

3rd Meeting of Haryana Kisan Ayog

AGENDA

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Item No.1: Confirmation of the proceeding of the 2nd meeting of Haryana Kisan Ayog held on 08.11.2010.

The proceedings of the 2nd meeting of the Haryana Kisan Ayog, circulated earlier vide letter No. 707-09 dated 15.11.2010, are placed below for confirmation please.

Item No.- 2: Action Taken Report on the decision taken in the 2nd meeting of the Haryana Kisan Ayog.

The action taken report is given below:

Agenda No.	Agenda	Decision	Action Taken
3	Renovation of office space	Approved as proposed	The work of renovation of office of Haryana Kisan Ayog has been allotted to Sh. Rohtash Kumar, Contractor vide Memo. No. HKA/10/776 dated 22.11.010 (copy placed at page 5-7) The work has been started and shall be completed soon.
4.	Recruitment of Staff	Approved as proposed with authorization to Member-Secretary to take any appropriate step and follow any reasonable procedure for recruitment of staff with the approval of Chairman.	<ol style="list-style-type: none"> 1. Research Fellow: Three Research Fellow have been appointed. The copies of appointment orders as at pages No. 8-10 2. Technical Assistant: Screening Committee has been constituted. Interview will be held in due course of time. 3. Programmer: Written test was held on 09.01.2011 and interview fixed for 19.01.2011. 4. Private Secretary: Screening Committee has been constituted. Interview will be held in due course of time. 5. Personal Assistant: Stenography test was held on 08.01.2011. Only 09 candidates appeared for test. None of the candidates qualified the test. 6. Dy.Superintendent: Appointment has been made. The copy of appointment orders is at page No. 11. 7. Assistant: Two Assistants have been appointed. The copies of appointment orders are at page No. 12-13. 8. Accountant: One Accountant has been appointed. The copy of appointment orders is at page No. 14 9. Driver: The matter is under process. 10. Peon: The matter is under process.

Item No. 3 Purchase of items without calling quotation.

As per the guidelines/instructions for governing the functioning of the Haryana State Farmer's Commission issued by the Finance Commissioner & Principal Secretary to Government of Haryana, Agriculture Department, the financial powers will be as under:-

- i) The Member Secretary of the Commission shall be authorised to defray statutory expenses such as wages, bill etc, to any limit.
- ii) He shall be authorised to sanction contingent and miscellaneous expenses to the tune of Rs. 50,000/- (fifty thousand only).
- iii) Chairman of the Commission shall be authorised to sanction contingent and miscellaneous expenses upto a sum of Rs. 2, 00,000/- (Rs. Two lacs only)
- iv) All the expenses above a sum of Rs. 2, 00,000/- (Rs. Two lacs only) shall be authorized/sanctioned by the Commission.

2. In the above guidelines, there are no instructions as to upto which limit the purchase can be made without calling quotations.

3. In the CCS Haryana Agriculture University, as per circular issued by the Comptroller vide its letter No. CAUH/E.1/2010/90/16434-16584 dt. 11.11.2010 (copy placed at page No. 16), the monetary limit for purchase of items without calling quotations at a time by the depts/offices has been fixed Rs. 3,000/- subject to annual limit of Rs. 15,000/-.

4. To establish the office of Haryana Kisan Ayog and also for conducting workshop/seminar of the Kisan, various petty purchase have to be made frequently for which calling of quotations is not possible. It is therefore considered that the Member-Secretary be allowed to make petty purchases without calling quotations at a time upto the limit of Rs. 5,000/- subject to annual limit of Rs. 25,000/-.

The matter is placed before the Haryana Kisan Ayog for consideration and decision.

Item No 4: Translation work- Remuneration thereof.

The Haryana Kisan Ayog is to publish Bulletins/Papers in English as well in Hindi. Very often we need to translate English into Hindi and vice-versa. In Ayog, there is no such person who can do this translation job.

2. It is, therefore, proposed that the translation work may be got done through outsourcing (by outside agency/person). The remuneration of such translation may be approved at the rate of Rs. 100/- per page.

3. The proposal is placed before the Ayog for consideration and decision in the matter.

Item No 5: Preparation of Project Proposals/Technical Reports etc Remuneration thereof.

The Haryana Kisan Ayog, vide item No. 4 of its 1st meeting held on 10.09.2010, approved the constitution of the various working groups. It was also approved that:

1. Member of working group be paid TA for attending meeting on actual basis and honorarium of Rs. 2,000/- for each meeting.
2. Member to be entitled for a lump-sum honorarium of Rs. 25,000/- each and the Chairman of each Working Group to be paid Rs. 50,000/- on submission of report.
3. The Commission will bear the cost on typing, printing etc and for conducting meetings.

2. Besides, there is need for specific study or preparation of projects. It is, therefore, proposed that for such jobs, remuneration be paid to the experts concerned depending upon the quantum of work and as approved by the Chairman but subject to a maximum of Rs. 50,000/- in each case.

3. The matter is placed before the Ayog for consideration and decision.