Government Mission Mode Project successfullyProfound knowledge of the various Govt. policies, Government funding practices & schemes with respect to skill development in Maharashtra.Knowledge of Government rules, policies, regulations and practices regarding financial matters.
Salary / month	Rs. 75,000/- (Consolidated)
Roles & Responsibility	<p>Under the supervision and control of the Chief Executive Officer:</p> <ul style="list-style-type: none">Provide strategic vision & pathway aligned with the guidelines provided by the societyDevelop and maintain a detailed mission schedule which includes administrative tasks and all KRAs involved within the missionResponsible for coordinating various mission activities, liaising with various stakeholders to drive the skill development initiative forward

	<ul style="list-style-type: none">• Responsible for task allocation, handling & coordinating assignments• Ensure effective implementation of the skill development initiative program• Continued tracking of the progress of the implemented programs, issue handling & providing guidance to the stakeholders as & when needed• Build & maintain strong public private partnership to strengthen the skill development initiative• Oversee the functioning of the Maharashtra State Skill Development Initiative website & its optimal utilization as the common knowledge exchange platform amongst various stakeholders of the skill development initiative• Supervise & monitor the State wide and District wide skill gap analysis & manpower survey on continuum basis• Involve in exploration of novel methods & techniques for collaborating of various departmental / ministry schemes with skill development programs• Oversee & monitor tracking of the beneficiaries of the skill development programs• Presenting periodic reports on skill gap & manpower analysis & on the implementation of the various programs to the Society• To drive the skill development initiative of Maharashtra in a mission mode & result oriented manner• Any other work assigned from time to time, by the Chief Executive Officer
Selection Procedure	<p>Selection of the Mission Coordinate can be executed by the following methods:</p> <p>A. Deputation</p> <p>Selection of the Mission Coordinator by deputation will be based on the suitable candidate from Indian Administrative Services (I.A.S) / State Services - Group I Senior (equivalent to Additional Collector). The remaining rules for selection of Mission Coordinator by Deputation will be as per the Section 5 of this document.</p> <p>B. Direct Recruitment</p> <ul style="list-style-type: none">• By a Selection Committee constituted by the Governing Council as follows:<ol style="list-style-type: none">1. Chairman of Governing Council - Chairperson2. Chief Executive Officer - Member;3. Two Governing Council's Member - nominated by Member Secretary in consultation with Chairman; <p>*In addition, industry expert / experts can be nominated as deemed appropriate by the Member Secretary.</p> <ul style="list-style-type: none">• Selection Committee to prepare a merit list of the candidates attending the interviews based on the following marking pattern:

Criterion	Maximum Marks
1. Qualifications	10
2. Experience	10
3. Special Achievements/Awards	10
4. Personal Interview	70
Total	100

(Breakdown of marks under each criterion to be decided by the Selection Committee)

- Selection Committee to recommend the merit list in each case to Governing Council, for approval;
- Merit lists approved to be valid for six months from the date of Governing Council meeting;
- Member Secretary to issue appointment letters to the best candidate in each, only if the score >75%
- The candidates appointed shall take up the posts within a maximum period of Thirty days from the dates of receipt of the appointment letter;
- In the case of failure to join in the stipulated time, the offer of appointment to be withdrawn and the next candidate in the merit list to be offered.

1.2. Skill Mission Officer

Name of the Post	Skill Mission Officer
Required Qualification	<p>Essential:</p> <ul style="list-style-type: none"> i. Graduate from any stream (or equivalent) with MBA (or equivalent) from a reputed Institution. ii. A minimum 2 - 5 years of experience in project management or skill development planning and implementation in any sector. iii. Having proven experience of planning & executing mission mode projects on strategy formulation, creation & implementation of the action plans. Team management & multi-tasking abilities are essential. iv. Ability to successfully liaise with several departments / institutes / bodies, industry partners & associations & should possess strong network & connections within Government & Non-government sector. v. Age ≤ 45 years on the last date of receiving application. <p>Desirable:</p> <ul style="list-style-type: none"> i. Sector Specific work experience, as identified by the Govt. of Maharashtra ii. Experience in driving a Mission Mode Project successfully iii. Knowledge of the various Govt. policies, Government funding practices & schemes with respect to skill development in Maharashtra is preferable

<p>Salary / month</p>	<p>Salary range:</p> <ol style="list-style-type: none"> 1. Rs. 75,000/- (For 5 years' experience) (Consolidated) 2. Rs. 60,000/- (For 3 years' experience) (Consolidated) 3. Rs. 50,000/- (For 2 years' experience) (Consolidated)
<p>Roles & Responsibility</p>	<ul style="list-style-type: none"> • Formulate a strategic plan & pathway aligned with the guidelines provided by the society under the supervision and control of Mission Coordinator • Develops and drives a detailed mission schedule which includes administrative tasks and all KRAs involved within the mission • Responsible for coordinating various mission activities, liaising with various stakeholders to drive the skill development initiative forward • Responsible for task allocation, handling & coordinating assignments • Ensure effective implementation of the skill development initiative programs within the allocated region • Continued tracking of the progress of the implemented programs, issue handling & providing guidance to the stakeholders as & when needed • Build & maintain strong public private partnership to strengthen the skill development initiative • Updating skill development related information & other details on the Maharashtra State Skill Development Initiative website & its optimal utilization as the common knowledge exchange platform amongst various stakeholders of the skill development initiative • Involve in exploration of novel methods & techniques for collaborating of various departmental / ministry schemes with skill development programs for the allocated region / sector / sectors • Oversee & monitor tracking of the beneficiaries of the skill development programs • Presenting periodic reports on skill gap & manpower analysis & on the implementation of the various programs to MSSDS • To drive the skill development initiative in the allocated region / sector / sectors in a mission mode & result oriented manner • Any other work assigned from time to time, by higher authorities
<p>Selection Procedure</p>	<p>A. Direct Recruitment</p> <p>Selection procedure of candidates through direct recruitment will be similar to the selection procedure of the Mission Coordinator with variance in the composition of the Selection Committee, which is as follows:</p> <ol style="list-style-type: none"> 1. Chief Executive Officer - Chairperson, 2. Mission Coordinator - Member 3. Finance Officer - Member 4. Industry Member - Member 5. Registrar - Convener <p>*In addition, industry expert / experts can be nominated as deemed appropriate by the Chief Executive Officer</p>

1.3. Finance Officer

Name of the Post	Finance Officer
Required Qualification	<p>Essential:</p> <ol style="list-style-type: none"> i. Graduation in Finance / Account stream (or equivalent) from a reputed Institution. ii. A minimum 8 years' experience in accounting/auditing/costing. iii. Proven experience of finance, accounts, budgeting & financial control, team management & administration with or within the Government sector or autonomous bodies. iv. Age ≤ 50 years on the last date of receiving application. <p>Desirable:</p> <ol style="list-style-type: none"> i. Qualification in MBA (Finance), Chartered Accountancy or equivalent. ii. Experience in working with accounting / financial software and on financial modeling. iii. Knowledge of Government rules, regulations and practices regarding financial matters.
Salary / month	Rs. 75,000/- (Consolidated)
Roles & Responsibility	<ul style="list-style-type: none"> • Overall responsible for financial management including budgeting, funds management, compliance with reporting requirement and audit of MSSDS. • Act as a treasurer of the Society & responsible for overall finance and accounts procedure of the Society • Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures • Liaise effectively with State Govt. departments & personnel on financial matters • Advise the Governing Council on all financial matters especially on financial policy and strategic issues • Keep the Member Secretary informed about financial position and financial performance of the project • Preparation and approval of budget and financial projections/ forecasts • Ensure optimal development of financial and accounting policies, finance management system, procedures for the project and its adherence to these policies and procedures. • Ensure smooth flow of funds to all levels of the project organization, payment to various parties, and ensure adherence to service standards & ensure effective cash management including short-term forecasting. • Any other finance / account related responsibility assigned by Member Secretary of MSSDS.
Selection Procedure	The selection procedure of the Finance Officer is same as that of the Skill Mission Officer.

1.4. Office Registrar

Name of the Post	Office Registrar
Required Qualification	<p>Essential:</p> <ol style="list-style-type: none"> A Graduate in any discipline of engineering/technology/management from a reputed institution or PG Degree in Science/Arts. A minimum of 5 years of administrative experience of working in a multitasking group with a minimum of 3 years being spent in a responsible position. Age ≤ 50 years on the last date of receiving application. <p>Desirable:</p> <ol style="list-style-type: none"> Post Graduate Management Degree from a reputed institution; Familiarity with administrative practices, financial matters, human resource management, statutory functions and academic activities at autonomous organizations.
Salary / month	Rs. 35,000/- (Consolidated)
Roles & Responsibility	<ol style="list-style-type: none"> The office registrar will function as the administrative officer & will bear the overall administrative & management duties of the Society. Ensure that the activities of the Society are in accordance with the Act, Statutes, ordinance rules and regulations. Act as HR personnel & handle people management & related issues. Act as custodian of the records, the common seal and such other property of the Society. Maintain the minutes of all meetings of the Governing Council & General Body, and of the boards and committees appointed by the authorities of the Society. The Registrar shall exercise such other powers and perform such other duties as are prescribed, or are required from time to time by the designated authority. Any other work assigned from time to time, by higher authorities.
Selection Procedure	The selection procedure of the Registrar is same as that of Skill Mission Officer.

1.5. Assistant

Name of the Post	Assistant
Required Qualification	<p>Essential:</p> <ol style="list-style-type: none"> Graduate with at least Second Class (or equivalent) in any discipline of Arts/Commerce/Science from a reputed Institution. Working experience of a minimum of 1 year. English Typing having 40 words per minute and Marathi typing 30 words per minute. Awareness of Computer Handling is compulsory. Age < 40 years on the last date of receiving application.

	<p>Desirable:</p> <ol style="list-style-type: none"> i. PG Degree in Science/Arts, preceded by a consistently good academic record; ii. Familiarity with administrative practices, financial matters, human resource management, statutory functions and academic activities at society.
Salary / month	Rs. 20,000/- (Consolidated)
Roles & Responsibility	<ul style="list-style-type: none"> • Responsible for overall filling of the documents, record maintenance, data management & other related activities. • To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc. • To supply other relevant facts and figures and also papers pertaining to previous decisions of policy. • To prepare routine letters/replies for approval where noting is not required issue reminders. • To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers. • Preparation monthly arrears report and submission. • Officers and/or Section Officers for perusal and guidance/instructions. • To submit dak to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc. • To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent. • To send relevant extracts or any part of a receipt, through Section Officers/Assistant Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action. • Any other work assigned from time to time, by higher officials.
Selection Procedure	<p>The procedure for selection will be as follows:</p> <ul style="list-style-type: none"> • Candidates to be called for the interviews with a notice of at least 15 days; • The Selection Committee shall be the same as that of the Skill Mission Officer. • Selection committee to make the recommendations to the Member Secretary with a panel of names in order of merit.

2. Recruitment Norms

- 2.1. All the appointments shall be either on contract basis or will be on short term deputation basis.
- 2.2. The minimum educational qualification for all the posts shall be as prescribed in preceding sections. Educational qualifications of recognized University/Board will only be accepted.

- 2.3. The experience specified for all the posts shall be the experience acquired after obtaining the minimum educational qualifications required for the post. .
- 2.4. The exact nature of experience in specific field of discipline shall be indicated in the advertisement for the relevant post.
- 2.5. Qualifications in respect of experience are relaxable at the discretion of the Chief Executive Officer in consultation with the Chairman in the case of the candidates otherwise well qualified.
- 2.6. Recruitment shall be made by direct recruitment, deputation or by appointment of consultants as the case may be.
- 2.7. Whenever the posts are to be filled up by direct recruitment, the posts shall be advertised in the newspapers or by such appropriate methods as the Chief Executive Officer deems fit. However, campus placement for Graduate Executive Trainees can be held by publishing a notice on the notice board of such institution for the interview by the Selection Committee constituted by the Chief Executive Officer.

3. Age Limit & Experience for Direct Recruitment

- 3.1. The upper age limit for direct recruitment in each category of post shall be as specified in these rules provided that there would be no upper age limit in respect of officers/staff members already working on regular basis in the Government or Government Undertaking Organizations. The upper age shall be relaxable in accordance with the orders issued by the Society from time to time. The crucial date for determining the age limit shall be the closing date for receipt of application from candidates.
- 3.2. In case of the direct recruitment, age limit, qualification and other requirements for any post may be relaxed by the Governing Council in respect of the candidates otherwise qualified.

4. Direct Recruitment

- 4.1. The candidates possessing the educational qualifications and experience as specified in Section 1 are eligible for direct recruitment and shall be selected by the Selection Committee as prescribed in these rules.
- 4.2. The selected candidates, from the date of assuming the duties will be hired on contract basis. The initial contract period will be for a year & further continuance will be based on the performance assessment.

- 4.3. An Assessment committee may be appointed by the Chief Executive Officer to conduct periodic assessment of performance of the candidates. In case candidate's performance is not found to be satisfactory, his/her contract service will stand terminated at the end of the initial contract appointment.
- 4.4. In case a departmental candidate is selected for appointment for the post through this method, the same shall be deemed to have been filled by Direct Recruitment.
- 4.5. Direct recruits may be given, in deserving cases, to be so recorded by the Member Secretary, higher initial start than the minimum of the pay to which they are appointed. Recommendations, if any, by the Chief Executive Officer for grant of more pay will be examined by the Governing Council of the Society, which is the competent body to decide the same.

5. Method of Recruitment on Deputation

- 5.1. Subject to the candidate having minimum qualification and experience as specified in these rules, candidates from other Central Government/State Government, Ministries/Departments, Semi-Govt. organizations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, can be taken on deputation, if found suitable by the Selection Committee.
- 5.2. The period of such deputation shall be subject to a minimum of three years, which can be extended up to a maximum period of five years only after the written consent of the incumbent and lending organization.

ANNEX – III

DELEGATION OF POWERS

S. No.	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation
1	Contractual appointment against sanctioned post.	CEO/Member Secretary	Full Powers
2	Fixation and revision of qualifications and emoluments	CEO/Member Secretary	Full Powers
3	To sanction annual and advance increment and withhold annual increment	CEO/Member Secretary	Full Powers
4	To fix salary, wages, and draw advances and other allowances	CEO/Member Secretary	Full Powers
5	Recoveries from emoluments	CEO/Member Secretary	Full Powers
6	To approve tour programme and to accord approval and sanction for Tour advances	CEO/Member Secretary	Full Powers
7	To sanction claims with regard to travel.	CEO/Member Secretary	Full Powers
8	To sanction leave	CEO/Member Secretary	Full Powers
9	To take disciplinary action including termination of contract and cash penalties	CEO/Member Secretary	Full Powers
10	To accord administrative approval and financial sanction for procurement of goods.	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
11	To accord administrative approval and financial sanction for procurement of services	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
12	To accord administrative approval and financial sanction for printing / purchasing books, journals and news letters	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
13	To accord administrative approval and financial sanction for petty construction in nature of repairs, and maintenance/ repairs of goods, equipment, furniture and supplies	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
14	To accord administrative approval and financial sanction for purchase of consumable stores and fuel, oil and lubricants and repairs/maintenance of vehicle.	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
15	To accord administrative approval and financial sanction for field visits and attending trainings / seminars / workshops within the state and outside state	CEO/Member Secretary	Full Powers
16	To accord administrative approval and financial sanction for attending trainings/ seminars/ workshops and study/exposure tours abroad	CEO/Member Secretary	Full Powers
17	Cheque Signing Authority for MSSDS	CEO/Member Secretary & Finance officer	Full Powers (Jointly)

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S. No.	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation
18	To accord administrative approval and financial sanction for hosting lunch/dinner or invite VIPs, experts and delegates attending meetings.	CEO/Member Secretary	Full Powers
19	To Approve Receipt -Expenditure Plan	CEO/Member Secretary	Full Powers
20	To Revise / Amend Receipt -Expenditure Plan	CEO/Member Secretary	Full Powers
21	To Approve territorial Action Plans	CEO/Member Secretary	Full Powers
22	Approval of Unanticipated activities undertaken by the MSSDS.	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
23	Authority as administrative head of MSSDS office	CEO/Member Secretary	Full Powers
24	To sanction renting of ordinary office accommodation.	CEO/Member Secretary	Full Powers
25	To sanction reimbursement of cancellation charges for rail / air tickets.	CEO/Member Secretary	Full Powers
26	To permit travel by air in exceptional cases.	CEO/Member Secretary	Full Powers
27	Power to grant permission for presentation of TA or other bill after 12 months from the date on which it became due.	CEO/Member Secretary	Full Powers
28	Write off of Unserviceable articles of dead stock.	CEO/Member Secretary	Full Powers
29	Write off of petty losses or irrecoverable value of stores due to theft where the police recommend classification as undetected.	CEO/Member Secretary	Full Powers
30	To sanction Telephone bill, Light Bill, Water Bill, other miscellaneous administrative expenses incurred for MSSDS office	CEO/Member Secretary	Full Powers
31	Sanction recurring contingent expenditure.	CEO/Member Secretary	Full Powers
32	Sanction non-recurring contingent expenditure (not specified elsewhere)	CEO/Member Secretary	Full Powers
33	Sanction of Capital Expenditure including furniture fixture, Office Equipments, Electrical Equipments like tubes, etc, Severs, Computers, Laptops and Peripherals, Software, LCD Projector, Active & Passive Networking components, Refrigerator, Tea/Coffee making machine etc	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
34	Sanction expenditure on organization of trainings, workshops, seminars, exhibitions etc.	CEO/Member Secretary	Full Powers
35	Sanction expenditure on hiring vehicles on rental basis for the MSSDS.	CEO/Member Secretary	Full Powers
36	(i) Sanction expenditure on taxi fares for official use when the need for hiring of taxi arises. (ii) For the use of distinguished visitors for	CEO/Member Secretary	Full Powers

S. No.	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation
	want of a staff car.		
37	(i) Sanction installation of requisite telephone connections with internet facilities for MSSDS office. (ii) Sanction intercom and EPABX in office. (iii) Sanction purchase of telephone instruments (including cordless phones, mobile phones) (iv) Sanction re-connection charges for disconnected telephones. (v) Sanction the capital & recurring expenditure on Internet Services	CEO/Member Secretary	As prescribed in Chapter 6 of AFR (For each item of expenditure)
38	(a) To sanction expenditure on purchases of hot weather equipment. (i) Fans (ii) Air Conditioner (iii) Purchase of Water/ Air Cooler	CEO/Member Secretary	As prescribed in Chapter 6 of AFR (For each item of expenditure)
39	Procure Furniture for MSSDS Office.	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
40	Sanction TA Bill & Tour Programme of Governing Council Member, other persons nominated by CEO/Member Secretary, Officers and Staff of MSSDS including own bill travelling in the state & out of state.	CEO/Member Secretary	Full Powers
41	Commissioning studies, surveys, action research, impact assessment, documentation & publication, film making etc.	CEO/Member Secretary	As prescribed in Chapter 6 of AFR
42	Planning, initiating innovative schemes pertaining to skill development, placements, self-employment, counselling and guidance etc. on pilot basis	CEO/Member Secretary	As prescribed in Chapter 6 of AFR (For each pilot)
43	Signing of Contract Agreements, MoUs etc. on behalf of MSSDS	CEO/Member Secretary	Full Powers

Sd/-
Shri Vijay Kumar Gautam, IAS
Member Secretary

Sd/-
Shri Sanjay Kumar, IAS
Chairman

