

Manual-2

Powers, functions, duties and responsibilities:

Subject to the Memorandum of Association and these Rules, but without prejudice to the generality of powers, the **Board of Governors** shall have the full functional autonomy and shall exercise the following **powers** and carry out the following **functions, duties and responsibilities** inter-alia:

Powers of the Board of Governors:-

1. Take decision on matters of policy relating to the administration, working and control of the Society.
2. Consider and approve programmes and plans of the Society in conformity with the scope of the objectives of the Society and under the overall guidance of Punjab State E-Governance Society and to sanction expenditure for the execution of the plan.
3. Workout and recommend to the Punjab State E-Governance Society the eligibility conditions, duration, selection process etc. for various types of service providers, stake holders, financial collaborators, public-private partners, implementers, and franchises of Sukhmani and other citizen services.
4. Workout and recommend to the Punjab State E-Governance Society Rules, Regulations and Bye-laws for the conduct of the affairs of the Sukhmani Society and to recommend to the Punjab State E-Governance Society to add, amend, or repeal the rules and regulation from time to time.
5. Consider, approve and authorize operation of the funds of the Society. Collect payments and user charges on behalf of Punjab State E-Governance Society and other departments and agencies and transfer or utilize the same in the manner prescribed in the agreements.

6. Workout and recommend to the Punjab State E-Governance Society the norms, guidelines and terms and conditions and service level agreements with stakeholders and franchises to establish Sukhmani Centres and other IT and e-Governance services and to add to or amend them from time to time.
7. Appoint Committees or Sub-Committees, by whatever name called, comprising member(s) of the Society and such outside experts and officers of the Society as may be nominated by it for specific tasks, for the disposal of any of its business or for tendering advice on any matter pertaining to the administration and management of the Society.
8. Delegate, to such extent as it may deem necessary, any of its powers to any Officer or the Committees constituted by the Board.
9. Handle the work on job-work and/or outsourcing basis for the Society as per the norms laid down by the Punjab State E-Governance Society.
10. Acquire by gift, purchase, exchange, lease, hire or otherwise any property, movable or immovable, and to construct, improve, alter, demolish or repair buildings, space, works and constructions as may be necessary or convenient for carrying on the activities of the Society;
11. Negotiate, enter into and make contracts and deeds on behalf of the Society without any Government support. To enter into legal and corporate agreements for and on behalf of the society and to sue and defend all legal proceedings on behalf of the society;
12. Institute and award, prizes and medals for innovative e-Governance and citizen services applications;

13. Solicit and receive grants, gifts, donations or other contributions from the Central Government, State Government, user charges, cess, contributions, fee and funds in any other forms, provided it is approved by the Executive Committee;
14. Do all such acts and things as are incidental or conducive to the discharge of the functions and attainment of any of the objects of the Society.

Functions, Duties and responsibilities of the Board of Governors:-

15. To prepare and execute the detailed plans and programmes for establishment of the public facilitation citizen service centers including working of the Society and to carry on its administration and management after such establishment.
16. To provide all types of IT resources & services like hardware, system software, power & printer peripherals, networking components etc. for the establishment of Sukhmani centers with the participation of private sector on BOOT basis.
17. To prepare the budget estimates of the Society for each year and to sanction expenditure within the limits of budget as approved by the Board of Governors.
18. To have custody and ensure proper utilization of the funds of the Society and to manage all the resources of the Society.
19. To provide the required operating, administrative, technical, ministerial and other manpower under the Society on job work, contract or outsourcing basis from project to project basis for ensuring the efficient operation and management of the projects and the affairs of the society and to prescribe the conditions for hiring and firing of such manpower by the other departments and organizations as and when required.
20. To co-ordinate with the Punjab State E-Governance Society and district level departments/ organizations in the pursuit of its objectives of the society.

21. To consider and pass such Resolutions on the annual report, the annual accounts and the financial estimates of the society as it thinks fit. Take decision on matters of policy relating to the administration, working and control of the Society.
22. To consider and approve the Annual Reports, Audited Annual Financial Accounts, Balance Sheet and Annual Budget of the Society.
23. To exercise such powers and perform such duties as may be necessary or incidental to the attainment of the objectives of the Society.