



SATYAJIT RAY FILM & TELEVISION INSTITUTE
(An academic Institution under the Min. of I&B, Govt. of India)

FINANCIAL BYE-LAWS

Under rule 36(1) of the Regulations of the Satyajit Ray Film & Television Institute, the Governing Council hereby makes and adopts by the following Bye-laws:

CHAPTER I – PRELIMINARY

Short Title and commencement

- (a) These Bye-laws shall be called the Satyajit Ray Film & Television Institute (FINANCIAL) Bye-laws.
- (b) These shall be deemed to have come into force on the **07.09.96.**

CHAPTER II – PREPERATION OF BUDGET ESTIMATES

General Procedure

- 2. Not later than 1st September of each year, the Director shall have prepared detailed budget estimates of receipts and expenditure for the ensuing financial year. The Director shall submit the Budget Estimates in the first instance to the Finance Committee in the first week of September and then to the Governing Council together with the recommendations of the Finance Committee in the 2nd Week of September in each year. The budget as approved by the Governing Council shall be submitted to the Govt. of India in the 1st Week of October for sanction of Govt. grants. Any modification suggested by the Govt. of India shall be taken into account and the budget as approved in principle, by the govt. of India shall be placed before the society with the clear indication that the sanction of grants for the budget,

will be subject to the vote of Parliament for the demands for grants of the Ministry of Information & Broadcasting.

FORM OF THE BUDGET ESTIMATES

3.(a) The estimates will be prepared in the prescribed forms to show the annual estimates of income and expenditure under various heads of accounts (Head of classification to be fixed according to the sources of income and main heads of expenditure; the suggestions, if any, of the Govt. of India in this regard, shall be taken into account).

3.(b) The estimates shall include:-

- i) Annual Receipts and expenditure of preceding year in round rupees;
- ii) The original budget estimates for the current year;
- iii) Revised budget estimates for the current year rounded to the nearest hundred rupees;
- iv) Proposed budget estimates for the ensuing year rounded to the nearest hundred rupees; and
- v) Explanation of the variations between budget estimate and the revised estimate.

4. No new scheme of expenditure shall be included in the budget unless it has been specifically approved by the Governing Council.

COMMUNICATION OF THE ESTIMATES

5. After the sanctioned budget grant of the Institute is communicated by the Govt. of India, the budget estimates will be placed before the Society for approval. A copy of the budget grant sanctioned for the Institute alongwith a copy of approval of the Society shall be sent to the Comptroller and Auditor General of India or any person authorized by him and to the Ministry of Information & Broadcasting, Govt. of India for release of grants.

APPROPRIATION

6. The funds of the Institute shall not be appropriated for expenditure on any item which has not been approved by competent authority under these Bye-laws.

7. The funds provided in the sanctioned estimates shall be deemed to be at the disposal of the Director who will have power to appropriate upto Rs.2 lakh under the Revenue Head in each case to meet expenditure on each item which has been approved by the competent authority. For incurring expenditure beyond this limit, approval of the Standing Finance Committee will be obtained.
8. For purposes of financial control, the allotment shall be divided into main heads known as primary units of appropriation. The primary units of appropriation will ordinarily be as set out in the Appendix. The society may, on the advice/approval of the Govt. of India, make changes in the list of primary units of appropriation.

POWER TO SANCTION EXPENDITURE PROVIDED FOR IN THE BUDGET

- 9.(a) Within the Budget grants of the Institutes the Director and any other officer or officers of the Institute who will be empowered by the Director on the recommendation of the Standing Finance Committee may sanction the incurring of expenditure upto Rs.50.00 lakhs in case of capital head and Rs.2 lakhs, in each case, under Revenue head. For incurring of expenditure beyond these limits the approval of the Governing Council will be taken on the recommendations of the Standing Finance Committee.
- 9.(b) A sanction to expenditure will not become operative until funds have been provided to cover it.
10. The Director may sanction within the primary unit an additional grant for any approved scheme upto the following financial limits:
 - (i) Where the cost of the approved scheme is Rs.50,000/- or below : Rs.12,500/-
 - (ii) Where the cost of the approved scheme exceeds Rs.50,000/- : Rs.15,000/-

Provided such grant is not inconsistent with the nature and object of the scheme itself and is also not more than 30% of the cost of the approved scheme. The additional grant thus sanctioned will be reported to the Governing Council by the Director.

- 11.** (a) The Director shall have powers, within the scope of the budget grant to re-appropriate funds from one primary unit of Appropriation to another.

Provided that no re-appropriation can be made which has the effect of increasing the total provision for pay & allowances of officers and other staff members.

Provided further that no re-appropriation shall be made from a primary unit of appropriation under the capital section to a primary unit of appropriation under the Revenue Section.

- 12.** The Director may re-appropriate funds from one secondary unit of appropriation to another within a primary unit.
- 13.** The Registrar shall have powers to sanction non-recurring expenditure of emergent and inescapable character not exceeding Rs.5000/- (Rupees Five Thousand) only in each case. Every expenditure so incurred shall be placed before the Governing Council at its next meeting.
- 14.** Interest-bearing advances may be sanctioned to the permanent employees of the Institute as indicated below:

S.N.	Nature of Advance	Authority competent to sanction
(i)	Motor Car/Motor Cycle/Scooter Advance	Director
(ii)	Cycle Advance	Registrar

Loans for the purchase of motor cars/motor cycles/ scooter and bicycles as above may be sanctioned by the Director/Registrar to the employees of the Institute under same terms & conditions as those applicable to Central Govt. servants. Relevant registers for payments and recoveries of such advances will be maintained by the drawing Officer specified under Bye-law 21.

- 15. Controlling Officer for T.A.**

(a)	Director and all Group 'A' officers	Self
(b)	Registrar	All Groups 'B', 'C' & 'D' staff.

CONTRACTS

- 16.** All service/maintenance contracts involving financial consideration not exceeding Rs.20,000/- (Rupees twenty thousand) only per annum only shall be executed by the Registrar or any officer or officers authorized by the Governing Council. A proper record of all such contracts will be maintained and a statement indicating details of all such fresh contracts will be put up on a quarterly basis for inspection of the Standing Finance Committee.
- 17.** The Director may finally approve all contracts involving consideration exceeding Rs.20,000/- (Rupees twenty thousand) per annum. A proper record of all such contracts will be maintained and a statement indicating details of all such fresh contracts will be put up on a quarterly basis for inspection of the Standing Finance Committee.
- 18.** The draft of all contracts involving financial considerations exceeding Rs1 lakh shall be submitted to the Legal Advisor of the Institute for his advice as to the correctness of their form. If the consideration exceeds Rs.2,00,000/- (Rupees two lakhs), the Standing Finance Committee shall also be consulted. After such consultation the Director may finally approve contracts upto Rs.2,00,000/-. Contracts beyond Rs.2 lakhs will have to be approved by the Governing Council before execution.

INVESTMENTS

- 19.** Subject to such general or special directions as the Governing Council may give, the funds of the Institute may be invested in the following manner:-
 - (a) In promissory notes, debentures, stock or other securities of the Govt. of India or any State Govt.
 - (b) In fixed/call deposit with the State Bank of India and/ or any other public sector bank.
 - (c) In such other manner as the Governing Council may authorise.
- 20.** All investments of the funds of the Institute shall be made in the name of the Institute. All purchase, sales or alternations of such investments shall be effected on the authority of the Director and all contracts, transfer/deeds

or other documents necessary for purchasing, selling or altering the investments of the Institute's funds shall be executed by the Director. The safe custody of these documents will remain in the personal charge of an officer authorized by the Director in this behalf and will be verified once in six months with the Register of Securities maintained under this Bye-law and a certificate of verification will be recorded by the Director.

DRAWAL OF FUNDS

- 21.** (a) The Registrar of the Institute will be the drawing officer of the Institute funds, provided that the Governing Council may authorise any other officer/officers of the Institute to act as drawing officer and funds will be drawn from the bank by the Registrar and/or such other authorized officer.
- (b) Registrar may authorise another Gazetted Officer of the Institute who may, in the absence of the Registrar or the authorized officer, act as the drawing officer.
- (c) Cheque books will remain in the personal custody of the Registrar or the authorized officer and duly accounted for.
- 22.** There shall be a sum of Rs.25,000/- (Rupees twenty five thousand) only drawn from the Bank and placed at the disposal of the Registrar or another empowered officer, a permanent advance, to meet petty expenditure of the Institute which may be recouped as required and in any case at the end of each month.

CHAPTER III – FINANCIAL MANAGEMENT & CONTROL

Receipt & Payment

- 23.** (a) All moneys shall be received in the name of "Satyajit Ray Film & Television Institute" and shall without undue delay be credited in full into the account of the Institute kept at the specified branch of the Bank, approved by the Governing Council. Before crediting, such moneys shall not be utilised direct to meet any expenditure or kept apart from the accounts.
- (b) Notwithstanding what has been stated in the preceding sub para the Director may authorise the utilisation of receipt to meet the expenditure in specific cases but no such receipts or disbursement shall be kept apart from the accounts.

- 24.** All monetary transactions shall be entered in the Cash Book as soon as they occur and attested by the Officer authorize by the Director in Token of Cheque. The Cash Books shall be closed daily and completely checked and attested by the said officer. At the end of each month, the officer-in-charge shall verify the totalling in the Cash Book, check up the balance in the Cash Book with the actual cash on hand and record a signed and dated certificate to that effect. He/she shall also carry out a surprise check occasionally of the cash on hand and record the result of the Cheque.
- 25.** When moneys are paid into the Bank, the officer-in-charge shall compare the Bank's receipts on the Challan or in the passbook with the entries in the Cash Book before attesting it and satisfy himself/herself that the amounts have been actually credited into the Bank. The balances shown in the monthly statement received from the Bank should be reconciled with the balance in the Cash Book and suitable reconciliation statement recorded in the Cash Book.
- 26.** A receipt shall be granted to the payer for each receipt of money. The receipt shall be signed by the officer-in-charge or other authorized officer who shall satisfy himself/herself at the time of signing the receipt and initialling its counterfoil that the amount has been properly entered in the Cash Book.
- 27.** The blank receipt books shall be kept under lock and key in the personal custody of the Administrative Officer or other officer authorised by the Director and a record of the books in stock and brought into use from time to time shall be kept in a register over the initials of the officer-in-charge or other authorized officer. Counterfoils of used Receipt Books shall also be kept in the personal custody of the officer-in-charge or other specified officer.
- 28.** All payments on behalf of the Institute shall be made by cheque except for petty sums not exceeding Rs.2000/- (Two thousand) which may be made in cash from the amount of imprest sanctioned for the purpose and salary /wages of employees, if they so desire. Payments for the same purpose for sums exceeding Rs.2000/- shall not be split up unless the payment terms envisaged payment in instalments over a period of time with reference to the services availed of.

- 29.** All payments by the Institute shall be made on bills or other documents duly prepared and passed for payment by a pay order by the Registrar or such other officer as may be authorised in this behalf. The paid vouchers shall be stamped "Paid" or so cancelled that they cannot be used a second time. They should then be serially numbered and kept in safe custody for production at the time of Audit.
- 30.** The Chief Accounts Officer of the Institute shall be responsible for the proper maintenance of all accounts of the Institute and the Director shall be generally responsible to the Governing Council in this respect.

CHAPTER IV

ACCOUNTS & AUDIT

- 31.** The accounts of the Institute will be maintained by the Director in the manner and the form prescribed by the Govt. of India or in these Bye-laws. In this, he will be assisted by the Chief Accounts Officer.
- 32.** The primary accounts of the Institute shall, unless otherwise directed by the Govt. of India, be maintained in the following registers under the prescribed forms:-
- 1) Cash
 - 2) Grants-in-aid from Government
 - 3) Contributions from other sources
 - 4) Other receipts such as sales of publications etc.
 - 5) Pay of officers and Establishment
 - 6) Travelling Allowances
 - 7) Dearness Allowance, H.R.A., and C.C.A.
 - 8) Other charges, such as contingencies, leave salaries, pensions & General or Contributory Provident Fund Contributions etc.
 - 9) Contributory and or General Provident Fund accounts of the employees.
 - 10) Securities and other Capital Investments.
 - 11) Stock of Cheque Books
 - 12) Stock of Receipt Books
 - 13) Stock of furniture and office/Studio equipment

- 14) Stock of Stationery
- 15) Stock of Publications
- 16) Register of buildings & other immovable property
- 17) Library accession register
- 18) Miscellaneous stocks & equipment
- 19) Other registers prescribed from time to time by the Director

33. The accounts of the transactions for each month shall be compiled by the Chief Accounts Officer in a monthly abstract of receipts and payments under the prescribed heads of accounts. The monthly abstract will show the figures for the current month as well as progressive totals to the end of the month. This abstract will be submitted to the Director every month for review. The Chief Accounts Officer will apply a check of the nature of pre-audit to all payments from the funds of the Institute and will maintain an observation/objection book in which he will record all observations/objections which he may raise against the proposed expenditure. These books should be submitted to the Director with the replies of the officer-in-charge of Administration, for recording his orders thereon. Payments on such items shall only be made if orders of the Director permit them.

ANNUAL ACCOUNTS & RESULTS OF AUDIT

- 34.** As soon as practicable after the accounts for a given financial year are closed, but not later than the end of the June the Director/Registrar will cause to be compiled the Annual accounts for the preceding year of the funds of the Institute showing:-
- (1) Receipts & Payments of Accounts;
 - (2) Income and Expenditure Accounts; and
 - (3) Balance Sheet
- 35.** The accounts of the Institute will be audited annually by Comptroller & Auditor General of India and such other auditors approved by the Comptroller & Auditor General of India.

- 36.** On the written request of the Auditors, the Director/Registrar shall cause to be produced for their inspections or for any officer deputed by them in this behalf, any books, accounts, vouchers & other necessary documents & papers pertaining to the Institute.
- 37.** The Auditors will then prepare an annual audit report on the accounts of the Institute including the audited accounts which will contain such comments, general or special, as they may consider necessary on the financial position of the Institute and on the results of their Audit. They shall then show their audited report to the Director of the Institute for acceptance of facts.
- 38.** On receipts of the Audit Report together with the audited accounts and the Balance Sheet, the Governing Council will submit the same to the Society of the Institute for consideration. The observations of the society will be communicated to the Min. of Information & Broadcasting alongwith a copy of the Audit Report. The Auditors shall also forward a copy of their report direct to the Ministry of Information & Broadcasting, Govt. of India.
- The Institute shall send a copy of the Audit Report, together with audited accounts, balance sheet and the Annual Report to the Registrar of the Societies, West Bengal.

CHAPTER V – SECURITY DEPOSITS

- 39.** A Private person/ or firm contracting with the Institute to supply stores, render services or to execute a work shall be required to furnish security for the due fulfillment of the contract. A suitable provision in this regard shall be invariably incorporated in the agreement. The security shall be in the form of:-
- 1) Cash
 - 2) Post Office Cash Certificate, National Savings Certificates, National Plan Savings Certificates
 - 3) Promissory notes of Govt.,
 - 4) Stock Certificates of Govt.,
 - 5) P.O. Savings Bank Pass Books,
 - 6) Guarantee of a public sector bank or
 - 7) Fidelity bond from Insurance Companies in form prescribed by Govt. (In the case of Govt. Servants only).

The Security deposits shall be deposited with the tender documents and pledged in favour of the Director. The custody of securities and other bonds shall be with Director or any other officer authorised by him on his behalf. Security Deposits taken from an employee of the Institute shall be retained for six months from the date he vacates his post but a security bond shall be retained permanently or until it is certain there is no further necessity for keeping it.

No security deposit shall be repaid or retransferred to the Depositor or otherwise disposed of except in accordance with the terms of his security bond or agreement. While returning any security to the depositor the Director or the officer authorised by him shall invariably obtain his acknowledgement duly signed and witnessed.

- 40.** The Cashier and the Store Keeper shall furnish a security deposit either in the form of "Fixed Deposit Receipt" drawn on any scheduled bank of India or National Savings Certificates or National Plan Bonds pledged in favour of the Director, or Fidelity bond from an Insurance Company for such sum as may be decided by the Director. The Security Deposit shall remain with the Institute and shall be released on the expiry of six months from the date Cashier/Store Keeper ceases to be so employed unless it is withheld by the order of the Director.

CHAPTER VI

- 41.** The Director/Registrar can sanction an advance on the event of an important festival to an employee of the Institute who is in receipt of pay not exceeding Rs.2850/- once in a calendar year. The amount of advance shall not exceed Rs.1500/- or one month's pay whichever is less. The amount of advance shall be recovered in not more than 10 (ten) installments.

CHAPTER VII

- 42.** The Director/Registrar of the Institute shall exercise powers as prescribed in these Bye-laws and such other powers as may be delegated to him/her by the Governing Council from time to time.

- 43.** The Director/Registrar may, subject to the approval of the Governing Council, delegate any of the powers vested in him/her under these Bye-laws to any of the Officers of the Institute.
- 44.** The powers as prescribed by these By-laws 'Director/Registrar' shall also be exercised by "Project Director/Project Registrar".
- 45.** In the event of the post of Director/Project Director remaining vacant the powers vested in these authorities by these Bye-laws shall be exercised by the official declared as the 'Head of Department' by the competent authority. Competent authority means the Governing Council (Headed by the Chairman).

APPENDIX

PRIMARY UNIT OF APPROPRIATION

REVENUE

<u>Sl. No.</u>	<u>Sub-head</u>
1.	Salary
2.	Domestic Travel Expenses
3.	Foreign Travel Expenses
4.	Office Expenses
5.	Payment To professionals
6.	Rent, Rates & Taxes
7.	Publication/Books
8.	Maintenance (Civil/Electrical)
9.	Other Charges: a) Production Expenses/Raw Stock b) Cultural & Welfare c) Expenditure on New Courses d) Scholarship/Stipends

CAPITAL

<u>Sl. No.</u>	<u>Sub-head</u>
1.	Construction (Civil/Electrical)
2.	Appliances & Equipments.
