

**MINUTES OF THE 125<sup>TH</sup> EXECUTIVE COMMITTEE MEETING OF AWBI  
HELD ON 23.02.2023 AT AWBI HQs.**

The 125<sup>th</sup> Executive Committee Meeting (ECM) of the Board held on 23.02.2023 at 11.00 AM at AWBI HQs. and the following were present in the meeting: -

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| 1. | Sh. O. P. Chaudhary, IFS      | Chairman, AWBI        |
| 2. | Shri Girish J. Shah           | Member, AWBI          |
| 3. | Shri Sunil Mansinghka         | Member, AWBI          |
| 4. | Sh. Rajeev Gupta, IAS (Retd.) | Member, AWBI          |
| 5. | Sh. Vaidya Hitesh Jani        | Member, AWBI          |
| 6. | Sh. Ramakrishna Raghuvanshi   | Member, AWBI          |
| 7. | Dr. S.K. Dutta,               | Secretary, AWBI       |
| 8. | Mrs. Prachi Jain              | Asst. Secretary, AWBI |

Shri Rakesh Gupta, Member AWBI did not attend the meeting and nomination of the Representative of the Ministry of Finance is not received yet.

The Secretary AWBI welcomed all the Members and then requested the Assistant Secretary, AWBI to start the meeting. The details of the agenda items discussed are given as under: -

**Item No.1: Consideration of matter pertaining to formulation of Guidelines for TA/DA to the Contractual / Outsourced Employees of the Board viz. Legal Advisor, Legal Assistant, Website Manager and Accounts Manager**

The matter pertaining to formulation of guidelines for TA/DA to the Contractual / Outsourced employees engaged by the Board was placed before the Executive Committee of the Board and the EC after due deliberation on the matter suggested that the Guidelines for TA/DA to the Contractual / Outsourced is re-

draft as per the level of the contractual / outsourced employees and to be forwarded to the Ministry for finalization and approval.

Shri Rajeev Gupta, Member AWBI suggested that the TA/DA Rules for the Outsourced / Contractual employees engaged by the Board to be prepared / implemented as per the Government of India TA/DA Rules and the Level of the employees to be identified in the contract of the employees or at the time of the employment on contract / outsourced basis in consultation with the Ministry.

Dr. S. K. Dutta, Secretary AWBI told that Basic Salary of the Contractual / Outsourced employees needs to be fixed to govern with the TA/DA issues etc. The Draft TA/DA guidelines are annexed at **Annexure-I**.

**Item No.2: Consideration of matter pertaining to creation of Cells according to nature of work and enhancing the manpower**

The EC deliberated on the matter pertaining to creation of Cells in the Board for running its day to day business smoothly and effectively and to ensure availability of sufficient staff / manpower to deal with the office work and to have conducive atmosphere for working in the office. The EC decided that the proposal for creation of cells to be redrafted and submitted again. The EC also suggested for creating two more Cells / Committees as per the details given below: -

a) Research and Coordination Committee for catering the innovative work of Research and Development on cow and its progeny. The Committee shall consist of the following members: -

- i) Dr. Hitesh Jani,
- ii) Prof. R.S. Chauhan,

- iii) Shri Sunil Mansinghka,
- iv) Shri Ajit Sharad Kelkar, and
- v) Shri Ramkrishna Raghuvanshi.

b) Hindi Cell: - A Hindi Cell needs to be created in the Board to look after the work of the Hindi comprising of One Senior Hindi Translator and One Hindi Typist from the retired Govt. employees and the remuneration shall be governed as per the DoPT orders for retired personnel.

The revised and modified draft of Cells / Committees is placed at  
**Annexure – II.**

**Item No.3: Consideration of matter related to SOP for Animal Welfare Organizations Recognition**

The draft SOP was placed before the EC for consideration and approval for providing recognition to the Animal Welfare Organizations registered as charitable non-profit organizations under the Indian Societies Act 1860, Indian Trust Act, Co-operative Societies Act, Gaushala Act, Goseva Aayog Act etc. and working primarily for the welfare of animals including Gaushalas / Panjrapoles and who have completed three years of registration in their respective States / UTs. The EC decided that the desirous AWOs / NGOs / Gaushalas to be considered for granting recognition of the Board for promoting animal welfare on receipt of the relevant documents and a favourable inspection report from the designated Government agencies of the concerned State Governments / State Animal Welfare Boards following the modified SOP for Recognition. The recognized AWOs to submit their activity reports and audited accounts every years otherwise they will be brought to the list of defunct organizations and no grant will be considered to them.

The revised and modified SOP for recognition of Animal Welfare Organizations is placed at **Annexure – III**.

**Item No.4: Status of collection of UCs from 140 AWOs by the Board Members as per decision of the 124<sup>th</sup> ECM dated 15.07.2022**

The Executive Committee Members of the Board deliberated on the issue pertaining to the UC pendency from the AWOs for long time and discussed the matter regarding UC pendency from the erring AWOs and decided that the Board to provide one more and last chance to the Gaushalas / Animal Welfare Organizations before derecognizing these defaulter AWOs. After due deliberation and discussions the following were decided by the EC: -

- a) The Board will issue a public notice to these AWOs for submitting the Utilization Certificate within 30 days time failing which the Board shall initiate processing for delisting / de-recognition of the erring Gaushalas / AWOs.
- b) A letter to be issued to the Chairman, Goseva Aayog of respective States / UTs with a request to get the UCs collected and forwarded to the Board to clear the long pending UC pendency. A copy of the letter to be issued to the Board Members incharge of the respective States / UTs.
- c) Shri Girish J. Shah, Hon'ble Member of the Board also stated that he will also try to get collected the UCs from the defaulter AWOs as per list attached at Annexure – IV in the agenda by sending his own representatives at his own cost within the time of 30 days failing which the Board can initiate action for delisting / de-recognition of the AWOs.

**Item No.5: Fixation of License Fee to the outsourced employees for accommodation in the campus of AWBI**

The Board deliberated the matter pertaining to the fixation of License Fee to the outsourced / contractual employees engaged by the Board and decided the following: -

- a) No employee shall be allowed to stay in the Guest House in the campus and the employees staying at Guest House need to vacate the Guest House with immediate effect. A nominal fee of Rs.500/- per day will be charged from the personnel stay at the Guest House. It was also suggested by the EC that a Log Book to be maintained for the guests staying and utilizing the facility of the Guest House.
- b) The Boys / Girls Hostels should not be allowed to the outsourced employees to stay there. In case of any occupancy, it needs to be vacated immediately.
- c) The EC after due deliberation on the matter decided to charge Rs.1000/- per person for the staff quarter as the License Fee. The outsourced employees willing to stay at the Staff quarters to pay this amount in advance to the office with immediate effect.

**Item No.6: Consideration of matter pertaining to issuing of Recognition Certificates to the Gaushalas / AWOs**

The matter related to issuing of Recognition Certificate to the Gaushalas / AWOs who have been given recognition earlier and the Recognition Certificates were not issued. After due deliberation, the EC decided that the Board to issue Recognition Certificate to the AWOs on their request. The validity of the Recognition Certificate will be for 5 years from the date of its issue.

**Item No.7: Consideration of matter pertaining to the terms and conditions of the Recognition**

The matter pertaining to the clause *“The Animal Welfare Board of India shall have the right to nominate any of its members or any person to serve as a Member on the Managing or Executive Committee in the Organization or in any Committee which may be formed for the purpose of implementing any project in regard to which a grant may be made by the Board”* in the letter of recognition in the ‘Terms and Conditions’ of the Board to be abide by the recognized AWOs discussed in the Executive Committee. The EC discussed the issue and decided that it is not feasible for the Board to nominate its representative in the Gaushalas / AWOs recognized by the Board. The EC of the Board approved the removal of the clause from the Terms and Conditions of the Recognition Letter issued by the Board to the Gaushalas / AWOs at the time of granting Recognition.

The meeting ended with vote of thanks to Chair.

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