

POWERS AND DUTIES OF THE SECRETARY

- (1) The Secretary shall be appointed by the Central Government and shall be the Principal Executive Officer of the Foundation and shall exercise his powers and discharge his duties under the Chairman of the Governing Board.
- (2) The Secretary shall
 - a. be the custodian of the records, the Common Seal and such other properties of the Foundation as the Governing Board may commit to his charge
 - b. have the powers to grant leave to all employees of the office of the Foundation except to himself and make necessary arrangement for the discharge of the functions of such employees during their absence;
 - c. issue notices and convene meetings of the Governing Board and its committees and the Auroville International Advisory Council with the previous consent of their respective Chairman;
 - d. keep the minutes of the meetings of the Auroville International Advisory Council, Governing Board and the Committees of the Foundation constituted under Section 16;
 - e. record the official proceedings and correspond on behalf of the Auroville International Advisory Council and the Governing Board and its Committees;
 - f. supply to the Central Government a copy of the Agenda of the meetings of the Governing Board the Residents' Assembly and the Auroville International Advisory Council as soon as they are issued and the minutes of such meetings;
 - g. represent the Foundation in suits or proceedings in any court or before any authority, by or against the Foundation, sign powers of attorney, verify pleadings and depute his representative for the purpose;
 - h. subject to the provisions of the Act and these rules, and the regulations maintain the Register of Residents as provided under the Act;

- i. maintain the accounts of the Foundation and arrange for preparation of any estimates and statements of the accounts for their presentation on to the Governing Board the Residents' Assembly and the Auroville International Advisory Council;
- j. have the accounts of the Foundation finalised in consultation with the Working Committee in respect of units, trusts, schools and other institutions run by the Auroville residents;
- k. furnish to the Central Government the statements and other papers required to be laid before the Houses of Parliament under the Act;
- l. on behalf of the Governing Board, arrange to send all return and statements and such other particulars, as may be prescribed or as the Central Government may direct or require;
- m. perform such other functions and exercise such other powers as may be specified in the Act, rules or regulations or as may be required by the Central Government or delegated to him by the Chairman, Governing Board or the Residents' Assembly;