

Certified to be True Copy

Registrar of Firms & Societies, Assam  
GUAHATI.

PART I

GENERAL



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22/12/03

1. SHORT TITLE AND COMMENCEMENT :

- i) These regulations may be called the Regulations of the English Language Teaching Institute, Assam.
- ii) They shall come into force with effect from the date of approval of, or from the date as may be fixed by the Registrar of Society, Assam.

2. DEFINITIONS :

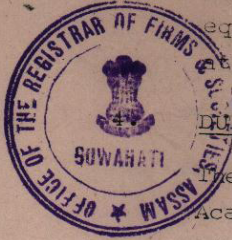
- i) Appointing Authority shall mean and include :-
  - a) The Board in respect of posts other than Chairman and lower category of posts of Upper Division Assistants and those below this rank.
  - b) Director in respect of posts of Upper Division Assistants and those below this rank with the approval of the Chairman.
- ii) 'Bank' means the bank or banks approved by the Board.
- iii) 'Board' means the Board of Governors of the English Language Teaching Institute, Assam.
- iv) 'Budget' means the estimate of income and expenditures of the Institute for a financial year.
- v) 'Chairman' means the Chairman of Board.
- vi) 'Director' means the Director of the Institute.
- vii) 'Employee' means a person employed in the Institute and also including a government employee placed under the Institute on foreign service by the Government.
- viii) 'Financial Year' means the Government Financial year.
- ix) 'Institute' means the English Language Teaching Institute, Assam.

3. POWERS AND DUTIES OF THE CHAIRMAN :

- i. The Chairman shall oversee that discipline is maintained in the Institute and that the provisions of the Regulation are faithfully observed.

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- ii. The Chairman shall see that adequate measures are taken for furtherance of the objective of the Institute in accordance with the Regulations.
- iii. Subject to the provision in the approved budget, the Chairman shall have the power to give concurrence for expenditure on purchase of stores furniture and other equipments to the Institute not exceeding Rs. 15000,00 at a time.



DUTIES AND FUNCTION OF THE DIRECTOR :

The Director shall be the Chief Administrative and Academic Officer of the Institute and shall be responsible for its proper functioning.

His duties and power shall include the following :-

- i) To convene meeting of the Board, the Advisory Committee and the committees constituted by the Board, with the approval of the Chairman.
- ii) To be the custodian of records, the common seal and the other properties of the Institute.
- iii) To sign and verify all contracts and agreements and any other document or papers on behalf of the Institute.
- iv) To grant casual leave and earned leave to subordinate officers, teaching staff and other employees.
- v) To maintain Confidential Reports of subordinate officers, teaching staff, and other employees.
- vi) To sign the pay bills, travelling allowance bills etc. and disburse the monthly salary of subordinate staff, teachers and other employees.
- vii) To prepare the Annual budget of the Institute and the Annual Reports on the activities of the Institute and submit the same to the Board.
- viii) To sanction subject to budget provision, expenditure not exceeding Rs. 1000.00 per item on his own authority and above Rs. 1000,00 with the approval of the Chairman.

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advertise vacant posts as and when necessary subject to the consent of the Chairman of ELTI.

- x. To operate bank account within the limits noted here in below :
  - a) to pay in all money received by the Institute and for that purpose endorse all cheques, drafts and other bills of exchange made out in favour of the Institute.
- xi. to draw cheques signing singly for amount up to a maximum of Rs. 3000,00 and excess of that amount jointly with the Chairman.
- xii. to organize training programmes for in-service teachers of English upto the Higher Secondary (Junior college) level.
- xiii. to purchase language teaching materials and to bring out relevant publications with the approval of the Chairman.
- xiv. to initiate innovative programmes in the field of English Language Teaching.
- xv. to join seminars, ~~xxx~~ workshops, meetings arranged by different agencies of Education within or beyond the ~~the~~ State and to allow the Faculty to join such programmes when felt necessary as ELTI extension service.
- xvi. to open and maintain Service books, Personal files etc in respect of each employee as is done in case of State Government servants.