# Amended Rules & Regulations of CBIP Recommended by Pandya Committee after the approval of Executive Committee of CBIP during its meeting on 24.07.2020

S.N	Amended Rules and Regulations of CBIP recommended by Pandya Committee
1.	INTERPRETATION
	In these Rules and Regulations the following words and abbreviations shall have the meaning given against them unless there is anything contrary to the subject or context.
	a) The "Board" shall mean the Central Board of Irrigation and Power.
	b) The "General Body" shall mean the General Body constituted under Rule 6.
	c) The "Executive Committee" shall mean the Governing Body constituted under Rule 5.
	d) The "Standing Committee" shall mean the body constituted under rule 7.
	e) The "Research Committee" shall mean the body constituted under Rule 10.
	f) The "Technical Committee" shall mean the body constituted under Rule 8.
2.	OFFICE OF THE BOARD
	The Office of the Board shall be situated at New Delhi or at such other place as may be decided by the Board. The Board can open sub-offices in India / abroad depending upon specific requirements as deemed necessary by the Board.

3.	AUTHORITIES OF THE BOARD
	The Following shall be the authorities of the Board:
	a) General Body
	b) The Executive Committee
	c) The Secretary of the Board
	d) Such other authorities as may be constituted by the Board.
	Secretary will work as Chief Executive Officer of the Board for day to day affairs.
4.	MEMBERSHIP OF THE BOARD
	The Board shall consist of the following members:
	<ul> <li>4.1 Institutional Members</li> <li>All institutions associated with Water Resources, Power, Renewable Energy and Allied fields in the State, Centre, Joint Ventures, Public Sector, Private Sector, Autonomous Bodies, Regulatory Bodies and others who are admitted by the Board, shall be the institutional Members of the Board, provided they contribute to the Board at the rates and periodicity as specified by the Board from time to time.</li> <li>a)All officers of the institutional members at the level of Chief Engineer/General Manager or equivalent and above shall be automatically admitted as members of the General Body and they will cease to be the members of the General Body on demitting their offices.</li> </ul>
	b)All Institutions of other countries associated with Water Resources, Power, Renewable Energy and Allied fields as may be admitted by the Board shall be the institutional members of the Board provided they contribute to the Board in terms of membership fees as specified by the Board from time to time.
	c)All officers of International Institutional Members at the level of Chief Engineer or equivalent and above shall automatically become members of the General Body. However they will cease to be the members of the General Body on demitting their offices.

4. 4.2 Honorary Institutional /Individual Members

- a) Organisations like CEA, CWC, CERC and other institutions may be admitted as Honorary Institutional Members by the Board from time to time.
- b) Past Presidents, Vice Presidents and Secretaries of the Board and other eminent professionals as may be admitted by the Board from time to time. on a case to case basis, on approval by standing committee. However, they do not carry voting right.

### 4.3 Individual Life Members

Individual professionals, of repute, may be admitted by the Board as Life Members on payment of subscription and ratification by Standing Committee, as specified by the Board from time to time. However, they do not carry voting right.

#### 4.4 Roll of Members

The Board shall keep a roll of all the members as above giving their addresses and shall get the same updated on regular basis.

# 4.5 PRIVILEGES / OBLIGATIONS OF MEMBERS

### 4.5.1 For Institutional Members:-

a) (i). The organizations contributing to the Board will be entitled to receive one copy each (print/soft copy), of all the publications and journals published by the board of their related fields, free of cost.
 (ii) All officers of the locatitutional Members at the local of Chief Engineers or equivalent and above

(ii). All officers of the Institutional Members at the level of Chief Engineers or equivalent and above will be entitled for Monthly Journals (Print/Soft copy), free of cost.

(iii). Online access to the publications, uploaded on CBIP website to all the officers free of cost.

- b) The Board may decide to set apart some copies of their publications for sale to public or to such other authorities who are not entitled to free supply of publications.
- c) On the request by the Board, members thereof may serve on technical committee/Research Committee and any other such committee set up by the Board from time to time.
- d) Institutional Members shall be entitled to rebate in participation fee for attending Conferences, Workshops, Seminars, Tutorials and other programmes, purchase of publications, advertisements at the rates as may be decided by the Board from time to time.

# 4.5.2 Honorary Institutional / Individual Members and Individual Life Members

- a) They will receive one copy each of the periodicals / journals published by the Board in soft/hard copy.
- b) They can be invited to take part in the technical discussions of the Board.
- c) They may be requested to serve on the Technical-committee(s) or Special Committees appointed by the Board wherever required.
- d) They shall be entitled to rebate in participation fee for attending Conferences, Workshops, Seminars, Tutorials and other programmes, purchase of publications, advertisements at the rates as may be decided by the Board from time to time.
- e) Honorary Institutional / Individual Members and Individual Life Members shall not have voting right in General Body.

# **EXECUTIVE COMMITTEE**

**5.1** The affairs of the Board shall be administered, directed and controlled subject to Rules and Regulations and orders of the Board by the Executive Committee. The Executive Committee of the Board shall consist of the following:

a) The President

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- b) The Senior Vice-President
- c) The 4 Vice Presidents
- d) One Member each from Institution / Organization which is admitted as a member of the Board. The nominated Officer of a member organization shall automatically become member of the Executive Committee unless the organization concerned nominates someone else.
- e) Secretary of the Board.
- f) The senior most amongst Chairman CWC and Chairperson CEA shall be the President of the Board (ex-officio) and the other Chairman/Chairperson shall be the Senior Vice-President of the Board (ex-officio). However, they shall cease to be the President/Senior Vice President on demitting their offices. "A first preference for the post of President / Sr. Vice President CBIP will be given to Chairman, CWC/ Chairperson, CEA. The senior of the two will be President while the other would be senior Vice President. Their tenure at CBIP as President / Sr. Vice President will be coterminous with their offices."
- g) There shall be four Vice-Presidents one each from Water Resources, Power, Renewable Energy and Allied fields.
- A list of Members with their names, addresses, occupations and designations shall be filed with the Registrar of Societies, Delhi every year.

# **5.2 Meetings Of The Executive Committee**

- a) Notice : Minimum fifteen days' notice shall be required for the Executive Committee Meeting specifying Date, Time, Place and the agenda of Business to be discussed at such Executive Committee Meeting.
- b) Emergent Meeting: The Urgent Executive Committee Meeting may be called on 24hrs notice.
- c) Periodicity Of Meeting:

Executive Committee Meeting shall be held at least once in six months (or as and when President/Standing Committee may decide from time to time)

d) Quorum Of The Meeting:

The quorum of every Executive Committee Meeting shall be 1/3rd (one- Third) of the total strength of Executive Committee. In case of lack of quorum the presiding officer may adjourn the meeting to be reconvened after 30 minutes. No quorum shall be required for reconvened meeting.

# **5.3 Duties And Powers Of The Executive Committee**

a) The direction and management of the Board is vested in the Executive Committee subject to directions contained in resolutions passed at General Body Meetings held in accordance with the Rules. Such Resolutions shall be duly signed and approved by the Chairman of the Meeting(s). The Executive Committee shall take necessary action as may be necessary to implement such resolutions. Further on a specific resolution, the Board may delegate such powers to the Executive Committee, the President/Sr. Vice President, the Vice-Presidents, the Secretary or any Committee of the Board as may be deemed expedient.

- b) The Executive Committee may appoint Committees and Sub Committees for any special purposes.
- c) It shall be the duty of the Executive Committee to adopt every reasonable means for the advancement of the objectives of the Board, properly conducting the business of the Board and to arrange for the publications, of such papers and documents
- d) In the event of any matter arising on which a decision of the Executive Committee is required urgently the Secretary shall prepare a note on the subject, and circulate it to the members of the Executive Committee for orders.
- e) Subject to general control of the Executive Committee or as otherwise provided in the schedule, the Secretary shall have power to, hire additional staff as per the exigencies of the work and to grant honoraria or remuneration to such employees as per delegation of Powers and rules & Regulations of the Board.
- f) The Executive Committee shall have full powers to authorize expenditure from the funds of the Board within the limits of the budget sanctioned by the Board.
- g) To aid in the discussions of professional or technical subjects, the Executive Committee may invite any Officer to attend only the professional and technical discussions of the Board.

#### **GENERAL BODY**

#### 6.1 Composition:-

- a) All officers of the institutional members at the level of Chief engineer or equivalent and above shall automatically become members of the general body.
- b) Heads of all the institutional honorary members shall be the members of the general body.
- c) Individual and Honorary Life Members shall be the members of General Body (as per clause 4.3). The voting right will be governed as per clause 4.5.2 e
- d) Any other category as may be approved by the General Body from time to time.

# 6.2 Meetings Of The General Body

- a) The Meeting of the General Body shall be held ordinarily once in a year.
- b) Executive Committee will be competent to arrange additional meetings of the General Body or postpone any meeting in case of any contingency.
- c) Not less than 15 days notice shall be given to the members before the Date of General Body Meeting, specifying Date, Time, Place and the Agenda Items to be discussed at such a meeting.
- d) All the Members shall have a right to attend and vote, 1/3rd of the members shall constitute the quorum and each member, personally present, shall have one vote. In the event of quorum not being formed within 30 minutes of the time fixed for the commencement of the meeting, the meeting shall stand adjourned and reconvened after 30 minutes for which no such quorum shall be necessary.
- e) The accidental omission to send notice of a meeting to or the non-receipt of a notice by any member shall not invalidate the proceedings of the meeting.

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- f) At all General Body meetings, all issues shall be decided according to the majority of vote properly recorded and in the case of a tie, the Chairman of the meeting shall have a casting vote.
- g) In the event of any important matter arising in regard to which approval of the General Body is required urgently, the Secretary if he is so instructed by the President, shall prepare a note on the subject and approval shall be sought by circulation to the members.

# 6.3 Business During The General Body Meeting

- a) The General Body at its Meeting shall:
  - i. Consider the Programme of the work of the Board for the ensuing year.
  - ii. Review the works carried out or planned to be carried out by the Board.
  - iii. Consider the accounts for the preceding year.
  - iv. Consider the budget for the ensuing year.
  - v. Ratify admission of new members.
  - vi. Deal with any other business requiring consideration of the General Body.

b) The General Body shall further consider any professional or technical matter of which due notice has been given.

c) The General Body shall decide what special subjects call for particular study during the ensuing year.

# 6.4 Election Of Office Bearers

- a) <u>There will be no elections for the posts of President and Senior Vice-President of Board as these are ex-</u> officio posts to be held by Chairman CWC or Chairperson CEA. President and Senior Vice-President of Board will be decided as per Clause 5.1 (f) in case of any failure on this aspects, the committee may choose alternative till the situation becomes conducive for normal arrangements.
- b) Four Vice Presidents, one each representing Water Resources, Power, Renewable Energy and Allied fields other than CEA/CWC shall be elected/approved by the General Body for a term of two years or till they demit their offices in their organizations, whichever is earlier.

7.	STANDING COMMITTEE
	a) Standing Committee comprising of the following officers shall be constituted:-
	i. Senior Vice President will be Chairman of the committee
	ii. 4 Vice-Presidents
	iii. Secretary will be Member Secretary of the committee
	iv. Standing committee may co-opt any person of eminence in the field depending on the issue.
	a) Standing Committee shall be responsible to deliberate the important and emergent issues of the
	Board and shall submit its recommendations to the Executive Committee.
	Standing Committee shall meet quarterly or as and when required.
8.	TECHNICAL-COMMITTEES
	a) The Board may Constitute Technical Committee(s) of experts for preparation of publications,
	manuals, reports/guidelines etc. on any subject relating to Water, Power, Renewable Energy and
	Allied fields.
	b) The Board may also constitute Technical Committee(s) to deal with any topic, problem on its own
	or by a reference from the Member(s) organization.
	c) The terms of Reference for these Technical Committees shall be such, as may be decided by the Board from time to time.
	d) The Technical Committees shall consist of such members and experts as may be decided by the
	Board from time to time.
9.	PRESIDENT AND SENIOR VICE PRESIDENT OF THE BOARD
	The President shall preside over all the meetings of the General Body and the Executive Committee
	at which he is present and shall regulate the proceedings. In the absence of the President such
	duties shall devolve on Senior Vice President. In case however, the President and the Senior Vice
	President are unable to attend a meeting, the Executive Committee may elect one of the Vice
	Presidents/members present to conduct the proceedings of the meeting. However, in such cases the
	President may be apprised about the decisions taken in the meeting and the same may be got
	concurred by him.

10	.  RE	ESEARCH COMMITTEES
	a)	The Board may set up Research Committees for matters pertaining to Water Resources, Power, Renewable
		Energy and Allied fields.
	b)	The Board may also constitute Research Committee(s) to deal with any topic, problem on its own or by a reference
		from the Member(s) organization.
	c)	The objective of the Research Committees shall be to plan and conduct Research in the area of Water Resources,
		Power, Renewable Energy and Allied fields. The Research Committees shall also act as the Advisory Committees
		to the Executive Committee in matters connected with Research.
	d)	Research Committees shall consist of such members and experts as may be decided by the Board from time to
		time.
	e)	The meetings of Research Committee(s) shall be held at such intervals required to accomplish the assigned jobs.
11.	. ∣ T⊦	IE SECRETARY
	a)	The Executive Committee shall be the competent authority to appoint the Secretary.
	i.	The maximum age for appointment of Secretary, for external candidates, shall be 62 years on the date of
		advertisement. Existing Directors of CBIP shall also be eligible for applying for the post of Secretary and
		will get a relaxation of 2 years in maximum age i.e. 64 years on the date of advertisement.
	ii.	The Secretary shall be appointed for a period of 5 years and shall be eligible for applying against the
		advertisement for fresh recruitment as Secretary for another 5 years. In any case, the tenure of the
		Secretary shall not exceed beyond the individual achieving the age of 70 years. "The Secretary shall be
		appointed by the Executive Committee initially for a tenure of three years, which can be further extended
		by the Executive Committee for a period of not more than two years."
	iii.	A Committee comprising of Senior Vice President, 2 Vice presidents and 1 external expert of the level of
		Member (CEA/CWC) or equivalent shall assess the eligible candidates and submit its recommendations to
		the President for approval of the Executive Committee for appointment of the Secretary.
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- b) In the event of Secretary's post falling vacant, the President will appoint Suitable officer from CBIP to look after the work of Secretary till a new Secretary is appointed.
- c) The Secretary shall be the chief executive officer of the Board. He shall engage and be responsible for all persons employed under him. He shall look after and conduct the affairs of the Board.
- d) The Secretary, whenever directed by the President or requested for in writing by not less than 1/3 of the members, shall convene the meetings of the General Body or Executive Committee, as the case may be.
- e) The Secretary shall ensure proper upkeep of records and minutes of the General Body Meeting of the Board and of the Executive Committee. The Secretary will do everything to give effect to the resolutions passed by the General Body of the Board as also those passed by the Executive Committee, or any Committee or Sub-Committee thereof.
- f) The Secretary shall be the custodian of the records and such other property belonging to the Board as the Executive Committee may commit to his charge.
- g) The Secretary shall superintend the publication of such papers as the Executive Committee may direct and shall conduct correspondence for and on behalf of the Board.
- h) The Secretary shall arrange collection of the revenue and shall be responsible for maintaining the accounts of the Board. He shall present all accounts to the Executive Committee for approval.
- For the purpose of Societies Registration Act 1860, the Secretary shall be considered the Principal Secretary of the Board and the Board may sue or be sued in the name of the Secretary.
- j) The Secretary or if so authorized by a resolution passed in that behalf by the Executive Committee, any member thereof, may execute all contracts, deeds and other instruments for and on behalf of the Board and members of the Executive Committee.
- k) Subject to general control of the Executive Committee or as otherwise provided in the schedule, the Secretary shall have power to hire additional staff as per the exigencies of the work and to grant honoraria or remuneration to such employees as per delegation of Powers and rules & Regulations of the Board.

12.	DIR	ECTORS
	i.	The Secretary shall be assisted by 3 Directors to look after and conduct the affairs of the Board.
		a) Director (IT)
		b) Director (Energy) c) Director (Water Resources)
	ii.	The Executive Committee shall be the competent authority to appoint the Directors
	a)	The maximum eligible age for application to the post of Director shall be 62 years on the date of advertisement.
	b)	The tenure of a Director shall be for a period of 5 years or upto achieving the age of 65 years, whichever is earlier.
	<b>c)</b>	Directors shall be the part of Staff Committee Rules and this clause may be deleted from the Rules & Regulation of the Board.
	The	selection procedure for Directors shall be the same as that defined for the post of Secretary in clause 11(a)(iii)"
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### **15** THE PROPERTY OF THE BOARD

- a) Every paper, map, plan, drawing or model presented to the Board shall be its property, unless there has been some previous arrangements to the contrary and the Board may publish the same in any way and at any time it thinks proper but should the Board refuse or delay the publication of such papers beyond a reasonable time, the author thereof shall have a right to copy the same and to publish it as he may think fit, having previously given sixty days notice of his intentions in writing to the Secretary to the Board. Except as hereinbefore provided no person shall publish, give his consent to the publication of any communications presented to and belonging to the Board, without the previous consent of the Executive Committee.
- b) Income of the Board shall continue to be derived from the contributions from the members and other sources. The income and property of the Board, however, shall be applied towards the promotion of the objectives thereof, as set forth in the Memorandum of Association. No portion of the income and property of the Board shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise to any person who is or at any time has been a member of the Board provided that nothing herein contained shall prevent the payment in good faith of honorarium or remuneration to any member thereof or other person in return for any service rendered to the Board or for traveling allowance, halting and other similar charges.
- c) The Board may be wound up and dissolved in accordance with the provisions of the Societies Registration Act, 1860.
- d) It shall be lawful for the members of the Board at the time of dissolution of the said Act to determine by majority of the votes of the members present personally or by proxy that any property whatsoever remaining after the settlement of all its debts and liabilities shall be given to some other Society as determined under Societies Registration Act, 1860.

#### 16. Audit

- a) The annual accounts of the Board shall be audited by such person or persons as may be approved by the Executive Committee.
- b) The Auditor must be CAG empanelled.
- c) The Auditor shall be appointed initially for a period of 3 years, which can be extended for a further period of 3 years with the approval of the Executive Committee.

# 17 ANNUAL REPORT

The Annual report on all the work undertaken during the year shall be prepared by the Secretary of the Board for the information of the members of the Board.

#### 17.1 Rules For The Upkeep Of The Accounts Of The Board

- a) The Board shall maintain account(s) with scheduled bank(s) at one or more branches for depositing annual subscriptions/contributions and other monies and for facility of day to day transactions. An account may also be opened in a scheduled bank abroad for Board's activities at the international level if required and especially authorized by the Executive Committee.
- b) A demand and collection register shall be maintained for the amounts of contributions due from the members, contributing to the Board. On receipt of each payment, an appropriate entry shall be made in the register. The balance, if any, shall be struck at the close of the financial year and carried forward to next year's register.
- c) Sources of Income Membership fee from the members of the Society, Registration fee for Seminars/Conferences etc., long term/short term training programs, subscription of Journals/Publications, Rental Income, fee for Consultancy Services, Sponsorship fee and Advertisement Charges etc.
- d) Payment of contributions and other receipts to the Board's funds by the members of the Board will normally be effected by Cheque or Demand Draft or by electronic transfer in bank account.
- e) The Secretary shall present the budget for the ensuing year at the General Body Meeting of the Board for sanction.
- f) The Secretary, CBIP shall prepare the income and expenditure accounts at the end of each financial year and shall maintain the books of account and vouchers.
- g) Accounts of the Board shall be maintained on the basis of prevailing accounting standards which involves maintaining of Bank Book, Cash Book, ledgers, subsidiary ledgers, Income Expenditure Account and Balance Sheet on accrual basis.
- h) The pay and allowances of the employees of the Board shall be drawn/ disbursed on forms prescribed by the Board.

# 18. LIBRARY

- a) All the publications like journals, books or Technical reports and literature received by the Board shall be kept properly in a well laid out library.
- b) The Library shall be located at the headquarters of the Board and at any other branches/premises of the Board.
- c) One copy of each of publication of the Board like manuals, guidelines, special reports, proceedings of the workshops, Conferences etc. shall be kept in the Library.
- d) All these publications shall be digitized and uploaded on the website of the Board. Free access of these publications shall be made available to all the officers of the member organizations free of cost for which a password shall be issued for access on receiving a request from the member organization.
- e) Honorary Institutional, Honorary Individual members and Individual members shall also be eligible for free access of these publications.

# Amended Memorandum of Association of CBIP Recommended by Pandya Committee after the approval of Executive Committee of CBIP during its meeting on 24.07.2020

1.	The name of the Society is the Central Board of Irrigation and Power (here-in-after called the
	'Board' and in brief CBIP).
2.	The offices of the Board will be situated in the Union Territory of Delhi, or at such place as may be
	decided by the Board. At present its main office is located at Malcha Marg, Chankya puri, New Delhi-
	110021 and its CBIP Centre of Excellence and its extension building are located in Sector – 32,
	Gurugram, Haryana.
3.	The objectives for which the Board is established are:
	a) To pool technical knowledge and experience in Water Resources, Power, Renewable and Allied fields and to disseminate the same in the advancement of knowledge in evolving economies in the planning, design and construction of future.
	b) To meet present and future challenges in Water Resources, Power, Renewable and Allied fields for pooling of knowledge and its dissemination about new technologies such as artificial intelligence automation, virtual reality, quantum information technology, unmanned technology etc.
	c) To initiate, develop and co-ordinate research activities on Water Resources, Power, Renewable and Allied subjects and disseminate the results of such research.
	<ul> <li>d) To collect and compile information and data on Water Resources, Power, Renewable and Allie subjects from all available sources.</li> </ul>
	e) To establish contacts with institutions and individuals in India and abroad with a view to exchange publications and information on Water Resources, Power, Renewable and Allied fields.

- f) To associate with new organizations and enroll them as members in the fields of Power, Water Resources, Renewable and Allied subjects who shall pay membership fee as decided by the Board from time to time.
- g) To publish Technical Literature and to disseminate information on Water Resources, Power, Renewable and Allied subjects.
- h) To hold periodical symposia, conferences, workshops etc and discussions on current subjects in Water Resources, Power, Renewable and Allied fields and to utilise the results of such deliberations.
- To impart training to engineers/professionals in the area of Water Resources, Power, Renewable and Allied subjects by organizing Long Term and Short Term Training Programs.
- j) To organize Door Step Training Programs at the client sites in Water Resources, Power, Renewable and Allied subjects.
- k) To communicate the latest information and advice in the field of Water Resources, Power, Renewable and Allied subjects and to print, publish and circulate such periodicals, reports, leaflets etc., as are considered necessary for the purpose.
- To provide consultancy services in the techno-commercial aspects related to Water Resources, Power, Renewable and Allied fields such as Technical Audits of Power Plants, Processing of Tariff Petitions, Conducting Recruitment of officials etc.
- m) To recognize and bestow awards for meritorious performance of organizations and individuals in Water Resources, Power, Renewable and Allied fields.
- n) To facilitate establishment of new entities in the area of Water Resources, Power, Renewable and Allied fields.
- o) To maintain, expand and operate a Library and Information Bureau.
- p) To provide and maintain IT cell which shall digitize and upload all the technical documents for dissemination of knowledge and digitally promote the activities of the Board.
- q) To act as the Indian national Committee/Liaison Body for International organizations in Water Resources, Power, Renewable and Allied fields.

- r) To invest the funds of or money entrusted to the Board in such securities or in such manner as may from time to time be determined by the Governing Body
- s) To receive (i) grants or special contributions from the Government of India, State Governments or other member organisations, (ii) donations or subscriptions from any person or organisation in pursuance of the objectives of the Board.
- t) To purchase, take on lease, accept as a gift or otherwise acquire, any land or building, wherever situated in India, which may be necessary or beneficial for the Board.
- u) To construct or alter any building which may be necessary for the Board.
- v) To sell, lease, exchange, mortgage or otherwise transfer, dispose of or deal with all or any property whatever belonging to the Board.
- w) To employ such staff as may be considered necessary for smooth day to day functioning of CBIP.
- x) To establish, undertake, superintend, administer and contribute to a provident or benevolent fund for the employees of the Board and their dependents
- y) To borrow and raise money with or without security or on the security of a Mortgage, Charge or Hypothecation or Pledge over all or any of the immovable or movable properties belonging to the Board or in any other manner whatsoever.
- z) To pay out of the funds belonging to the Board or out of any particular part of such fund all expenses of or incidental to the Board and management and administration of any of the foregoing objectives including all rents, rates, taxes, outgoings and salaries of the employees.
- (aa) For the purposes aforesaid, to sign, execute and deliver all such assurances and deeds as may be necessary.
- (bb) To do all such other lawful acts, deeds or things as are incidental or conducive to the attainment of the above mentioned objectives or any of them