



**Government of Assam
Public Works Roads Department**

**THE RULES OF BUSINESS
OF THE
ASSAM ROAD RESEARCH AND TRAINING
INSTITUTE (ARR&TI) SOCIETY,
FATASIL-AMBARI, GUWAHATI – 781025**

(A Society under the Public Works Roads Department, Government of Assam)

THE RULES OF BUSINESS
OF THE ASSAM ROAD RESEARCH AND TRAINING INSTITUTE (ARR&TI) SOCIETY,
GUWAHATI – 781025

1. **THE NAME OF THE SOCIETY:** The name of the society shall be the ‘Assam Road Research and Training Institute (ARR&TI) Society’.

2. **SHORT TITLE AND COMMENCEMENT:**
 - (1) These rules may be called the ‘**Rules of Business**’ of the ‘Assam Road Research and Training Institute (ARR&TI) Society’.
 - (2) They shall take effect from the date of establishment of the ‘Assam Road Research and Training Institute (ARR&TI) Society’.

3. **DEFINITIONS:** In these Rules of Business unless there is anything repugnant in the subject or context:
 - (1) “Act” means the Societies Registration Act, 1860;
 - (2) “AFRBM” means the ‘Assam Fiscal Responsibility and Budget Management Act, 2005’ as amended from time to time;
 - (3) “ARR&TI” means ‘Assam Road Research and Training Institute’;
 - (4) “Society” means the “Assam Road Research and Training Institute Society”, an autonomous society under the Societies Registration Act,1860;
 - (5) “ARR&TI Society” means ‘Assam Road Research and Training Institute Society’;
 - (6) “Board of Management” means the Board of Management of the Society, with Chief Secretary to the Government of Assam as Chairperson;
 - (7) “Executive Committee” or simply “Committee” means the Executive Committee of the ARR&TI Society, with Commissioner & Special Secretary to the Govt. of Assam, PWRD to the Government of Assam as Chairperson;
 - (8) “PWRD” means Public Works Roads Department of the Government of Assam;
 - (9) “C&SS” means Commissioner & Special Secretary to the Government of Assam, Public Works Roads Department;
 - (10) “Director” means the Director of the ARR&TI-cum-Chief Executive Officer (in short CEO) of the ARR&TI Society;

- (11) "Chief Executive Officer" (CEO) means Chief Executive Officer (CEO) of the ARR&TI Society cum the Director of the ARR&TI ;
- (12) "Joint Director" means the Joint Director of the ARR&TI-cum-Joint Executive Officer (in short JEO) of the ARR&TI Society;
- (13) "Deputy Director (Training)" means the Deputy Director (Training) of the ARR&TI Society assigned to look after the Training and Capacity building related activities of the ARR&TI;
- (14) "Deputy Director (Human Resource)" means the Deputy Director (Human Resource) of the ARR&TI Society assigned to look after the Human Resource related activities of the ARR&TI;
- (15) "Deputy Director (Research)" means the Deputy Director (Research) of the ARR&TI Society assigned to look after the Research related activities of the ARR&TI;
- (16) "PMGSY" means the Pradhan Mantri Gram Sadak Yojana;
- (17) "Rural Connectivity Training and Research Center" (in short RCTRC) means the centre constructed under the PMGSY;
- (18) "Chairperson of Board of Management" means the Chairperson of the Board of Management of the ARR&TI Society;
- (19) "Chairperson of Executive Committee" means the Chairperson of the Executive Committee of the ARR&TI Society;
- (20) "Member Secretary" means the Member Secretary of the Board of Management (BoM) and the Member Secretary of the Executive Committee (EC) of the ARR&TI Society;
- (21) "State Government" means the Government of Assam;
- (22) "Gol" means Government of India;
- (23) "MOA" means Memorandum of Association of the ARR&TI Society.
- (24) "By-Laws" means By-laws of the ARR&TI Society.

4. AUTHORITIES OF THE SOCIETY: The authorities of the Society shall be:-

- (1) The Advisory Body;
- (2) The Board of Management;

- (3) The Executive Committee;
- (4) Any other authorities as may be constituted by the Board of Management.

5. ADVISORY BODY: Composition and Membership:

- (1) Subject to the other provisions of these Rules of Business, there shall be an Advisory Body of the ARR&TI Society with the following composition for providing advices and suggestions to the ARR&TI:

SL.	Designation	Position
i)	Hon'ble Chief Minister, Assam	President (ex-officio)
ii)	Hon'ble Minister, Public Works Department, Assam	Member (ex-officio)
iii)	Chief Secretary, Government of Assam	Member (ex-officio)
iv)	Senior most Secretary, Government of Assam, Administrative Reforms & Training Department	Member (ex-officio)
v)	Senior most Secretary, Government of Assam, Finance Department	Member (ex-officio)
vi)	Senior most Secretary, Government of Assam, Personnel Department.	Member (ex-officio)
vii)	Commissioner & Special Secretary to the Govt. of Assam, PWRD	Member-Secretary (ex-officio)
viii)	Director, Assam Road Research and Training Institute (ARR&TI)	Member (ex-officio)
ix)	Head of the Civil Engineering Department, IIT, Guwahati	Invitee
x)	Head of the Civil Engineering Department, Assam Engineering College, Guwahati	Invitee
xi)	Individuals from Civil Society or eminent experts or Academicians as decided by the President (4 nos. maximum)	Invitee

- (2) The Advisory Body shall meet atleast once in an year or as frequently as desired by the President;
- (3) The suggestions, advices and directions given by the Advisory Body shall be binding on the ARR&TI Society and the Board of Management and Executive Committee shall comply with the same;

6. BOARD OF MANAGEMENT: Composition and Membership:

- (1) Subject to the other provisions of these Rules of Business, the management, supervision, and control of the Society shall vest in the Board of Management.
- (2) The composition of the Board of Management shall be as follows:

SL.	Designation	Position
i)	Chief Secretary, Government of Assam	Chairperson (ex-officio)
ii)	Senior most Secretary, Government of Assam, Administrative Reforms & Training Department	Member (ex-officio)
iii)	Commissioner & Special Secretary to the Govt. of Assam, PWRD	Member (ex-officio)
iv)	Senior most Secretary, Government of Assam, Finance Department	Member (ex-officio)
v)	Senior most Secretary, Government of Assam, Personnel Department.	Member (ex-officio)
vi)	Head of the Civil Engineering Department, IIT, Guwahati	Member (ex-officio)
vii)	Head of the Civil Engineering Department, Assam Engineering College, Guwahati	Member (ex-officio)
viii)	Director, Assam Road Research and Training Institute (ARR&TI)	Member-Secretary
ix)	Co-opted Member as decided by the Chairperson	Member
x)	Co-opted Member as decided by the Chairperson	Member

- (3) The Board of Management shall function notwithstanding any vacancy and any defect in the appointment or nomination of any of its members, and no act or proceedings of the Board of Management shall be invalidated, nullified or called in question merely by reason of the existence of any vacancy in the Board of Management or by reason of any defect in the appointment or nomination of any of its members.

7. TERMS OF OFFICE:

- (1) Ex-officio members of the Board of Management shall continue to be members of the Board so long as they hold their office and shall cease to be members as soon as they cease to hold such office. The successor in office of the person so ceasing to be a member, shall automatically become member from the date of his assuming charge of the new office, subject to same conditions as to the term of membership.
- (2) The tenure of the co-opted/nominated members of the Board of Management shall be for three (3) years.
- (3) Any vacancy in the membership of nominated category of the Board of Management occurring pre-maturely, due to resignation or otherwise, shall be filled by nomination by the Board of Management.

8. CO-OPTION OF ADDITIONAL MEMBERS: The Board of Management may co-opt 2 (two) persons of eminence from relevant sectors of Training/Education/Public Administration/Judicial as members. The tenure of such nominated members shall be for three (3) years and there shall be no-bar to re-nomination. The Board may also co-opt additional members with terms, not exceeding three (3) years, from time to time, as it deems desirable and necessary in the interest of the ARR&TI Society.

9. CESSATION OF MEMBERSHIP: Notwithstanding anything contained in these Rules of Business, a Co-opted member of Board of Management shall cease to be such member, if during his tenure of office he resigns or is otherwise unable or incompetent to hold office due to mis-conduct or not present in the meeting at least for three (3) consecutive meetings, or if his membership is terminated by the Board of Management.

10. RESIGNATION: A member of the Board of Management, other than ex-officio member may resign his membership by a letter addressed to the Chairperson of the Board of Management and such resignation shall take effect from the date of its acceptance by the Chairperson.

11. PROCEEDINGS OF BOARD OF MANAGEMENT: The Board of Management shall meet atleast twice a year, or as often as decided by the Chairperson provided that six (6) months shall not elapse between two (2) meetings.

12. SPECIAL MEETINGS: The Chairperson of the Board of Management may convene special meetings of the Board of Management to consider any matter of special importance or

urgency or on the written requisition of not less than four (4) members of the Board of Management, specifying the purpose for which the meeting is proposed to be called.

13. VENUE OF THE MEETING: Meeting of the Board of Management shall ordinarily be held at the Assam Road Research and Training Institute (ARR&TI) Society, Fatasil-Ambari, Guwahati, provided however, that the meeting may be held at any other place as may be expedient or necessary.

14. NOTICE OF THE MEETING:

(1) The Board of Management shall convene the meetings by notice issued by the Member Secretary of the Board of Management, with prior approval of the Chairperson or any other Officer of the Society so authorized by the Board of Management in his absence.

(2) Every notice calling for a meeting of the Board of Management shall be issued to every member not less than fifteen (15) days before the day scheduled for the meeting, except in the case of special meetings, when the notice shall be issued at least five (5) days before the day fixed for the meeting. A summary of business to be transacted at the annual and other meetings shall be communicated to the members at least seven (7) days before the day of the meeting, except that in case of special meetings it should be circulated at least three (3) days before the meeting.

(3) A notice may be served upon any member of the Board of Management in person or by post or by email addressed to such member at the given address. Any notice so served by post shall be deemed to have been served three (3) days after it has been posted.

(4) The accidental omission to give notice to or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

15. QUORUM: One half of members present in person shall constitute quorum for any meeting of the Board of Management, provided that, if a meeting is once adjourned for want of quorum the subsequent meeting called on the basis of the same agenda shall not be required to form a quorum.

16. PRESIDING OFFICER: The Chairperson shall ordinarily preside over all the meetings of the Board of Management. In the absence of the Chairperson, the senior most Ex-Officio member shall preside over the meeting.

- 17. INVITATION TO ATTEND A MEETING:** The Chairperson may invite any person other than a member of the Board of Management to attend a meeting of the Board of Management as a 'Special Invitee', but such person shall not be entitled to vote at the meeting.
- 18. VOTING:** In case of any difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority present shall prevail. Every member present at the meeting including the Chairperson shall have one vote and if there be an equality of vote, the Chairperson of the meeting shall have a second casting vote.
- 19. RESOLUTION BY CIRCULATION:** Any business which is of urgent nature and which cannot be held over till the next meeting of the Board of Management may be transacted by circulation among all the members of the Board of Management and any resolution so circulated and approved by a majority of the members of the Board of Management shall be as effective and binding as if resolution had been passed at a meeting of the Board of Management, provided that any business so transacted shall be ratified at the next meeting of the Board of Management.
- 20. POWERS OF BOARD OF MANAGEMENT:** The Board of Management shall be the apex body of the Society and all Administrative, Financial, Recruitment and such other powers shall be vested with the Board of Management, including the following:
- (1) To provide policy direction, guidance and framework to achieve the set goals of the Society.
 - (2) To approve the Memorandum of Association of the ARR&TI Society, subject to approval by the Government of Assam **in Finance Department.**
 - (3) To approve the Rules of Business and bye-laws of the ARR&TI Society, including its amendments, framed not inconsistent with the Memorandum of Association of the Society **subject to the approval of the Assam Government in Finance Department.**
 - (4) To consider and approve the annual budget and audited financial accounts of the Society for the preceding financial year/years.
 - (5) To approve the Annual Report of the Society for preceding financial year/years.
 - (6) To approve the Annual Training Calendar and Activity Plan of the Society.
 - (7) To provide guidance and decision on any issue referred by the Executive Committee or by the Chairperson of the Executive Committee.

- (8) To review and monitor the progress of work and activities of the ARR&TI Society and its Centers.
- (9) The Board of Management shall have the powers to supersede all or any decision taken by the Executive Committee in exercise of its delegated powers.
- (10) The Board of Management may delegate, from time to time, such powers and functions to the Executive Committee as are considered necessary and expedient, to endeavor to achieve the goals of the Society and to discharge all its functions subject to the provisions in these Rules of Business.

21. EMERGENCY POWERS OF THE CHAIRPERSON OF BOARD OF MANAGEMENT: Where the matter is of such urgency that a decision thereon cannot wait the convening of a Special Meeting or voting by circulation, the Chairperson may for reasons to be recorded in writing and subject to Regulations & Bye-Laws as prescribed in respect of the said matter and take a decision thereon. Such decision shall be informed to all the members of the Board of Management and shall be placed before the next meeting of the Board of Management for ratification.

22. EXECUTIVE COMMITTEE OF THE ARR&TI SOCIETY: COMPOSITION AND MEMBERSHIP: The composition of Executive Committee shall be as follows:

Sl. No.	Name	Designation
i)	Commissioner & Spl. Secretary to the Govt. of Assam, PWRD	Chairperson (ex-officio)
ii)	Commissioner & Secretary, Finance Department or his representative not below the rank of Joint Secretary	Member(ex-officio)
iii)	Commissioner & Secretary, Personnel Department or his representative not below the rank of Joint Secretary	Member(ex-officio)
iv)	Secretary to the Govt. of Assam, PWRD	Member (ex-officio)
v)	Chief Engineer, PWD (Roads)	Member (ex-officio)
vi)	Chief Engineer, PWD (Border Roads)	Member (ex-officio)
vii)	Chief Engineer, PWD (ARIASP & RIDF)	Member (ex-officio)
viii)	Director of Assam Road Research & Training Institute (ARR&TI)	Member Secretary (ex-officio)
ix)	Joint Directors of Assam Road Research & Training Institute (ARR&TI)	Member (ex-officio)
x)	Deputy Directors of all sections of ARR&TI	Member (ex-officio)
xi)	Accounts Officer, ARR&TI	Member (ex-officio)
xii)	Nominated members as decided by the Executive Committee	Member
xiii)	Invitees as decided by the Chairperson	Invitee

23. MEMBERSHIP OF EXECUTIVE COMMITTEE: Terms of Office, Resignation and Vacancies:

- (1) Ex-officio members of the Executive Committee shall continue to be members of the Executive Committee so long as they hold their office and shall cease to be members as soon as they cease to hold such office. The successor in office of the person so ceasing to be a member, shall automatically become member from the date of his assuming charge of the new office, subject to like conditions as to the term of membership.
- (2) The tenure of the nominated member shall be three (3) years. Such member shall be eligible for re-nomination. A member so nominated shall become such member from the date of duly received communication by the ARR&TI Society, conveying that such person has been nominated as a member of Executive Committee.
- (3) Members of the Executive Committee shall cease to be such members if they resign, or become of unsound mind, or are insolvent or are convicted of criminal offence/ convicted in criminal offence of moral turpitude or if the concerned institute ceases to exist.
- (4) Resignation of the nominated member from the membership of the Executive Committee shall have to be tendered to the Chairperson of Board of Management and shall not take effect until the Chairperson accepts it.
- (5) Any vacancy in the membership of nominated category of the Executive Committee occurring pre-maturely, due to resignation or otherwise, shall be filled by nomination by the Executive Committee.

24. PROCEEDINGS OF EXECUTIVE COMMITTEE:

- (1) The Executive Committee shall meet atleast four (4) times in a calendar year, at least once in every three months, provided that not more than four months shall elapse between any two meetings of the Executive Committee. The meetings of the Executive Committee shall ordinarily be held at ARR&TI campus, Fatashil Ambari, Guwahati, provided, that a meeting may be held at any other place as may be expedient or necessary.
- (2) Every meeting of the Executive Committee shall be presided over by the Chairperson of the Executive Committee. Six (6) members of the Executive Committee, including the Chairperson, present shall constitute a quorum at any meeting of the Committee.

- (3) In case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority shall prevail. Every member present in the meeting including the Chairperson shall have one vote and if there be an equality of votes the Chairperson of the meeting shall have a second casting vote. The Chairperson shall be the sole and absolute authority to judge the validity of vote cast by members at all the meetings of the Executive Committee.
- (4) Every meeting of the Committee shall be convened by notice issued under the hand of the Member Secretary of the Executive Committee of the ARR&TI Society and in his absence by any other officer of the ARR&TI, as authorized by the Chairperson of the Executive Committee. Every notice calling for a meeting shall set the date, time and venue of the meeting provided that for transacting urgent matters, the Chairperson may convene a meeting with seven days notice. A summary of the business to be transacted at the meeting shall be communicated to the members not less than seven days before the day of the normal meeting and three days in the case of a meeting convened with shorter notice. The accidental omission to give notice to or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.
- (5) Any business of an urgent nature may be carried out by circulation among all members of the Committee and any resolution so circulated and approved by a majority of the members of the Executive Committee shall be as effective and binding as if such resolution had been passed at meeting of the Committee, provided that any business so transacted shall be ratified at the next meeting of the Committee.
- (6) The Chairperson shall be entitled to invite any other person as a 'Special Invitee' to attend the meeting of the Executive Committee provided that such persons shall have no power of voting.

25. POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE: The Executive Committee shall have the following powers:

- (1) To exercise all powers as may be delegated by the Board of Management.
- (2) To frame/reframe the Rules of Business and bye-laws of the ARR&TI, not inconsistent with Memorandum of Association, for the conducting the activities of the Society and place before the Board of Management for approval.
- (3) To draw-up Training Plans, Calendars and Programmes and other interventions for Capacity Building.

- (4) To prepare plans for Research, Project Management, Consultancy and Documentation.
- (5) To approve agreements or Memorandum of Understanding (MoU) with alliances for furtherance of ARR&TI's goals, including with other public or private organizations or international agencies or Institutions or professionals, with the approval of the Chairperson of the Board of Management, **subject to provision of the Assam FRBM Act 2005 as amended from time to time and subject to concurrence of the Finance and Judicial Department.**
- (6) To approve hiring/engagement of contract personnel with requisite qualifications and experience to further the goals of the Society and to approve the honorarium/fee/remuneration to be paid as deemed to be fit & proper, as prescribed under the Bye-laws approved by the Board of Management, **subject to provision of the Assam FRBM Act 2005 as amended from time to time and subject to concurrence of the Finance Department.**
- (7) To approve proposals for outsourcing activities of the ARR&TI as per powers delegated by the meeting of the Board of Management, **subject to provision of the Assam FRBM Act 2005 as amended from time to time and subject to concurrence of the Finance Department.**
- (8) To approve acceptance of grants from international funding agencies, grants-in-aid, endowments, donations, and gifts to the ARR&TI Society with the approval of the Board of Management.
- (9) To approve Annual Audited Accounts of the ARR&TI Society, for placing before the Board of Management of the Society;
- (10) To approve taking over and acquire immovable and movable properties by purchase or otherwise and to approve disposal of obsolete/unserviceable movable properties with the approval of the Board of Management, provided that no immovable property shall be disposed without the prior approval of the State Government **in Finance Department.**
- (11) To undertake construction of assets and civil works required for the use of the Society and to acquire stores, vehicles, equipments, and services required for the discharge of the functions of the Society subject to approval of the Board of Management as per the financial limits and procedures provided under the Bye-laws **and subject to approval of such bylaws by Finance Department.**

- (12) To exercise all other financial powers of the society as per the limits and procedure provided under the Bye-laws **and subject to approval of such bylaws by Finance Department.**
- (13) To constitute sub-committees or standing Committee or ad-hoc sub-committees or task forces or Resource groups.
- (14) To decide the quantum of incentive to be offered to various positions or faculty towards their contribution in consultancy projects or activities. The decisions of Executive Committee in deciding any activity or work as a project or consultancy shall be final including the modalities of payment, **subject to approval of State Government in Finance Department.**

All the decisions taken by the Executive Committee shall be intimated to the Chairperson of Board of Management within thirty (30) days of the meetings and to all the members of the Board of Management in the annual meeting in a compilation.

26. CHAIRPERSON OF EXECUTIVE COMMITTEE:

- (1) The Board of Management may by resolution delegate to the Chairperson of the Executive Committee and/or to the Director of the ARR&TI, any powers for such time as deemed necessary, fit and expedient for the efficient and expeditious conduct of the business of the Society subject to Bye-laws of the ARR&TI Society.
- (2) The Chairperson may refer any question or matter, which in his opinion is of sufficient importance to the Chairperson of Board of Management or to the Board of Management for guidance. Such matters shall be reported to the Executive Committee in its next meeting.
- (3) The Executive Committee may avail the services of Board of Management members in the Standing Committees as Advisors upon consent.

27. EMERGENCY POWERS OF THE CHAIRPERSON OF EXECUTIVE COMMITTEE: Where the matter is of such urgency that a decision thereon cannot wait the convening of a Special Meeting or voting by circulation, the Chairperson of the Executive may for reasons to be recorded in writing and subject to Rules of Business and Bye-Laws as prescribed in respect of the said matter and take a decision thereon, with written approval of the Chairperson of the Board of Management. Such decision shall be informed to all the members of the Executive Committee and Board of Management and shall be placed before the next meeting of the Executive Committee for ratification.

- 28. SUB-CENTERS OF THE SOCIETY:** To meet the objective of the ARR&TI Society, the Society may open various sub-centers for training, research, consultancy, advocacy, publication etc. or arrange on the spot/outstation training programs as decided by the Executive Committee or Board of Management or Government.
- 29. DIRECTOR OF THE ARR&TI:** The Director of the ARR&TI¹ (**the sanctioned post of the 'Director' of the erstwhile Road Research Laboratory**) in the rank Additional Chief Engineer, PWRD, shall be the full-time Chief Executive Officer (CEO) of the ARR&TI Society and shall be responsible for administration and management of the ARR&TI consistent with the Memorandum of Association, Rules of Business and By-Laws of the ARR&TI Society, including management directions issued by the Advisory Board or by Board of Management or by the Executive Committee or by the Government of Assam. The Director, ARR&TI shall report to the Chairperson of the Executive Committee directly. She/he shall operate from the registered office of the ARR&TI Society. Specifically Director, ARR&TI will:
- (1) be in overall charge of the ARR&TI and discharge all statutory responsibilities of ARR&TI Society;
 - (2) have all such powers as prescribed in these Rules of Business **as approved by the Finance Department** and as delegated by the Board of Management and the Executive Committee
 - (3) be also the 'Director' of all the Sub-Centers of the ARR&TI and also be the 'Chairman' of all the Sub-Committees of the Society formed by the Executive Committee.
 - (4) be responsible for the proper administration and conduct of all the Centers/Sub-Centers of the Society.
 - (5) assess training needs of PWRD officials and of the ARR&TI and formulate training plans and arrange for such trainings;
 - (6) establish close co-ordination with various training institutions, academic institutions, faculties, experts and other similar institutions under in India and abroad;
 - (7) prepare innovative capacity building plans;

¹ The 'Director' of the erstwhile Road Research Laboratory (RRL), now renamed as ARR&T, which is a Sanctioned post as per the Assam Engineering Service Rules, 1978, shall be the Director of ARR&TI. The post of Director, ARR&TI is in the rank of Additional Chief Engineer, PWRD.

- (8) will accord Sanction for the activities of the ARR&TI and make payment as provided in the Byelaws **as approved by the Finance Department**, of the ARR&TI Society;
- (9) take necessary decision regarding any activity or project or proposal or system to be undertaken under the Society considering the end result and operational ease;
- (10) carry out any other responsibilities assigned from time to time and as directed by the Board of Management or Executive Committee or by the Chairpersons of the Board of Management or Executive Committee

30. MEMBER SECRETARY OF THE EXECUTIVE COMMITTEE OF THE ARR&TI SOCIETY: The Member Secretary of the Executive Committee of the ARR&TI Society shall be responsible for:

- (1) issuing the notice of meetings of the Board of Management and also for the Executive Committee;
- (2) maintaining the proceedings or records of the Board of Management and also for the Executive Committee meetings and their circulation to all the members and other stake holders;
- (3) maintaining the attendance register of the Members of the Society;
- (4) proper custody of the records, funds and accounts keeping of all the ARR&TI Society matters;
- (5) performing any other duties as may be assigned by the Chairperson of Executive Committee.

31. OFFICERS STAFF AND CONTRACTUAL PERSONNEL OF ARR&TI SOCIETY:

- (1) All the 'Technical Staffs' of the ARR&TI are holding cadre posts of the PWRD (in the ARR&TI, i.e. in the erstwhile Road Research Laboratory), and these posts are transferable posts and they are entitle for 'Technical Allowance' as fixed/recomended by the Pay-Commission. Hence, all technical officers posted in the ARR&TI will continue to get 'Technical Allowance' as fixed/recommended by the Pay-Commission.
- (2) All the Clerical and Grade-IV staffs of the ARR&TI are holding posts of the erstwhile Road Research Laboratory PWRD (now renamed as ARR&TI) i.e. these posts are borne in ARR&TI and are not transferable. They are not entitle for technical/deputation allowance.

- (3) The positions² of the ARR&TI and their equivalent rank in the PWRD shall be as given below:
1. The Director of the ARR&TI shall be in the rank of Additional Chief Engineer, PWRD;
 2. The Joint Directors of the ARR&TI shall be in the rank of Superintending Engineer, PWRD;
 3. The Deputy Directors of the ARR&TI shall be in the rank of Executive Engineer, PWRD;
 4. The Assistant Directors of the ARR&TI shall be in the rank of Assistant Executive Engineer, PWRD;
 5. The Coordinators of the ARR&TI shall be in the rank of Assistant Engineer to the Government of Assam, PWRD;
 6. The Assistant Coordinators of the ARR&TI shall be in the rank of Junior Engineer to the Government of Assam, PWRD.
 7. Further details are provided in the Annexure-I showing the Organizational Chart of the ARR&TI Society.
- (4) **All the posts of the erstwhile Road Research Laboratory (RRL), now renamed as ARR&TI will remain with the ARR&TI. The management of the ARR&TI is only converted to a Society and the Institution "ARR&TI" will remain under the PWRD. The technical officers/engineers posted in the ARR&TI will continue to entitle for 'Technical Allowance', as fixed/recommended under the norms of the Pay-Commission.**

32. BYE-LAWS AND REGULATIONS: Subject to the provisions of Memorandum of Association and Rules of Business of the Society, the Executive Committee of the ARR&TI Society shall frame/amend Bye-Laws and Regulations to be approved by the Board of Management **and by Finance Department.** *The services of the PWRD staff serving the ARR&TI society shall be governed by the Assam Engineering (Public Works Department) Service Rules, 1978 (as duly amended);*

33. FUNDS, ACCOUNTS AND AUDIT:

- (1) **FUNDS:** The funds of the Society shall consist of -

² All the positions/posts in the ARR&TI mentioned at Para 31(1) to 31(6) are the post of the erstwhile RRL, now renamed as ARR&TI. Further, no any new posts are proposed to be created for management of the ARR&TI through the ARR&TI Society and all posts would be existing sanctioned post of RRL, now renamed as ARR&TI.

- a. Plan Grants-in-aid received from the **Government of Assam, subject to resource position of the State**; or any other assistance from any Department of the Gov. of Assam either directly or through the PWRD;
 - b. Grants-in-aid received from the Government of India and/ or its organization or institutions;
 - c. Grants/gifts received from the International/multilateral/bilateral institutions;
 - d. Grants-in-aid from Autonomous bodies or organizations or external bodies.
 - e. Funds from the projects under the PWRD funded by the Government of India/International/ multilateral/ bilateral institutions (line World Bank, ADB, etc.) for undertaking capacity building activities/ training programs;
 - f. Rental charges of the infrastructure of the ARR&TI including rent for training halls, hostel rents, equipment etc. for training programs of other agencies and past dues vested with the Society.
 - g. Training or Course or Research or Consultancy fees and Project preparation/ examination or Study fees;
 - h. ARR&TI accumulated savings fund vested with the Society;
 - i. Donations and contributions from other sources etc.
- (2) **ACCOUNTS:** The ARR&TI Society shall maintain all the mandatory Books of Accounts and other related records in such form and in such manner as may be necessary and prescribed in accordance with the Bye-laws and financial regulations.
- (3) **AUDIT:** The annual accounts of the ARR&TI Society shall be audited annually by a qualified Chartered Accountant appointed for the purpose and the audited Statement of Accounts shall be placed, along with the Annual Audit Report, before the meeting of the Executive Committee and also Board of Management for consideration and approval. After approval of the audit report by the Board of Management, it shall be submitted to the Finance Department of the Government of Assam and also shall be issued along with the annual report to all the members of the Executive Committee and Board of Management, and others concerned. All expenditure of the proposed Society shall also be subject to AG audit.

- (4) The financial management of the ARR&TI Society shall be under the provisions of the 'Assam Fiscal Responsibility and Budget Management Act, 2005' (AFRBM) as amended from time to time.
- 34. LAWSUIT BY AND AGAINST THE ARR&TI SOCIETY:** Any lawsuit by the Society or the person in whose name the Society may sue shall be the Director of the ARR&TI cum Member Secretary of the Executive Committee of the ARR&TI Society and any lawsuit against the Society or the person in whose name the Society may be sued, shall only be the Director of the ARR&TI cum Member Secretary of the of the Executive Committee of the ARR&TI Society.
- 35. REMUNERATION TO THE MEMBERS OF THE BOARD OF MANAGEMENT / EXECUTIVE COMMITTEE:**
- (1) The ex-officio members of the Board of Management or the Executive Committee or any sub-Committees of the Board of Management or the Executive Committee shall not be entitled to any remuneration from the Society for their services as members but they shall be paid such traveling and daily allowance **as per scale fixed by the Finance Department** to be made in this behalf for journeys, for attending meetings, or in connection with other business of the Society.
- (2) The invitee/co-opted/nominated members of the Board of Management or the Executive Committee or any sub-Committees of the Board of Management or the Executive Committee, if not a State Government employee, may be paid consulting fees and daily allowance along with reimbursement of traveling expenses for attending the meetings, **as per scale fixed by the Finance Department.**
- 36. MISCELLANEOUS:**
- (1) Amendments to the Memorandum of Association and Rules of Business may be made by the Board of Management at its Annual Meeting or by a Special Meeting by a simple majority after giving a minimum of ten days' notice of the proposed amendment(s) in writing to the members of the Board of Management.
- (2) The Government shall have the right to issue any general or specific directives on any matters of policy concerning the affairs of the ARR&TI Society, and such directives shall be binding on the Society.
- 37. LIST OF MEMBERS:** A list of persons who are members within the meaning of Section 15 of the Societies Registration Act, 1860 shall be maintained in the prescribed form.

- 38. CHANGES IN NAME OR OBJECTS:** If a change is desired in the name or the goals of the Society or if two or more Societies are to be amalgamated, the procedure laid down in the Societies Registration Act, 1860 will be followed.
- 39. INTERPRETATION:** If any dispute arises as to the interpretation of these Rules of Business, the decision of the Government of Assam shall be final.
- 40. POWER OF THE GOVERNMENT:** The Government of Assam may appoint one or more persons to review the work, activities, audit the accounts of the ARR&TI Society, and to hold enquiries into the affairs thereof and to report thereon in such manner as the Government may stipulate. Upon receipt of such report, the Government may take such action and issue such directions, as it may consider necessary in respect of any of the matters dealt with in the report. The ARR&TI Society shall be bound to carry out such directions. In addition, the Government of Assam, at any time, may issue directives on matters of policy and activities to the ARR&TI Society and the latter shall be bound to comply with such directives. Further, Govt. may take over the management and administer the ARR&TI Society in case of necessity / or in any given situation.
- 41. DISSOLUTION:** If the Society is to be dissolved, procedure laid down in the Societies Registration Act, 1860 shall be followed. If on winding up or dissolution of ARIAS Society, there shall remain, after satisfaction of all debts and liabilities, any asset or property, they shall be dealt with in such manner as the Government of Assam may determine.

42. We, the following members of the Executive Committee of the ARR&TI Society hereby certify on **this day of the month of in the year of 2016** that the above is a true and correct copy of the Rules of Business framed and adopted by the Assam Road Research & Training Institute (ARR&TI) Society and approved by the Board of Management of the ARR&TI Society.

CERTIFIED TO BE THE TRUE COPY OF THE RULES OF ARR&TI SOCIETY

Sl.	Name	Designation	Name	Signature
(1)	Commissioner & Spl. Secretary to the Govt. of Assam, PWRD	Chairperson (ex-officio)	Shri M.C.Boro	
(2)	Commissioner & Secretary, Finance Department or his representative not below the rank of Joint Secretary	Member (ex-officio)		
(3)	Commissioner & Secretary, Personnel Department or his representative not below the rank of Joint Secretary	Member (ex-officio)		
(4)	Commissioner & Secretary, Finance Department or his representative not below the rank of Joint Secretary	Member (ex-officio)		
(5)	Secretary to the Govt. of Assam, PWRD cum	Member (ex-officio)		
(6)	Chief Engineer, PWD (Roads)	Member (ex-officio)		
(7)	Chief Engineer, PWD (Border Roads)	Member (ex-officio)		
(8)	Chief Engineer, PWD (ARIASP & RIDF)	Member (ex-officio)		
(9)	Accounts Officer of ARR&TI	Member (ex-officio)		

Annexure-1 to Rules of Business of ARR&TI Society

