

**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

*Acts, Rules and Regulations under MADC*

ix

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  
(TRANSACTION OF BUSINESS) RULES, 2011**

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Rules

to provide for smooth running of the function of the different departments under Mara Autonomous District Council.

Whereas it is expedient to provide for the transaction of Business to Department of the Mara Autonomous District Council as specified in the Rules.

And whereas under clause (b) of sub-paragraph (7) of paragraph 2 of the Sixth Schedule to the Constitution of India, the District Council for an Autonomous District is empowered to make Rules for Administration of Transaction of Business in the District.

Now, therefore in exercise of the said powers enabling it in that behalf, the Mara Autonomous District Council is pleased to make the following Rules:-

- |  |           |     |   |
|--|-----------|-----|---|
| <b>Short title, extent and commencement.</b> | <b>1.</b> | (1) | These Rules may be called "The Mara Autonomous District Council (Transaction of Business) Rules, 2011."   |
|  |           | (2) | They shall come into force on their publication in the Mizoram Gazette.   |
| <b>Definitions.</b>                          | <b>2.</b> |     | In these Rules unless the context otherwise requires-   |
|  |           | (a) | "Chief Executive Member" means the Chief Executive Member appointed as such by the Governor under Rule 22 (3) of the Mara Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2002. |
|  |           | (b) | "Constitution" means the Constitution of India.   |
|  |           | (c) | "Council" for the purpose of these Rules means the Mara Autonomous District Council.  |
|  |           | (d) | "Department" means a Department of the Mara Autonomous District Council as specified in the first Schedule.   |

- (e) “*Departmental Head*” means head of the Department.
- (f) “*District Council*” means the Mara Autonomous District Council set up under the provisions of Article 244(2) read with the Sixth Schedule to the Constitution of India.
- (g) “*Executive Committee*” means the Executive Committee with a Chief Executive Member at the head and eight other members.
- (h) “*Executive Member*” means an Executive Member appointed as such by the Governor.
- (i) “*Executive Secretary*” means the Executive Secretary to the Executive Committee of Mara Autonomous District Council.
- (j) “*Fund Rules*” means the Mizoram Autonomous District Councils Fund Rules, 2010.
- (k) “*Governor*” means the Governor of Mizoram.
- (l) “*Schedules*” mean the Schedules appended to these Rules.

### **PART – I**

#### **TRANSACTION, ALLOCATION AND DISPOSAL OF BUSINESS**

3. The Business of the Mara Autonomous District Council shall be transacted in the different Departments specified in the First Schedule.
4. The Chief Executive Member shall allot among the Executive Members, the business of the Council by assigning one or more Departments to the charge of an Executive Member.
5. Each Department of the District Council shall consist of the Secretary to District Council or one Group ‘A’ officer who shall be the administrative head of the Department.

Provided that more than one Department may be placed under the charge of the same Secretary or Officer.

6. In matters of interpretation of the expressions "decision" or "approval" of the "Executive Committee" mentioned in any rules, regulations, order or scheme or notification or instructions for the time being in force shall mean the decision of the Executive Committee or the Chief Executive Member or the concerned Executive Member of the Mara Autonomous District Council as the case may be.
7. Subject to the orders of the Chief Executive Member under Rule 13 all cases referred to in the Second Schedule to these Rules shall be brought before the Executive Committee with the provision of the Rules contained in Procedure by the Executive Secretary.
8. The Executive Member-in-charge of a Department shall be responsible for the disposal of business pertaining to his Department and the Secretary of the Department concerned shall assist and carry out the instructions of the Executive Member-in-charge in this regard.
9. (1) No department shall without previous consultation with the Finance Department, authorize any orders (other than orders issued under any Act or Rules made thereunder, or the Executive Committee) which—
  - (i) either immediately or by their repercussion, will affect the finances of the council or which, in particular—
    - (a) involve any grant of land or assessment of revenue or concession, grant, lease or licence of mineral of forest, right to water or any easement or privilege in respect of such concession; or
    - (b) in any way involve any relinquishment of revenue;
  - (ii) relate to the numbers or grading of cadre of posts or the emoluments or other conditions of service or post;
  - (iii) involve the addition of a post in the public service in the variation of emoluments of any post;

Provided that all group 'A' posts or posts on fixed pay which is equivalent or more than that of the starting of Group 'A' scale of pay per month shall be created in consultation with the Departments of General Administration and Finance & Account;

- (iv) involve an expenditure for which no provision has been made in the re-appropriation or which is in excess of the provision made in the Fund Rules;
  - (v) involve the sanction of an allowances or special or personal pay for any post or class of posts or to any employee to the Mara Autonomous District Council.
- (2) No proposal which requires the previous consultation with the Finance Department under these Rules, but in which the Finance Department has not concurred may be proceeded with, unless a decision to that effect has been taken by the Executive Committee.
  - (3) No re-appropriation shall be made by any Department other than the Finance Department except in accordance with such general or specific delegation as the Executive Committee may have made.
  - (4) Except to the extent that power may have delegated to the Departments under rules approved by the Executive Committee, every order of an Administrative Department conveying a sanction to be enforced in Audit shall be communicated to the Audit authorities by the Finance Department.
  - (5) Nothing in this Rule shall be construed as authorizing any Department including the Finance Department to make re-appropriation from one grant specified in the Fund Rule to another such grant or from a charge appropriation to a votable appropriation.

10. Order or instrument made or executed by or on behalf of the Executive Committee shall be expressed to be made or executed in the name of the Executive Committee.
11. Every order or instrument of the Mara Autonomous District Council shall be expressed to be made in the name of the Executive Committee and shall be signed either by the Executive Secretary, a Deputy Secretary, an Under Secretary or such other officer as may be specially empowered in that behalf and such signature shall be deemed to be proper authentication of such order or instrument.

## **PART – II**

### **PROCEDURE OF THE EXECUTIVE COMMITTEE**

12. The Executive Secretary or such other Officer as the Chief Executive Member may appoint shall be the Secretary to the Executive Committee who shall record all proceedings/minutes of the said Committee.
13. All cases referred to in the second schedule shall, after consideration by the concerned Executive Member be sent to the Executive Secretary for obtaining orders of the Chief Executive Member for bringing it up for consideration at the meeting of the Executive Members or for circulation of the case under Rule 13 herein.
14. The Chief Executive Member may direct that any case referred to in the Second Schedule or otherwise may instead of being brought up for discussion at the Executive Committee be circulated to the Executive Members for their opinion. The Chief Executive Member may refer such matter for discussion at the meeting of the Executive Members if he considers necessary.
15. In cases which are circulated for opinion under Rule 14, every Executive Member shall communicate his opinion by a date specified in the memorandum of circulation. In case any Executive Member fails to communicate his opinion within the date so specified, the Executive Secretary shall bring the matter to the notice of the Chief Executive Member for further directions. The Chief Executive Member may return the case to the Executive Secretary with orders. The Executive Secretary will then pass it on



to the Head of Department concerned for taking steps for the implementation of the decision or for issuance of the orders as may be directed by the Chief Executive Member accordingly.

16. When it has been decided to bring a case before the Executive Committee, the Department to which the case belongs shall unless the Chief Executive Member otherwise directs, prepare a memorandum indicating with sufficient precision on the salient facts of the case and the points for decision. The Memorandum having any financial implication shall be accompanied by Financial Memorandum obtained from Finance department. Such memorandum and such other papers as are necessary to enable the case to be disposed of shall be circulated to the Executive Members.
17. In case which concerns more Executive Members than one, the Executive Members shall attempt by previous discussion to arrive at an agreement. If an agreement is reached, the memorandum shall contain the Joint recommendations of the Executive Members and if no agreement is reached, the memorandum shall state the points of difference and the recommendations of each of the Executive Member concerned and the same shall be submitted to the Chief Executive Member for his decision.
18.
  - (1) The Executive Committee shall meet at such place and time as the Chief Executive Member may direct.
  - (2) After an agenda paper showing the cases to be discussed at the Executive Committee has been approved by the Chief Executive Member, copies thereof, together with copies of such Memorandum as have not been circulated under Rule 15 shall be sent by the Executive Secretary to the Chief Executive Member and other Executive Members so as to reach them within two clear days before the date of such meeting. The said period of 2 (two) days may be waived on reasonable ground.
  - (3) Except with the permission of the Chief Executive Member, no case shall be placed on the agenda of a meeting of the Executive Members and unless papers relating thereto have been circulated as required by Rule 15 of these Rules.

- (4) If any Executive Member is on tour or on leave, the Executive Secretary shall bring the matter to the notice of the Chief Executive Member before the Executive Committee for appropriate instructions. The Chief Executive Member may direct for a report from the Head of the department for consideration of the Executive Committee. The Head of Department so directed shall act for and on behalf of the Executive Member who has been on tour or on leave and in active consultation with such Executive Member as far as practicable.
  - (5) The Chief Executive Member may direct the Executive Secretary to obtain the opinion of Judicial Department as regards to the proposal before the Executive Committee.
  - (6) The Chief Executive Member or in his absence any other Executive Member authorized by him shall preside over the Executive Committee.
  - (7) The Executive Secretary shall attend the Executive Committee and shall prepare a record of the decisions. He shall, after approval of the Chief Executive Member prepare the record of decisions of the Executive Committee for communication to other Executive Members of the Executive Committee.
- 19.** When a case has been decided by the Executive Committee after discussion at a meeting, the Executive Member concerned shall take action to give effect to the decision. If however, any deviation is proposed to be made from that decision, the case shall be submitted to the Chief Executive Member by the Executive Member concerned and further action will be taken according to the direction, if any, of the Chief Executive Member.

### **PART – III**

#### **DEPARTMENTAL DISPOSAL OF BUSINESS**

- 20.** Except as otherwise provided by any other Rule in force or provisions under sections 23, 25 & 26 of these Rules, case shall ordinarily be disposed of by or under the authority of the Executive Member– in–charge of the

Department who shall give such directions as he thinks fit for the disposal of cases in his Department. Copies of important instruction shall be brought to the notice of the Chief Executive Member.

21. Whenever a matter concerns two Departments, the fact shall be specifically brought to the notice of the Executive Members concerned. Thereupon, the Executive Members of the Departments concerned shall hold discussion and try to arrive at an understanding. The Executive Members may, however, direct that the discussion may be held by the Heads of the Departments concerned. Such decision shall be recorded and placed before the Executive Members concerned. In case of any difference of opinion, the matter shall be put up before the Chief Executive Member for appropriate order.
22.
  - (1) The Chief Executive Member may call for records of any case relating to any Department.
  - (2) The Chief Executive Member may, in consultation with the Executive Member-in-charge of the department, pass such orders in any case as he considers necessary or may direct that the matter shall be placed before the Executive Committee.
  - (3) The Chief Executive Member may pass orders in a case relating to any Department when the case is referred to him by the Executive Member-in-charge of the Department.
  - (4) The Chief Executive Member, in the absence of the Executive Member-in-charge of the Department may, in a matter of urgent public importance relating to any Department pass such orders as he considers necessary or expedient.
23. If a question arises to the department or departments to which a case properly belongs, the matter shall be referred for the decision of the Chief Executive Member.
24. All communications received from the Government of Mizoram (including those from the Chief Minister and other Ministers of the State) other than those of routine or unimportant nature shall be placed by the Executive Secretary to the Executive Member-in-charge and the Chief Executive Member for information.

25. Any matter likely to bring the Mara Autonomous District Council into controversy with the Government of Mizoram or with any other State Government shall be brought to the notice of the Chief Executive Member and the Executive Member-in-charge forthwith. The Chief Executive Member may apprise the Governor in this regard.
26. The following classes of cases shall be submitted to the Chief Executive Member before the issue of orders—
- (i) Resignation/Termination/Dismissal/Disciplinary action of all categories of employees under Mara Autonomous District Council. Such proposals should be routed through the Executive Secretary.
  - (ii) Proposal for awarding punishment of dismissal or removal or compulsory retirement from service in respect of Gazetted Officers.
  - (iii) Important cases which affect or are likely to affect the interests of the Minority Communities within Mara Autonomous District Council area.
  - (iv) Cases which affect the relation of the Mara Autonomous District Council with the Government of Mizoram.
  - (v) Appointment of the Executive Secretary.
  - (vi) Appointment, transfer, posting and deputation of all categories of employees under Mara Autonomous District Council. Such proposals should be routed through the Executive Secretary.
  - (vii) Appointment of the Chairman and Member of the Mara Autonomous District Council Public Services Commission, Mara Autonomous District Council Selection Board and the Members of the Departmental Selection and Promotion Committees.
  - (viii) Any proposal in regard to the matters in connection with the Sixth Schedule to the Constitution of India.
  - (ix) Cases of Group 'A' and 'B' Officers of the Mara Autonomous District Council pertaining to appeals against the order of the Appointing Authority.
  - (x) All other policy and important matters.

(xi) Constitution of different committees.

27. Where a matter (of sensitive public importance) is required to be decided or dealt with, the Executive Secretary shall place the matter before the Chief Executive Member through the Executive Member concerned.

The Chief Executive Member then may pass such order as he may consider necessary and proper. In matters required to be disposed of by the Executive Member concerned, the Head of Department shall place the same before the Executive Member concerned for orders under Rule 20 of these Rules.

28. The Chief Executive Member shall—

- (i) communicate to the Chairman all decisions of the Executive Committee relating to the administration of the affairs of the Mara Autonomous District Council and proposal for legislation;
- (ii) furnish such information relating to the administration of the affairs of the Mara Autonomous District Council and proposals for legislation as the Chairman may call for and if the Chairman so requires.

**Executive Secretary.**

29. (1) The Executive Secretary, as the head of administrative machinery, responsible to ensure the efficient functioning of the Mara Autonomous District Council Administration and shall be kept informed and apprised of all important decisions and in particular of the Departments of General Administration and Control Department, Vigilance and Rural Development Department, who shall bring such decisions and information to the notice of the Chief Executive Member.
- (2) All cases of appointment, transfer, posting, deputation, termination, compulsory retirement and removal of all categories of employees under Mara Autonomous District Council shall be put up by the Head of Department concerned to the Executive Secretary who shall put them up before the Chief Executive Member through the Executive Member concerned for orders.

- (3) When a matter is required to be placed before the Chief Executive Member, the Head of Department shall place the matter before the Executive Member concerned through the Executive Secretary.

The matter shall then be placed before the Chief Executive Member for orders accordingly. In matter required to be disposed by the Executive Member concerned, the Departmental Head shall place the same before the Executive Member concerned for orders under Rule 19 of these Rules.

**Finance &  
Accounts  
Department.**

30. The Finance Department shall have the following functions, namely:—

- (i) It shall, in consultation with the General Administration and Control Department, frame Rules regulating the pay, leave and pension of persons in the service of the Mara Autonomous District Council and Rules regulating the number, grading or cadres and emoluments of posts under the Mara Autonomous District Council and also be responsible for seeing that these Rules are properly applied;
- (ii) It shall advise the Executive Committee on the financial aspects of all transactions relating to loans granted by MADC/State/Central Government;
- (iii) It shall be responsible for proper utilization and safety of Provident Fund deposits of Council servants and shall frame Rules relating to giving of advances out of Provident Fund, the recovery of such advances and advising Departments generally on such matters, it being understood that it is the duty of the Council servant himself/herself to get the annual verification and reconciliation of his or her own Provident Fund account from the Senior Account Officer, who is responsible for maintaining the accounts. The Finance Department shall also lay down Rules relating to advances made to Council

- servants for purchase or construction of houses and purchases of conveyance;
- (iv) It shall examine and report on all proposals for the increase or reduction of taxation;
  - (v) The service of loans and the discharge of any finance guarantees;
  - (vi) It shall be responsible for laying down appropriate finance rules for guidance of other Department who are responsible for proper maintenance of accounts by themselves and by the establishment subordinate to them. Finance Department may take such action as may be appropriate to enforce such accountability. Such financial rules shall be placed before the Executive Committee for approval;
  - (vii) It shall prepare an estimate of the total receipts and disbursements of the Mara Autonomous District Council fund in each year and shall be responsible during the year for watching the balance and for their ways and means and operations of the Mara Autonomous District Council Fund;
  - (viii) In connection with the budget and with supplementary estimate:—
    - (a) It shall prepare a statement of estimated revenue and expenditure to be laid before the District Council Session in each year and any supplementary estimates or demands for excess grants which may be submitted to the vote of the Legislature or, as the case may be, laid before the Legislature;
    - (b) For the purpose of such preparation it shall obtain from the Departments concerned material on which to base its estimates, and it shall be responsible for the correctness of the estimates,

framed on the material so supplied; and

- (c) It shall examine and advise on all schemes of new expenditure for which it is proposed to make provision in the estimates for any scheme which has not been so examined;
- (ix) On the receipt of a report from an Audit Officer that expenditure is being incurred for which there is no sufficient Fund it shall require the Department concerned to obtain sanction or not to incur further expenditure;
- (x) On the receipt of a report that a financial rule has been contravened or a financial irregularity has been committed, it shall take steps to enforce the rule or to stop or rectify the irregularity;
- (xi) It shall lay before the Committee of Public Accounts the report of the Comptroller and Auditor General of India relating to the appropriation of accounts of the Mara Autonomous District Council and shall bring to the notice of the Mara Autonomous District Council Public Accounts Committee all expenditures which have not been duly authorized and any financial irregularities; and
- (xii) It shall advise the Department responsible for the collection of revenue regarding the progress of collection and the methods of collection employed.

- 31.** Where a financial proposal has been made by a Executive Member and the same is not approved by the Finance Department, the same shall be put up before the Chief Executive Member for appropriate orders and the decision of the Chief Executive Member shall be final.
- 32.** The Finance Department shall be consulted upon all proposals to sanction the relaxation of any financial rule and also before final orders are passed in such case of serious financial irregularity:



Provided that where an expenditure is incurred on a decision taken by the Executive Committee such financial rules shall be deemed to have been appropriately relaxed.

33. Where a matter has been referred to be taken up by the Executive Committee, the Mara Autonomous District Council Finance Department shall forward its financial memorandum as described under Rule 16.
34. (1) The Finance-in-charge or concerned Executive Member in consultation with the Executive Member of another Department may call for papers of such other Department provided the papers relate to financial matter of the Mara Autonomous District Council.
- (2) In case of any difference of opinion, the Finance-in-charge or the concerned Executive Member may request that the papers be placed before the Chief Executive Member for orders.
35. The Finance Department shall be responsible for observation of financial procedure in general in all Departments and to regulate the business of the Finance Department. The said Fund Rules shall be placed before the Executive Committee for approval.
- General Administration & Control Department.** 36. (1) The General Administration & Control Department shall be responsible for seeing that the rules and principles relating to services in general are properly followed.
- (2) The General Administration & Control Department shall be consulted for advice by other departments in matters relating to framing of service rules and general principles relating to services.
- (3) The approval of the Chief Executive Member shall be obtained by all Departments in the following matters:—
- (a) relaxation of any service rule;
  - (b) relaxation of any general service condition; and
  - (c) creation of any gazetted post or non-gazetted post or payment of additional remuneration to any employee or group of employees.

**Law &  
Judicial  
Department.**

37. The functions of the Law & Judicial Department shall be to:—
- (i) aid and advise the Mara Autonomous District Council and other Departments on all legal matters;
  - (ii) consider the proposals for legislation for the consideration of the Mara Autonomous District Council;
  - (iii) draft legislations for giving effect to the decisions of the Mara Autonomous District Council;
  - (iv) prosecute all litigation for and on behalf of the Mara Autonomous District Council;
  - (v) make proposals for legal reforms to the Mara Autonomous District Council;
  - (vi) bring out in published form all Acts, Rules, Notifications and update them from time to time;
  - (vii) formulate scheme for giving legal aid to weaker sections of the society.
38. Proposals to initiate legislation shall be treated as a case and the Law & Judicial Department shall advise the Mara Autonomous District Council as—
- (i) the feasibility of the proposed Legislation from a legal point of view;
  - (ii) competence of the Mara Autonomous District Council Legislature to enact the measure/matter proposed;
  - (iii) the requirements of the Constitution as to obtaining the previous sanction of the Governor thereto; and
  - (iv) the consistency of the proposed measure/ matter with the provisions of the Constitution, and in particular those relating to the Fundamental Rights.
39. If the legislation is decided upon or proposed by the Executive Member—in-charge of any Department, the Department concerned will, if the legislation involves expenditure from the Office Expenses of the concerned

Department of the Mara Autonomous District Council, prepare in consultation with the Mara Autonomous District Council Finance Department, a financial memorandum. The papers shall then be sent to the Law & Judicial Department under Mara Autonomous District Council, requesting it to draft the Bill accordingly.

40. The Law Department shall thereafter prepare a Draft Bill and return the case where necessary, to the Department concerned.
41. If the draft Bill is approved by the Executive Member-in-charge, it shall be brought before the Executive Committee with prior approval of the Chief Executive Member. The Executive Committee may approve the Bill with or without amendment.
42. If the Bill is approved with amendments it shall be sent to the Law & Judicial Department to finalize the Bill after incorporating the amendments.
43. The Law & Judicial Department shall then send the Bill to the department concerned indicating at the same time the sanctions, if any, required for the Bill. If any provisions in the Bill involving expenditure from the Office Expenses of the concerned Department of the Mara Autonomous District Council are modified in the finalized draft, the Department concerned shall send the finalized draft Bill to Finance Department for revising, if necessary along with the financial memorandum thereof.
44. The Bill thus finalized will be sent to the District Council Secretariat by the Department concerned for introduction in the Legislature with intimation to the Law & Judicial Department. The Law & Judicial Department will obtain the previous sanction of the Executive Committee.
45. Notwithstanding anything contained in Rule 39, measures/matters designed to amend and consolidate existing enactments and Legislation of a formal character, such as repealing and amending Bills may be initiated in the Law & Judicial Department of the Mara Autonomous District Council:

Provided that the Law and Judicial Department shall send a copy of the draft Bill to the Department which is concerned with the subject matter for consideration as

an administrative measure. The department to which it is sent shall forthwith make such enquiries as it thinks fit and shall send to Law and Judicial Department for its opinion thereon.

- 46.**
- (1) Whenever a private member of the District Council gives notice of his intention to move for leave to introduce a Bill, he shall give notice of his intention to the Secretary of the District Council Secretariat and shall together with the notice, submit a copy of the Bill and statements of objects and reasons.
  - (2) The Secretary of the District Council Secretariat shall then send a copy of the Bill and the statement of objects and reasons to the Executive Member concerned of the Mara Autonomous District Council for Parliamentary Affairs and the Law and Judicial Department.
  - (3) The Bill shall then be dealt with as a case by the Law & Judicial Department in the first instance, where it shall be considered in its technical aspect, such as need for previous sanction of the Governor and the competency of the District Council Legislature to enact over the subject or matter and then be forwarded with its opinion to the department to which the case belongs.
  - (4) The Department concerned shall then examine whether any provisions of such Bill involve expenditure from the Fund of the District Council and if so, they shall prepare in consultation with the Finance Department, the financial memorandum in respect of the Bill.
  - (5) The Department concerned shall then place the matter before the Executive Committee for necessary orders through the Executive Member concerned.
  - (6) The Law & Judicial Department shall thereafter take necessary steps as prescribed by the Law, Rules or Regulations in force in respect of the Mara Autonomous District Council Bill.
- 47.** The Provisions of these Rules shall apply, as far as may be, to Amendments of substance recommended by the Select Committee and also to all Amendments and

Enactments, notice of which is to be given by the Member of the District Council for being moved during the consideration of a Bill in the District Council Session.

48. (1) When a Bill has been passed by the District Council Legislature, the Secretary to the District Council shall then send the Bill to the Secretary, District Council Affairs, Government of Mizoram for assent of His Excellency Governor of Mizoram.
- (2) After obtaining the assent of the Governor, the Bill shall immediately be published by the Law & Judicial Department, Government of Mizoram in the Official Gazette as an Act of the Mara Autonomous District Council.
49. Wherever it is proposed in any Department other than the Law & Judicial Department:—
- (i) to issue a statutory rule, notification or order;
- (ii) to submit to the State Government, any statutory Rule, Notification or order for issue by them, the draft shall be referred to the Law Department, Mara Autonomous District Council for opinion and for revision where necessary.

**Rural  
Development  
Department.**

50. (1) The Rural Development Department shall implement all Rural Development Schemes whether sponsored by Central Government or otherwise under the guidance and supervision of the Chief Executive Member and the Executive Member concerned. The Executive Secretary shall seek guidance from the concerned Executive Member in this regard from time to time and shall be responsible to the District Council all respects as to the planning, evaluation, execution, due and rational expenditure of funds provided for the purpose.
- (2) The department shall be responsible for all schemes pertaining to replacement of jhooming system including conservation of forest wealth in regard to jhooming practice.

**Planning  
Department.**

51. (1) The Planning Department shall be responsible for working out a strategy of development which maximizes the national product through time, laying down the guideline for the Department regarding the drawing up of departmental programmes and schemes and working an economic, administrative and organizational appraisal of the Plans and Programmes of various Departments under Mara Autonomous District Council.
- (2) The Planning Department shall be consulted for advice by other Departments in matters relating to Plan formulations and the general principles relating to Planning:

Provided that it shall be opened to the Planning Department to prescribe by general or special order, cases in which such consultation with it may not be necessary.

**Supple-  
mentary.**

52. The Head of the Department concerned in each case is responsible for the proper transaction of business and the careful observance of these Rules and when he considers that there has been any material departure from them he shall personally bring the matter to the notice of the Executive Member-in-charge.
53. Notwithstanding anything contained herein, the Chief Executive Member may relax the Rules in the interest of public and smooth functioning of the affairs of the Mara Autonomous District Council.
54. The matters in regard to which the Rules are silent or adequate provision has not been made the Head in the department shall obtain appropriate directions from the Chief Executive Member through the Executive Member concerned.

**SCHEDULES****FIRST SCHEDULE**  
**(See Rule 3)****LIST OF DEPARTMENT**

1. Agriculture Department.
2. Animal Husbandry & Veterinary Department.
3. Art & Culture Department.
4. Co-operation Department.
5. Relief & Rehabilitation Department.
6. District Council Secretariat/Legislative Department.
7. Environment & Forests Department.
8. Finance & Account Department.
9. Fisheries Department.
10. Secretariat General Service/General Administration & Control Department.
11. Board of School Education Department.
12. Industries Department.
13. Information & Public Relation Department.
14. Land Revenue & Settlement Department.
15. Law & Judicial Department.
16. Local Administration Department.
17. Water Ways Department.
18. Education & Human Resources Department.
19. Taxation Department.
20. Planning & Programme Implementation Department.
21. Public Health Engineering Department.
22. Public Works Department.
23. Rural Development Department.
24. Social Welfare Department.
25. Soil & Water Conservation Department.
26. Sport & Youth Services Department.
27. Transport Department.
28. Sericulture Department.
29. Printing & Stationary Department.
30. Horticulture Department.

**SCHEDULES**

**SECOND SCHEDULE**  
**(See Rule 7)**

1. Proposals for creation of any category of post.
2. Proposal for appointment/promotion of any category of post.
3. Proposal for sanction of advance increment/additional remuneration to any employee.
4. Proposal for making or amending rules/regulation, the recruitment and condition of services of the Mara Autonomous District Council employees.
5. Annual Accounts.
6. Proposal for the making and amending any rules.
7. Any proposal involving any action for the dismissal, removal or suspension of any categories of employees.
8. Report of the Departmental Promotion Committee/ Selection Committee on its works and any action proposed to be taken thereto.
9. Proposal for imposition of a new tax or any change in the method of assessment or the pitch of any existing tax or land revenue of the Mara Autonomous District Council.
10. Proposal involving the alienation either temporary or permanent, or of scale, grant or lease of any movable or immovable or the abandonment or reduction of revenue.
11. Proposals involving any major policy or practice.
12. Proposals to vary or reserve a decision previously taken by the Executive Committee.
13. Cases required by the Chief Executive Member to be brought before the Executive Committee.
14. The Financial statements to be laid before the Council Session.