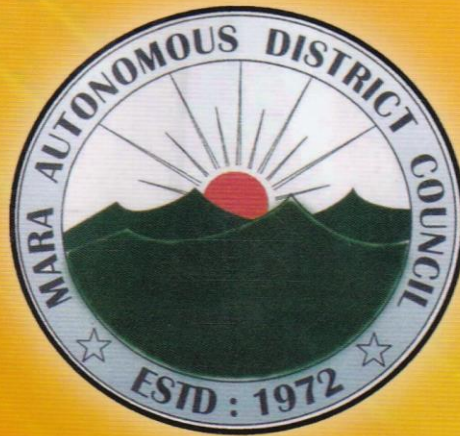


**SPECTRUM**

**A COMPILATION OF  
ACTS, RULES AND  
REGULATIONS UNDER  
MARA AUTONOMOUS DISTRICT COUNCIL**

**VOLUME 1**



**DISTRICT COUNCIL SECRETARIAT  
MARA AUTONOMOUS DISTRICT COUNCIL  
SIAHA, MIZORAM**



**CONTENTS****Page**

1.	The Mara Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2002.	1
2.	The Lakher District Council (Land and Revenue) Act, 1973.	128
3.	The Mara Autonomous District (Village Councils) Act, 1974.	135
4.	The Lakher Autonomous District (Forests) Act, 1981.	157
5.	The Lakher Autonomous District (Inheritance of Property) Act, 1982.	186
6.	The Lakher Autonomous District Council (Animals Control and Taxation) Act, 1983.	193
7.	The Mara Autonomous District Council (Town Committees) Act, 2011.	206
8.	The Mara Autonomous District Council (Agricultural Land Settlement) Act, 2011.	212
9.	The Mara Autonomous District Council (Non-Agricultural Land Settlement) Act, 2011.	241
10.	The Lakher Autonomous District (Administration of Justice) Rules, 1981.	276
11.	The Mara Autonomous District Council (Salaries and Allowances of Chief Executive Member and Executive Members) Rules, 2003.	303
12.	The Mara Autonomous District Council (Salaries and Allowances of Chairman and Deputy Chairman) Rules, 2003.	311
13.	The Mara Autonomous District Council (Salaries, Allowances and Pension of Members) Rules, 2003.	318
14.	The Mara Autonomous District Council (Board of School Education) Rules, 2010.	333
15.	The Mizoram Autonomous District Councils Fund Rules, 2010.	391

16. The Mara Autonomous District Council (Allocation of Business) Rules, 2011. 475
17. The Mara Autonomous District Council (Transaction of Business) Rules, 2011. 487
18. The Mara Autonomous District Council (Publication Board) Rules, 2011. 508
19. The Mara Autonomous District Council (Public Health and Sanitation) Rules, 2012. 515
20. The Mara Autonomous District Council (Business Advisory Committee) Rules, 2013. 536
21. The Mara Autonomous District (Election to Village Councils) Rules, 2014. 540
22. The Lakher District Council (Revenue Assessment) Regulation, 1973. 634
23. The Lakher District Council (Professions, Trades, Callings and Employments Taxation) Regulation, 1973. 638
24. The Lakher District Council (Taxes) Regulation, 1974. 652
25. The Lakher District (Market) Regulation, 1977. 655
26. The Mara Autonomous District Council (Tax on Entry of Vehicles into the Autonomous District) Regulations, 2005. 657
27. The Mara Autonomous District Council (Trading) Regulation, 2012. 665
28. The Mara Autonomous District Council (Taxes and Rent on Buildings) Regulation, 2013. 678
29. The Mara Autonomous District Council (Taxes on Motor Vehicles) Regulation, 2014. 687
30. The Mara Autonomous District Council (Control of Vehicles Parking and Collection of Parking Fees) Regulation, 2014. 699



**THE MARA AUTONOMOUS DISTRICT COUNCIL  
(ALLOCATION OF BUSINESS) RULES, 2011**

*(Received approval of the Governor of Mizoram on 13.09.2012 and published under the notification No.C.31025/3/2011–DCA/M dt. 08.10.2012 in the Mizoram Gazette, Vol–XLI, Issue No. 479 dt. 10.10.2012.)*

In exercise of the powers conferred by sub-paragraph (7) of paragraph 2 of the Sixth Schedule to the Constitution of India read with Rule 30 of Mara Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2002, as amended from time to time, the following Rules passed by the Mara Autonomous District Council which was approved by His Excellency the Governor of Mizoram on 13.9.2012 is hereby published for general information, namely:–

*“The Mara Autonomous District Council  
(Allocation of Business) Rules, 2011”.*

- |  |           |  |  |
|--|-----------|--|--|
| <b>Short title, extent and commencement.</b> | <b>1.</b> | <b>(1)</b>   | These rules may be called the Mara Autonomous District Council (Allocation of Business) Rules, 2011.   |
|  |           | <b>(2)</b>   | It shall extend to the whole of the Mara Autonomous District Council.  |
|  |           | <b>(3)</b>   | It shall come into force from the date of its publication in the Mizoram Gazette.  |
| <b>Definitions.</b>                          | <b>2.</b> | In these rules unless the context otherwise requires:– |  |
|  |           | <b>(a)</b>   | “Business” means executive business of the Mara Autonomous District Council;   |
|  |           | <b>(b)</b>   | “C.E.M.” means the Chief Executive Member of the Mara Autonomous District Council;   |
|  |           | <b>(c)</b>   | “District” means Mara Autonomous District;   |
|  |           | <b>(d)</b>   | “District Council” means the District Council of Mara Autonomous District establishment under the Sixth Schedule to the Constitution of India; |
|  |           | <b>(e)</b>   | “E.M.” means the Executive Member of the Mara Autonomous District Council;   |
|  |           | <b>(f)</b>   | “Government” means Government of Mizoram;  |
|  |           | <b>(g)</b>   | “Governor” means the Governor of Mizoram;  |



- (h) “Schedule” means the Schedule appended to these rules.

**Allocation of  
Business to  
Department.**

3. The entire business to the Mara Autonomous District Council shall be transacted in the departments of the Mara Autonomous District Council as specified in the Schedule and shall be classified and distributed among these departments as laid down therein:

Provided that the Mara Autonomous District Council may, from time to time, make such additions or modifications in the list of business allotted to each department as it thinks fit.

**Allocation of  
Departments  
to Executive  
Members.**

4. The Chief Executive Member shall allocate to the Executive Members so much of the business of the Council as relates to matters with respect to which the Council is required under Rule 30 of Mara Autonomous District Council (Constitution and Conduct of Business, etc.) Rules, 2002, as amended from time to time, to aid and advise him in the exercise of his function 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.

**“THE SCHEDULE”**

**1. AGRICULTURE DEPARTMENT**

1. Construction of Agriculture link road.
2. Manures and Fertilizers.
3. Plant Protection.
4. Procurement of Machineries for 50% subsidy.
5. Tools and Machineries.
6. Water Pumping Machineries.
7. Assistance to Small and Marginal farmers.
8. Agriculture firm and quality seed production.
9. Control of shifting cultivation.
10. Minor irrigation / Construction of field channels.
11. CSS Programmes relating to Agriculture. (Crop Husbandry)
12. Land Development for Wet Rice Cultivation.
13. Hill Terracing for upland rice cultivation etc.
14. Distribution of Agriculture crop seeds / seedling.
15. Medicinal plant development.

16. Rain water harvesting.
17. Spices development schemes.

**2. AH & VETY**

1. Subsidiary Scheme on:  
(a) Cattle Development. (b) Piggery.  
(c) Poultry. (d) Dispensary.
2. Veterinary public health, meat inspection and marketing.
3. Slaughter House.
4. Animal husbandry, development of livestock and poultry.
5. Animal health and disease control, protection of animal against disease and veterinary services.
6. Development of dairy industry.
7. Dairy plant and public meat supplies.
8. General advice to animal husbandry and dairy farmer on improved methods and techniques.
9. Grazing Ground Development.

**3. ART & CULTURE DEPARTMENT**

1. Promotion & organization of Cultural troupes.
2. Grant-in-aid for Promotion of Arts & Culture.
3. Museum.
4. Archives.
5. Library Services.
6. Institute of Music & Fine Art.
7. Books and Publication.
8. Collection of Mara Cultural dress, clothes etc.
9. Organization of Mara's important festivals, like Lyuvakhutla etc.
10. Maras Documentary film.
11. Maintenance of Video, Still camera etc.

**4. CO-OPERATION DEPARTMENT**

1. Co-operation Societies.
2. Distribution through Co-operative Societies.

**5. ENVIRONMENT & FORESTS DEPARTMENT**

1. Environment protection and reclamation.
2. Conservation and preservation of Forests.
3. Protection of Wildlife and improvement of its habitat.
4. Regulation and Control of Fishing.
5. Regulation and Control of Forest product.
6. Forests Reserve and Reclamation.
7. Control and Prevention of fire.



8. Plantation Scheme.
9. Afforestation Programmes.
10. Soil Conservation for afforestation.
11. Botanical and Zoological Garden.
12. Acts and Rules related to forest, conservation, wildlife and environment.
13. Stone Quarry.
14. Biodiversity Act and Boards.
15. Protected areas including wildlife sanctuary and National Park.
16. Soil and Moisture conservation.
17. Extraction of sand, boulders and river bed materials, etc.

## **6. FINANCE DEPARTMENT**

1. Finances powers and delegation thereof.
2. Implementation of Pay Committee recommendations.
3. Rules relating to Pay, Allowances and traveling allowances.
4. Rules relating to Advances.
5. Embezzlement and other financial irregularities in public finances.
6. Write off of loss.
7. Pre-audit and arrear claims.
8. Rules relating to securing deposits.
9. Constitution of Finance and Accounts Service rules etc.
10. General Advice on finance aspects of service rules etc.
11. Rules relating to grants-in-aid.
12. Interpretation of fundamental Rules, Supplementary Rules and Civil Service Regulations having financial implication.
13. All Budgetary matters including control of expenditure.
14. Internal Audit.
15. Pension.
16. Rules and procedure regarding G.P.F. / C.P.F./E.P.F.
17. Authorization of Pension, DCRG, Commutation etc.
18. Departmentalization of accounts.
19. Maintenance and Control of Pension Fund Accounts.
20. Rules relating to pensionary matters.
21. Life insurance Schemes of Council Servants/Salary Saving Schemes (PRSS).
22. Discretionary Grants Rules and Procedures.
23. Authorization of entitlement of group A & B officers of MADC. Employees.
24. Rules relating to House Building Advance etc.

## **7. FISHERIES DEPARTMENT**

1. Fish Production.
2. Management of Fish Seed Farm & Production of Quality Fish seed.
3. Control & Protection of Fish Diseases.

4. Extension & Farmers Training.
5. Development of pond/Tank by assistance to Small & Marginal Fish Farmers.
6. Integrated viz. Paddy-cum-Fish, Pig-cum-Fish, Prawn Culture, Crab, Snail Farming.
7. Implementation of Mara Autonomous District Council Fishery Act, Regulation & Law etc.

**8. GENERAL ADMINISTRATION & CONTROL DEPARTMENT**

1. General / Office Administration.
2. Creation of Sub-Headquarters/Sub-Division.
3. Holiday.
4. Ceremonial Function including celebration of Republic Day and Independence Day.
5. Allotment of residential accommodation.
6. Annual Administration report.
7. Correspondences with Central/State Government Election.
8. Statues and Memorials.
9. Miscellaneous matter.
10. Mara Autonomous District Council Urban Rent Control Act.
11. Mara Houses and Offices outside Mara District Council.
12. Protocol.
13. *The Mara Autonomous District Council (Transaction of Business) Rules.*
14. Allotment of Subject to Departments. Creation, re-organization and amalgamation of Department.
15. *The Mara Autonomous District Council (Allocation of Business) Rules.*
16. Determination of Ceremonial procedure and precedence.
17. Visit of VVIPs.
18. Matters relating to Sixth Schedule.
19. Copy right Act 1957.
20. Electricity.
21. Executive Committee Meeting.
22. Training.
23. Matters relating to debarring persons from M.A.D.C. Services.
24. Condonation of educational deficiency for M.A.D.C. Service.
25. Allocation of Services.
26. Deputation.
27. Advice on re-employment/extension of superannuation of Government Servant on contracts.
28. Reservation of Vacancies for handicapped persons and Ex-servicemen in District Council.
29. All matters relating to recruitment/appointment/promotion/transfer & posting/leave/suspension/disciplinary action/reinstatement of all categories employees under Mara Autonomous District Council.



30. Rules & Procedure regarding fixation of Seniority/Promotion/and all matters relating thereto.
31. Creation/Classification of post/service rules.
32. All service matters relating to all categories of employees except teaching staff.
33. Maintenance of personal/service books/incumbency register of all categories of employees except teaching staff.
34. Matter relating to service association.
35. Law & order.
36. A.C.R. matters.
37. Employment Return/Statistical of Employees.

## **9. HORTICULTURE**

1. Construction of Horti-link road.
2. Horticulture Garden development.
3. Procurement of machineries for 50% subsidy.
4. Floriculture and ornamental plan development.
5. Distribution of Horti/Crop/Seeds/seedling.
6. Manures and fertilizers.
7. Plant protection.
8. Small tools and Implements
9. Fruit and leafy vegetables development.
10. Green housing.
11. Mushroom cultivation.

## **10. INDUSTRIES DEPARTMENT**

1. Establishment of Minor Industries.
2. Cottage Industries.
3. Handi-craft Schemes.
4. Mines and Minerals.
5. Natural Gas.
6. Handloom Development.
7. Supply of tools and implements to the Carpenters.

## **11. INFORMAITON & PUBLICITY DEPARTMENT**

1. Press, Newspapers and Period.
2. Publication and publicity.
3. Advertisements.
4. Public relation and mass communications.
5. Co-ordination with AIR and Doordarshan.
6. The Right to Information Act, 2005.
7. Publication of Calendar/Folder.

**12. LAND, REVENUE, SETTLEMENT & TAXATION DEPARTMENT**

1. Land Revenue.
2. Land Settlement.
3. Land Records.
4. Land Reforms.
5. Compensation on account of damage of crops/private properties by B.R.T.F., P.W.D., and other developmental Agencies of Government of India, Mizoram, MADC. etc.
6. Trade License, Video/Cable License.
7. Land Acts.
8. Administration of the following:-
  - i. LDC (Land and Revenue) Act. 1973
  - ii. LDC (Agriculture Land) act, 1979
  - iii. LDC (Transfer of Land) Act, 1974
  - iv. LDC (House Site) Act, 1973
  - v. LDC (Taxes) Regulation, 1994
  - vi. LDC (Revenue) assessment Regulation, 1973
9. Boundary between Mara Autonomous District Council and neighbouring Lai Autonomous District Council and Maps connected therewith.
10. The Mara Autonomous District Council Roadside Land Control Act.
11. The Mara Autonomous District Council Roadside Land Control Rules.
12. The Mara Autonomous District Council (Money lending by non-Tribals) Regulation.
13. Mara Autonomous District Council (Profession, Trade calling on Employment Taxation) Regulation, 1973.
14. Professional Tax.
15. Registration of firms and Societies.
16. Value Added Tax (VAT).

**13. LAW & JUDICIAL DEPARTMENT**

1. Compilation, Maintenance and Interpretation of all Acts/ Rules.
2. Laws and regulation in force from time to time.
3. Administration of Justice including District Council Court and training of Judicial Officers.
4. Advice on Legal matters.
5. Advice on all cases for and against Mara Autonomous District Council in any Court of Law.
6. Contract deeds and Arbitration cases.
7. Matters relating to inheritance of property under the Mara District (Inheritance of Property) Act, 1982.
8. General Supervision over District and other Subordinate Courts.



9. Mara Autonomous District (Administration of Justice) Rules, 1981.
10. Mara Customary Law.
11. Investiture of magisterial powers.
12. Matters relating to High Court and Supreme Court.
13. Registration of Marriages.
14. Separation of Judiciary from Executive.
15. Capacity Building of functionaries of Village Council Courts.
16. Judicial Service Rules under Mara Autonomous District Council.
17. Issuance of Certificate and Registration of Adoption, Tribal, Succession, Marriage and Divorce, Re-Marriage and Non-Remarriage etc.

#### **14. LEGISLATIVE DEPARTMENT**

1. Dates of Summoning and prorogue of the Mara Autonomous District Council session, dissolution of the Mara Autonomous District Council.
2. Allocation of time to the District Council in the House for discussion of motions given notice of by members.
3. Liaison with leaders and whips of various parties and groups represented in the service.
4. Planning and coordination of legislative and other official business in the session.
5. Appointment of Advisory Committee.
6. Functioning of consultative Committee of members of the District Council for various Department.
7. Mara Autonomous District Council stand on private members Bills and Resolution.
8. Salary, Allowances and Pension of member of the District Council.
9. Salary, Allowances etc. of the Executive Member.
10. Salary, Allowances etc. of the Chairman/Deputy Chairman.
11. Salary, Allowances etc. of leaders of opposition in the District Council.
12. Salary and Allowances of officers of the District Council.
13. Coordination of action by Executive Members on general application made by various committees of the District Council Legislature.
14. Official sponsored visits of members of the District Council to places of interest.
15. Matters connected with power, privileges and immunities of members of the District Council.
16. M.D.C. Hostels.
17. Library.

#### **15. LOCAL ADMINISTRATION DEPARTMENT**

1. Village Council matters and village administration.

2. Naming of Streets, roads and villages.
3. Animal control and taxation.
4. Local Development works funded under State Plan Fund including Housing Assistance.
5. Park & Recreation.
6. Housing Loans & Advances.
7. Market Administration construction of new Market, slaughter house and maintenance.
8. Implementation of Central Rural Sanitation and Health Programmes under NLCPR.
9. Improvement and maintenance of Grave yards.
10. Protection of inter-District Council/inter-Village Boundary.
11. Construction of Public Bathrooms, Urinals etc.
12. Public Health & Sanitation.
13. Implementation of CSS like PRI, ULB, etc.

**16. MINOR IRRIGATION DEPARTMENT**

1. Minor Irrigation which includes.
  - (1) River Lift Irrigation.
  - (2) Drips & Sprinklers, Hydrams etc.
  - (3) Diversion Scheme.
2. Networking of Rivers.
3. Flood Control.
4. Command Area Development.
5. CSS programmes relating to Minor Irrigation.

**17. PLANNING & PROGRAMME IMPLEMENTATION DEPARTMENT**

1. Preparation of Annual/Five Year Plan.
2. Manpower Planning.
3. Implementation plan scheme and evaluation thereof.
4. Planning Advisory Board and other development committees.
5. Plan Publicity.
6. Statistics:-
  - (i) Price collection.
  - (ii) Data Bank.
  - (iii) Rain fall data collection.
  - (iv) Publication of:-
    - (a) Handiwork.
    - (b) Census of District Council Employees.
    - (c) Price Bulletins.
    - (d) Quarterly Progress report.
    - (e) Various Socio-Economic survey report.
  - (v) Agriculture Census.
  - (vi) Economic Census.
  - (viii) District income Estimate.
7. Matters relating to N.E. Council.
8. Plan formulation.
9. Evaluation and monitoring.
10. Manpower employment and credit liaison.



11. Remote sensing projects and its related matters.
12. Information & Communication Technology and its related matters.
13. Telecommunication, including Computer networks, Communication across the internet and matters relating to the universal Service Obligation Fund.

**18. PUBLIC HEALTH ENGINEERING DEPARTMENT**

1. Administration of Public Health Sanitation and Water Supply.
2. Urban Rural Water Supply Scheme.
3. Ground water development survey and distribution.
4. Sewerage Scheme and Drainage scheme.
5. Ground water Resources Estimation Development & Management.

**19. PUBLIC WORKS DEPARTMENT**

1. Construction and Maintenance of Roads, Bridges and Buildings.
2. Construction/Maintenance of District Council buildings.
3. Supply of furniture to the residential quarters of District Council.
4. Mara Autonomous District Council Ferries Act.
5. Inter-Village approach road to link up with the PWD/BRTF Roads.
6. Construction of link drain/side drain/retaining wall.
7. Stone steps.

**20. RELIEF & REHABILITATION**

1. Natural Calamities, Drought and Flood Relief.
2. Gratuitous Relief.
3. Disaster Management—
  - (a) Pre-disaster management as pro-active strategy including preparedness, prevention and mitigation, wherein every Department has important roles.
  - (b) Post-disaster management as re-active strategy including relief, rehabilitation and reconstruction.

**21. RURAL DEVELOPMENT DEPARTMENT**

1. Rural Communication.
2. Construction of Community Hall/Play ground.
3. Rural Housing.
4. Integrated Rural Development Programme.
5. National Rural Employment Programme.
6. Planning, co-ordination, evaluation and monitoring of Rural Development Scheme particularly all family oriented schemes under other development Department and Centrally Sponsored Scheme such as IRDP, NREP, RLEGP etc.
7. Rural Sanitation Scheme (CSRP) including construction of Ventilated Improvement Pit Latrines (VIP).

8. Assistance to small and marginal farmers (ASMF) from 1990-1991.
9. Jowahar Rojgar Yojana (JRY), BADP, BRGF etc.

**22. SCHOOL EDUCATION DEPARTMENT**

1. Elementary Education.
2. Adult Education.
3. Hindi Propagation.
4. Teachers Education (DIET)
5. Science Promotion.
6. Statistic.

**7. BOARD OF SCHOOL EDUCATION.**

- (1) Prescription, preparation and publication of Text books and supplementary books for Pre-Primary, Primary and Middle Schools.
- (2) Conduct of Primary and Middle School Leaving Certificate Examinations.
- (3) School syllabus, curriculums, School Calendar and time table.
- (4) Prescription of fees, fines and remunerations.
- (5) Merit Scholarship and Incentive awards.
- (6) Constitution of Various Committees of the Board.
- (7) Recognition of Schools.

**23. SERICULTURE**

1. Plantation of Mulberry Plant.
2. Sericulture Farm.
3. Procurement of equipments.
4. Establishment of Silking Machineries.
5. Incentive assistance for Seri-farmers.
6. Establishment of labour house.
7. Silk-worm rearing house.
8. Sericulture demonstration farm.

**24. SOIL & WATER CONSERVATION DEPARTMENT**

1. Soil Conservation.
2. Hill-side terracing.
3. Plantation for Soil Conservation coffee and rubber plantation.
4. Utilization of terrace and for other purposes.
5. Contour banding.
6. Soil erosion control works.
7. Stream bank erosion control.
8. Gully control measures.
9. Water extension dams/water harvesting.
10. Tea plantation.



**25. SOCIAL WELFARE DEPARTMENT**

1. Welfare of Women & Children.
2. Welfare of handicapped persons which includes economic rehabilitation prosthetic aids to physically handicapped persons and their income generating trades.
3. Grant-in-aid to Voluntary Organization.
4. Homes for orphans.
5. Welfare of poor and destitute.
6. Implementation of Children's Act, Immoral Traffic in women and Girls Act and Social Security Scheme.
7. The Persons with Disability (Equal Opportunities)
8. Welfare of Aged (Older) persons.
9. Old age pension. (Plan & Non-Plan)
10. All matters relating to adoption.
11. All matters relating to Social Defence and Rehabilitation.
12. National Awards for Women and Children.
13. Pre-Schools.

**26. SPORTS & YOUTH SERVICES DEPARTMENT**

1. Promotion of games and sports.
2. Distribution of Sport materials.
3. Bharat Scouts and Guides.
4. All youth welfare and Activities.

**27. TRANSPORT DEPARTMENT**

1. General transport.
2. Motor Vehicles wing.
3. Motors Vehicle Taxation/Registration Act and Rules there under.
4. Allotment of Motor/Car/Scooter.
5. Condemnation of Mara Autonomous District Council Vehicles.
6. Inland Water Transport/ways.
7. Road Tax.

**28. VIGILANCE DEPARTMENT**

1. All matters connected with Vigilance works.
2. Anti-corruption measures.
3. Property Returns of Gazette Officers.
4. Advice on C.C.S. (CCA) Rules, 1965.
5. Public Grievances.