

**Damodar Valley Corporation
(Conduct of Business)
Regulations, 1951**

(Vide Damodar Valley Corporation Notification dated 4th October, 1951 published in the Gazette of India, Part-III-Sec. 4, dated the 27th October, 1951)

No. 1. In exercise of the powers conferred by section 60 of the Damodar Valley Corporation Act, 1948 the Corporation, with the previous sanction of the Central Government, hereby makes the following regulations :

- 1) Short Title — These Regulations may be called the Damodar Valley Corporation (Conduct of Business) Regulations, 1951.
- 2) Definitions — In these Regulations, unless the context otherwise requires :
 - a) “Assistant Secretary”, “Under Secretary”, “Deputy Secretary”, “Joint Secretary” and “Additional Secretary”** mean the officers appointed as such by the Corporation.*
 - b) “Chairman” means the Chairman of the Corporation.
 - c) “Financial Adviser” means the Financial Adviser of the Corporation.
 - d) “Secretary” means the Secretary of the Corporation.
- 3) Conduct of Business — The business of the Corporation shall be transacted at a meeting of the Corporation to be held ordinarily once a month, or by circulation of relevant documents amongst the chairman, Members and the Financial Adviser, or in such other manner as may be determined by the Corporation from time to time.

Provided that in urgent cases of the nature specified by resolution of the Corporation, the Chairman may exercise the powers of the Corporation subject to a report being made to the Corporation in the next or subsequent meeting.

No final decision on any matter involving revenue and expenditure shall

be taken without the advice of the Financial Adviser.*

* As amended by D.V.C. Notification No. 13 dated the 20th May, 1959.

* As amended by D.V.C. Notification No. 104 dated the 13th May, 1977.

4) Quorum — Any two Members shall form a quorum at a meeting of the Corporation.

5) Notice of meeting — Notice of a meeting signed by such officer as the Chairman may authorise shall ordinarily be given to every Member and the Financial Adviser at least 3 days before the meeting.

6) Circulation of Agenda — The Agenda and record of proceedings of meeting of the Corporation should be prepared and maintained either by the Secretary, **the Additional Secretary, the Joint Secretary or a Deputy Secretary.

The agenda note shall contain the views of the Financial Adviser on all matters involving revenue and expenditure. No matter relating to revenue and expenditure shall be included in the agenda or be circulated for decision unless previous advice has been taken thereon from the Financial Adviser.

The agenda shall be circulated to Members and Financial Adviser at least 24 hours before the meeting is held with explanatory notes on each item.

7) Minutes — 1) the minutes of every meeting shall be recorded by such officer as the Chairman may authorise in this behalf.

2) The minutes of the previous meeting shall be placed before the next meeting of the Corporation for confirmation.

8) President of the meeting — The Chairman, when present and in his absence one of the Members shall preside over every meeting of the Corporation.

9) Decision by majority — Every decision of the Corporation shall be taken by a majority of the votes of the members present at the meeting.

10) Proceedings of Corporation confidential — The proceedings of meetings of the Corporation shall not be enclosed to any person without the consent of the Members and Chairman.

11) Powers of Executive Officers — The Corporation may in connection with its business and functions authorise or require its officers and servants to do anything necessary for the proper discharge of the functions and business of the Corporation.

* As amended by D.V.C. Notification No. 13 dated the 20th May, 1959.

** As amended by D.V.C. Notification No. 194 dated the 13th May, 1977.

12) Authentication of orders — 1) Orders and other instruments made and executed in the name of the Corporation shall be authenticated by the signature of the Secretary,** Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretary or Assistant Secretary.

2) All contracts and assurance of property made on behalf of the Corporation shall be executed on behalf of the Corporation by the Secretary, ** Additional Secretary, Joint Secretary, Deputy Secretary or by such other officer as the Corporation may, in any particular case, authorise in this behalf.

Provided that contracts and assurance of property in respect of which tenders or offers are accepted by an officer authorised by the Corporation in that behalf may be executed on behalf of the Corporation by such officer.*

* As amended by D.V.C. Notifications No. 3 and No. 13 dated the 20th May, 1959.

** As amended by D.V.C. Notifications No. 104 dated the 13th May, 1977.