

FILM AND TELEVISION INSTITUTE OF INDIA
FINANCIAL BYE-LAWS

Under Rule 36/(1) of the Institute, The Governing Council hereby makes and adopts the following bye-laws :-

CHAPTER I

PRELIMINARY

SHORT TITLE AND COMMENCEMENT

- a) These bye-laws shall be called the Film and Television Institute of India (Financial) bye-laws.
- b) They shall be deemed to have come into force on the 1st August, 1975.

CHAPTER II

PREPARATION 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 recommendation of the Finance Committee in the 2nd week of September in each year. The approved budget as approved by the Governing Council shall be submitted to the Government of India in the first week of October for sanction of Government grant.

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 (Heads of classification to be fixed according to the sources

of Income and main heads of Expenditure) the suggestions, if any, of the Government of India in this regards, shall be taken into account.

(b) The Estimates shall includes:-

- (i) Actual receipts and expenditure of the preceding year in round rupees;
- (ii) Original budget estimate 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 estimates have been finally approved by the Society a copy of the sanctioned estimates shall be sent to the Comptroller and Auditor General of India or any person authorised by him and to the Ministry of Information and Broadcasting, Government of India, New Delhi for sanction of Government grants.

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 be having full power to appropriate sums therefrom to meet expenditure on each item which has been approved by the competent authority.

8. For purpose of financial control, the allotment shall be divided into main heads known as units of appropriation. The primary units of appropriation will ordinarily be as per Appendix. The Society may, on the

advice of the Government of India make changes in the list of units of appropriation.

POWERS TO SANCTION EXPENDITURE PROVIDED FOR IN THE BUDGET

9. (a) Within the Budget allotments, the Director and any other Officer or Officers of the Institute may sanction the incurring of Expenditure, subject to the limits of powers conferred on them from time to time by the Governing Council.

(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:

1) Where the cost of the approved scheme is Rs. 50,000/- or below . . . Rs. 12,500/-

2) 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 its if 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 allotment to re-appropriate funds from the primary unit of appropriation to another.

Provided that no re-appropriation can be made which has the effect of incrossing the total provision for pay of officers and pay of establishment.

12. The Director may re-appropriate funds from one secondary unit of appropriation to another within a primary unit.

13. The Director shall have powers to sanction non recurring expenditure of an emergent and inescapable character not exceeding Rs.5,000/-. The expenditure so incurred shall be placed before Governing Council at its next meeting.

CONTRACTS

14. All service contracts shall be executed on behalf of the Institute by the Director provided that the Governing Council may authorise any officer or officers of the Institute to execute contracts involving a financial consideration not exceeding Rs. 10,000/.

15. The Director may finally approve the form and substance of all contracts involving consideration not exceeding Rs. 10,000/-.

16. The draft of all contracts involving financial considerations exceeding Rs.10,000/- shall be submitted to the Legal Adviser of the Institute for his advice as to the correctness of their form. If the consideration exceeds Rs.1,00,000/-, the Finance Committee shall also be consulted. Such contracts as are not covered by bye-laws 15 will require the approval of the Governing Council before execution.

INVESTMENT

17. 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 Government of India or any State Government.
- (b) In stock or debentures of or shares in companies, the interest where on shall have been guaranteed by the Government of India or by State Government.
- (c) In fixed/call deposits either with the State Bank of India or any nationalised bank.
- (d) In such other manner as the Governing Council may authorise.

18. All investments of the funds of the Institute shall be made in the name of the Institute. All purchases, sales or alterations 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 authorised 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

19. (a) The Director of the Institute will be the drawing officer of the Institute funds and funds will be drawn from the bank by the Director.
- (b) The Director may authorise any other officer of the Institute who may in the absence of the Director act as drawing officer.
- (c) Cheque books will remain in the personal custody of the officer authorised by the Director.

20. There shall be drawn from the Bank and placed at the disposal of an officer of the Institute authorised by the Director a permanent advance of Rs. 5,000/- to be recouped as required, any in any case at the end of each month, to meet the petty expenditure of the Institute.

CHAPTER III

FINANCIAL MANAGEMENT AND CONTROL

RECEIPTS AND PAYMENT

21. (a) All Money shall be received in the name of 'The Film and Television Institute of India' and credited in the accounts of the Institute kept either at the State Bank of India or any Nationalised Bank. Before crediting, such moneys shall not be utilised direct to meet 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 receipts to meet the expenditure in specific cases but no such receipts or disbursement shall be kept apart from the accounts.

22. All monetary transactions shall be entered in the Cash Book as soon as they occur and attested by the Officer authorised by the Director in token of check. 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 totaling 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 shall also carry out a surprise check occasionally of the cash on hand record the result of the check.

23. When moneys are paid into the Bank, the officer in charge shall compare the Bank's receipts on the challan or in the pass book with the entries in the Cash Book before attesting it and satisfy himself 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 balances in the Cash Book and suitable reconciliation statement recorded in the Cash Book.

24. 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 authorised officer who shall satisfy himself at the time of signing the receipt and initialing its counter file that the amount has been properly entered in the Cash Book.

25. 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 either authorised officer. Counterfoils of used Receipt Books shall also be kept in the personal custody of the officer in charge or other specified officer.

26. The cash payment be made in respect of :

- 1) Medical bills, traveling allowance and arrears bills of pay and allowances of employees.
- 2) Reimbursement of office contingencies and payment to part time lecturers, guest-lecturers members of Academic Council, Governing Council and Society for their T.A. And D.A.
- 3) Refund of security deposits of students and trainees.
- 4) Office contingency advance to employees and
- 5) Daily wages payment.

However the payment to suppliers be made by cheque only.

27. 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 Director for such other officer as may be authorised in this behalf. The paid vouchers shall be stamped 'paid' or so canceled 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.

28. The Finance 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.

CHAPER IV

ACCOUNTS AND AUDIT

29. The Accounts of the Institute will be maintained by the Director in the manner and the form prescribed by the Government of India or in these bye-laws. In this, he will be assisted by the Finance Officer.

30. The primary accounts of the Institute shall, unless otherwise directed by the Government of India, be maintained in the following register 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) Traveling Allowances,
- 7) Dearness Allowance, H.R. and G.A.
- 8) Other charges, such as contingencies, leave salaries, pensions and Contributory, Provident Fund Contributions, etc.
- 9) Contributory 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 equipment,
- 14) Stock of stationery,
- 15) Stock of publications,
- 16) Register of buildings and other immovable property,
- 17) Library accession register,
- 18) Miscellaneous stocks, and
- 19) Other registers prescribed from time to time by the Director.

31. The accounts of the transactions for each month shall be compiled by the Finance 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 month. This abstract will be submitted to the Director monthly for review. The Finance 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 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 the Administration, for recording his orders there on. Payments on such items shall only be made if Director orders permit them.

32. On the written request of the Auditors, the Director shall cause to be produced for their inspections or for of any officer deputed by them in this behalf, any books accounts vouchers and other necessary documents and papers pertaining to the Institute.

ANNUAL ACCOUNTS AND RESULTS OF AUDIT

33. As soon as practicable after the accounts for a given year are closed, but not later than the end of June the Director will cause to be compiled the Annual Accounts for the preceding year of the funds of the Institute showing:-

- 1) Receipts and Payment Accounts;
- 2) Income and Expenditure Accounts;and
- 3) Balance Sheet.

34. The accounts of the Institute will be audited annually by the Auditors. The cost of the audit undertaken by the Institute's auditors will be a charge on the funds of the Institute and shall be payable by the Institute to the Comptroller and Auditor General of India.

35. 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 their audit. They shall show their audited on the results of their audit. They shall then show their audited report to the Director of the Institute for acceptance of facts.

36. 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 Ministry of Information and Broadcasting along with a copy of the Audit Report. The Auditors shall also forward, a copy of their report direct to the Ministry of Information & Broadcasting, Government of India.

CHAPTER - V

SECURITY DEPOSITS

37. 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 will be incorporated in the agreement. The security shall be in the form of:

- 1) Cash
- 2) Post Office Cash certificates, National saving Certificates, National Plan Savings certificates.
- 3) Promissory notes/stock certificates of Government.
- 4) P.O. Savings Bank Pass Books.
- 5) Deposit receipts of scheduled banks; or
- 6) Fidelity bond from Insurance companies in from prescribed by Government (in the case of Government 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 the Director or any other officer authorised by him in this behalf. Security Deposits taken from an employees 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 saving 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 acknowledgment duly signed and witnessed.

38. The cashier and the Store Keeper shall furnish such 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 Co for such sum as may be decided by the Director. The Security Deposit shall remain with the Institute and shall be released the expiry of six months from the date. The Cashier/Store Keeper ceased to be so employed unless it is withheld by the order of the Director.

CHAPTER - VI

39. Loans for the purchase of motor cars, motorcycles/scooter and bicycles may be sanctioned by the Director to the employees of the Institute under the same terms and conditions as those applicable to Central Government servants. Relevant registers for payments and recoveries of such advances will be maintained by the Director.

40. The Director can sanction an advance on the eve of an important festival to an employee of the Institute who is in receipt of pay not exceeding Rs.600/- once in a calender year. The amount of advance shall not exceed Rs.100/- or one months pay whichever is less. The amount of advance shall be recovered in five installments.

CHAPTER - VII

POWERS OF DIRECTORS

41. The Director of the Institute shall exercise powers as prescribed by these bye - laws and such other powers as may be delegated to him by the Governing Council from time to time. In the event of the post of Director remaining vacant, the powers vested in him by these bye-laws shall be exercised by the official declared as "Head of Department" by the Governing Council."

42. The Director may, subject to the approval of the Governing Council, delegate any of the powers vested in him under these bye-laws to any of the officers of the Institute.