

**The Tripura Voluntary and Cultural Organisation
(Financial Assistance) Rules, 1979**

GOVERNMENT OF TRIPURA
CONFIDENTIAL AND CABINET DEPARTMENT.

M. E. 1(250)-CAB/79

Dated, Agartala, the 9th November, 1979.

MEMORANDUM.

Subject :— Record of decision of the meeting of the Council of Ministers held on 6-11-79.

A copy of the record of decision of the meeting of the Council of Ministers held on 6-11-79 as approved by the Chief Minister is forwarded under Rule 20(2) of the Rules of Executive Business of the Government of Tripura.

S. C. Baul
Deputy Secretary,
for Chief Secretary and Secretary
to the Council of Ministers.

RECORD OF APPROVED DECISION OF THE MEETING OF THE
COUNCIL OF MINISTERS HELD ON 6-11-79 AT 10 A. M. IN THE
OFFICE CHAMBER OF THE CHIEF MINISTER.

The following were present :—

1. Shri Nripen Chakraborty, Chief Minister.
2. Shri Dasarath Deb, Minister for Education etc, Deptts.,
3. Shri Biren Datta, Minister for Revenue etc. Deptts.,
4. Shri Dinesh Deb Barma, Minister for Panchayat etc. Deptts.,
5. Shri Bajuban Riyan, Minister for Agriculture etc. Deptts.,
6. Shri Araber Rahaman, Minister for Forest Department.
7. Shri Jogesh Chakraborty, Minister for Jail Deptt.,
8. Shri Braja Gopal Roy, Minister for Statistics etc. Deptts.,
9. Shri Vivekananda Bhowmik, Minister for Health and Family Welfare Department,
10. Shri T. S. Murty, Chief Secretary and Secretary to the Council of Ministers.

ITEM NO. 12 : RULES FOR FINANCIAL ASSISTANCE TO
CULTURAL AND VOLUNTARY ORGANISATIONS.

Approved. The rules should lay down a minimum membership and ensure that the organisations will restrict themselves to purely cultural work.

MEMORANDUM

The Governor of Tripura has been pleased to make the following rules to regulate financial assistance to the Voluntary/Cultural Organisations in the State, namely :—

1. SHORT TITLE, EXTENT AND COMMENCEMENT

- (1) These rules may be called the Tripura Voluntary and Cultural Organisation (Financial Assistance) Rules, 1979.
- (2) They shall extend to the whole of the State of Tripura.
- (3) Government may extend the assistance under these rules to Cultural Organisations outside the States also on special consideration and merit of each case.
- (4) They shall come into force on the date of their publication in the official Gazette.

DEFINITIONS

In these rules, unless the context otherwise requires,

- (a) "Government" means the Government of Tripura.
- (b) "Director/Joint Director" means the Director/Joint Director of Public Relations & Tourism Department, Govt. of Tripura.
- (c) "Directorate" means the Directorate of Public Relations & Tourism, Tripura.
- (d) Department means 'Department of Public Relations & Tourism' in administrative matters and the Finance Department when financial points are involved.
- (e) "Voluntary Organisation" means the Voluntary Organisations approved by the Government of Tripura for the purposes of these rules and includes.
 - (i) Loka Ranjan Sakhas ;
 - (ii) Sub-Information Centres ;
 - (iii) Radio Rural Forums and
 - (iv) Cultural Organisations.
- (f) "Loka Ranjan Sakha" means a Voluntary Organisation formed in accordance with the provisions made in these rules and approved by the Government.
- (g) "Sub-Information Centre" means a Voluntary Organisation formed in accordance with the provisions made in these rules and approved by the Government.
- (h) "Radio Rural Forums" means a Voluntary Organisation formed in accordance with the provisions made in these rules and approved by the Government.
- (i) "Cultural Organisation" means a cultural organisation which is registered as for promoting cultural and literary activities for the community in general and opposed to communal hatred, sectarian outlook, national intergration etc.
- (j) "Cultural matter" means the Cultural Matters viz. Drama, Jatra, Kabigan, literary activities and other allied matters which are generally beneficial to the society in general.
- (k) "Financial Assistance" means a Grant sanctioned in favour of the respective Voluntary/Cultural Organisations.
- (l) "Year" means the financial year as in force in the State of Tripura.
- (m) "Convenor" means the Convenor of the individual Committee formed for Radio Rural Forums.
- (n) "Secretary" means the Secretary of the individual Committee formed for Sub-Information Centre or Loka Ranjan Sakhas.
- (o) "Committee" means the Committee of the Voluntary Organisation constituted to organise, supervise the functions, etc. of the respective Voluntary/Cultural Organisation.

PART—II

MANNER OF SANCTIONING FINANCIAL ASSISTANCE TO THE ORGANISATIONS

OPENING OF VOLUNTARY ORGANISATION

Subject to the provisions in these rules, opening of Voluntary Organisation(s) may be allowed on the basis of necessity of a particular area provided the conditions set forth for the purpose are fulfilled.

CONDITIONS FOR OBTAINING AFFILIATION/APPROVAL OF THE DIRECTORATE OF PUBLIC RELATIONS & TOURISM, TRIPURA.

- (a) A Voluntary Organisation shall have to be organised as per principles laid down or to be laid down by the Directorate.

- (b) A Voluntary Organisation must have a Committee to be constituted by the villagers themselves and it shall be housed in a room/rooms donated by some body or by villagers as the case may be, where all villagers shall have free access.
- (c) A Voluntary Organisation shall have to abide by the terms and conditions as may be specified by the Directorate.
- (d) The Convenor or Secretary, as the case may be of the Voluntary Organisations shall maintain different records/registers and keep constant touch with the Sub-Divisional/Block Level Public Relations Officer concerned under whose jurisdiction the organisation is located.
- (e) A Voluntary Organisation shall function under the guidance and direct supervision of the Public Relations Officer of the particular area.
- (f) A Voluntary Organisation shall undertake the responsibility of maintaining the standing quality of activities, attendance etc.
- (g) A Voluntary Organisation shall be agreeable to assist in the matter of propagation etc. of Govt. developmental activities on various aspects.

5. MANNER OF APPLICATION

(a) Application(s) for the opening of a Voluntary Organisation in the prescribed form at Appendix "A" to these rules shall be submitted through the Public Relations Officer concerned with the recommendation of the M. L. A. and Goan Pradhan under whose jurisdiction the applicant is an inhabitant. The Public Relations Officer after careful scrutiny about the eligibility of the village for opening the organisation shall place such petitions to the Director through proper channel for obtaining orders. The Organisation will be treated as Voluntary Organisation, in terms of these rules, if it satisfies the provisions of these rules and receiving approval of the Government. It will, only thereafter, become eligible for financial assistance in the scale as provided in rule-7 of these rules.

(b) A Cultural Organisation will apply for grants giving full details about the purpose and enclosing a copy of the approved Rules and Regulation when applying for the first time.

6. PROVISION FOR EQUIPING THE VOLUNTARY ORGANISATION

The Government shall provide each of the Voluntary Organisation, in addition to the Financial Assistance as provided in Rule-7, with the following articles with a view to organising the same properly and for using these in the individual Voluntary Organisation concerned. The Convenor or the Secretary, as the case may be, shall be responsible for proper utilisation, up-keep and maintenance of records of articles.

(a) FOR LOKA RANJAN SAKHAS

- i) Sign Board 1 No.
- ii) Satranchi 1 No.
- iii) Lantern/Hazak 1 No.
- iv) Harmonium 1 No.

v) Any two/three other instruments | As decided by the Director having regard to requirement of the Organisation.

(b) FOR RADIO RURAL FORUMS

- i) Sign Board 1 No.
- ii) Satranchi 1 No.
- iii) Lantern/Hazak..... 1 No.
- iv) C. R. Set with battery 1 Set.

(c) FOR SUB-INFORMATION CENTRES

- | | | |
|---|------------------|---|
| i) Sign Board | 1 No. | According to the choice
of the Member of the
Organisations. |
| ii) Satranchi | 1 No. | |
| iii) Lantern/Hazak..... | 1 No. | |
| iv) News papers—Calcutta Bengali daily— | 1 No. | |
| | Local dailies — | 2 Nos. |
| | Local weeklies — | 2 Nos. |

7. SCALE OF FINANCIAL ASSISTANCE AND THE TERMS THEREOF

- (a) The financial Assistance @ Rs. 10/- per month per Voluntary Organisation may be sanctioned by the State Government to defray contingent expenditure in connection with its day to day work.

The continuance of the Financial Assistance shall be subject to proper functioning and satisfactory service of the Organisation and availability of fund.

- (b) Financial assistance in organising cultural function by a Voluntary Organisation may be awarded by the Department for an amount not exceeding Rs. 100/- at a time for each occasion. It should be ensured that any such organisation does not receive more than one such grant during a financial year.
- (c) Financial Assistance to cultural organisation duly registered and applying in proper form may be sanctioned a grant not exceeding Rs. 1000/- in a financial year with the approval of the Chief Minister.

8. POWER TO INCREASE OR DECREASE THE RATE OF FINANCIAL ASSISTANCE

The rate of financial assistance as specified in Rule 7 of these Rules, may be altered by the Government/Department, with the approval of the Chief Minister and concurrence of the Finance Department.

9. MANNER OF SANCTIONING THE FINANCIAL ASSISTANCE

- (a) Financial Assistance to the Voluntary Organisation shall be sanctioned by the Department of the State Government for one year only at a time on monthly basis and may be renewed from year to year subject to the satisfactory performance and maintenance of good records etc. by the Voluntary Organisation(s) concerned.

List of Voluntary Organisation which will be continued financial assistance for the following year under Rule 7 should be listed before the beginning of the year and get approved with the approval of the Departmental Minister/Finance Department.

- b) No application shall be necessary from the Voluntary Organisation concerned for renewal of the Financial Assistance for the succeeding year subject to the condition that such Organisation had been active throughout the previous year without any break. The District Public Relations Officer concerned shall recommend to the Directorate all eligible cases in a consolidated statement for renewal of grants after obtaining detailed report from the Public Relation Officers concerned. Necessary sanction to the renewal of Financial Assistance for the succeeding year only will be issued by the Director of cases are found eligible:
- c) The applications from the Cultural Organisations will be scrutinised to ensure that they have been in existence at least for a year on the date of application, have had performances and activities during such period and that such activities have been aimed at promoting cultural/literary activities and allied matters in general, and that the achievements performances have been of average standard.

10. CONSTITUTION OF THE VOLUNTARY ORGANISATION COMMITTEE

The Committee for the Voluntary Organisation shall be constituted by the villagers with suitable number of member not less than 15 (fifteen) to be headed by the Gonvenor/

Secretary, as the case may be, subject to the approval of the District Public Relation Officer of the concerning District. The term of the Committee shall normally be for one year from the date of constitution. The Government may, however, extended the term in special circumstances not exceeding by six calendar month at a time.

Before expiry of the term of the existing Committee new Committee will be formed so that the old Committee may be dissolved and the new Committee may start functioning.

11. SELECTION OF CONVENOR/SECRETARY OF THE VOLUNTARY ORGANISATION COMMITTEE

- a) Out of the members selected for the Committee, one shall be elected Convenor or Secretary, as the case may be, by the member of the Committee.
- b) In absence of Convenor/Secretary, the members present shall elect one of them as Convenor/Secretary of the meeting.

12. RULES OF BUSINESS FOR THE VOLUNTARY ORGANISATION COMMITTEE

- a) The Convenor/Secretary or the Committee shall call meeting or meetings of the Committee as and when necessary and he shall process agenda issue notice to all members for the meeting and perform all other official work as may be necessary.
- b) When the members are divided equally over any issue or item of any agenda the Convenor/Secretary shall decide the issue by casting an additional vote.
- c) The Committee shall organise admission of members into the Voluntary Organisation concerned and the eligibility for admission of members shall be considered on the basis of criteria to be laid down by the Committee. List of such admissions accepted by the Committee shall be forwarded simultaneously to the District Public Relations Officer concerned and the Director of Public Relations & Tourism in a statement in the form as prescribed at Appendix 'B' to these Rules.
- d) The Committee shall review the working position of the Voluntary Organisation periodically every month and submit detailed report on the overall functioning of the Organisation to the Public Relations Officer immediately after review is completed.

13. SANCTION OF FUNDS FOR PAYMENT OF FINANCIAL ASSISTANCE

- i) Sanction to the payments will be issued with the prior concurrence of the Finance Department when the amounts are sanctioned outside the scope of the Rules on beyond the budgeted amount as beyond the amount permissible under the Rules.
- ii) The Department of Public Relations and Tourism, Tripura will intimate the District Public Relations Officer concerned the approved list of Voluntary Organisation for the concerned financial year, allotment available for Purpose giving Financial Assistance to each, and the District Public Relations Officer will operate thereon in accordance with these rules.
- iii) The District Public Relations Officer shall be responsible for maintaining separate accounts, register etc. of the item of expenditure together with necessary payees receipt etc. and shall submit an annual statement of financial assistance given and disbursed during the year to the Director within the 7th April of each year.
- iv) The District Public Relations Officer shall draw the financial assistance out of the sanctioned amount on monthly basis for disbursement to the Convenor/Secretary of the Voluntary Organisation strictly according to these Rules.
- v) Sanction for financial assistance to a Cultural Organisation as per these rules will be issued by the Directorate, amount drawn and disbursed to the authorised representatives of such Organisation.

14. POWER TO SUSPEND OR DISCONTINUE ISSUE OF FINANCIAL ASSISTANCE

- a) The Government shall have power to suspend or totally discontinue Financial Assistance at any time to any Voluntary Organisation for any subversive activity or activity which is detrimental to the efficiency of the Voluntary Organisation. Such action shall take effect immediately on receipt of the order from the Department of public Relations & Tourism.
- b) In regard to Cultural Organisation, the Government reserves the right to consider whether such Organisation can be considered as functioning in greater interest to the Community in general.
- c) The Govt. reserve the right to recover cost of any article pilfered, stolen etc.

15. ACCOUNTS AND AUDIT

Each Voluntary and Cultural Organisation will be responsible for maintaining proper accounts of grants received and shall be responsible for submitting all relevant accounts and records for scrutiny by Officers and staff of the Government and of Indian Audit & Accounts Department as and when required, to the complete satisfaction.

16. POWER TO AMEND PROVISIONS OF THESE RULES

Whether the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing relax any of the provisions of these rules, in respect of any class or category of Voluntary/Cultural Organisation or may keep in suspension the application of these rules.

By order of the Governor
 Sd- Illegible
 Secretary to the Govt. of Tripura
 Public Relations & Tourism Department
 Government of Tripura.

**APPENDIX
 LIST OF VOLUNTARY ORGANISATION EXISTING IN THE
 STATE OF TRIPURA.**

Sl. NO.	Name of the Voluntary Organisation with address.	Name of the Sub-Division/ Block to which it belongs.	REMARKS
1	2	3	4

**APPENDIX-B
 PROPOSAL FOR RENEWAL OF FINANCIAL ASSISTANCE IN
 FAVOUR OF VOLUNTARY ORGANISATION.**

Name of the District under whose Jurisdiction Voluntary Organisation is located.:-			
Sl. NO.	Name of Voluntary Organisation with Full address.	Amount sanctioned in preceeding year indicating the No. and date of order.	Remarks on the works and activities.
1	2	3	4

District public Relations Officer.

To
 The Director,
 Public Relations & Tourism, Govt. of Tripura,
 AGARTALA.

APPENDIX—A

FORM OF APPLICATION FOR OPENING OF VOLUNTARY ORGANISATION
AND FOR SANCTION OF FINANCIAL ASSISTANCE.

To
The Director,
Public Relations & Tourism,
Govt. of Tripura,
Agartala.

Through Proper Channel (i.e. S.D.P.R.O, T.P.R.O. etc.)

Sub :—Opening of Voluntary Organisation namely Loka Ranjan Sakha/Radio Rural Fourm/Sub-Information Centre and sanction of Financial Assistance.

Sir,

We beg to apply for opening of a Voluntary Organisation namely, L.R.S./R.R.F./S.I.C. in our area and also for consideration of Financial Assistance.

Necessary particulars are given below :—

1. Name of Organisation :—
2. Name of Locality :—
3. Full Address :—
4. Whether there is any such similar organisation at its surroundings. If so, the distance from it may be indicated. :—
5. Whether there is any Committee existing if so, the size of the Committee with their names of Member & Convenor/Secretary. :—
6. Whether the organisation is ready to abide by the principles, terms & conditions enforced to be enforced by the Directorate. :—
7. Whether the organisation is ready to allow free access to the villagers for entering in to the organisation being housed in room/rooms donated by some-body or by villagers themselves. :—

Dated.
Place.

Yours faithfully,
Signature of the
Convenor / Secretary.

A Certificate from the local M.L.A. Gaon Pradhan is required to be furnished in support of the claim.

APPENDIX—B

FORM OF APPLICATION FROM VOLUNTARY/CULTURAL ORGANISATION
FOR FINANCIAL ASSISTANCE

1. Name of organisation :—
2. Name of the Locality :—
3. Full Postal Address :—
4. If there is any Committee of the Organisation existing then, the size of the Committee with the names of the President and the Secretary. :—
5. Whether the Committee is agreeable to abide by the Principles, terms & Condition of the Directorate of Public Relations & Tourism. :—
6. Whether the Organisation is registered, if so, when and with whom registered ? :—
7. Objectives of the Organisation :—
8. Activities of the Organisation for the last one year. :—
9. Nature of Function for which Financial Assistance is required. :—
10. Amount of Financial Assistance required, :—

Certified that no financial assistance from any other Office/Department of the Central or State Government has been received during the current financial year and that the theme of the proposed function/performance is within the scope of the cultural matters as defined in the rules of Department of Public Relations and Tourism.

Yours faithfully.

(Signature of the applicant)
Secretary/President of the
Committee.