

RULE UNDER THE STREET VENDORS ACT, 2014

CHAPTER- 1 GENERAL

1. Short title and commencement- (1) These Rules may be called The Kerala Street Vendors (Protection of Livelihood and Regulation of Street Vending) rules -2016.

(2) They shall come into force at once

2. Definitions.-(1) In these rules, unless the context otherwise requires:-

1. "Act" means the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 (Central Act 7 of 2014)
2. "Form" means a form appended to these rules
3. "Government" means the Government of Kerala
4. Local authority means Municipal council or Municipal corporation constituted under section 4 of Kerala Municipality Act, 1994
5. "Municipal council" or "Municipal Corporation" means a body constituted under section 4 of Kerala Municipality Act, 1994
6. "Scheme" means the scheme framed by the State Government under section- 38
7. "Secretary" means the secretary of municipality as provisioned in section 48 of Kerala Municipality Act, 1994
8. "SPEM" means State Poverty Eradication Mission, (Kudumbashree) constituted under Local Self Government Department of State Government.
9. "Town Vending Committee" means the body constituted by the appropriate government under section- 22 of the Act.
10. "Vehicle" shall have the same meaning in the Motor Vehicle Act, 1998.
11. "Ward" means an administrative ward of municipality for the purpose of election of the councilors

(2) Words and expressions used, but not defined in these Rules shall have the same meaning respectively assigned to them in the Act.

3. Interpretations.- The Interpretation and General Clauses Act, 1125, shall apply, as far as may be, to the interpretation of these rules, as it applies to the interpretation of an Act.

CHAPTER - 2

TOWN VENDING COMMITTEE

4. The term of, and the manner of constituting, the Town Vending Committee.

(1) In each local authority a Town Vending Committee shall be constituted by the government with municipal secretary as the chairman of the committee. The term of the Town Vending Committee will remain for five years, and following shall be the constitution of the Town vending committee in each local authority area.

1. The Municipal /Corporation Commissioner / Secretary shall be the Chairperson of the TVC
2. Two members of the local authority.
3. Health officer of the local Authority.
4. Collector or his representative (Not below the rank of Thahasildar)
5. District Town planner or his representative.
6. Chief of traffic Police (of that city)
7. 10 representatives of Street Vendors.
8. Two representatives from the market or merchant or Business community and Trade association.
9. One representative from Non-Government Organizations (NGO/ Community Based organization (CBO)
10. One representative from Residents Welfare Associations (RWA) or Resident Associations.
11. Municipal/ Corporation Engineer of the local authority.
12. One representative of Nationalized Lead Bank of the town/city.

Provided that one third of members representing the street vendors shall be from women vendors.

Provided further that due representation shall be given to SC, ST, OBC, minorities and person with disabilities from amongst the members representing street vendors .

(2). The members of the Town Vending Committee except the ex-officio post and the members elected from the street vendors shall be nominated by the secretary of the local authority with the concurrence of the council.

5. Election of Street Vendors as the member of Town vending committee:- (1) The local authority shall by a notification express its intention to conduct election of the members of a Town Vending Committee representing the street vendors of the area under the jurisdiction of that local authority.

(2) The concerned local authority shall appoint a returning officer for conducting the election of members of the Town

Vending Committee representing the street vendors of the area under its jurisdiction.

6. Manner of election of the member of Town Vending Committee from amongst the street vendors:-(1) The returning officer appointed under sub-rule 2 of rule 5 shall, conduct the elections of the members of the Town Vending Committee representing the street vendors.

(2) The local authority concerned shall supervise, direct and control the conduct of elections of the members of a Town

Vending Committee representing the street vendors in the area of its jurisdiction.

(3) As soon as the notification expressing the intention of the local authority to conduct elections for members of a Town Vending Committee representing the street vendors has been issued under sub-rule (1) of rule 5 and a returning officer has been appointed for conducting the elections under sub-rule (2) of that rule, the local authority, shall, by a resolution, determine the date, time and place for conduct of elections.

(4) (A) The notice of the resolution of the local authority shall be circulated among the street vendors engaged in the vocation of street vending in the area of jurisdiction of the Town Vending Committee, by any of the following modes, namely:-

(a) by public notice to be published in two prominent daily newspapers

(b) by local delivery;

(c) by post under certificate of posting or

(d) by speed post or courier services, as well as on the notice board of the returning officer.

(B) The notice shall contain information regarding-

(i) the number of members to be elected, including seats reserved for representatives of Scheduled Castes, Other Backward Classes, women, persons with disabilities, minorities or any other specified categories, if any.

(ii) the date on which, the place at which and the hours between which nomination papers shall be filed and such date being not less than seven clear days before the date fixed for election or if that day happens to be public holiday, the next succeeding day which is not a public holiday;

Explanation.- The term “public holiday” means any day which is a public holiday under section 25 of the Negotiable Instruments Act, 1881 [Central Act XXVI of 1881] or any day which has been notified by the Government to be a public holiday for offices under the Government;

(iii) the date and the hour for scrutiny of the nomination papers; and

(iv) the date, place and hours of polling.

(5) The local authority shall prepare a list of street vendors engaged in the vocation of street vending in the area of jurisdiction of the Town Vending Committee as it stood on thirty days before the date fixed for inviting the nominations, and publish copies of the said list by affixing them upon the notice board at the office of the Town Vending Committee, not less than ten days prior to the date fixed for inviting nominations. The list shall specify the registration number/ certificate of vending and the name of the street vendor, the name of the father or husband, as the case may be, and the address of the street vendor. It shall be the duty of the Town Vending Committee or the local authority, as the case may be, to bring up-to-date register of street vendors and such other register as the returning officer may require and hand over such records or registers to the returning officer thirty days prior to the date fixed for the purpose of election. A copy of the list shall be supplied by the Town Vending Committee or the local authority, or returning officer, as the case may be, to any street vendor on payment of such fee as specified by the local authority.

(6) The nominations of the candidates for election shall be made in **Form-A** which shall be supplied by the returning officer to any street vendor, free of cost.

(7) A Street Vendor shall be disqualified from contesting the election to a Town Vending Committee, if he is:- (i) convicted of an offence involving moral turpitude; or

(ii) More than two FIR has been filed against the street vendor, for an offence, involving moral turpitude.

(8) The candidate shall make a security deposit of Rs.1000/- (Rupees one thousand only) in cash or Demand draft or pay order along with the nomination papers. If a candidate fails to get less than one-sixth of the votes polled, the security deposit shall be forfeited to the local authority.

(9) Every nomination paper shall be presented in person by the candidate himself or by his proposer or seconder to the returning officer. The returning officer shall enter on the nomination paper, its serial number and certify the date and hour at which the nomination is received by him and shall immediately give a written acknowledgement for the receipt of the nomination paper which shall bear the seal of the Town Vending Committee/ returning officer. Any nomination paper which is not received on or before the date and time fixed for its receipt shall be rejected.

(10) (a) On the day following the date fixed for the receipt of nomination papers, the returning officer shall take up the scrutiny of the nomination papers.

(b) The returning officer shall examine the nomination papers and decide objections, which may be made by any person in respect of any nomination and may, either on such objection, or on his own motion and after such summary inquiry, if any, as the returning officer thinks necessary, reject any nomination:

Provided that the nomination of a candidate shall not be rejected merely on the ground of an incorrect description of his name or the name of his proposer or seconder, or any other particulars relating to the candidate or his proposer or seconder, as entered in the list of street vendors referred to in sub-rule (5), if the identity of the candidate, the proposer or seconder, as the case may be, is established beyond reasonable doubt.

(c) The returning officer shall give all reasonable facilities to the contesting candidates or the proposer or seconder, as the case may be, to examine all the nomination papers and to satisfy themselves that the inclusion of the name of the contesting candidate is valid.

(d) The returning officer shall endorse on each nomination paper his decision, accepting or rejecting the same, as the case may be. If the nomination paper is rejected, he shall record in writing, a brief statement of his reasons for such rejection.

(e) The returning officer shall not allow any adjournment of the proceedings except when such proceedings are interrupted or obstructed by riots or affray or by causes beyond his control.

(11) The list of valid nominations as decided by the returning officer with names of the candidates arranged in English alphabetical order with their addresses as given in the nomination papers shall be displayed or published on the same day on which the scrutiny of the nomination papers is completed.

(12) Any candidate may withdraw his candidature by notice in writing signed by him and submitted in person to the Returning officer of the Town Vending Committee at any time after the presentation of his nomination paper, but before 5.00 pm on the day following

the day on which the valid nominations are published. A notice of withdrawal of candidates once given shall be irrevocable.

(13) If the number of candidates, whose nomination papers have been declared valid, does not exceed the number of members to be elected, the returning officer shall announce the names of all such candidates and declare them to have been duly elected to the Town Vending Committee after the closing hour of the day of withdrawal of candidatures fixed in sub rule (12). If the number of candidates whose nominations are valid exceeds the number of members to be elected, the returning officer shall arrange for conducting a poll on the date fixed for the purpose. The returning officer may appoint one or more polling officers as may be necessary for conducting the poll. The ballot paper to be used in the pole shall be in **Form-(B)**.

(14) The local authority shall provide the returning officer with ballot boxes, ballot papers, copy of list of street vendors/voters and such other articles as may be necessary for the conduct of elections. The ballot box shall be so constructed that ballot papers can be inserted therein but cannot be taken out there from without the boxes being unlocked. A candidate contesting the election may, by a letter to the returning officer, appoint an agent to represent him, to identify the voters during polling and to watch the recording of votes. Such letter shall be in **Form-(C)** and shall contain the consent in writing of the agent concerned.

(15) Canvassing for votes by any person at the place where elections are to be conducted shall be prohibited.

(16) Immediately before the commencement of the poll, the returning officer shall show the empty ballot box to such persons as may be present at the time and shall then lock it up and fix his seal. The candidate or his agent may also affix his own seal, if he so desires.

(17) Every street vendor/voter who desires to exercise his right to vote shall be supplied with a ballot paper in **Form-B** containing the names of contesting candidates arranged in the English Alphabetical order, which shall be either printed, type written or cyclostyled, according to convenience. The ballot paper shall also bear the seal of the Town Vending Committee and the initials of the returning officer. The ballot paper shall contain a column for the voter to inscribe a mark [x] against the names of persons to whom he wants to vote.

(18) Each polling station and where there is more than one polling booth at a station, each such booth shall contain a separate compartment in which the street vendors/voters can record their votes in secrecy.

(19) No ballot paper shall be issued to a street vendor/voter unless the polling officer is satisfied that the street vendor/voter concerned is the same person as noted in the list of street vendors. On receipt of such ballot paper the street vendor/voter shall proceed to the polling compartment set apart for the purpose and indicate the person or persons in whose favour he exercises his vote by inscribing a mark [x] against the names of the candidate or candidates, as the case may be, and put the ballot paper in the ballot box kept for the purpose with utmost secrecy. If owing to blindness or other physical infirmity or illiteracy, the street vendor/voter is unable to inscribe the mark on the ballot paper, the polling officer and where no such polling officer is appointed, the returning officer shall ascertain from him the candidate or candidates in whose favour he desired to vote and inscribe the mark [x] on his behalf on the ballot paper and put the ballot paper in the ballot box.

(20) If at any stage of the polling, the proceedings are interrupted or obstructed by any riot or affray or if it is not possible to take or continue the poll for any sufficient cause, the returning officer shall have the power to stop the polling, recording his reasons for such action in the minute book of the Town Vending Committee.

(21) No street vendor/ voter shall be admitted after the hours fixed for the poll. But, where a voter entered the premises of the polling station before the close of the polling hour, he shall be issued the ballot paper and allowed to vote.

(22) The counting of votes shall take place immediately after closing of the poll. If this is not possible, the ballot box shall be sealed with the seal of the returning officer and the contesting candidates or their agents, if they so desire, and shall be deposited with the local authority for safe custody. The returning officer shall then announce the next day as the day of counting. The votes shall be counted by or under the supervision of the returning officer. Each candidate and his authorized agent shall have a right to be present at the time of counting. But absence of any candidate or his agent at the time of counting shall not vitiate counting and announcement of results by the returning officer. The number of votes secured by each candidate and the result of the elections shall be announced by the returning officer as soon as the counting is over.

(23) The result of the elections shall also be recorded in the minute book of the Town Vending Committee and attested by the returning officer and shall also be notified immediately on the notice board of the Town Vending Committee.

(24) In case of equality of votes, the returning officer shall declare the election result by tossing coin.

(25) The ballot paper shall be rejected as invalid, during counting, by the returning officer, if

- (i) it bears any mark by which the street vendor's vote can be identified;
- (ii) it does not bear the seal of the Town Vending Committee or the initials of the returning officer;
- (iii) the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been cast;
- (iv) is so damaged or mutilated that its identity as a genuine ballot paper cannot be established.

(26) After the result of election has been announced, the result of the election and a report thereon shall be communicated to the local authority as well as to the nodal agency, viz. SPEM by the returning officer within three days after the declaration of result.

(27) After the declaration of the result of the election, the returning officer shall handover the ballot paper and records relating to the elections of the members of the Town Vending Committee to the local authority in a sealed cover. They shall be preserved safely by the local authority for a period of six months from the date of elections or till such time a dispute regarding elections, if any, filed is disposed of, whichever is later and shall thereafter be destroyed by the local authority. A copy of the handing over and taking over of ballot papers and records relating to elections shall be sent to the SPEM as well as the local authority by the returning officer along with his report of elections.

(28) All the expenditure in this regard shall be met by the local authority.

7. Term of Town vending committee.– After completion of the above election, the local authority shall notify the constitution of the Town Vending Committee along with the names of all the members, in a prominent place in its office.

(2) The term of a Town Vending Committee constituted under section 22 of the Act, unless dissolved earlier under rule 9, shall be 5 years from the date of its constitution.

8. Removal of a member of Town Vending Committee.- If, in the opinion of the local authority, any member of a Town Vending Committee persistently makes defaults in the performance of his duties imposed on him by or under the Act and these rules or exceeds or abuses his powers, then the said authority may, by order, remove such member from the committee

Provided that such member shall be given a reasonable opportunity of hearing before his removal.

9. Dissolution of Town Vending Committee.- If, in the opinion of the authority a Town Vending Committee persistently makes defaults in the performance of duties imposed on it

by or under the Act and these rules or exceeds or abuses its powers, then the said authority may, by order, dissolve such Town Vending Committee and shall constitute a fresh Town Vending Committee after giving reasonable opportunity of being heard.

10. Allowances of the members of Town Vending Committee.-The allowances payable to the members of a Town Vending Committee, who do not hold any office of profit, shall be Rs.100/- (Rupees one hundred only) for attending a meeting of the Town Vending Committee. He/she shall be paid from the general fund of the local body concerned.

11. Meetings of Town Vending Committee:- (1) The meetings of the Town Vending Committee shall be held at least once in **three months** and at other shorter intervals as may be necessary to transact its business:

Provided that the first meeting of a Town Vending Committee shall be convened by the Chairperson within **45 days** from the date of its constitution.

(2) The business of the Town Vending Committee shall be conducted as per the rules applicable for the conduct of business of the Council of the local authority concerned.

(3) The meetings of the Town Vending Committee shall be held at the Headquarters of the local authority concerned or at such other place within the jurisdiction of the local authority, as may be decided by the Chairperson, from time to time.

12. Procedure for transaction of business of Town Vending Committee.-(1) The Town Vending Committee may follow such procedure for the transaction of its business as may be decided by the Chairperson in consultation with the members.

(2) Subject to the provisions of the Act and these rules, the resolutions of a Town Vending Committee shall be passed by simple majority of the members present and voting in the meeting.

13. Functions to be discharged by Town Vending Committee.- Without prejudice to any other provisions of the Act, a Town Vending Committee shall perform the following functions, namely:-

1. to conduct surveys within the area of its jurisdiction to identify street vendors in the area and arrange for their accommodation in accordance with the norms, plan and the holding capacity within the area of its jurisdiction.
2. to issue Certificate of Vending to an eligible street vendor after obtaining an undertaking from him to comply with the terms and conditions subject to which the Certificate of Vending is issued.

3. to cancel or suspend Certificate of Vending of street vendors who commit breach of any of the conditions thereof or any other terms and conditions specified for regulating street vending under the Act or these rules or the Scheme made under the Act or where the Town Vending Committee is satisfied that such Certificate of Vending has been secured by the street vendor through misrepresentation or fraud.
4. to recommend the local authority to declare an area in its jurisdiction to be a non-vending area; (e) to identify sites and spaces for vending and hawking.
5. to regulate timings for vending to ensure non-congestion of public spaces.
6. to ensure enforcement of corrective mechanism against defiance by street vendors.
7. to furnish recommendations to the local authority in relation to the preparation of plans to promote the vocation of street vendors.
8. to hold its meetings and take appropriate decisions to ensure efficient discharge of its functions.
9. to associate technical and professional persons with itself on temporary basis for obtaining assistance or advice in carrying out any of the provisions of the Act.
10. to publish the street vendor's charter specifying therein the time within which the Certificate of Vending shall be issued to the street vendors and time within which such Certificate of Vending shall be renewed and other activities to be performed within the time limit specified therein
11. to maintain up to date records of registered street vendors and the street vendors to whom Certificates of Vending have been issued in **Form-D**.
12. to carry out social audit of its activities under the Act or these rules or the scheme made there under;
13. to furnish from time to time to the Government and the local authority, such returns as may be prescribed under the Act and these rules;
14. to recommend the Government for undertaking promotional measures to make available credit, insurance and other welfare schemes of social security for the street vendors;
15. to assist the Government to raise awareness among the public about the role of the street vendors in the economy; and

16. to perform such other functions for effective implementation of the Act and these rules, as may be delegated to the Town Vending Committee by the local authority, SPEM, and the Government.

14. Powers of Town Vending Committee for temporary association of expert person. - (1) Subject to the provisions of the Act, a Town Vending Committee may associate any suitable person of repute having adequate knowledge and experience in the field, as expert to obtain technical or professional advice on matters relating to the street vendors.

(2) The person to be associated as expert under sub-rule (1) shall be selected in a fair and transparent manner and by following the procedure for engagement of consultants and experts as technical or professional experts in Government Departments.

(3) The persons associated as expert under sub-rule (1) shall be paid allowances as determined by the local authority.

15. Employees of Town Vending Committee:- The local authority concerned when so requested by a Town Vending Committee, make available to that Committee such employees as the local authority considers necessary for discharge of the functions conferred or imposed on the Town Vending Committee under the Act or these Rules.

16. Manner of maintenance of records of street vendors by Town Vending Committee.- Every Town Vending Committee shall maintain up to date records as prescribed in the Scheme framed under sub-section (1) of section 38 of the Act, in electronic form or manually or in both forms as may be decided by the local authority.

17. Space for functioning of the Town Vending Committee:-(1) The local authority concerned shall provide sufficient office space for the functioning of the Town Vending Committee and shall also depute its employees to carry out the ministerial and clerical functions of the Town Vending Committee.

(2) The number of employees deputed for the office of the Town Vending Committee shall be a minimum of one in number not below the rank of Lower Division Clerk and shall be increased as per the requirement of the workload faced by the Town Vending Committee in the opinion of the Chairperson.

18. Filing of Returns:- Every Town Vending Committee shall periodically submit a return to the local authority concerned within three months after the completion of the financial year.

19. Appeal against the decision of Town Vending Committee- (1) An appeal under section 11 of the act against any decision of a Town vending Committee with respect to

issue of Certificate of Vending or cancellation or suspension of Certificate of Vending shall be preferred before the concerned local authority in **Form 'F'** within thirty days from the date of receipt of the order or decision appealed against:

Provided that the local authority may condone the delay if it is satisfied that the appellant was prevented by sufficient cause from preferring the appeal within the prescribed time.

(2) The appeal shall be in **Form 'E'** and shall be signed by the appellant and presented by him in person or through his authorised representative. The memorandum of appeal shall be accompanied by the original or certified copy of the order or decision against which the appeal is preferred.

(3) The appeal shall be submitted in triplicate and accompanied by a fee of Rs.200/- (Rupees two hundred only).

(4) No appeal shall be entertained unless a copy thereof has been served by the appellant upon the Town Vending

Committee which had made the order appealed against, prior to filing of such appeal and proof of such service shall be filed along with the appeal.

CHAPTER - 3

DISPUTE REDRESSAL SYSTEM

20 Constitution of Grievance Redressal and Dispute Resolution Committee

There shall be a Grievance Redressal and Dispute Resolution Committee in the State in the following manner:-

1. Government will appoint a retired civil judge or retired judicial magistrate as a Chairperson of the committee. A retired Secretary of a Municipal Corporation or retired Additional Secretary of Municipal Corporation may be appointed as second member of the committee. Where as a prominent social worker, preferably having experience in the field of informal economy including street vending may be appointed as the other member of the committee by the appropriate government.
2. The tenure of Committee will be for a period of three years or till such time as government appoints a new committee.

3. The place of sitting of Committee will be at Thiruvananthapuram.

21. The form and the manner of making application

1. Every street vendor who has grievance under the Act, except specified in section 11, may file an application in writing in **Form F**, himself or through his affiliated Union, specifying his or her name, place of residence or details of grievance
2. Application shall have to be filed by a street vendor within 30 days from the date of occurrence of any incident causing the grievance.

22. The manner of verification and enquiry on receipt of grievance or dispute, the time within which and the manner in which steps for Redressal of grievance and resolution of dispute may be taken

1. The street vendor may pray for interim relief during the pendency of the application. On receipt of an application, the committee shall hold a preliminary hearing with the applicant to determine whether there is a prima facie case.
2. The result of the preliminary hearing shall be pronounced at the conclusion of the hearing and recorded in writing. The committee may grant or refuse the interim relief if any prayed by the street vendor, with reason recorded in writing.
3. The aforesaid order shall be communicated to the street vendor and where it is held that there is a prima facie case, a notice shall also be issued to the appropriate authority containing the details of the grievance.
4. The appropriate authority shall file a written reply within four weeks from the date of receipt of the notice. A copy of the reply shall also be furnished to the street vendor, free of cost.
5. The street vendor may file a reply to the aforesaid written reply within a period of two weeks from the date of receipt of the written reply.
6. The committee will give personal hearing to both parties and shall pass an order in writing, with reason for taking the decision within one month.

23. The form, the time within which and the manner in which an appeal may be filed.

1. Any person aggrieved by the aforesaid order, may file an appeal in writing to the Local Authority. Such appeal shall contain the name, age and address of the aggrieved person, details of the order issued by the Committee and grounds for appeal in **Form – G**. The appeal shall be accompanied with a copy of the order and a copy of the vending certificate of the street, if issued.
2. No appeal shall be filed later than 30 days from the date of the order of the committee.

24. The time within which and the manner in which an appeal shall be disposed.

1. On receipt of the appeal, the Local Authority shall issue a notice to the parties concerned intimating the date and time of hearing.
2. The parties shall appear before the local authority on the date appointed for hearing, which shall not be later than 30 days from the date of filing of appeal.
3. The Local Authority shall pronounce its order after giving both parties an opportunity of being heard within 30 days.

25. Salary and other allowances and terms and conditions of the Chairperson and members of the Grievance Redressal and Dispute Resolution Committee.-

(1) The Chairperson of the Grievance Redressal and Dispute Resolution Committee shall be appointed on part-time basis and he shall be paid an honorarium of Rs.2,000/- (Rupees two thousand only) per day of sitting in the above said committee.

(2) Member of the Grievance Redressal and Dispute Resolution Committee shall be appointed on part time basis and shall be paid an honorarium of Rs.1,500/- (Rupees one thousand five hundred only) per day of sitting in the above said committee.

(3)The Government may remove the Chairperson and Members of a Grievance Redressal and Dispute Resolution Committee from the office, if he-

- a) has been adjudged an insolvent;
- b) has been convicted of an offence which, in the opinion of the Government, involves moral turpitude;
- c) has become physically or mentally incapable of functioning as Chairperson or member, as the case may be;
- d) has acquired financial or other interests, which are likely to affect prejudicially his functions as the Chairperson

- e) or a member, as the case may be; or
- f) has so abused his position as to render his continuance in office prejudicial to the public interest:
- g) Provided that the Chairperson or member of the said committee shall not be removed from his office on the grounds specified in clauses (d) and (e) except on an inquiry held by the Government in accordance with such procedure as it may specify in this behalf.

(4) The terms and conditions of the service of the Chairperson and members of the Grievance Redressal and Dispute Resolution Committee shall not be varied to their disadvantage during their tenure of office.

26. Secretariat assistance to the Dispute Resolution Committee.

Office of State Poverty Eradication Mission (SPEM) will act as the secretarial office of the committee. The Executive Director (ED), Kudumbashree shall facilitate the office space for holding sitting, assist the committee for holding the committee and provide adequate staff for the effective functioning of the committee. The expenditure including the honorarium and such other establishment expenditure shall be borne by the SPEM.