

DRAFT

LANDOUR CANTONMENT BOARD

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

The following regulations made by the Cantonment Board Landour in exercise of the powers conferred by section 47 and section 48 of the Cantonments Act, 2006 are published for general information, the same have approved by Central Government as required by sub section (2) of Section 48 namely :

CHAPTER 1.

BUSINESS REGULATIONS FOR MEETING OF CANTONMENT BOARD

(1) All meeting of the cantonment board will be held at the Cantonment Board Office, provided that the President for sufficient reasons to be recorded in writing may convene the meeting at any other place inside the Cantonment.

(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 date 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) A written notice of every meeting whether ordinary or special specifying the place, date and time fixed for it and signed by chief Executive Officer, shall be sent to all the members at least four clear days before the time fixed for the meeting except in case of special meeting convened in an emergency when 24 hours notice will be sufficient.

(5) A list of business to be transacted at a meeting hereinafter called the "Agenda" shall be sent to each member not less than 4 clear days before the meeting other than an emergent meeting when the Agenda shall be sent along with the notice sent under Regulation 4.

(6) The Agenda shall include every proposal that a member may desire to place before the meeting, provided that a copy of any such proposal signed by the member shall be sent to the Chief Executive Officer before 15th of each month.

(7) If any or all the members will taking the seat for the first time in the meeting, the proceedings shall commence only after such member of members have taken the Oath as prescribed in section 17 of the Cantonment Act 2006.

(8) The meeting shall ordinarily be open to public unless in any case the person presiding over the meeting, for reasons recorded in minutes, otherwise directs

(9) If it is found necessary to adjourn the meeting whether ordinary or special, the President shall announce at the same time of adjournment the place at, the date on and the time at which the adjourned meeting shall take place, no notice therefore being required except to such of the members as were absent from the adjourned meeting. For quorum, provisions of Section 41 of the Cantonments Act 2006 will apply.

(10) The proceedings of the meeting shall be concluded in English provided that a member who cannot express himself in English address the meeting in Hindi or with the consent of the President in any other language.

(11) The items of the agenda shall be dealt with in order in which they are placed in the agenda, provided that the president with the consent of the majority of the members present at the meeting may give priority to any item or items irrespective of how they are in the agenda.

(12) The President may allow any subject to be discussed in the meeting which is not included in the Agenda, unless the majority of the members present desire its consideration at a future date.

(13) The President shall maintain order in the meeting and decides points of order or procedure which may arise and his decision will be final.

(14) The President using powers conferred under sub-section (1)(e) of section 21 of the Cantonments Act, 2006 may direct any member whose conduct is in his opinion disorderly, untruly or derogatory to the prestige of the Board, to withdraw from the meeting upon which the member shall withdraw.

(15) Any members wishing to speak shall address the President. If more than one members express such wish, the President will name the member who is to speak first.

- (16) No members shall pass personal remarks on any other members.
- (17) Any member who is speaking shall not be interfered by any other members except the President, unless the interruption be on a point of order.
- (18) When any point of order is raised, the member shall cease speaking and resume it only when the President, has given a decision on the point of order.
- (19) Any number of amendments may be moved to the same motion of resolution and by any member. The amendments shall be put to vote in the same order to that in which they are moved.
- (20) After all the amendments have been disposed of the proposals or resolution shall be put to vote.
- (21) Any amendments may be withdrawn with the consent of the majority of the members present.
- (22) Any members may abstain himself from voting without assigning any reason. If any member wants to record his or her dissent then he will request president, who in turn will direct it to record it in resolution. If dissent is given in writing at the time of meeting then same will be included as it is along with resolution. However no dissent note will be accepted after conclusion of meeting.
- (23) The subject of the meeting shall be disposed of by the voting and when the voting for and against the proposition is equal, or when only one member apart from the President is present in the meeting, the decision of the President on it shall be final.
- (24) 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.
- (25) Outsiders are not permitted to address the meeting provided that on a special request, the President may allow the outsiders to address the meeting.
- (26) 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.

(27) No members shall, without the previous sanction of the Board use any information obtained by virtue of his privileges as a member of the Board, except in a business connected with the Board.

(28) Copies of the minutes of each meeting shall ordinarily be circulated to all the members within 10 days following the meeting. Copies of minutes will be made available on website of cantonment board. Public can obtain copies of minutes by paying requisite fees which will be decided by cantonment board.

CHAPTER 2.
BUSINESS REGULATIONS OF THE CIVIL AREA COMMITTEE AND ITS POWER AND DUTIES.

(29) A committee called the Civil Area Committee consisting of all elected members of the Board, the Health Officer and the Junior 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.

(30) 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.

(31) 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.

- (32) (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.

(33) 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.

(34) 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.

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

(36) 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.

(37) 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.

(38) 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.

(39) No member shall vote on any matter in which he has any interest.

(40) 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.

(41). 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.

(42) 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.

(43) 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.

(44) 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.

(45) 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.

(46) 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.

(47) 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.

(48) Generally the ordinary meeting of the finance committee shall be held in each month.

(49) 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.

(50) 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.

(51) 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.

(52) No member shall vote on any matter in which he has any interest.

(53) 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.

(54) 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.

(55) 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.

(56) 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.

(57) 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.

(58) 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.

(59) 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.

(60) 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.

(61) Generally the ordinary meeting of the Health & Environment committee shall be held quarterly.

(62) 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.

(63) 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.

(64) 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.

(65) No member shall vote on any matter in which he has any interest.

(66) 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.

(67) 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.

(68) 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.

(69) 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.

(70) 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.

(71) 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 Centers / 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.

(72) 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.

(73) 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.

(74) Generally the ordinary meeting of the Education committee shall be held quarterly.

(75) 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.

(76) 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.

(77) 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.

(78) No member shall vote on any matter in which he has any interest.

(79) 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.

(80) 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.

(81) 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.

(82) 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.

(83) 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.

(84) 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.

(85) 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.

(86) 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.

(87) No member shall vote on any matter in which he has any interest.

(88) 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.

(89) 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

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

(91) Any interpretation of regulations 1 to 90, which is contrary to provisions of the Cantonments Act 2006 will be invalid.