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NOTIFICATION

No. C. 31025/3/2009/DCA/C, the 28th April, 2010. In pursuance of paragraph 11 of the Sixth Schedule to the Constitution of India, the following Rules made by the Chakma Autonomous District Council as approved by the Governor of Mizoram is hereby published for general information namely :-

The Chakma Autonomous District Council (Allocation of Business) Rules, 2009. [vide Governor of Mizoram's approval dt. 10.9.2009].

P. Chakraborty,
Commissioner & Secretary,
Government of Mizoram,
District Council Affairs Department.

**THE CHAKMA AUTONOMOUS DISTRICT COUNCIL
(ALLOCATION OF BUSINESS) RULES, 2009**

(Received approval of the Governor of Mizoram on 10.09.2009)

Rules

to provide for the allocation of business among the different departments of Chakma Autonomous District Council for smooth running the functions of the Chakma District Council.

whereas it is expedient for the allocation of business to the different departments of Chakma Autonomous District Council.

1. These rules may be called the CADC (Allocation of Business) Rules, 2009.
2. In these rules, unless the context otherwise require -
 - (a) "CADC" means the Chakma Autonomous District Council.
 - (b) "Executive Committee" means the Executive Committee of the CADC.
 - (c) "CEM" means the Chief Executive Member of the CADC.
 - (d) "Executive Secretary" means the Executive Secretary of the CADC.
 - (e) "Heads of Department" means a head in a department and includes the Executive Secretary and the Legislative Secretary.
 - (f) "Schedule" means the schedule appended to these rules.
3. The entire business in the CADC shall be transacted in the department of the CADC as specified in the schedule and shall be classified and distributed between the departments as laid down therein.
 Provided that the Executive Committee may from time to time make such additions to or modifications in the list of business allotted to a department as the Executive Committee thinks fit.
4. The Chief Executive Member shall allocate to the Executive Members so much of the business of the CADC if required to aid and advice him in exercise of his functions and for that purpose assign one or more departments to the charge of a Executive Member.
 Provided that nothing in this rule shall prevent the assignment of one department to the charge of more than one Executive Member.
5. There shall be a senior/selection grade officer for each department who shall be an official head of that department.
 Provided that -
 - (a) More than one department may be placed in charge of the same Officer.
 - (b) The work of a department may be divided in between two or more Officers.

"THE SCHEDULE"

1. **Finance Department**
 - 1) Financial powers and delegation thereof.
 - 2) Rules relating to pay, allowances and traveling allowances.
 - 3) Implementation of Pay Committee recommendation.
 - 4) Rules relating to advance.
 - 5) Embesslement and other financial irregularities.
 - 6) General Advice on financial aspects of service rules etc.
 - 7) Rules relating to grant-in-aid.

- 8) Interpretation of Fundamental Rules, Supplementary Rules and Civil service regulation having financial implication.
- 9) All budgetary matters including control of expenditure.
- 10) Audit.
- 11) Rules and procedure regarding GPF/CPF/EPF
- 12) Insurance schemes of CADC employees/salary saving schemes (PRSS)
- 13) Discretionary grants rules and procedures.
- 14) (House Building Advance) Loan and advances.

2. **General Administration and Control Department :**

- 1) General/Office administration.
- 2) Creation of Sub-Headquarters.
- 3) Rest Houses.
- 4) Census/Holiday
- 5) Ceremonial functions including celebration of Republic Day and Independence Day.
- 6) Posts/Telegraph/Bank.
- 7) Allotment of residential accommodation.
- 8) Civil supply.
- 9) Electricity.
- 10) Annual administration report.
- 11) Protocol.
- 12) Allotment of subjects to the department, creation, re-organization and amalgamation of department.
- 13) CADC (Transaction of Business) Rules.
- 14) Visit of VVIPs.
- 15) Matters relating to Sixth Schedule.
- 16) Miscellaneous matters.
- 17) Correspondences with Central/State Govt. Election.
- 18) Election.
- 19) Executive Committee meeting.
- 20) Training.
- 21) All matters relating to recruitment/appointment/promotion/transfer & posting/leave/suspension/disciplinary action reinstatement of all categories employees under Chakma Autonomous District Council.
- 22) Rules & procedures regarding fixation of seniority/promotion and all matters relating thereto.
- 23) Creation/classification of posts/service rules.
- 24) Condonation of educational deficiency for Chakma Autonomous District Council service.
- 25) All service matters relating to all categories of employees except teaching staff.
- 26) Maintenance of personal/service books/Incumbency register of all categories of employees except teaching staff.
- 27) Deputation.
- 28) Matter relating to service association.
- 29) Authorization of pension, DCRG, Commutation etc.
- 30) All pensionary matters.
- 31) Maintenance and control of pension fund Accounts.
- 32) Rules relating to pensionary matters.
- 33) Law & order.
- 34) Employment Return/statistic of employees.

- 35) Security arrangement.
- 36) All other matters not specifically allotted to any department.

3. **Information and Public Relation Department :**

- 1) Press, Newspaper and periodicals.
- 2) Publication and publicity.
- 3) Advertisements.
- 4) Public relation and mass communications.
- 5) Co-ordination with AIR & Doordarshan.
- 6) Preparation of Calendar/Choice of the people.

4. **Planning & Development Department :**

- 1) Preparation of Annual/Five year plan.
- 2) Man power planning.
- 3) Implementation of Plan Schemes and evaluation thereof.
- 4) Planning Advisory Board and other development committee.
- 5) Plan publicity.
- 6) Plan formulation.
- 7) 20 - point programme.
- 8) Evaluation and monitoring.

5. **Agriculture & Horticulture Department :**

- 1) Agriculture Link road.
- 2) Distribution of Planting materials/certified seeds.
- 3) Procurement of Machineries for 50% subsidy.
- 4) Implements and Tools.
- 5) Water pumping Machineries.
- 6) Land Development by manuals.
- 7) Minor irrigation/construction of field channels.

6. **Fisheries Department :**

1. Grant-in-aid to individual Fish Farmers for fish pond development.

7. **Public Health Engineering Department :**

- 1) Rural sanitation.
- 2) Spring sources Development.
- 3) Public Latrine/Urinal (Rural Sanitation).

8. **Industry Department :**

- 1) Handloom and Handi Craft.
- 2) Grant-in-aid to individuals for supply of tools and implements.
- 3) Selection of SEE YOU Loanees.

9. **Sericulture Department :**

- 1) Grant-in-aid to Private Rearers under promotion Schemes.
- 2) Marketing selling of cocoon to State Govt.

10. Animal Husbandry & Vety Department :

1. Subsidiary Schemes on :
 - a) Cattle Development.
 - b) Piggery &
 - c) Poultry
 - d) Dispensary

11. Arts & Culture Department :

- 1) Grant-in-aid for promotion of Arts & Culture.
- 2) District Library.
- 3) District Museum.
- 4) Assistant for publication.

12. Social Welfare Department :

- 1) Old Age Pension (Plan & Non-Plan)
- 2) Assistance to voluntary organizations.
- 3) Pre-schools.
- 4) Welfare of Handicaps.
- 5) Welfare of poor & destitute.

13. Soil Conservation Department :

- 1) Implementation of Terracing.
- 2) Plantation subsidiary schemes.
- 3) Village grassing ground.

14. Local Administration Department :

- 1) Urban Development.
- 2) All minor works such as :
 - a) Construction of Steps/Culvert/Retaining Walls.
 - b) All matters relating to village councils.
 - c) Town administration.
 - d) Improvement & Development of Town/Markets.
 - e) Establishment of new villages.
 - f) Sanitation
 - g) Town Planning.
 - h) Naming of Streets in Towns.

15. Environment & Forests Department :

- 1) Forest Acts & Rules thereof.
- 2) Forest reserve & Re-clamation.
- 3) Plantation schemes.
- 4) Protection of wild life.
- 5) Stone Quarry in Forest Areas.
- 6) Conservation of Forests.
- 7) Control & prevention of fire.
- 8) Soil conservation for afforestation.

16. **Road & Transport Department :**
1) Maintenance of Chakma Autonomous District Council vehicles.
2) Allotment of Chakma Autonomous District Council vehicles/scooters.
3) Motor vehicle taxation.
17. **Sports & Youth Services Department :**
1) Promotion of Games & Sports.
2) Purchase & distribution of Sporting materials.
18. **Co-operation Department :**
1) Co-operation Societies.
2) Distribution through Co-operative Societies.
19. **Public Works Department :**
1) Inter-village approach road to link up with the Public Works Department roads.
2) Construction and maintenance of Roads/Bridges and buildings.
20. **Education Department :**
1) Primary Education.
2) Adult Education.
3) Middle Schools.
4) Matters relating to education at Primary & Middle levels.
5) Appointment/posting/transfer of Primary & Middle School.
6) Training of teachers/distribution of text books.
7) Construction of School buildings/stipend/distribution of furniture to school/SSA.
21. **Rural Development Department :**
1) Rural Communication.
2) Construction of Community Hall.
3) Rural Housing.
22. **Water Ways Department :**
1) Inland Water Ways.
2) Ferry Ghat.
3) Tax on Speed Boats/Boats.
23. **Relief & Rehabilitation :**
1) Natural Calamities/Drought & flood relief.
2) Gratuitous Relief.
3) Importing training to mass people on Disaster Management.
4) Conducting of Awareness Campaign on Disaster Management.
5) Purchase and Distribution of tools/medicines etc. to prevent natural calamity.
24. **Land Revenue & Settlement :**
1) Land Revenue.
2) Land Settlement.
3) Land Records.
4) Compensation on account of damage of crops/private properties.
5) Trade License/Video/cable license.
6) Land Acts.

25. Land Revenue (Taxation) :

- 1) Professional tax.

26. Legislative Department :

- 1) Date of summoning and propagation of the Chakma Autonomous District Council Session.
- 2) Salary, allowances and pension of the MDCs.
- 3) Liaison with Leaders and Whips of various parties and Groups represented in the session.
- 4) Matters relating to powers, privilege and immunities of the MDCs.
- 5) Appointment of Advisory Committee.
- 6) Planning and coordination Legislative & other official business in the session.
- 7) All Legislative matters.
- 8) MDC Hostels.

27. Law & Judicial Department :

- 1) Administration of Justice Rules.
- 2) Chakma Customary Law.
- 3) Matters relating to inheritance of property under (inheritance) Act.
- 4) Advice on legal matters.
- 5) Contract deeds and Arbitration case.
- 6) General supervision of subordinate and village council courts.

28. District School Education Board :

- 1) To prescribe course of instruction including teaching of practical works and the like where necessary for pre-primary, primary, middle schools and adult education.
- 2) To conduct and supervise the examinations based on such course as prescribed.
- 3) To demand and receive such fees and fines.
- 4) To institute and award scholarship prizes and the like.
- 5) To prescribe, prepare and select text books and supplementary books or cause to prepare or publish and select Text book for any or all of its prescribed courses for its various examinations.
- 6) To lay down conditions for recognition of Schools, Pre-Primary candidates for various school courses or such other courses.
- 7) To recognition Pre-Primary, Primary, Middle School in CADC and withdrew such recognition on grounds considered reasonable.
- 8) To take disciplinary action against institutions, the teachers and the employees which it thinks fit.
- 9) To prescribe necessary qualifications of teachers in recognized schools.
- 10) To receive grants from District Council & Govt. & donations from Private individuals and other non-govt., semi govt. bodies or Central govt. for some specific purpose and to administer it.
- 11) To prescribe and administer school syllabus curriculums, school calendar and school time tables.
- 12) To receive, purchase & hold any property movable and immovable which may become essential for it and to dispose off.