

NO . 1430  
GOVERNMENT OF INDIA, HOME DEPARTMENT  
PUBLIC  
*Calcutta, the 26<sup>th</sup> March 1903*

**NOTIFICATION**

In exercise of the power conferred by section 5 of the Victoria Memorial Act, 1903 (X of 1903), the Governor General in council is pleased to make the following rules: -

***TRUSTEES: TERM OF OFFICE***

1. A Trustee appointed under the Victoria Memorial Act, 1903, section 2, sub-section (1), clause (d) or clause (h), shall, subject to the provisions of Rues 2 and 3, hold office for five years and shall be capable of re-appointment.
2. If a Trustee appointed as aforesaid leaves India without the intention of returning, he shall thereupon cease to be a Trustee.
3. If a Trustee as aforesaid gives notice in writing to the Trustees that he desires to resign his office, the Trustees shall cause such notice to be recorded in their proceedings, and the person so giving notice shall thereupon cease to be a Trustee.

***MEETINGS***

4. Meetings of the Trustees shall be convened by the Governor General.
5. The quorum necessary for the transaction of business at a meeting of the Trustees shall be five.
6. The Governor General, or in his absence the Lieutenant-Governor of Bengal shall preside at meetings of the Trustees. In the absence of both the Governor General and the Lieutenant-Governor, the Trustees present shall elect one of their member to preside.
7. The President at any meeting of the Trustees shall have a deliberative and also a casting vote.

***COMMITTEES***

8. There shall be a Building Committee consisting of the Lieutenant-Governor of Bengal, the President of the Bengal Chamber of Commerce, the Chairman of the Corporation of Calcutta, and two or more Trustees to be chosen by the Trustees.

9. The Lieutenant-Governor of Bengal, or in his absence a Member of the Building Committee authorized by him, shall convene and preside at meetings of the Building Committee, and the Lieutenant-Governor or the member presiding at any such meeting shall have a deliberative and also a casting vote.
10. The Trustees may, if they think fit, authorize the Building Committee to open a banking account, any may pay to such account such sums of money as they may from time to time think necessary for the purpose of erecting the Victoria Memorial. Cheques drawn on such account by order of the Building Committee shall be signed by two members of the said Committee.
11. On the 31<sup>st</sup> day of December in each year the Building Committee shall present a Report of its proceedings to the Trustees, and the Trustees shall cause the Report or summary thereof to be published for general information.

#### *ACCOUNTS*

12. The Trustees shall keep accounts of all moneys received and expended by them, including any moneys paid to and expended by the Building Committee and shall cause such accounts to be audited annually by a chartered accountant practising in Calcutta, and an abstract of such accounts, together with the auditor's certificate thereon, shall be published for general information.

H. H. RISLEY,  
*Offg. Secy. to the Govt. of India*

Copy forwarded to the Government of Bengal for guidance.

Copy forwarded to the Legislative Department for information.

By Order  
W.S. MARRIS  
*Under Secy. to the Govt. of India*

NO . 3 1 5 0  
HOME DEPARTMENT  
PUBLIC  
*Calcutta, the 11<sup>th</sup> December 1907*

**NOTIFICATION**

In exercise of the power conferred by section 5 of the Victoria Memorial Act, 1903 (X of 1903), the Governor General in Council is pleased to direct that for rules 8 to 11 of the rules published with Home Department Notification No. 1430, dated the 26<sup>th</sup> March 1903, the following shall be substituted, namely: –

8. The Trustees, by resolution passed by a majority of those present and voting at a meeting, may from time to time appoint committees, to consist of any member or members of their body, for carrying out the purposes of the Act, and may delegate any of their powers, either with or without restriction or limitation, to such committees, and may revoke any such appointment or extend, vary modify or annul any delegation made or any restriction or limitation imposed.
9. The Trustees may, from time to time, by resolution passed in the manner mentioned in the last preceding rule, make such regulations and give such directions as to the Trustees may seem expedient regarding –
  - (a) the exercise by any committees appointed by the Trustees in pursuance of these rules of the powers delegated to such committees;
  - (b) the conduct of business entrusted to any such committees;
  - (c) the appointment by such committees of any sub-committee to consist of any member or members of their own body, for the purpose of conducting or facilitating the conduct of business entrusted to such committees;
  - (d) the employment by such committees of professional or other expert persons to advise or assist such committees upon any question arising in connection with the exercise of the powers delegated to such committees and the terms and conditions of such employment;
  - (e) the holding of meetings by any committees appointed by the Trustees in pursuance of these rules;

- (f) the procedure to be observed in the convening and holding of meeting of any committees so appointed;
  - (g) the conduct of business at such meetings;
  - (h) the management, investment or expenditure of funds, and the keeping and rendering of accounts by any committees appointed by the Trustees in pursuance of these rules;
  - (i) the making of reports by any committees so appointed and
  - (j) all matters in respect of which any powers shall be delegated or vested in any such committees.
10. All committees appointed by the Trustees in pursuance of these rules shall in the exercise of the powers delegated and in the conduct of matters entrusted to them and in their proceedings conform to the regulations made and directions given by the Trustees in the manner aforesaid.
11. No delegation made to any committee in pursuance to these rules shall operate to prevent the Trustees from acting in the exercise of any power so delegated.

H. H. RISLEY,  
*Offg. Secy. to the Govt. of India*

NO . 3 2 3 9  
GOVERNMENT OF INDIA, HOME DEPARTMENT  
(PUBLIC)  
*Simla, the 25<sup>th</sup> August 1909*

**NOTIFICATION**

In exercise of the power conferred by section 5 of the Victoria Memorial Act, 1903 (X of 1903), the Governor General in Council is pleased to direct that the following rule shall be added to the rules published in the Home Department Notification No. 1430, dated 26<sup>th</sup> March 1903 and subsequently amended by the Home Department Notification No. 3150, dated the 11<sup>th</sup> December 1907: –

**‘INVESTMENT OF THE VICTORIA MEMORIAL FUND’**

13. “The Trustees are authorised to retain or place on deposit with the Bank of Bengal or any other bank approved by the Governor General in Council all or any part of the funds in their custody for the purposes of the Victoria Memorial Act, 1903, and to make such arrangements as to interest or otherwise as to them shall seem fit in their absolute discretion”

Sd / H. A. STUART,  
*Secretary to the Government of India*

NO. F. 1102 - Public  
GOVERNMENT OF INDIA, HOME DEPARTMENT  
*Simla, the 24<sup>th</sup> October 1922*

**NOTIFICATION**

In exercise of the powers conferred by Section 5 of the Victoria Memorial Act, 1903 (X of 1903), the Governor-General in Council is pleased to direct that the following rule shall be added to the rules published in the Home Department Notification No. 1430, dated the 26<sup>th</sup> March, 1903: –

14. “(1) The Rules for the time being in force under sub-section (2), sub-section 3, and sub-

Grant of leave, pension or gratuity,  
etc., to the permanent officers and  
servants of the Victoria Memorial  
Trust.

section 4 of Section 96B of the Government of India Act  
for regulating the conditions on which leave, pensions,  
and gratuities may be granted to persons in the Civil

Service of the Crown in India shall, in so far as the same may be applicable, apply to the permanent officers and servants of the Trustees, in respect of their service under the Trustees.

(2) In the Rules as so applied all references to the Local Government or “Government” shall be construed as referring to the Trustees.”

H. TONKINSON,  
Joint Secretary to the Government of India

NO. F. 345/18/36

HOME DEPARTMENT

PUBLIC

*Simla, the 29<sup>th</sup> April 1937*

**NOTIFICATION**

In exercise of the powers conferred by section 5 of the Victoria Memorial Act, 1903 (X of 1903), the Central Government is pleased to direct that the following further amendments shall be made in the rules published with the notification of the Government of India in the Home Department, NO. 1430, dated the 26<sup>th</sup> March 1903, namely: –

- (1) In rule 6 of said Rules, the word “Lieutenant” shall be omitted at both places where it occurs.
- (2) In rule 14 of the said Rules –
  - (a) In sub-rule (1) –
    - (i) the words, figures, brackets and letter “under sub-section (2), sub-section (3), and sub-section (4) of section 96B of the Government of India Act” shall be omitted;
    - (ii) after the words “in India” the words “serving in connection with the affairs of the Province of Bengal” shall be added;
  - (b) in sub-rule (2) for the words “Local Government” the words “Provincial Government” shall be substituted.

J. A. THORNE,  
Joint Secretary to the Government of India

NO. 65/2/43 – Pub (C)  
*Dated 24<sup>th</sup> May 1945*

**NOTIFICATION**

In exercise of the powers conferred by Section 5 of the Victoria Memorial Act, 1903 (X of 1903) the Central Government is pleased to direct that the following further amendments shall be made in the rules published with the notification of the Government of India in the Home Department No. 1430 dated the 26<sup>th</sup> March 1903 namely: –

After rule 7 of the said Rules the following heading and rule shall be inserted namely: –

**DECISION OF TRUSTEES BY CIRCULATION**

- 7 (A) (1) The Governor General or if he so desires whether generally or in a class of cases the Governor shall decide whether the decision of Trustees on any matter should be obtained by circulation.
- (2) In Pursuance of such decision the Secretary and Curator shall circulate to the Trustees in such order as he may consider appropriate but, always so that it reaches the Governor-General last the matter requiring decision with such papers notes or memoranda as may be necessary to the proper understanding thereof.
- (3) Each Trustee shall record on the memorandum of circulation his views on such matter and shall pass the memorandum on to the next Trustee on the list with the least possible delay.
- (4) The Governor General shall have in the determination of a decision by circulation a deliberative and casting vote.

SD/- C. G. PANT,  
*Deputy Secretary*

NO. F. 12-3/50-AI(C)  
GOVERNMENT OF INDIA, MINISTRY OF EDUCATION  
NEW DELHI 3,  
*the 7<sup>th</sup> March 1950*

**NOTIFICATION**

In exercise of the powers conferred by Section 5 of the Victoria Memorial Act, 1903, (X of 1903) the Central Government is pleased to direct that the following further amendment shall be made in the rules published with the notification of the Government of India in the late Home Department No. 1430 dated the 26<sup>th</sup> March, 1903, namely: –

In the said Rules, for the words ‘Governor General’ wherever they occur the word ‘President’ shall be substituted.

SD/- P. N. KIRPAL  
*Deputy Secretary*

Copy forwarded to the Secretary and Curator, Victoria Memorial, Calcutta, with reference to his letter No. 840 dated the 31<sup>st</sup> January 1950.

## VICTORIA MEMORIAL, CALCUTTA

Rules framed by the Central Government in exercise of the power conferred by Section 5 of the Victoria Memorial Act (Act. X of 1903) with amendments under Victoria Memorial Amendment Act, 1972 as published in the Gazette of India, Part II, Section 3, Subsection (i) on the 19<sup>th</sup> January 1974 and the 25<sup>th</sup> January 1975 under the head Victoria Memorial (Second Amendment) Rules, 1973 (vide Notification G.S.R. No. 46 and G.S.R. No. 112).

Trustees: Term of office 1. Trustee appointed under the Victoria Memorial Act, 1903, Section 2, Sub-section 1, Clause (d) and (h) shall, subject to the provisions of Rules 2 and 3, hold office for 3 years and shall be capable of re-appointment.

2. If a Trustee appointed as aforesaid leaves India without the intention of returning or being absent from India for a period exceeding twelve consecutive months, he shall thereupon cease to be a Trustee.

3. If a Trustee appointed as aforesaid gives notice in writing to the Trustees that he desires to resign his office, the Trustees shall cause such notice to be recorded in their proceedings, and the person so giving notice shall therefore cease to be a Trustee.

Meetings 4. Meetings of the Trustees shall be convened by the Governor of West Bengal.

5. The quorum necessary for the transaction of business at a meeting of the trustees shall be five.

6. The Governor of West Bengal shall preside at meetings of the Trustees and in his absence the Trustees present shall elect one from among themselves to preside.

7. The Governor of West Bengal or in his absence the Trustee elected to preside under rule 6 shall have a deliberative and casting vote at a meeting of the Trustees.

Decision of Trustees by circulation.

\*7. (1) The Governor of West Bengal shall decide whether the decision of the Trustees on any matter should be obtained by circulation.

(2) In pursuance of such decision the Secretary & Curator shall circulate to the Trustees in such order as he may consider appropriate, but always so that it reaches the Governor of West Bengal last the matter requiring decision with such paper, notes or memorandum as may be necessary to the proper understanding thereof.

(3) Each Trustee shall record on the Memorandum of circulation his views on such matter and shall pass the Memorandum on to the next Trustee on the list with the least possible delay.

(4) The Governor of West Bengal shall have in the determination of a decision by circulation a deliberative and a casting vote.

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\* The rule “refers solely to decisions of the Trustees and not to decisions of the Committee or committees formed by the Trustees in exercise of the powers conferred on them by rule 9 of the existing Victoria Memorial rules”. No. 65/3/43-Pub., Govt. of India, Home Deptt., 26<sup>th</sup> June 1944.

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8. The Trustees by resolution passed by a majority of those present and voting at a meeting, may from time to time appoint Committees, to consist of any member or members of their body, for carrying out the purposes of the Act, and may delegate any of their powers, either with or without restriction or limitation, to such Committees, and may revoke any such appointment or extend, vary, modify or annul any delegation made or any restriction or limitation imposed.

9. The Trustees may, from time to time, by resolution passed in the manner mentioned in the last preceding rule, make such regulations and give such directions as to the Trustees may seem expedient regarding –

(a) The exercise by any Committees appointed by the Trustees in pursuance of these rules of the powers delegated to such Committees;

- (b) the conduct of business entrusted to any such Committees;
  - (c) the appointment by such Committees of any sub-committees to consist of any member or members of their own body, for the purpose of conducting or facilitating the conduct of the business entrusted to such Committees;
  - (d) the employment by such Committees of professional or other expert persons to advise or assist such Committees upon any question arising in connection with the exercise of the powers delegated to such Committees and the terms and conditions of such employment;
  - (e) the holding of meetings by and Committees appointed by the Trustees in pursuance of these rules;
  - (f) the procedure to be observed in the convening and holding of meeting of any Committees so appointed;
  - (g) the conduct of business at such meetings;
  - (h) the management, investment or expenditure of funds, and the keeping and handling of accounts by any Committees appointed by the Trustees in pursuance of these rules;
  - (i) the making of reports by any Committees so appointed and
  - (j) all matters in respect of which any powers shall be delegated to or vested in any such Committees.
10. All Committees appointed by the Trustee in pursuance of these rules shall in the exercise of the powers delegated and in the conduct of matters entrusted to them and in their proceedings conform to the regulations made and directions given by the Trustees in manner aforesaid.
11. No delegation made to any committee in pursuance of these rules shall operate to prevent the Trustees from acting in the exercise of any power so delegated.

Accounts

12. The Trustees shall keep accounts of all moneys received and expended by the Executive Committee and shall cause such accounts to be audited annually by a Chartered Accountant practising in Calcutta, and an abstract of such accounts, together with the auditors' certificate thereon, shall be published for general information.
13. The Trustees are authorised to retain or place on deposit with the State Bank of India or other Nationalised Banks or Unit Trust of India and invest in Central Government securities all or any part of the funds in their custody for the purposes of the Victoria Memorial Act, 1903, and to make such arrangements as to interest or otherwise as to them shall seem fit in their absolute discretion.

Explanation: For the purposes of this rule, "Nationalised Bank" means a corresponding new Bank as defined in the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970).

14. (1) The Employees of the Trustees shall be entitled to such pension (including family pension), gratuity, children's education allowance, leave and leave travel concession as may be admissible from time to time to the corresponding categories of the employees of the Central Government.

(No. F. 13-10/74-CAI(5))

- (2) In the rules as so applied all references to the Provincial Government and 'Government' shall be constructed "referring to the Trustees".

Maintenance

15. Without prejudice to the right of the Trustees to receive recurring or non-recurring grants from any State Government or other sources for specific purposes, the Trustees shall, out of grants, recurring or non-recurring, received from the Govt. of India, be responsible for –
  - (a) the proper maintenance of the building and its environs through necessary repairs and
  - (b) the sanction and payment of salaries, and all admissible allowances of the employees of the Victoria Memorial.

16. With the previous sanction of the Central Govt. and subject to such conditions as may be imposed by it in this behalf, the Trustees may create such posts as may be necessary for the care or maintenance of the Museum and may fix or alter the scales of pay of such post and re-classify such posts.
- Care and Custody of the Museum objects.
17. (i) The Trustees may receive bequests, donations, subscription and acquire any such objects of interest being paintings, busts, medals, statues, relics, coins, medals, pictures, engravings, documents, maps, plans, models, manuscripts and other property or objects as may have bearing on the Indian history with regard to such period as may be, with the previous approval of the Central Govt. determined by the Trustees, hold the same and lay out such money as it may deem necessary for purposes of the Victoria Memorial in the improvement and enlargement of the collections deposited therein, presented to, or purchased for the Memorial.
- (ii) All Collections referred to in sub rule (i) shall become the property of the Trustees and they shall have the exclusive possession, occupation and control over them for the purposes of the Trust of the said Memorial.
18. (i) The Trustees may, from time to time, order any duplicates of printed books, medals, coins and other curiosities to be exchanged for manuscripts, books, and other objects of interest, or direct any such duplicate to be sold and the proceeds of such duplicates to be sold and the proceeds of such sale shall be expended on the purchase of manuscripts, books, maps, coins, medals, and other objects that may be proper for other objects that may be proper for the Victoria Memorial.
- (ii) Every article in the collection shall be marked and numbered and shall be kept and preserved in the said Memorial with such marks and numbers and inventory of such articles both on display in the galleries and preserved in the stores, shall be prepared and kept in the custody of the Trustees.

- (iii) The Trustees may, as they deem fit, display objects in the collection of the said Memorial.
- (iv) The Trustees shall arrange for the proper preservation of the objects with the aid of properly equipped Conservation Unit set up under their authority.

Access to Victoria Memorial.

19. Admission to the Victoria Memorial shall be subject to purchase of tickets at the rates given below: –

- (a) 30 paise for each adult visitor on all days except Fridays;
- (b) 15 paise for each child visitor aged between 5 and 12 years on all days except Fridays;
- (c) On Fridays, 50 paise for each adult visitor and 25 paise for each child visitor aged between 5 and 12 years;
- (d) School-children escorted by teachers and Jawans in uniforms shall be admitted at the concessional rate of 15 paise per visitor on all days except Fridays at the rate of 25 paise per visitor;
- (e) Children under age of 14 years shall be admitted only when under charge of responsible person and persons.
- (f) Children below the age of 5 years shall be admitted free only when under charge of responsible person or persons.

No. F.12-8/72-CAI (5)

# VICTORIA MEMORIAL, CALCUTTA

Powers delegated to the Executive Committee by Resolutions and Regulations adopted and sanctioned by the Trustees at their meeting held on February 26, 1909 with amendments thereof in pursuance of Resolutions of the 28<sup>th</sup> and 48<sup>th</sup> Meetings of the Trustees held respectively on March, 31, 1913 and March 28, 1930 and Government of India Notification No. F.12-3/50-AI(C) dated 07.03.1950.

## POWERS

- (1) The power to act as the executive body of the Trustees conducting, superintending or having charge of all matters and works in or in connection with the erection of the Victoria Memorial, and to do and perform all such acts, matters and things consistent with the Victoria Memorial Act, 1903, as shall be requisite or expedient for the purpose of erecting the Victoria Memorial, and to exercise all such powers of the Trustees as shall be necessary for or auxiliary or incidental to such purpose.
- (2) The power to conduct all correspondence between the Trustees and the Architect of the Victoria Memorial in relation to all such matters and questions as pertain to or arise in connection with the foundations and superstructure of the Victoria Memorial and the plans, specifications and quantities prepared or to be prepared in respect thereof or the revision of such plans, specifications and quantities and to decide upon, settle, adjust and dispose of all such matters and questions.
- (3) The power to consider, settle, adjust and dispose of all matters and questions pending or that may arise between the Trustees and the Architect touching or concerning his duties and remuneration and the rights and obligations of the Trustees and the Architect respectively and from time to time to enter into any agreement or agreements with the Architect in reference to such matters and questions or any of them and to refer to arbitration any dispute or question in any way arising out of or connected with any agreement made or hereafter to be made between the Trustees and the Architect or his representative.
- (4) The power to do and perform all such acts matters and things as shall by this Committee be deemed requisite or expedient in or in connection with or incidental to the completion or strengthening of the foundations of the Victoria Memorial or the rectification of any defects in such foundations, and in or towards the exercise of the power in this behalf to call for tenders in respect of any works and to accept or reject any tenders received for such work or any part thereof to arrange approve and conclude the terms and conditions of any contract or contracts in respect or such works or any part thereof with any

contractor or contractors to affix the seal of the Trustees to any such contract or contracts and to rescind or vary any such contract or contracts.

- (5) The power to issue advertisements or otherwise call for tenders for the work in the erection of the superstructure of the Victoria Memorial and of supplying to the Trustees at Calcutta and working all such marble and other material as may from time to time be required in the erection of the Memorial to accept or reject any tenders made to arrange and conclude the terms of contract with any contractor or contractors for the whole or any part of such works; to affix the seal of the Trustees to any contract or contracts for such works or any part thereof and to rescind or vary any such contract or contracts.
- (6) The power to arrange and conclude the terms of a concession to be obtained from His Highness the Maharajah Bahadur of Jodhpur granting to the Trustees the necessary license an authority to win work and get from premises at or near Makrana all such marble as may be required in the erection of the Memorial to approve the form and provisions of the instrument of concession and to affix the seal of the Trustees to such instrument.
- (7) The power to open a banking account or accounts and to pay to account such sums of money as the Committee from time to time think necessary for the completion of the Victoria Memorial and for the management, upkeep and repair of the Memorial and of the grounds, gardens, and appurtenances of the Memorial, and with power at the discretion of the Committee to close any such banking account and transfer any balance to the Trustees Account and with power to re-open an such banking account. The Committee shall also have power to operate upon the banking account of the Trustees and to draw money direct from the Trustees' Account for all or any of the purposes aforesaid instead of paying such moneys to any separate account.
- (8) The power to apply and expend all such funds or moneys as from time to time it shall become necessary to apply or expend for any purpose or purposes in the exercise of the powers hereby delegated to the Committee.
- (9) The power to employ from time to time any professional or expert person or persons to advise or assist this Committee upon or in relation to any question or matter of necessity or expediency suggested or arising in or in connection with or during the exercise by this Committee of any of the powers delegated and to arrange and conclude the terms and conditions of such employment.
- (10) The power to appoint such officers, agents, clerks and servants as this Committee may from time to time think fit to determine their duties and fix their salaries or emoluments;

and at the discretion of this Committee to suspend or dismiss any person or persons so appointed.

- (11) The power to exercise all or any other powers which the Trustees may hereafter from time to time delegate to this Committee.
- (12) Provided always that this Committee shall not in the exercise of the powers hereby delegated conclude any contract or contracts for any amount or aggregate amount exceeding Rs. 5,00,000.00 (5 lakhs) with any contractor or contractors for the whole or any part of the work in the erection of the Superstructure of the Memorial or the supply of marble to the Trustees without first obtaining the approval and sanction of the Trustees thereof and thereto.
- (13) And this Committee shall in the exercise of the powers hereby delegated at all times conform to such further restrictions and limitations and directions as may from time to time be imposed or given by the Trustees and to such regulations in regard to the holding of meetings by the Committee the procedure to be observed in convening and holding such meetings the conduct of business thereat the making of reports by the Committee to the Trustees and to such other matters as to the Trustees may from time to time seem requisite or expedient.
- (14) That this Committee shall provide for the safe custody of the seal of the Trustees of the Victoria Memorial and the seal shall never be used except by the authority of this Committee previously given and in the presence of two members of this Committee at the least who shall sign every instrument to which the seal is affixed.
- (15) Provided also that no delegation by the Trustees to this Committee or any extension thereof shall operate to prevent the Trustees from acting in the exercise of any of the powers delegated.

### **REGULATIONS**

- (1) Unless and until it shall be otherwise determined by the Executive Committee the Secretary to the Trustees of the Victoria Memorial for the time being shall be ex-officio the Secretary to the Executive Committee.
- (2) Whenever any question or matter shall be specially referred by the President of India or by the Trustees to the Committee for consideration or action the Secretary shall thereupon convene a meeting of the Committee for the consideration of the question or matter so referred and the Committee shall at such meeting consider such question or take action upon such matter and thereafter with all convenient despatch report the result

of their consideration upon such question or their action is such matter to the President of India or the Trustees as the case may be.

- (3) Save in respect of any question or matter as is referred to in Regulation 2 the Committee may meet at any meeting whatsoever and adjourn when and as they think fit and any member of the Committee may at any time convene a meeting of the Committee.
- (4) Save as aforesaid it shall not be obligatory for the Committee to hold formal meetings and a resolution in writing which is signed by all the members of the Committee for the time being present in Calcutta shall have the same effect and be of the same validity as if it had been passed by a quorum of members at a formal meeting.
- (5) The Governor of West Bengal for the time being shall preside as Chairman at every meeting of the Committee. If such Chairman is not present within 15 minutes and after the time appointed for any meeting the members of the Committee present shall choose one of their member to be Chairman of such meeting.
- (6) Three members shall be a quorum for the transaction of business at any meeting of the Committee and a meeting at which a quorum is present shall be competent to exercise all or any of the powers by or under these Regulations conferred upon the Committee.
- (7) Every member of the Committee shall at any meeting have one vote and any question of matter referred to or arising at any meeting of the Committee shall be determined by a majority of votes. In case of an equality of votes at any meeting of the Committee the Chairman shall be entitled to a second or casting vote.
- (8) Minutes of all proceedings held and resolutions passed at meetings of the Committee shall be recorded in a book to be from time to time provided for the purpose and the minutes of a meeting shall be signed by the Chairman of such meeting.
- (9) The Committee shall once in every year present to the Trustees in meeting a report of their proceedings during the preceding twelve months accompanied by copies of the minutes of all meetings of the Committee held and an audited account of all the income and expenditure of the Funds of the Trustees during such period in accordance with Regulation No. 11 below.
- (10) All cheques drawn by or by the direction of the Committee upon any existing or future banking account or accounts opened or to be opened or re-opened under the Powers conferred on the Committee and also all cheques drawn by or by the direction of the Committee upon the Trustees banking account under the Powers aforesaid shall be signed by two members of the Committee.

(11) The Committee shall keep accounts of the funds of the Victoria Memorial and of all receipts and expenditure in every year in connection with the Memorial and the upkeep thereof. In the event of any separate Banking Account being kept or opened by the Committee the Annual account shall give particulars of such separate banking account or if the Auditors so recommend separate accounts shall again be kept in respect of the separate Banking account. It shall not be necessary to show in any Annual accounts the particulars of expenditure in previous years either by the Trustees or by the Committee but the Annual account may contain any such particulars or any summary thereof if the Committee or the Auditors shall consider it desirable. All the accounts shall be audited annually by a Chartered Accountant or a firm of Chartered Accountants or some member of such firm, who shall be appointed by the Committee. Such Annual accounts as modified by this Regulation shall be in force from the financial year 1930-31.