

**ANDHRA PRADESH CHARITABLE AND HINDU RELIGIOUS
INSTITUTIONS AND ENDOWMENTS(JEWELS OR OTHER
VALUABLES AND DOCUMENTS MAINTENANCE) RULES, 1987**

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In exercise of the powers conferred by Sec.40 read with Sec.153 of the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1987 (Act No.30 of 1987) the Governor of Andhra Pradesh hereby makes the following rules, the same having been previously published as required by sub-Section (1) of Section 153 of the said Act. Rules under Section 40

1. Short title :-

These rules may be called the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments (Jewels or other Valuables and Documents Maintenance) Rules, 1987.

2. . :-

Subject to the administrative control of the Trustee, the Executive Officer of every Charitable or Religious Institution or Endowment shall maintain a register in such form as may be specified by the

Commissioner containing lists of jewels, gold and silver vessels and other valuables, of the Institution or Endowment. The lists shall give a correct description and full particulars of all jewels and also gems, if any, in the jewels and other valuables. The weight and the estimated value of the jewels and other valuables, other than the Vahanams shall be indicated in the respective lists. Where new jewels or valuables are purchased or otherwise acquired, entries to that effect shall be made in the said register. When any jewel or valuable is sold, lost, exchanged or altered, an entry shall be made about such sale, loss, exchange or alteration in the said register and any new jewel or valuable that is substituted thereof shall be entered as fresh item, indicating the authority for such substitution.

3. . :-

It shall be the duty of the Trustee Executive Officer to make proper arrangements for the safe custody of the jewels and valuables. He shall provide iron safes, boxes, or the receptacles, with adequate locking arrangements. Wherever necessary, strong room shall be fortified with Godrej doors, constructed for keeping the iron safes, boxes, or other receptacles. The mantapams, halls, or rooms in which gold or silver Vahanams or palanquins are kept, shall have suitable locking arrangements and the Vahanams shall be covered by dust proof sheets when not in use.

4. . :-

The jewels and other valuables shall be in the joint custody of the Executive Officer and the Trustee or Chairman of the Board of Trustees. Where the institution has no Executive Officer, the jewels and other valuables shall be kept in the joint custody of the Trustee or Chairman of the Board of Trustees and such other person as may be decided upon by the Commissioner, Regional Joint Commissioner, Deputy Commissioner or Assistant Commissioner.

5. . :-

Where jewels and other valuables are in the joint custody, each of the safe or other receptacles or the strong room in which they are kept shall have at least two locks of different pattern and key of one of the persons having joint custody and that of the other lock shall be in the custody of the other person.

6. . :-

Whenever any jewels or other valuables in the joint custody has to be taken out of its receptacle or the strong room, it shall be taken

out only in the presence of the persons having jointcustody or their duly authorised agents.

7. . :-

Jewels and other valuables, which are not used dailybut are used only during festivals or on special occasions may, whenthey are required for use, be entrusted to an office- holder afterobtaining his written acknowledgment in a register in Form-I of theAnnexure. A written undertaking shall also be taken from the office-holderin Form- II thereof. The particulars regarding the jewels and othervaluables taken out and their serial number in the register maintainedunder Rule 2 and the period for which the custody is entrusted tothe office-holder shall also be entered in the register in Form.I.Ifthe jewel or valuable so entrusted is required for more than one day,the Trustee Executive Officer shall provide facilities to the office-holderto keep the jewel or valuable in safety.As soon as the festivalor special occasion or the period for which the jewel or valuableis taken, whichever is earlier, is over, the office holder shall returnthe jewel or valuable to the person or persons entitled to the possessionthereof . Immediately on return of the jewel or valuable, a recordto such return shall be made in the register maintained under thisrule in the presence of the office-holder and the undertaking is givenby the office- holder returned to him.

8. . :-

(1) Notwithstanding anything in Rules, 4, 5 and 6jewels and other valuables required for use every day may, on theresponsibility of the Trustee Executive Officer, be entrusted to anarchaka or other office holder for custody.Such archaka or otherofficer holder shall be provided with necessary safe receptacles withlocking arrangements for keeping the jewels and other valuables.TheExecutive Officer, shall in such cases obtain a written acknowledgmentin the register maintain under Rule 2 from the archaka or other Office-holderin token of having received the jewels and other valuables and a writtenmuchilika or bond or undertaking to the effect that he would be responsible for their safety, that he would indemnify the institution againstany loss or damage caused due to his negligence or misconduct andthat he would produce them for check whenever called upon to do soshall also be taken from him.

(2) The Executive Officer Trustee shall make periodical verificationof the jewels and valuables entrusted to an archaka or

office-holder under this rule. But the Executive Officer may, in consultation with the trustees or Chairman of the Board of Trustees, provide additional safeguards that may be required for ensuring such safe custody in the interest of administration, subject to such conditions as the Commissioner may by general or special order direct, so that the responsibility could be shared by other office-holders or archakas entering the Garbhalaya or other place when the jewels and other valuables are in actual use.

(3) The Commissioner shall have the power, to direct the Trustees, the Chairman of the Board of Trustees or the Executive Officer, to obtain such security as he may deem fit from any office-holder or servant, who may be entrusted with any jewel or valuable or to issue such directions as he may deem fit or as the circumstances of the institution or endowment may require.

9. . :-

A Trustee Executive Officer shall not repair, alter, convert, melt, replace, sell, gift away, or destroy any jewels, vahanam, kanuka article made of gold or silver or other valuables belonging to the institution or endowment, without the prior permission of the Commissioner, Regional Joint Commissioner, Deputy Commissioner or Assistant Commissioner, as the case may be.

10. . :-

(a) The Commissioner shall issue such instructions to the Trustee Executive Officer, as may be necessary, for the preservation or otherwise of the jewels or valuables and the Trustees Executive Officer shall be bound to carry such instructions.

(b) The Commissioner may also consider wherever it is necessary to, Issue instructions to the Trustee Executive Officer to deposit the sealed receptacles containing the jewellery and valuables in the Treasury or sub-treasury of the Government to ensure proper preservation and safe custody.

Provided that the register containing the items of jewellery and valuables and deposited in the Treasury or Sub-Treasury should be duly attested by the Trustee Executive Officer, the Departmental Officer and the Officer in charge of the Treasury or Sub-Treasury and the said items shall be subjected to periodical verification.

11. . :-

A Trustee Executive Officer shall not, without obtaining the previous sanction of the Commissioner, Regional Joint Commissioner, Deputy Commissioner, or Asst Commissioner, as the case may be, make any new jewels or Vahanam for the use in the institution or endowment.

12. . :-

Documents relating to the title of a Charitable or Religious Institution or Endowment to properties and securities, such as Government promissory notes, stock certificates, debentures, postoffice cash certificates, National Savings Certificates and fixed deposit receipts of banks obtained by the institution or endowment and mortgage deeds, bonds and promissory notes in favour of the institution or endowment shall be

(a) where the institution or endowment has an Executive Officer, in the Joint Custody, under double lock, of the trustee or Chairman of the Board of trustees and the Executive Officer; and

(b) where the institution or endowment has no Executive Officer, in the joint custody, under double lock, of the trustee or Chairman of the Board of Trustees and such other person as may be decided upon by the Commissioner, Regional Joint Commissioner, Deputy Commissioner or Assistant Commissioner, as the case may be.

13. . :-

When any document which is in joint custody is required for reference, encashment or other purposes, it shall be taken out in the presence of the persons having such custody or their duly authorised agents and a record thereof shall be made in register (containing details of the documents) kept for the purpose. When the document is restored to joint custody, an entry thereof shall be made in the said register.

14. . :-

The persons having joint custody shall be responsible for taking timely action for the recovery of any moneys or properties recoverable under the securities and if there is default in taking timely action owing to their neglect or for other reason, the loss thereof, if any, to the institution or endowment shall be recoverable from such persons.

15. . :-

(1) Documents, other than those referred to in Rule 12, shall be in the custody of the Executive Officer and where there is no such Executive Officer, they shall be in the custody of the trustee or Chairman of the Board of Trustees or such other officer as the Chairman may decide.

(2) The provisions of Rules 13 and 14 shall apply, so far as may be, to the persons where the documents are in their sole custody under this rule.

16. . :-

Where the temple is situated on the hill or in such an isolated remote area, which is easily accessible or susceptible to dacoity, thefts or otherwise, on a proposal received from the Executive Officer Trustee of the said institution, the Commissioner, shall immediately address the District Collector and the Superintendent of Police who in consultation with the Executive Officer Trustee of the institution and other persons residing in the said area shall make necessary arrangements for posting the Armed Guards in the said area to safeguard the temple, its properties and the properties and lives of the persons residing in the said area, at the cost of the State.