

# MANUAL II

{As per 4(1) b}

## “The powers and duties of its officer and employees”

**As per Section 22 (4) of Biological Diversity Act, 2002 and Amended act 2023**

**The Board shall consist of the following Members:**

- a) a Chairperson, who shall be an eminent person having adequate knowledge, expertise and experience in the conservation and sustainable use of biological diversity and in matters relating to fair and equitable sharing of benefits, to be appointed by the State Government;
- b) not more than seven ex officio members to be appointed by the State Government to represent the concerned departments of the State Government, including departments dealing Panchayati Raj and tribal affairs;
- c) not more than five non-official members to be appointed from amongst experts, including legal experts, scientists having special knowledge, expertise and work experience in matters relating to conservation of biological diversity, sustainable use of biological resources and fair and equitable sharing of benefits arising out of the use of biological resources."

**As per the Goa Biological Diversity Rule, 2017**

**(Rule-7) Powers and functions of the Chairperson:—**

- 1) The Chairperson may issue necessary directions for the conduct and management of the affairs of the Board.
- 2) The Chairperson shall be the Chief Executive of the Board and shall have the powers of general superintendence over the Member-Secretary, officers and staff of the Board. He shall issue necessary directions for the conduct and management of the affairs of the Board, to approve official visits of Member-Secretary to attend meetings conducted by the Authority and conferences outside the State and also sanction leave etc. and exercise powers over other establishment matters pertaining to Member-Secretary.

- 3) The Chairperson can delegate any of his powers to the Member-Secretary for specific period.
- 4) The Chairperson shall have full powers for granting administrative and technical sanction to all estimates included in the budget of the Board.
- 5) The Chairperson shall convene and preside over all the meetings of the Board and shall ensure that all decisions taken by the Board are implemented in proper manner.
- 6) The Chairperson shall exercise such other powers and perform such other functions as may be delegated to him from time to time by the Board.

**(Rule-4 of Goa Biological Diversity Rule, 2017)**

**Member-Secretary of the Board:—**

- 1) The Member-Secretary of the Board shall be appointed by the Government.
- 2) The terms and conditions of appointment of Member-Secretary shall be determined by the Government.
- 3) The Member-Secretary of the Board shall be responsible for day-to-day administration of the Board and for convening meetings, management of funds and implementation of various activities of the Board under the supervision/guidance of the Chairperson of the Board.
- 4) All Orders and decisions of the Board shall be authenticated by the signature of the Chairperson or any other member authorized by the Board in this behalf.
- 5) The Board either itself or through Member-Secretary authorized in this behalf may sanction and disburse all payments against the approved budget.
- 6) The Member-Secretary shall be in charge of all the confidential papers of the Board and shall be responsible for their safe custody; he shall produce such papers whenever so directed by the Board or the Government.
- 7) The Member-Secretary shall write and maintain confidential reports of all the officers and staff of the Board and shall get them countersigned by the Chairperson.
- 8) The Member-Secretary shall exercise such other powers and perform such other functions, as may be delegated to him from time to time by the Board.
- 9) The Member-Secretary shall act as 'Head of Office' of the Board.

**(Rule-7 of Goa Biological Diversity Rule, 2017) Functions of the Employees:—**

They discharge their official duties in accordance with the directions and instructions given by the Board from time to time.