

GOVERNMENT OF KERALA
Sports and Youth Affairs (B) Department
NOTIFICATION

2nd August, 2021.

No.B2/75/2020-SYA *Dated, Thiruvananthapuram, 17th Karkadakam, 1196*
11th Sravana, 1943

In pursuance of clause (3) of Article 348 of the Constitution of India, the Governor of Kerala is pleased to authorise the publication in the Gazette of the following translation in English language of the Kerala State Youth Commission Rules, 2018.

By Order of the Governor,
Dr.Sharmila Mary Joseph
Secretary to Government

[Translation in English of “2018 ലെ കേരള സംസ്ഥാന യുവജന കമ്മീഷൻ ചട്ടങ്ങൾ”
published under the authority of the Governor]

GOVERNMENT OF KERALA

Sports and Youth Affairs (B) Department

NOTIFICATION

G.O.(Printing) No. 5 /2018/S&YA *Thiruvananthapuram, 26th May, 2018*
12th Edavam, 1193.

S.R.O. No.327/2018.- In exercise of the powers conferred under section 18 of the Kerala State Youth Commission Act, 2014 (6 of 2014), Government of Kerala hereby, make the following rules, namely:-

RULES

1. *Short title and commencement.-* (1) These rules may be called the Kerala State Youth Commission Rules, 2018.

(2) It shall come into force at once.

2. *Definitions.-* (1) In these rules, unless the context otherwise requires,-

(a) “Act” means the Kerala State Youth Commission Act, 2014 (6 of 2014);

(b) “petition” means all complaints and petitions received in the Commission either directly or through post/fax/e-mail or other media from the youth or any other person or association on behalf of the youth, against the denial of the rights of the youth or of the provisions specified for their protection;

(c) “Secretary” means the Secretary of the Kerala State Youth Commission;

(2) The words and expressions used and not defined in these rules, but defined in the Act, shall have the same meaning respectively assigned to them in the Act.

3. *Headquarters.*- The headquarters of the Kerala State Youth Commission shall be at Thiruvananthapuram.

4. *Powers and duties of the Secretary.*- The Secretary shall have the following powers and duties, namely:-

(a) to implement any decision taken by the Commission to discharge the duties and to exercise the powers vested in the Commission under sections 9 and 10 of the Act;

(b) to exercise necessary powers for the proper administration of the Commission and to carry out the day -to- day affairs as per the direction of the Chairperson under sub-section (7) of section 4 of the Act;

(c) to convene the meetings of the Commission in consultation with the Chairperson and to serve notices of the meeting to all concerned in time ;

(d) to ensure the quorum of the meeting of the Commission;

(e) to prepare agenda of the meeting of the Commission in consultation with the Chairperson;

(f) to make available the relevant documents related to the items in the agenda of the meeting, if necessary, to the Commission;

(g) to ensure that the agenda is circulated and received by the members, prior to the meeting ;

(h) to prepare the minutes of the meetings of the Commission and to ensure that the decisions of the meeting are implemented and ensure that action taken report of the decisions are submitted in the successive meetings;

(i) to ensure that the procedures of the functioning of the Commission are duly complied with;

(j) to submit to the Government subjects like the approval of

grants, post creation, pay revision, availability of vehicles, laying of annual audit reports before the Legislative Assembly, appropriation and sanctioning of journeys to other States and abroad with the approval of the Commission and also other subjects wherein the Government sanction deems necessary;

(k) to exercise the financial powers assigned by the Government to the Commission.

5. *Salary and other allowances of the Chairperson and members.*-The salary of the Chairperson is fixed as One lakh rupees. The Chairperson shall be considered as Grade I/ Class I Officer for sitting fee, travelling allowance and other allowances:

Provided that the salary and other allowances of the Chairperson may be revised from time to time as decided by the Government.

The members of the Commission may be allowed an honorarium of Rupees 15,000 and sitting fees of Rupees 400 and travelling allowance as fixed by the Government.

6. *Procedures for convening and conducting the meetings of the Commission.*- (1) The ordinary meetings of the Commission shall be convened at the headquarters of the Commission at least once in a month:

Provided that interval between two meetings of the Commission shall not exceed three months. The meetings or sittings of the Commission may be convened at other places in the State also as the Chairperson deems fit.

(2) The Commission may, conduct camp sittings at district headquarters or other places within the State, on the basis of the decision of the Chairperson, in public interest or taking into account the urgency of the situation of special cases.

(3) The Chairperson may, either *suo-motu* or at the request of any member, convene special meeting at a convenient place within the State to consider a special case of urgent importance.

(4) Notwithstanding anything contained in sub-rules (1), (2) and (3), the Secretary shall convene an extraordinary meeting if majority of the

members require in writing.

(5) The Commission shall also convene meeting at fixed intervals for the disposal of petitions.

(6) The Commission, may as a whole or with some members only, with the prior permission of the Chairperson, convene meetings outside the headquarters, but within the State for transacting business of the Commission. The members who attend such meetings and enquiries shall be eligible for travelling allowance.

(7) The Chairperson shall preside over the meetings of the Commission. In the absence of the Chairperson, a member elected from among the members present at the meeting shall preside over the meeting.

(8) The quorum for the meeting of the Commission shall be more than one half of the members appointed in the Commission.

(9) The decisions of meetings of the Commission shall be in accordance with the majority of the votes and in cases where there is equality of votes, the Chairperson or in his absence, the person who presides over shall exercise a casting vote.

(10) The Secretary and other officials as directed by the Chairperson shall be present at the meeting of the Commission.

(11) The notice intimating the place, date, time and agenda of the meeting shall be given to the members at least five days prior to the date of the meeting:

Provided that, wherein cases which necessitate urgent decision of the Commission in any matter an extraordinary meeting may be convened by giving notice not less than 24 hours.

(12) The Secretary or the officer authorised by the Secretary in this behalf shall prepare minutes during the meeting.

(13) The minutes of the meeting of the Commission shall be submitted to the Chairperson for approval and after approval, copy of the

minutes shall be made available to all members at the earliest before the next meeting.

(14) The decisions of the Commission in each matter shall be recorded as remarks and the dissenting notes, if any, shall also be recorded. In cases where there is difference of opinion, action shall be taken in accordance with the decision of majority.

(15) Until the minutes of meeting of the Commission is approved by the Chairperson, the Secretary shall not take any action thereon unless otherwise specifically directed.

(16) The minutes of the meeting of the Commission shall be signed and kept by the Secretary.

(17) The decisions taken at the meeting of the Commission shall be intimated to the Government within 15 days from the date on which the decision is taken.

(18) The Secretary shall report in the successive meeting, specifying the report of action taken on the previous decisions and present status except in items which do not require follow up action.

7. Manner of submission of petition.- (1) Each petition submitted before the Commission shall be in writing either in Malayalam or in English, and shall be submitted directly or through post or electronic media.

(2) Every petition shall contain specific details regarding the subject and the name and address of the petitioner and the respondent.

8. Fees.- There shall be no fee for submitting a petition.

9. Defective petitions- The Commission may prima facie reject petition having any of the following defects:-

- (a) illegible;
- (b) vague, anonymous, false name;
- (c) related to civil disputes;
- (d) those under the consideration of Courts or Tribunals;
- (e) unsigned, or not authenticated otherwise;

(f) subject matter of the complaint is outside the purview of the Commission;

(g) failed to comply with the provisions in rule 7.

10. *Procedures to dispose petition.*- The Commission may, at any time it deems fit,-

(a) require more details from the petitioner;

(b) require the petitioner to submit affidavit detailing cause of action regarding the petition;

(c) require statement on oath in writing from the petitioner;

(d) record deposition from the petitioner by giving notice or through any other means;

(e) require reports for further action from the concerned including respondents, as the Commission deems fit.

11. *Sitting of the Commission.*-(1) The Secretary shall, in consultation with the Chairperson, in necessary circumstances, take steps to hold sitting of the Commission.

(2) Notice regarding the sitting shall be given to each member before five days. Nevertheless, the Chairperson may hold extraordinary sitting by giving twenty four hours notice to the members.

12. *Allowance for the special invitees to the Commission.*- Invitees having special knowledge who attend the meeting as per sub-section (3) of section 8 of the Act may be paid remuneration at the rate fixed by the Government from time to time.

13. *Conditions of service of officers and employees of the Commission.*-(1) The conditions of service and disciplinary action of officers and employees shall be in accordance with the Kerala Service Rules and other related rules framed and which are to be framed from time to time, by the Government.

(2) Subject to eligibility and the conditions in the Kerala Service Rules,-

(a) Government shall sanction leave to the Chairperson;

(b) the Chairperson shall sanction leave to the Secretary and Members;

(c) the Secretary shall sanction leave to other officers and employees of the Commission.

14. *Control of financial Powers.*- All financial powers of the Commission, general financial rules, and exercise of financial powers, shall be in accordance with the rules and instructions issued by the Finance Department from time to time.

15. *Annual Report.*- The Commission shall maintain proper accounts and other relevant documents under sections 13 and 14 of the Act and Annual Report for each year regarding the period from 1st April to 31st March of next year shall be submitted to the Government within 31st August of every year. Annual Account Statement shall be submitted in Form Numbers I, II and III and Annual Report in Form Number IV.

Form I

(See sub-section (1) of section 13 and rule 15)

Kerala State Youth Commission,

Thiruvananthapuram

Receipts- Payment accounts as on 31/03/.....

(Receipts and Payments Accounts)

Receipts	Amount(in Rupees)
Opening balance	:
Amount in hand	:
Amount as per T.S.B. Account Number1 at	
Sub Treasury, Vikas Bhavan	:
Grant-in-aid under Non-Plan from	
Sports and Youth Affairs Department, Government	
of Kerala	:
Grant-in-aid under Plan from Sports and Youth	
Affairs Department, Government of Kerala	:
Fees under the Right to Information Act	:
Income from auction of waste materials and	
donation from public/other Government/non-	
Government organisations and general public	
and other items	:
Total	:
Payments	
Salary/Allowance of Employees	:
T.A/D.A of Employees	:
Salary/Allowance of Chairman/Members	:
T.A/D.A of Chairman/Members	:

Medical reimbursement of employees	:
Medical reimbursement of Chairman	:
Furniture	:
Electricity	:
Water	:
Telephone/Internet	:
Vehicle of Chairperson	
Petrol	:
Maintenance works	:
Office Vehicle	:
Petrol	:
Maintenance works	:
Registration of vehicle / Tax etc.	:
Computers and Accessory equipments	:
Web design, software etc.	:
Television/Cable	:
Publication	:
Postage Stamp	:
News paper, periodicals	:
Stationery/ Registers	:
Printing of notice/form	:
Rent/Taxes	:
Books	:
Remuneration for Experts/Special services	
Advertisement/Campaign expense	:
Aid/Donation	:
Hospitality /Banquet expenses	:
Name Board/Notice Board	:
Audit fees	:
Other items	:

Plan Expenditure	:
Closing Balance	:
Amount in hand	:
Amount in T.S.B. Account No: 1 at	
Sub Treasury, Vikas Bhavan	:
Total	:

Form II

(See sub-section (1) of section 13 and rule 15)

Kerala State Youth Commission,

Thiruvananthapuram

Income- Expenditure Accounts as on 31/03/.....

(Income and Expenditure Accounts)

Income	Amount(in Rupees)
Plan fund from Sports and Youth Affairs	
Department	:
As per G.O.....	:
As per G.O.....	:
As per G.O.....	:
Total	:
 Non-plan fund from Sports and Youth Affairs	
Department	:
As per G.O.....	:
As per G.O.....	:
Total	:
 Fees under the Right to Information Act	:
Auction of waste materials	:
Donation from other agencies/General Public	:
Other items	:
Total	:
 Expenditure	
Salary/Allowance of Employees	:
T.A/D.A of Employees	:

Salary/Allowance of Chairman/Members	:
T.A/D.A of Chairman/Members	:
Medical reimbursement of Employees	:
Medical reimbursement of Chairman	:
Furniture	:
Electricity	:
Water	:
Telephone/Internet	:
Vehicle of Chairman	:
Petrol	:
Maintenance works	:
Office Vehicle	:
Petrol	:
Maintenance works	:
Registration of Vehicle / Tax etc.	:
Computer and Accessory equipments	:
Web design / software etc.	:
Television/Cable	:
Publication	:
Postage Stamp	:
News paper, Periodicals	:
Stationery/ Registers	:
Printing of notice/form	:
Rent/Taxes	:
Books	:
Remuneration for expert/special services	:
Advertisement/Campaigning Expenses	:
Aid/Donation	:
Hospitality/Banquet expenses	:
Name Board/Notice Board	:

Audit fees	:
Other items	:
Total	:

Form III

(See sub-section (1) of section 13 and rule 15)

Kerala State Youth Commission,

Thiruvananthapuram

Balance sheet as on 31/03/.....

Liabilities	Amount (in Rupees)
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Pending expenditure	:
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Long term liabilities	:
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Loans and Grant-in aid received from Government:	
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Other items	:
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Total	:
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Assets

Item

Vehicles	:
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Computer	:
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Furniture	:
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Photocopier	:
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Books	:
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Air Conditioner	:
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Projector	:
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Electric equipments	:
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Website	:
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Other assets	:
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Advance and Deposit	:
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Amount in hand	:
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Amount in T.S.B. Account Number1	
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at Sub Treasury Vikas Bhavan	:
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Amount in S.B.T account	:
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Total	:
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Form IV

(See sub-section (1) of section 14 and rule 15)

Model of Annual Report

Annual Report shall be arranged in Chapters/Divisions with specific headings. The names of the Minister in charge and Secretary of the Department and Chairman of the Commission shall be mentioned at the beginning of the Report, in addition to the name of the Institution.

Preface

A short description of the Institution and the State law in respect of the duties of the Institution shall be mentioned.

Organisational chart in respect of the Institution shall be given.

Organizational system

Details of the Institution including the State, District level offices and other offices.

Major duties of the Institution.

Website, address of offices, phone/fax etc.

Name and address of Members and higher officials of the Commission

Human Resource

Number of various posts and the number of existing staff thereon.

Number of employees in categories of contract/deputation/daily wages.

Number of appointments, and retirement during the current year.

Dismissal/post abolition.

Posts created/abolished during the current year.

Number of consultants designated during the current year.

Number of trainings conducted and persons designated for the training.

Awards, prizes, certificates etc. received for prestigious service.

Disciplinary action taken against employees.

Functions of the Institution.

Duties of the Institution.

Acts and Rules implemented by the Institution.

Statistics regarding the number of cases in which action has been taken, disposed and pending, inspections conducted, reports submitted etc.

Presentation of the statistics regarding various services provided by the Institution and the number of beneficiaries who received the same.

Short description of the projects implemented.

Achievements of various projects/activities.

Details of activities and purchases exceeding Rupees Five Crore.

Details of projects and activities of the Institution.

Projects undertaken through private participation.

Research studies and surveys undertaken during the current year.

Finance

Budget allocation of the plan, non-plan heads of the Institution, expenditure (along with the explanation of pending balance/additional expenditure)

Expenditure on account of Salary/Travelling Allowance, Advertisement, Consultancy etc.

Financial aid/deposit/loans to Government Companies/Boards/Local Self Government institutions, Autonomous Bodies/N. G. Os.

Pensions/ex-gratia etc. to various categories.

Details of different types of P.D/T.P/S.B Accounts of the Institution and in respect of which purposes, they are for.

Details regarding the amount given to Government/Non Governmental Agencies for materials, services and works but not regularised at the end of the year under report.

Details of fund received from the Central Government or other agencies and its expenditure.

Amount deposited in Treasury, Bank, Public and Works Department as special deposits.

Details regarding the amount detected as loss or irregularities occurred in

the year under report.

Details regarding loss in income or write off.

Progress in respect of reconciliation of accounts.

Infrastructure Facility

Infrastructure facilities made during the current financial year.

Details of vehicles purchased or alienated newly.

Details of assets transferred to other institutions.

Details of purchase of machines, equipments and other properties worth more than Rupees 5 Lakh.

Details of assets damaged or alienated.

Details regarding land acquired or purchased.

Publications

Details regarding journal, manual, rules and other publications.

The adalats, programmes/promotions participated, meetings, symposiums, training and exhibitions conducted in the current year.

Implementaion of the Right to Information Act

Details of State Public Information Officer and Appellate Authority.

Number of cases received, action taken and disposed under the Right to Information Act.

Details of fine imposed for not furnishing information.

Appeals in respect of the Institution which are under the consideration of the Information Commission.

Internal Control Mechanism

Officers designated only for internal audit.

Object/achievement of inspections scheduled and its follow up actions.

Pending paras on the Inspection Report of the Accountant General.

Details regarding various Monitoring Committees and its functions.

Other matters

Grievence redressal mechanism in the Institution.

Implementaion of Malayalam Language Act.

Progress regarding computerisation/e-Governance.

Social-cultural events/programmes conducted in the current year.

Details of awards/rewards/certificates of felicitation received by the Institution from the Central Government, other agencies and N.G.O.s and details of review/study conducted by any other agency/organization in respect of the Institution

By order of the Governor,
Secretary.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

Section 18 of the Kerala State Youth Commission Act, 2014 (Act 6 of 2014) empowers the Government to make rules for implementing the provisions of the Act. Government have decided to frame such rules.

The notification is intended to achieve the above object.
