

CANTONMENT BOARD, CLEMENT TOWN

**DRAFT BUSINESS REGULATION UNDER SUB-SECTION (1) OF SECTION 48
OF THE CANTONMENTS ACT 2006.**

CHAPTER 1

The following Business Regulations which the Cantonment Board, Clement Town proposes to make, in exercise of the powers conferred by section 47 and section 48 of the Cantonments Act, 2006. Published for general information, the same have approved by approved by Central Government as required by Sub Section 2 of Section 48 of the said Act, namely:

1. All meeting of the Cantonment Board shall be held at the Cantonment Board Office, provided that the President may for sufficient reasons, convene a meeting at any other place within the station.

2. Generally the ordinary meeting of the Board shall be held in the last week of each month. Ordinary meeting is monthly meeting mandated under subsection 1 of section 39 of cantonments act 2006. Special meeting is meeting either convened by president under provisions of subsection 2 of section 39 of cantonments act 2006 or meeting convened by president on request of Chief executive officer due to emergency matter which requires immediate attention of the board

3. The data and time of the meeting shall be fixed by the president and in his absence by the Vice president with due regard to general convenience.

4. The date and hours of every meeting shall be fixed by the President with due regards to general convenience meeting shall as a general rule, be held during the last week of every month.

5. Notice concerning a meeting shall be issued at least seven days before the time fixed for the meeting, accept in case of emergency when 24 hours notice shall be sufficient. A notice to attend, signed by the Executive Officer specifying the days hours and place of the meeting shall be sent to all members.

6. The Executive Officer at least 3 days before the time of each meeting have in readiness at the Cantonment Board Office, papers relating to the business to be transacted at such meeting; so as to give members an opportunity of reading them, in case of emergency meeting they shall be held in readings from the time, the notice convening the meeting is issued.

7. At his first meeting each member shall before taking the oath of allegiance as provided in Section 17 of the Cantonments Act, 2006 by formally presented to the President by the Chief Executive Officer.

8. A member who proposes to move any substantive motion or resolution or wishes answer to any question shall intimate the fact in writing attaching a copy of his proposed resolution or questions to the Chief Executive Officer so as to reach him by the 15th of the month in which the meeting takes place at which the motion, resolution and question is to be brought forward.

9. No business not specified in the agenda under the rule 4 above shall be considered without the permission of the President.

10. Proceedings shall be conducted in English but members who are not able to express themselves in English may obtain the permission of the President to speak in vernacular.

11. A member shall when speaking stand at his place and address the President and speak clearly enough to be heard by all the members of the Board present at the meeting. A member may address the meeting while sitting with the permission of the Chairman.

12. So far as is consistent with the setter under discussion no member shall make personal or objectionable remarks about another member.

13. No member shall speak without the permission of the President.

14. No motion or resolution will be discussed at a meeting unless it is seconded by a member other than the mover. The motion or resolution which is not seconded will be considered to have fallen through and the fact noted in the minutes book.

15. The mover of a resolution or an amendment shall speak first on that motion and will be allowed to speak on conclusion of the discussion of the resolution.

16. A member shall normally be permitted to speak but once on any motion, but the President may at his discretion allow a member to speak for a second time.

17. Votes shall be taken both for and against every motion resolution or amendment out to the meeting.

18. Unless a poll is demanded by any member present at a meeting a declaration made by the President at the meeting that a resolution has been passed shall be sufficient warrant for the making of any entry to that affect. If a poll is demanded by any member present it shall be taken by a show of hands or in writing and the result of such poll as declared by the President shall be deemed to be the resolution the Board.

19. No motion shall be entertained in respect of a question once disposed of until the lapse of three months from the date of such disposal except with the permission

of the President provided that this resolution does not apply to questions that have been raised on or pending in correspondence with the Government or the GOC-in-Chief, Central Command.

20. Copies of the minutes of the meeting of the Board shall be sent to all members, previous to next meeting and may be seen in the office of the Chief Executive Officer during office hours on all working days.

21. Any member may submit a points of order to the President but there shall be no discussion thereon unless the President thinks fit to ask members present their opinion.

22. The President shall decide all the points of order or procedures and may give priority to any item or items or business.

23. If a member is called to order such member shall be required by the President to resume his seat until the President has decided the point or order provided that the member called to order shall be allowed to speak on the point or order raises.

24. If there is any refusal on the point of the meeting to obey the ruling of the President on a point of order it shall be competent on his to dissolve the meeting at once. When a declaration of dissolution shall have been made, any resolution which may be passed by the residual of the meeting shall be void and of no effect and shall not appear in the minutes.

25. The President may cause to be summarily removed from the building in which the meeting is being held, any person not being a member of the Board who interrupts the business of the meeting.

“No noise or expression of approval or disapproval on the part the audience shall be permitted and any person not being member of the Board who interfere with the proceedings shall be liable to be objected from the buildings in which meeting is being held.”

26. The common seal of the Board will remain in the custody of the Chief Executive Officer and shall be used on all contracts, deeds, conveyance, licences and all notices and requisitions issued in accordance with the provisions of the Cantonments Act, 1924 and the bye-laws made thereunder.

27. After a matter has been disposed of at a meeting no motion shall be entertained in regard to it until the expiry of six months from the date of its disposal provided that this regulation shall not apply to directions issued by the central Govt. or General Officer Commanding-In-Chief under section 58 of the Cantonments Act, 2006.

28. Outsiders are not permitted to address the meeting provided that on a special request, the President may allow the outsiders to address the meeting.

29. All information and papers other than those which are confidential relating to the business to be transacted in the meeting shall be kept ready at the Cantonment Board Office three days before the meeting called for members to study. In case of special meeting this regulation shall not be Operative.

CHAPTER 2

BUSINESS REGULATIONS OF THE CIVIL AREA COMMITTEE AND ITS POWER AND DUTIES.

27. A committee called the Civil Area Committee consisting of all elected members of the Board, the Health Officer and the Executive Engineer, is appointed for the administration of the civil areas notified under section 46 of The Cantonments Act 2006. CEO of the Cantonment Board shall be the Member Secretary of the committee.

28. The Vice President of the Board shall be the chairman of the committee, in absence of the chairman due to illness or any unavoidable circumstances, the members present shall elect one from amongst the members to take the chair and such person shall perform all the functions of the chairman of the meeting.

29. The quorum necessary for the transaction of business at a meeting of the Civil Area Committee shall be five. If a quorum is not present, the Vice-President or in the absence of the Vice-president, the Member-Secretary shall adjourn the meeting and the business which would have been brought before the original meeting if there had been a quorum present shall be brought before, and may be transacted at, an adjourned meeting, whether there is a quorum present or not.

30(1) The Civil Area Committee shall within the notified Civil Area only, deal with the following matters namely:-

- a) recommendations for grant of lease of land for building purposes including sub divisions of sites, extensions of sites, change of purpose of sites and encroachments
- b) issue of license under section 277
- c) to make recommendation regarding expenditure on works in the Civil Area, subject to allotment made by, and to the general control of the Board.
- d) To Exercise the powers, duties and functions of the Board as required under section 137(2) (the Board to take such ,measures as necessary In its opinion for prevention of breeding of mosquitoes, insects or any bacterial or viral carries of disease in public places under control or management of the

Board), Section 151 (Permission for use of new burial or burning ground), Section 168 (Disinfection of building or article therein), Section 169 (Destruction of infectious hut or shed) & Section 170 (Temporary shelter for inmates of disinfected or destroyed building or shed.

- e) any other matter that may be entrusted to the Civil Area Committee by the Board.

(2) The powers, duties and functions of the Board under sub-section (1) of section 137, section 143, section 147, section 149, section 262, shall be exercised or discharged in respect of a civil area by the civil area committee:

Provided that if the Health Officer dissents from any decision arrived at by the committee under sub-section (1) of section 137, section 143, section 147, section 149 on health grounds, the matter may be referred to the Board by the President for decision

(3) The Civil Area Committee shall be competent to issue general or special order on behalf of board under section 331 of the Cantonments Act 2006 to launch prosecutions in respect of any breach of the provisions of section 277, 279 and 280 thereof.

31. All questions coming before a meeting shall be decided by a majority of the votes of the members present. In the event of the equality of votes the chairman or in his absence the person chosen by the members to preside, shall have a second or casting vote.

32. All meeting of the civil area committee will be held at the Cantonment Board Office, provided that the Vice President for sufficient reasons to be recorded in writing may convene the meeting at any other place inside the Cantonment.

33. Generally the ordinary meeting of the civil area committee shall be held in the second last week of each month.

34. The date and time of the meeting shall be fixed by the CEO in consultation with the Chairman of the committee with due regard to general convenience.

35. A written notice of every meeting specifying the place, data and hour fixed for it and signed by chief Executive Officer, shall be sent to all the members at least three clear days before the time fixed for the meeting. A list of business to be transacted at a meeting hereinafter called the "Agenda" shall be sent to each member along with the notice sent under this Regulation. CEO as member secretary will prepare the agenda of the meeting.

36. The Committee may meet and adjourn as they think proper but the Chairman of a Committee may, upon the written request of the President of the Cantonment Board or of not less than two members of the Committee, shall call a special meeting of civil area committee.

37. No member shall vote on any matter in which he has any interest.

38. The minutes of the Civil Area Committee shall be recorded in a separate book kept for the purpose and placed before the Board at its next meeting for consideration and approval. Until approved by board, decision of civil area committee will be recommendatory in nature .Provided that the minutes of the Civil Area Committee shall, in so far as such minutes relate to matters mentioned in sub section (3) of section 47 of the Cantonments Act, 2006 shall be construed as decision of cantonment board.

39. Save as otherwise stated in Regulations 29 to 40 above, the provisions of the regulations in regard to conduct of meetings of the Board shall mutatis mutandis will apply to the meetings of civil area committee appointed by the Board under the aforesaid regulations.

CHAPTER 3

BUSINESS REGULATIONS OF THE FINANCE COMMITTEE AND ITS POWER AND DUTIES.

40. A committee called the Finance Committee consisting of five members to be elected by the Board of whom three shall be elected members and two nominated members, one of which shall be Executive Engineer. CEO of the Cantonment Board shall be the Member Secretary of the committee.

41. The Vice President of the Board shall be the chairman of the committee, in absence of the chairman due to illness or any unavoidable circumstances, the members present shall elect one from amongst the members to take the chair and such person shall perform all the functions of the chairman of the meeting.

42. The quorum necessary for the transaction of business at a meeting of the Finance Committee shall be three. If a quorum is not present, the Vice-President or in the absence of the Vice-president, the Member-Secretary shall adjourn the meeting and the business which would have been brought before the original meeting if there had been a quorum present shall be brought before, and may be transacted at, an adjourned meeting, whether there is a quorum present or not.

43. The finance Committee will deal with all matters and proposals affecting:

- (a) To prepare and recommend to the Board, the annual budget in accordance with the directions contained in the Cantonment Board Account Rule 2019;
- (b) To scrutinize the monthly accounts and report on them to the Board;
- (c) To see that the requirements of the Cantonment Board Account Rule 2019 and the Cantonment Fund Servant and Provident Fund rules are complied with;
- (d) To make recommendations on the matters effecting collection and expenditure of revenue;
- (e) Repairs and other public works and receipts and finalization of tenders etc;
- (f) Purchase and proper utilization of stores and receipts and disposal of tenders quotations etc;
- (g) Imposition, collection and remission or refund of taxes, rates, fees and other levies;
- (h) Disposal of Audit Note & other observations from Audit;
- (i) To perform duties and functions as contained in Section 83 of the Cantonments Act, 2006 and
- (j) Any other matter that may be entrusted by the Board.

44. All questions coming before a meeting shall be decided by a majority of the votes of the members present. In the event of the equality of votes the chairman or in his absence the person chosen by the members to preside, shall have a second or casting vote.

45. All meeting of the finance committee will be held at the Cantonment Board Office, provided that the Vice President for sufficient reasons to be recorded in writing may convene the meeting at any other place inside the Cantonment.

46. Generally the ordinary meeting of the finance committee shall be held in each month.

47. The date and time of the meeting shall be fixed by the CEO in consultation with the Chairman of the committee with due regard to general convenience.

48. A written notice of every meeting specifying the place, date and hour fixed for it and signed by chief Executive Officer, shall be sent to all the members at least three clear days before the time fixed for the meeting. A list of business to be transacted at a meeting hereinafter called the "Agenda" shall be sent to each member along with the notice sent under this Regulation. CEO as member secretary will prepare the agenda of the meeting.

49. The Committee may meet and adjourn as they think proper but the Chairman of a Committee may, upon the written request of the President of the Cantonment

Board or of not less than two members of the Committee, shall call a special meeting of finance committee.

50. No member shall vote on any matter in which he has any interest.

51. The minutes of the finance Committee shall be recorded in a separate book kept for the purpose and placed before the Board at its next meeting for consideration and approval. Until approved by board, decision of finance committee will be recommendatory in nature.

52. Save as otherwise stated in Regulations 42 to 53 above, the provisions of the regulations in regard to conduct of meetings of the Board shall mutatis mutandis will apply to the meetings of finance committee appointed by the Board under the aforesaid regulations.

CHAPTER 4

BUSINESS REGULATIONS OF THE HEALTH & ENVIRONMENT COMMITTEE AND ITS POWER AND DUTIES.

53. A committee called the Health & Environment Committee consisting of seven members to be elected by the Board of whom four shall be elected members and three nominated members, one of which shall be Health Officer and one of which shall be Executive Engineer. CEO of the Cantonment Board shall be the Member Secretary of the committee.

54. The President of the Cantonment Board shall nominate the chairman of the committee. In absence of the chairman due to illness or any unavoidable circumstances, the members present shall elect one from amongst the members to take the chair and such person shall perform all the functions of the chairman of the meeting.

55. The quorum necessary for the transaction of business at a meeting of the Health & Environment Committee shall be four. If a quorum is not present, the chairman or in the absence of the chairman, the Member-Secretary shall adjourn the meeting and the business which would have been brought before the original meeting if there had been a quorum present shall be brought before, and may be transacted at, an adjourned meeting, whether there is a quorum present or not.

56. The Health & Environment Committee will deal with all matters and proposals affecting:

- (a) To monitor implementation of all Govt Schemes related to Health/Sanitation/Environment/Waste conservation etc. & submit quarterly report to the Board to ensure its proper implementation.
- (b) To liaise with State/District authorities for ensuring implementation of Centrally / State Schemes related to Health in the Cantonment.
- (c) General Supervision over the health, sanitation, environment and proposed works to be undertaken by public works department in this regard.
- (d) To supervise the water supply of the Board, its quality control and proper distribution as per laid down norms.
- (e) To supervise the Cantonment General Hospital/Dispensary and recommending the improvements in their functioning. To ensure proper utilization of available resources, a report on the medical parameters viz. OPD intake, bed occupancy rate, immunization services, distribution of free medicines & laboratory tests provided may be submitted to the Board quarterly to evaluate the performance of Hospital / Dispensary.
- (f) Ensuring action and supervising under Section 130, 131(1), 145, 148,155,156,157,265, 266, 267,268,269,270,271,272,273,274,275,285,286 and 287 of the Cantonments Act 2006 and make recommendation to the board thereon.
- (g) monitoring and implementation of SWM rules and other rules as notified by Central Government for protection of environment.
- (h) Monitoring and implementation under section 185 of the Cantonments Act 2006.
- (i) Suspension of licenses under section 280 of the Cantonments Act 2006 for definite period.
- (j) Recommending action under section 289 of the Cantonments Act 2006 as penalty for causing nuisances.
- (k) Any other matter that may be entrusted by the Board.

57. All questions coming before a meeting shall be decided by a majority of the votes of the members present. In the event of the equality of votes the chairman or in his absence the person chosen by the members to preside, shall have a second or casting vote.

58. All meeting of the Health & Environment committee will be held at the Cantonment Board Office, provided that the chairman for sufficient reasons to be recorded in writing may convene the meeting at any other place inside the Cantonment.

59. Generally the ordinary meeting of the Health & Environment committee shall be held quarterly.

60. The date and time of the meeting shall be fixed by the CEO in consultation with the Chairman of the committee with due regard to general convenience.

61. A written notice of every meeting specifying the place, date and hour fixed for it and signed by Chief Executive Officer, shall be sent to all the members at least three clear days before the time fixed for the meeting. A list of business to be transacted at a meeting hereinafter called the "Agenda" shall be sent to each member along with the notice sent under this Regulation. CEO as member secretary will prepare the agenda of the meeting.

62. The Committee may meet and adjourn as they think proper but the Chairman of a Committee may, upon the written request of the President of the Cantonment Board or of not less than two members of the Committee, shall call a special meeting of Health & Environment committee.

63. No member shall vote on any matter in which he has any interest.

64. The minutes of the Health & Environment Committee shall be recorded in a separate book kept for the purpose and placed before the Board at its next meeting for consideration and approval. Until approved by board, decision of Health & Environment committee will be recommendatory in nature.

65. Save as otherwise stated in Regulations 55 to 66 above, the provisions of the regulations in regard to conduct of meetings of the Board shall mutatis mutandis will apply to the meetings of Health and Environment committee appointed by the Board under the aforesaid regulations.

CHAPTER 5

BUSINESS REGULATIONS OF THE EDUCATION COMMITTEE AND ITS POWER AND DUTIES.

66. A committee called the Education Committee consisting of five members of which three shall be elected members and two nominated members. CEO of the Cantonment Board shall be the Member Secretary of the committee.

67. The President of the Board shall nominate the chairman of the committee amongst the members. In absence of the chairman due to illness or any unavoidable circumstances, the members present shall elect one from amongst the members to take the chair and such person shall perform all the functions of the chairman of the meeting.

68. The quorum necessary for the transaction of business at a meeting of the Education Committee shall be three. If a quorum is not present, the Chairman or in the absence of the Chairman, the Member-Secretary shall adjourn the meeting and the business which would have been brought before the original meeting if there had

been a quorum present shall be brought before, and may be transacted at, an adjourned meeting, whether there is a quorum present or not.

69. The Education Committee will deal with all matters and proposals affecting:
- (a) To liaise with State / District authorities for ensuring implementation of Centrally / State Schemes related to primary Education in the Cantonment.
 - (b) Ensuring implementation of provisions of RTE Act in the Cantonment area.
 - (c) To evaluate the performance of students studying in and the teachers and staff working in the educational institutions of the Board and make recommendations to the Board.
 - (d) To evaluate the performance of the educational Institutions / Vocational Centres / School for special children, a quarterly report on the parameters viz. Students dropout rate, student teacher ratio, mid-day meal scheme quality, pass percentage rate, sports facilities available, cultural activities etc. may be submitted to the Board.
 - (e) To make recommendations to the Board on transition from vernacular to English Medium and in exploring ways towards introducing 'Happiness classes' & 'Smart Classes' in schools to improve concentration skills of the students.
 - (f) Furthering educational objects by measures other than the establishment and maintenance of primary schools
 - (g) Setting up or supporting higher schools, colleges and vocational and professional and special education.
 - (h) Monitoring functioning SMCs (School Management Committees) in all schools run by the Board and examining reports of SMCs for recommendations to the Board.
 - (i) Monitoring libraries, museums and other Study Circles being run by the Board and
 - (j) Any other matter that may be entrusted by the Board.
70. All questions coming before a meeting shall be decided by a majority of the votes of the members present. In the event of the equality of votes the chairman or in his absence the person chosen by the members to preside, shall have a second or casting vote.
71. All meeting of the Education committee will be held at the Cantonment Board Office, provided that the Chairman for sufficient reasons to be recorded in writing may convene the meeting at any other place inside the Cantonment.
72. Generally the ordinary meeting of the Education committee shall be held quarterly.

73. The date and time of the meeting shall be fixed by the CEO in consultation with the Chairman of the committee with due regard to general convenience.

74. A written notice of every meeting specifying the place, date and hour fixed for it and signed by Chief Executive Officer, shall be sent to all the members at least three clear days before the time fixed for the meeting. A list of business to be transacted at a meeting hereinafter called the "Agenda" shall be sent to each member along with the notice sent under this Regulation. CEO as member secretary will prepare the agenda of the meeting.

75. The Committee may meet and adjourn as they think proper but the Chairman of a Committee may, upon the written request of the President of the Cantonment Board or of not less than two members of the Committee, shall call a special meeting of Education committee.

76. No member shall vote on any matter in which he has any interest.

77. The minutes of the Education Committee shall be recorded in a separate book kept for the purpose and placed before the Board at its next meeting for consideration and approval. Until approved by board, decision of Education committee will be recommendatory in nature.

78. Save as otherwise stated in Regulations 68 to 79 above, the provisions of the regulations in regard to conduct of meetings of the Board shall mutatis mutandis will apply to the meetings of education committee appointed by the Board under the aforesaid regulations.

Chapter 6

BUSINESS REGULATIONS FOR OTHER COMMITTEES.

79. The Board may in addition to the Committees referred to above, appoint such other Committees as it thinks fit for any purpose and for the determination of any matter or for conducting any business of the Board for as period not exceeding one year and may refer to such committee for enquiry and report or for opinion of such special subjects relating to the purposes of the Act as the Board shall think fit.

80. Every such committee shall consist of five members to be elected at a meeting of the Board from amongst the Board's members of the Cantonment. Out of these, two shall be ex-officio / nominated members and three elected members. CEO of the Cantonment Board shall be the Member Secretary of the committee.

81. The Vice President, if a member of any such committee shall in virtue of his office, be the Chairman of that committee. The chairman of such committee shall be nominated by the President of the Cantonment Board. When the Chairman of the

committee is not able to preside at a meeting, the committee may elect another person from amongst its members to be the Chairman of the meeting.

82. A written notice of every meeting specifying the place, date and hour fixed for it and signed by Chief Executive Officer, shall be sent to all the members at least three clear days before the time fixed for the meeting. A list of business to be transacted at a meeting hereinafter called the "Agenda" shall be sent to each member along with the notice sent under this Regulation. CEO as member secretary will prepare the agenda of the meeting.

83. The Committee may meet and adjourn as they think proper but the Chairman of a Committee may, upon the written request of the President of the Cantonment Board or of not less than two members of the Committee, shall hold a special meeting of such committee. No business shall be transacted at any committee meeting unless more than one half of the members of the Committee are present at the meeting.

84. All questions coming before a meeting shall be decided by a majority of the votes of the members present. In the event of an equality of votes the Chairman or in his absence the person chosen by the members to preside shall have a second or casting vote.

85. No member shall vote on any matter in which he has any interest.

86. Every decision arrived at by the committee shall be recorded in a minute book kept for the purpose. The minutes of the Committee shall be placed before the next meeting of the Cantonment Board for approval / confirmation. Until approved by board, decision of any such committee will be recommendatory in nature.

87. Save as otherwise stated in Regulations 85 to 92 above, the provisions of the regulations in regard to conduct of meetings of the Board shall mutatis mutandis apply to the meetings of any committee appointed by the Board under the aforesaid regulations.

Chapter 7

Miscellaneous

88. Except the Vice president, no other elected member shall be nominated to more than two of the committees.

89. Any interpretation of regulations 1 to 90, which is contrary to provisions of the cantonments act 2006 will be invalid.

90. Emergency / Special Board Meeting

a) The President may, whenever he thinks fit, and shall, upon a requisition

in writing by not less than one-fourth of the members of the Board, convene a special meeting.

- b) No Confidence Motion: In case more than half of the Elected Members of the Board files in a "No Confidence Motion" against the Vice President of the Board, the President Cantonment Board shall call the Emergency Meeting within 24 hours of the receipt of the request.