

RULES & REGULATIONS



**NATIONAL COUNCIL OF SCIENCE MUSEUMS
CALCUTTA**

**RULES & REGULATIONS
OF THE
NATIONAL COUNCIL OF SCIENCE MUSEUMS**

**FORMULATED ON APRIL 4, 1978.
AMENDED ON FEBRUARY 27, 1984.
FURTHER AMENDED ON JANUARY 24, 1987.**

RULES & REGULATIONS OF THE NATIONAL COUNCIL OF SCIENCE MUSEUMS

Short Title

1. These rules may be called "The Rules of the National Council of Science Museums"

Interpretation

2. In these Rules the following words and abbreviations shall have the meanings given therein unless there is anything contrary in the subject or context:
 - (1) "Act" shall mean the West Bengal Societies Registration Act XXVI of 1961, and shall include the rules/regulations if any framed thereunder, as amended or modified from time to time.
 - (2) "The Society" and "NCSM", as the case may be, shall mean National Council of Science Museums.
 - (3) "The Government" shall mean the administrative Ministry or Department of the Government of India concerned with the National Council of Science Museums, from time to time.
 - (4) "The Governing Body" shall mean the Governing Body of the Society constituted under Rule 36.
 - (5) The "President" shall mean the President of the Society.
 - (6) The "Chairman" shall mean the Chairman of the Governing Body of the Society.
 - (7) The "Director General" shall mean the Director General of the Society appointed under Rule 60.
 - (8) The "Executive Committee" shall mean any of the bodies which are constituted as such under Rule 54.
 - (9) "The Secretary" shall mean the Secretary of the Society or such other person who may be authorised to act as such.
 - (10) The "Advisory Committee/Panel of Experts" shall mean any body which is constituted under Rules 41 and 59.
 - (11) The "Principal Executive Officer" shall mean the Director General of the Society.
 - (12) The "Director" shall mean the Head of a Museum/Centre at national level under NCSM as may be appointed as per Bye-Laws of NCSM.
 - (13) Words importing the singular number shall include the plural number and vice-versa. Words importing the masculine gender shall include the feminine gender.

3. Members of the Society

- (a) The Society shall consist of the following members:
 - (i) President of the Society, who shall be the Minister-in-Charge of the Ministry or the Department dealing with the Society,
 - (ii) Eminent persons, not exceeding 19 in number, representing science & technology, education, commerce & industry, art & culture and museology to be nominated by the Government,
 - (iii) One representative of the Ministry or the Department for the time being dealing with NCSM – ex-officio,
 - (iv) Financial Adviser to the Ministry or the Department for the time being dealing with NCSM – ex-officio
 - (v) A representative from the Department of Science & Technology – ex-officio,
 - (vi) Director General, Scientific & Industrial Research – ex-officio,
 - (vii) A representative from the Department of Technical Education – ex-officio,
 - (viii) Director General, NCSM – ex-officio.
4. Should any member who is appointed as such, under Rule 3 (iii) to (viii), Rule 36 (iii) to (vi) and Rule 55 (iii) to (viii) be prevented or unable otherwise from attending any meeting of the Society or any of its bodies or committees, he shall be at liberty to appoint and authorise a representative to take his place at that meeting of the Society and such representative shall have all the rights and privileges of a member of the Society including the right to speak and vote at that meeting.

Role of Members

5. The Society shall keep a roll of members giving their addresses and occupation and every member shall sign the same on becoming a member. No person shall be deemed to be a member or be entitled to exercise any of the rights and privileges of a member unless he has signed the roll as aforesaid.
6. If a member of the Society changes his address and/or occupation, he shall within 30 days from such changes notify his new address and/or occupation to the Secretary of the Society and the entry in the roll will be changed accordingly. In case he fails to do so, his address and/or occupation given in the roll of members shall be deemed to be correct for the purpose of the Society. All notices and communications sent to a member in his address as shown in the roll shall be deemed to have been duly served and sent by the Society or on its behalf.
7. Every member shall be entitled to inspect the register of members by giving at least 15 days notice in writing to the Secretary.
8. **RESTRICTION ON HOLDING OFFICE:** No person who is an undischarged insolvent or who has been convicted of any offence in connection with the formation, promotion, management or conduct of the affairs of a society, or of a body corporate, or of any offence involving moral turpitude, shall be entitled to be a member of the Society or the Governing Body or any other committee within the Society.

Duration of Membership

9. Unless his membership of the Society is terminated as provided in Rule 11, and subject to the provisions of Rule 10, each member of the Society, other than an ex-officio member, shall relinquish his membership on the expiry of four years from the date on which he becomes a member of the Society, but he shall be eligible for re-appointment. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the outgoing member.
10. When a person becomes or is appointed or nominated as a member of the Society by virtue of an office held by him, his membership of the Society shall terminate when he ceases to hold that office, and the vacancy so caused shall be filled by his successor to that office.

11. A member of the Society, other than an ex-officio member, shall cease to be a member on the happening of any of the following events:
- (a) If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve on the Society, or he goes abroad for a period exceeding 6 months.
 - (b) If he does not attend three consecutive meetings of the Society without obtaining leave of absence from the President.
 - (c) If he accepts a full time appointment in the Society.
12. Whenever a member desires to resign from the membership of the Society he shall forward a letter containing his resignation addressed to the Secretary.
13. The Society shall function notwithstanding any vacancy in its body and no act or proceeding of the Society shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.
14. The Government may terminate the membership of any member or at one and the same time the membership of all members other than ex-officio members of the Society. Upon such termination, the vacancy shall be filled in, in accordance with the relevant provisions of the Rules, save that the Government may renominate any member regardless of such termination.
15. Any vacancy in the membership of the Society caused by any of the reasons mentioned in Rule No.11 shall be filled in by nomination appropriately, provided that the vacancy shall not be filled in until moved to do so by the President, in consultation with the Government, provided further nothing in this Rule shall apply to any of the ex-officio members.

16. AUTHORITIES AND OFFICERS OF THE SOCIETY;

The following shall be the authorities and officers of the Society:

- (i) The President,
- (ii) The Governing Body,
- (iii) The Director General who is the Principal Executive Officer of the Society,
- (iv) The Executive Committees,
- (v) Directors of constituent museums/centres,
- (vi) The Secretary of the Society.

17. The society shall establish and maintain its own office, museum/centres, stockyards, workshops and subsidiary units.

18. Appointment to various posts in the Society shall be made in accordance with the recruitment rules framed for the purpose by the Government Body with the prior approval of the Government.

19. (Deleted)

Proceedings of the Society

20. An Annual General Meeting of the Society shall be held at such time, date and place, as may be determined by the President. At such Annual General Meeting, the Governing Body shall submit the Annual Report and the Audited Accounts of the Society together with the Auditor's Report thereon.
21. The President may convene a Special General Meeting of the Society, whenever he thinks fit.
22. The President shall convene a Special General Meeting of the Society on the written requisition of not less than five members of the Society.
23. The requisition so made by the members of the Society shall express the object of the meeting proposed to be called and shall be left at the address of the Secretary or posted to his address.
24. At all Special General Meetings no subject other than that stated in the notice or requisition, as the case may be, shall be discussed except when specially authorised by the President.
25. Excepting as otherwise provided in these Rules, all meetings of the Society shall be called by Notice under the signature of the Secretary.
26. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.
27. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
28. The notice may be served upon any member of the Society either personally or by sending it through the post in an envelope addressed to such members at the addresses mentioned in the roll of members.
29. Any notice so served by post shall be deemed to have been served on the day following that on which the letter, envelope or cover containing the same is posted and in providing such service it shall be sufficient to prove that the cover containing such notice was appropriately addressed and put into the post office.
30. The President shall preside at all meetings of the Society. In case the President is unable to attend a particular meetings the members present shall chose one of the members present to be the President of the particular meeting.
31. No business shall be discussed at any meeting of the Society except the election of a President whilst the Chair is vacant.
32. One third of the members of the Society including the substitutes appointed in the Rule 4, present in person shall form the quorum at every meeting of the Society.
33. All disputed questions at the meetings of the Society shall be determined by the majority of the votes of members present and voting.
34. Each member of the Society shall have one vote. In the case of an equality of votes, the Chairman shall have a casting vote.
35. Such officer as may be authorised by the Director General will function as Secretary of the Society and its Governing Body for the purposes of West Bengal Act.

The Governing Body

36. The affairs of the Society shall be managed, administered, directed and controlled subject to the rules, bye-laws and orders of the Society by the Governing Body. The Governing Body of the Society for purposes of the Act shall consist of the following:
 - (i) The Chairman, who shall be nominated from members of the Society by the President of the Society from amongst eminent scientists, technologists, educationists and museologists.
 - (ii) Six members representing science, technology, education, commerce & industry, art & culture and museology to be nominated by the Government from amongst the members of the Society – members.
 - (iii) A representative of the Ministry dealing with the Society – Ex-officio Member.

- (iv) Financial Adviser to the Ministry dealing with the Society – Ex-officio Member.
 - (v) Director General, Scientific & Industrial Research or his nominee – Ex-officio Member.
 - (vi) Director General, NCSM – Ex-officio Member.
- Directors under NCSM may be invited to attend the meeting of the Governing Body as co-opted members from time to time. The Secretary of the Society will function as the Secretary of the Governing Body.
- 37. The membership of the Governing Body shall be regulated in accordance with the provisions of Rules 4 to 15 mutatis mutandis.
 - 38. The members of the Society or of the Governing Body or of any Committee appointed by it shall not be entitled to any remuneration from the Society. The non-official members of the Governing Body or any Committee appointed by it shall be paid by the Society such travelling and daily allowances as may be provided for in the Bye-laws to be made in this behalf in respect of the journey undertaken by them for attending the meetings of the Governing Body or of Committees set up by the Governing Body in connection with any business of the Society.

Functions and Powers of the Governing Body

- 39. The Governing Body shall generally carry out and pursue the objects of the Society, as set forth in the Memorandum of Association. The Management of all the affairs and funds of the Society, shall, for this purpose, vest in the Governing Body.
- 40. The Governing Body shall exercise all the powers of the Society subject nevertheless to such limitations as the Government may, from time to time, impose in respect of the expenditures from the funds of the Society and of grants made by the Government and disposal of any of the properties of the Society, provided always that the Governing Body shall have no greater powers in the matter of expenditure from the funds of the Society than the Government possesses in respect of expenditure from public funds.
- 41. In particular and without prejudice to the generality of the fore-going provisions, the Governing Body shall have the power, subject to the provisions of these rules and the Bye-laws to:
 - (i) Consider the annual and supplementary budgets placed before it by the Secretary from time to time, and pass them with such modifications as the Governing Body may think fit subject to the prior concurrence of the Government and also to the approval of the Society in its Annual General Meeting.
 - (ii) Develop science and/or technological museums and centres in the country at national, state, district and block levels and evolve a suitable structure for their governance.
 - (iii) Plan the requirements and allocations of financial resources to the museums/centres with the Governing Body acting as the interface between the Museums/Centres and the concerned ministries of the Government.
 - (iv) Provide guidance to the museums/centres about the thrusts to be provided in their programmes which has relevance to national priorities.
 - (v) With the sanction of the Government of India, frame, amend, or repeal Bye-laws, for the administration and management of the affairs of the Society and in particular to provide for the following matters:
 - (a) preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contract, investment of the funds of the Society, sale or alteration of such investments and maintenance of accounts and their audit;
 - (b) procedure for recruitment of officers and establishment in the service of the Society;
 - (c) terms and tenures of appointments, emoluments, allowances, rules and discipline and other conditions of service of the officers and establishments of the Society;
 - (d) terms and conditions governing the grant of scholarships, fellowships and grants-in-aid for research schemes and projects not inconsistent with the objects of the Society; and
 - (e) such other matters as may be necessary for the administration of the affairs and funds of the Society;
 - (vi) Constitute Executive Committees or local Committees for any particular area or institution consisting of persons who need not be the members of the Society and delegate to them such powers as the Governing Body may think proper and lay down rules for the procedure of such Committees.
 - (vii) Constitute Committees or Sub-Committees for such purposes and with such powers as the Governing Body may think proper;
 - (viii) Constitute Advisory Boards or Committees consisting of persons who need not be members of the Society with such advisory functions as the Governing Body may think proper,
 - (ix) Constitute panel of experts in consultation with the Director General including those outside the NCSM for periodic external evaluation of the museums/centre. The Director of the museum/centre shall be associated with this Expert Panel.
 - (x) Create and abolish posts.
 - (xi) Appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties, lay down their service conditions from time to time.
 - (xii) Enter into arrangements with the Government of India and through them with Foreign and International Agencies and Organisations the State Governments and other public or private organisations or individuals for securing and accepting grants-in-aid, endowments, donations or gifts to the Society on mutually agreed terms and conditions; provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objects of the Society.
 - (xiii) Take over, acquire by purchase, gift, exchange, lease or hire or otherwise from Government of India and through them from foreign and international agencies and organisations, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Society.
 - (xiv) Evaluate the performance of NCSM and its constituent units in relation to their objectives.
 - (xv) Constitute a Financial Advisory Committee for advising Governing Body on major financial matters and formulation of budget. The Committee may be chaired by the Chairman of Governing Body and shall be composed of the Financial Adviser to the Ministry of Department to which the Society shall belong, a representative of the Ministry or Department to which the Society shall belong, Director General, NCSM, Finance Officer and Secretary, NCSM and Directors of Museums/Centres at national level.

Proceedings of the Governing Body

- 42. Every meeting of the Governing Body shall be presided over by its Chairman and in his absence a member chosen from amongst themselves by members present, to preside for the occasion.

43. One third members of the Governing Body, including the substitutes appointed under Rule 4, present in person, shall constitute a quorum at any meeting of the Governing Body.
44. Not less than fifteen days clear notice of every meeting of the Governing Body shall be given to each member of the Governing Body. But in special cases a meeting may be convened at a shorter notice with the approval of the Chairman. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings of the meeting.
45. The Governing Body shall meet as often as may be considered necessary, but not less than twice a year.
46. For the purposes of Rule 45 each year shall be deemed to commence on the 1st day of April and terminate on the 31st day of March of the following calendar year.
47. The Chairman may himself call or by a requisition in writing signed by him may require the Secretary to call a meeting of the Governing Body at any time and on the receipt of such a requisition, the Secretary shall forthwith call such a meeting.
48. Four members of the Governing Body, may by requisition in writing signed by them, require the Secretary to call a meeting of the Governing Body at any time and on receipt of such a requisition, the Secretary shall call such a meeting with the approval of the Chairman.
49. Each members of the Governing Body shall have one vote and, if there shall be an equality of votes on any question to be decided by the Governing Body, the Chairman shall have a casting vote.
50. Any business which it may be necessary for the Governing Body to perform, except such as may be placed before its annual meeting, may be transacted and performed by a resolution in writing circulated among all the members and any such resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least four members of the Governing Body have recorded their approval to the resolution, but subject always to the succeeding Rule 51.
51. In case of a difference of opinion amongst the members of the Governing Body, the opinion of the majority shall prevail. The Chairman, may, however, refer any question which in his opinion is of sufficient importance for the decision of the Government. The decision of the Government shall be binding on the Society and its Governing Body and shall be final.

Functions and Powers of the President

52. The President shall exercise such powers of supervision and superintendence over the conduct of the affairs of the Society, as may be delegated to him by the Society including formulation of policy to be followed in respect of such affairs.
53. The President may, in exercise of his powers give such directions, as he might think necessary, to the Chairman, Director General and any other officer of the Society, who shall implement the same.

Executive Committees of Museums/Centres

54. For each Museum/Centre at national level, at the time considered appropriate by the Governing Body, it shall appoint an Executive Committee for the control and general direction of the Museum/Centre along with State level and District level Centres functioning under the same Museum/Centre within the framework of rules and regulations, bye-laws and directives issued from time to time by the Governing Body and Society.
55. The Executive Committee of the museums/centres shall consist of the following:
 - (i) Chairman of the Executive Committee – An eminent Scientist/Technologist/Museologist from amongst the members of the Governing Body.
 - (ii) Five members from industry/museums/education/culture/science.
 - (iii) Secretary, Education of the concerned State Government or his nominee.
 - (iv) Director of the museum/centre.
 - (v) Two Senior Scientists/Technologists of the museum/centre.
 - (vi) Financial Adviser to the concerned Ministry or Department for the time being dealing with NCSM or his nominee.
 - (vii) One representative from the concerned Ministry of Department for the time being dealing with NCSM.
 - (viii) The Director General, NCSM or his nominee.
56. Subject to Rule 54 above, the Executive Committee of a Museum/Centre shall have such functions as may be assigned to it by the Governing Body and/or under the Bye-Laws, provided that the Governing Body may withdraw any or at one and the same time all or any of the functions of the Executive Committee assigned by it. Constituent Museum/Centre, under the NCSM shall be guided by the national policies decided upon the NCSM and incorporate these policies in the context of their regional location. Executive Committees shall ensure that broad strategy and specific policies framed by the Governing Body and communicated by the Director General, NCSM are effectively implemented at the level of the constituent Museums/Centres.
57. Each member of the Executive Committee including the Chairman of the Executive Committee shall have one vote. All matters at the Executive Committee meeting shall be decided by the majority vote. If there will be an equality of votes on any question to be decided by the Executive Committee, the Chairman of the Executive Committee shall in addition have a casting vote. The proceedings of the Executive Committee shall be approved by its Chairman.
58. Notwithstanding anything contained in Rule 57 –
 - (a) the Chairman of the Executive Committee with the concurrence of the Director General as the Principal Executive Officer of the Society may review/amend any of the decisions of the Executive Committee and pass such orders as considered necessary in the interest of the museum/centre.
 - (b) The Governing Body may reverse and revoke any of the decisions of the Executive Committee on a reference made to it by the Chairman of the Executive Committee within 15 days from the date of its meeting.

Sub-Committees

59. The Executive Committee of a Museum/Centre may form Sub-Committees e.g. Planning and Programming Committee, Building Committee, Exhibit Purchase Committee, Local Advisory Committee etc. to assist and advice the Executive Committee.
 - (a) The Planning and Programming Committee shall be responsible for generating new ideas and concepts, scrutinising the Annual Plan and Five Year Plan and formulation of scientific, technical, educational and developmental programmes of the museum/centre and making proper recommendations to the Executive Committee. The Committee shall be chaired by a member of the Executive Committee and shall consist of 7 outside members in the field of science/technology/education/

- museology and four department members including Director of Museum/Centre, a nominee of the Director General, NCSM and two project Co-ordinators of the respective Museum/Centre.
- (b) The Building Committee shall be responsible for scrutinising major construction proposals, tenders, deviation and extra items etc, and making proper recommendations to the Executive Committee. This shall be set up when a major construction programme is undertaken. The Committee shall be chaired by a construction expert and shall consist of 3 outside members, Director of Museum/Centre, Administrative Officer, Finance & Accounts Officer and Assistant Executive Engineer of the Museum/Centre.
 - (c) The Exhibit Purchase Committee shall be responsible for scrutinising proposals for purchase of antique/historic exhibits in the area of interest and activities of the Museum/Centre and for assessing reasonable price of such exhibits which are offered for sale to the Museum/Centre. The core of the Committee shall have a renowned museologist as Chairman and 2 outside experts, Director of Museum/Centre and a Project Co-ordinator of the Museum/Centre. In addition the Committee shall co-opt one or more subject expert(s) for each purchase proposal.
 - (d) A Local Advisory Committee shall be constituted for each State Level and district level science centre to advise the Curator placed in charge of such Science Centre in planning and programming. The Committee shall consist of 10 outside members in the fields of science, technology, education, museology, industry, management and civil service, and two departmental members including the concerned Curator and Director of Museum/Centre. Recommendations of the Committee shall be placed before Executive Committee of the concerned Museum/Centre under which the State level or district level centre functions. In case of centrally co-ordinated projects, such Committees shall be constituted by Director General, NCSM and recommendations of the Committee shall be placed before Director General.
 - (e) The Director of Museum/Centre shall constitute a Project Co-ordinator's Committee with himself as Chairman and Curators, Technical Officers, Exhibition Officers, who are declared as Project Co-ordinators as Members. Ideas, concepts, plans and programmes within the guidelines and policies framed by Governing Body and communicated by Director General, NCSM, shall originate at the level of this Committee and processed through the Planning & Programming Committee of the Museum/Centre. For proper co-ordination of work the Director of Museum/Centre may constitute some other departmental Committees at different levels.

Functions and Powers of the Director General and Directors

60. The Director General shall be a distinguished scientist/technologist, museologist and shall be appointed by the President on recommendation of a high power selection committee to be appointed by the President with the approval of the Government.
61. Subject to any order that may be passed by the Government, or by the President in exercise of his powers, and the decisions of the Governing Body the Director General shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body and he shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-laws.
62. The Director General subject to the provisions of these Rules and Bye-laws and decisions of the Governing Body and the Chairman, exercise authority, and disciplinary control over the officers and staff of the Society, and prescribe their duties and functions. The Director General shall be the Principal Executive Officer of the Society who shall look after, coordinate and administer the activities of the Society and shall ensure that policies devised by the Governing Body are communicated to and effectively implemented by the constituent Museums. He may delegate specific powers to the officer(s) of the Society with the approval of the Chairman.
63. Subject to the provisions of these rules and Bye-laws and decisions of the Governing Body and Director General, NCSM and subject to overall guidance and supervision of the Executive Committee the Director of Museum/Centre shall be responsible for the proper administration of the affairs and funds of the Museum/Centre and exercise authority and disciplinary control over the officers and staff of the museum/centre as laid down in the Bye-laws and prescribe their duties and functions. The Director of Museum/Centre shall be the Chief Executive Officer of the Museum/Centre who shall ensure that the policies devised by the Governing Body and coordinated by the Director General, NCSM are effectively implemented. He may delegate specific powers to subordinate officers in the Museum/Centre as per provisions of the Bye-laws.
64. For the purpose of Section 19 of the Act, the Secretary shall be considered the Principal Secretary of the Society. He shall have the power to file and defend suits or other legal proceedings on behalf of the Society and shall have the power to compromise and settle by reference to arbitration under the Indian Arbitration Act or otherwise any dispute relating to the Society, subject to decision, confirmation and ratification of the Governing Body. This power can be delegated to Administrative officers of NCSM headquarters and constituent Museums/Centres by a suitable provision of the Bye-laws.

Funds of the Society

65. Funds of the Society shall consist of the following:
 - (i) Lump sum and recurring grant made by the Government of India.
 - (ii) Fees and other charges received by the Society.
 - (iii) All moneys received by the Society by way of grants, gifts, endowments, donations and other contributions approved by the Society.
66. All funds of the Society shall be paid into the Society's account with branches of the State Bank of India and its subsidiaries and/or in a nationalised bank and shall be operated upon by such officers as may be duly empowered in this behalf by the Governing Body.
67. All properties, movable or immovable, shall be held by and in the name of the Society provided that the Government shall have the right to direct the Society to use and utilise or deal with any fund or property, including disposal thereof in such manner as it may consider necessary for the purpose of the Society. And such directions and directives shall be binding upon the Society.

Accounts and Audit

68. The accounts of the Society shall be audited by such person or persons as may be nominated by the Society. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the preservation of the accounts for audit shall be prescribed by Bye-laws to be framed by the Governing Body and approved by the Government.

Annual Report

69. The annual report of the proceedings of the Society and of the work undertaken during the year shall be prepared by the Governing Body for the information of the Government and the Society. The report and the audited accounts of the Society along with the auditor's report thereon shall be placed before the Society at the Annual General Meeting. The annual report and the auditor's report of the Society will be made available to the Government to enable them to place it before the Parliament within nine months of the close of the accounting year.
70. The Society may from time to time appoint committees to review the work and progress of any particular museum/centre and to hold enquiries into the affairs thereof and to report thereon in the manner the Society may stipulate. Upon receipt of such reports and the comments of the museum/centre concerned the Society may take such action and issue such directions as it may consider necessary in respect of all the matters dealt within the report and the concerned museum/centre shall be bound to comply with such directions.

Financial Advice

71. Matters having financial implications which fall beyond the power of the Director General shall be referred to the F.A. to the Ministry for advice.
72. There shall be at Headquarters of the Society a Financial and Accounts Officer, who will be a full-time employee of the Society and will be responsible for its control of Finances/Budget, maintenance of accounts and internal audit. The Financial and Accounts Officer shall advise the Director General on all financial matters. The Director General shall have the power to overrule his advice by recording reasons therefor. A report of all such cases shall be sent to the Governing Body for information. Members shall be entitled to inspect the accounts and of the proceedings of the meetings by giving at least 15 days notice in writing to the Secretary.

Alteration or Extension of the Purposes of the Society

73. Subject to the approval of the Government previously obtained, the Society may alter or extend the purposes for which it is established or be amalgamated either wholly or partially with any other Society by following the undermentioned procedure:
- (a) The Governing Body shall convene a special General Meeting of the members of the Society, according to these Rules for the consideration of the said proposition;
- (b) The Governing Body shall submit the proposition for such alteration, extension or amalgamation as aforesaid to the members of the Society in a written or printed report;
- (c) Such report be delivered or sent by post to every member of the Society fifteen clear days previous to the said special General Meeting;
- (d) Such proposition be agreed to by the votes of three-fifths of the members of the Society delivered in person or by proxy at the said Special General Meeting;
- (e) Such proposition be confirmed by the votes of the three-fifths of members of the Society present at the Second Special General Meeting convened by the Governing Body at an interval of one month after the former meeting.
74. The Rules of the Society may, with the prior sanction of the Government be altered at any time by a Resolution passed by a majority of the members of the Society present at any meeting of the Society which shall have been duly convened for the purpose.
75. The Society shall:
- (a) prominently display its name outside its office or the place where its business is carried on;
- (b) have a seal with its name engraved thereon which shall remain in the custody of the Secretary, and
- (c) have its name mentioned in all documents executed in its favour or on its behalf.
76. These Rules shall come into force after being approved by the Government and from such date as may be specified by the Government.
77. All provisions of the West Bengal Societies Registration Act (XXXVI of 1961) as extended to the state of the West Bengal will apply to this Society.
78. Once in every year, on or before the fourteenth day succeeding the day on which according to the Rules of the Society, the annual general meeting of the Society is held or in the month of January, a list shall be filled with the Registrar of Societies of the names, addresses, occupation and designations of the Governing Body members then entrusted with the management of the affairs of the Society.

CERTIFICATE

We, the following members of the Governing Body certify that the above is the correct copy of the Rules of the Society.

<i>Sl.No</i>	<i>Name</i>	<i>Designation</i>	<i>Signature</i>
1.	A.S.Gill	Additional Secretary, Ministry of Education&S.W.(Dept. of Culture)	Sd/- (A.S.Gill)
2.	Shri J.A.Kalyanakrishnan	Financial Adviser, Ministry of Education & S.W.	Sd/- (J.A.Kalyanakrishnan)
3.	Shri A. Bose	Director of Museums, Gurusaday Road, Calcutta	Sd/- (A. Bose)