

## NOTIFICATION

No. C.31025/1/91-DCA/L, the 6<sup>th</sup> March, 2014. In pursuance of paragraph 11 of the Sixth Schedule to the Constitution of India, the following Rules passed by the Lai Autonomous District Council and approved by His Excellency the Governor of Mizoram on 21.2.2014 is hereby published for general information, namely :-

“THE LAI AUTONOMOUS DISTRICT CCOUNCIL (ALLOCATION OF BUSINESS)  
RULES, 2013”.

**P.Singthanga,**  
Secretary to the Govt. of Mizoram,  
District Council Affairs Department.

THE LAI AUTONOMOUS DISTRICT COUNCIL  
*(Allocation of Business) Rules, 2013)*

To provide for the allocation of business among the different Departments of Lai Autonomous District Council and for smooth function of the Lai Autonomous District Council.

Whereas it is expedient for the allocation of business to the different Departments of Lai Autonomous District Council.

1. Short title, extent And Commencement :
  - (1) These rules may be called the Lai Autonomous District Council (Allocation of Business) Rules, 2013.
  - (2) It shall come into force at once.
2. Definitions :

In these rules, unless the context otherwise requires :-

  - (a) "Chief Executive Member" means the Chief Executive member of the Lai Autonomous District Council.
  - (b) "Executive Committee" means the Executive Committee of the Lai Autonomous District Council.
  - (c) "Executive Secretary" means the Executive Secretary of the Lai Autonomous District Council.
  - (d) "Head of Department" means a Head in a Department and includes the Executive Secretary and the Legislative Secretary.
  - (e) "LADC" means Lai Autonomous District Council
  - (f) "Schedule" means the Schedule appended to these Rules.
3. The entire business in the Lai autonomous District Council shall be transacted in the Department of the Lai autonomous District Council as specified in the schedule and shall be classified and distributed between the departments as laid down therein.

Provided that the Executive Committee may from time to time make such additions to or modification in the list of business allotted to a Department as the Executive Committee thinks fit.

4. The Chief Executive Member shall allocate to the Executive Members so much of the business of the Lai Autonomous District Council if required to aid and advise him in exercise of his function and for that purpose assign one or more Departments to the charge of the Executive Member.

Provided that nothing in this rule shall prevent the assignment of one Department to the charge of more than one Executive Member.

5. There shall be a senior / Selection Grade Officer for each Department who shall be an Official head of that Department.

Provided that more than one Department may be placed in charge of the same Officer and the work of a Department may be divided in between two or more Officers.

## **THE SCHEDULES**

### **1. FINANCE & ACCOUNT DEPARTMENT**

1. Financial Powers and delegation thereof.
2. Rules relating to pay, allowances and traveling allowances.
3. Implementation of Pay Committee recommendation.
4. Rules relating to advance.
5. Embezzlement and other financial irregularities.
6. General advice on financial aspects of Service Rules etc.
7. Rules relating to Grant-in-aid
8. Interpretation of Fundamental Rules, Supplementary Rules and Civil Service, Service regulation having financial implication.
9. All Budgetary matters including control of expenditure.
10. Audit.
11. Rules and procedure regarding GPF / CPF / EPF.
12. Insurance schemes of Lai Autonomous District Council employees / Salary Saving Schemes (PRSS)
13. Discretionary grants rules and procedures.
14. Loan & Advances (House Building Advance)

### **2. GENERAL ADMINISTRATION AND CONTROL DEPARTMENT**

1. General / Office Administration.
2. Creation of Sub-Headquarters.
3. Rest Houses
4. Census / Holiday
5. Ceremonial functions including celebration of Republic Day and Independence Day.
6. Posts / Telegraph / Bank.

7. Allotment of residential accommodation.
8. Civil Supplies.
9. Electricity / Water
10. Annual / Administration Report.
11. Protocol
12. Allotment of subject to the Department, creation, re-organization and amalgamation of Department.
13. Lai Autonomous District Council (Transaction of Business)
14. Visit of VVIPs / VIPs.
15. Matters relating to Sixth Schedule to the Constitution of India
16. Miscellaneous matters.
17. Correspondences with Central / State Govt. Election.
18. Election.
19. Executive Committee meeting.
20. Training.
21. All matters relating to recruitment / appointment / promotion / transfer & posting / Leave / Suspension / disciplinary action / reinstatement of all categories employees under Lai Autonomous District Council.
22. Rules & Procedures regarding fixation of seniority/promotion and all matters relating thereto.
23. Creation / Classification of Posts / Service Rules.
24. Condonation of education deficiency for Lai Autonomous District Council Service.
25. All service matters relating to all categories of employees except teaching staff.
26. Maintenance of personal / service books / incumbency register of all categories of employees except teaching staff.
27. Deputation
28. Matter relating to service association.
29. Authorization of pension, DCRG, Commutation etc.
30. All pensionary matters.
31. Maintenance and control of Pension Fund Accounts.
32. Rules relating to pensionary matters.
33. Law & Order.
34. Employment Return / statistic of employees.
35. Security arrangement.
36. All other matters not specifically allotted to any Department.

### **3. INFORMATION AND PUBLIC RELATION DEPARTMENT**

1. Newspaper and periodicals
2. Publication and Publicity.
3. Advertisements.
4. Public relation and mass communications.

5. Co-ordination with AIR & Doordarshan.
6. Preparation of Calendar / Choice of the people.

4. **PLANNING AND DEVELOPMENT DEPARTMENT**

1. Preparation of Annual / Five year plan.
2. Man – Power Planning.
3. Implementation of Plan Schemes and evaluation thereof.
4. Planning Advisory Board and other development committees.
5. Plan Publicity.
6. Plan Formulation.
7. 20-point program.
8. Evaluation and monitoring.
9. Preparation of Detailed Project Reports (DPRs)

5. **AGRICULTURE & HORTICULTURE DEPARTMENT**

1. Agriculture Link road
2. Distribution of Planting materials / certified seeds
3. Procurement of Machineries.
4. Implements and Tools
5. Water pumping Machineries
6. Land Development by manuals
7. Minor irrigation / Construction of field channels
8. Jhum / Contour.

6. **FISHERIES DEPARTMENT**

1. Grants-in-aid to individual Fish Farmers for fish pond development.
2. Procurement and distribution of fish-seeds / fish foods.

7. **PUBLIC HEALTH ENGINEERING DEPARTMENT**

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

8. **INDUSTRY DEPARTMENT**

1. Handloom and Handi-craft.
2. Grants-in-aid to individual for supply of tools and implements
3. Promotion of public / private / self-help group Co.Ltd
4. Promotion of small / Micro industries
5. Preparation of Industrial Estates
6. Promotion of Ware-housing

**9. SERICULTURE DEPARTMENT**

1. Grant-in-aid to Private Rearers under promotion Schemes
2. Marketing / Selling of cocoon to State Government / Central Government
3. Creation of silk Industry Board

**10. ANIMAL HUSBANDRY & VETY DEPARTMENT**

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

**11. ART & CULTURE DEPARTMENT**

1. Grants-in-aid for promotion of Art & Culture
2. District Library
3. District Museum
4. Assistance for Publication
5. Preservation of culture & tradition / ancient monuments.

**12. SOCIAL WELFARE DEPARTMENT**

1. Old Age Pension (Plan & Non-Plan)
2. Assistance to voluntary organization
3. Pre-Schools
4. Welfare of Handicaps
5. Welfare of the Poor & Destitute
6. Promotion of Disabled / Accidentally disabled persons

**13. SOIL CONSERVATION DEPARTMENT**

1. Implementation of Terracing
2. Plantation subsidiary Schemes
3. Village grassing ground
4. Promotion of Cattle-pounds and grazing grounds
5. Prevention of soil erosion

**14. LOCAL ADMINISTRATION DEPARTMENT**

1. Urban Development.
2. All minor works such as :-

- (a) Construction of steps / Culvert / Retaining Walls
- (b) All matters relating to Village Councils
- (c) Town Administration
- (d) Improvement & Development of Town / Markets
- (e) Establishment of new village
- (f) Sanitation
- (g) Town Planning
- (h) Naming of Streets in Towns
- (i) Financial Assistance to low-income group

**15. ENVIRONMENT & FOREST DEPARTMENT**

- 1. Forest Acts & Rules thereof
- 2. Forest reserve & reclamation
- 3. Plantation Schemes
- 4. Protection of wild-life
- 5. Stone Quarry in Forest Areas
- 6. Conservation of Forest
- 7. Control & prevention of fire
- 8. Soil Conservation for afforestation
- 9. Promotion of tissue culture

**16. ROAD & TRANSPORT DEPARTMENT**

- 1. Maintenance of Lai Autonomous District Council Vehicles
- 2. Allotment of Lai Autonomous District Council vehicles / and two wheelers
- 3. Motor Vehicle Taxation
- 4. Collection of Parking Fees

**17. SPORT & YOUTH SERVICE DEPARTMENT**

- 1. Promotion of Games and Sports
- 2. Purchase & distribution of Sporting materials
- 3. Promotion of Incentive Cash Awards

**18. CO-OPERATION DEPARTMENT**

- 1. Registration of Co-operation Societies
- 2. Financial assistance to Co-operative Societies
- 3. Share Certificate and Equity participation etc

**19. PUBLIC WORKS DEPARTMENT**

1. Inter-village approach road to link up with the Public Works Department roads.
2. Construction and maintenance of Roads / Bridges and Buildings
3. Procurement of explosive and optical fibred cords.
4. Procurement of P & T.
5. Procurement of bitumen.

**20. EDUCATION DEPARTMENT**

1. Primary Education.
2. Adult Education.
3. Middle Schools.
4. Matters relating to education at Primary & Middle School Teachers.
5. Appointment / Posting / Transfer of Primary & Middle School Teachers.
6. Training of Teachers / distribution of text books.
7. Construction of School building / stipend / distribution of furniture to school / SSA.
8. Publication of Text Books / Calendar etc.
9. Promotion of Research Work.

**21. RURAL DEVELOPMENT DEPARTMENT**

1. Rural Communication.
2. Construction of Community Hall.
3. Rural Housing.

**22. WATER WAYS DEPARTMENT**

1. Inland Water – Ways.
2. Ferry Ghat.
3. Tax on speed Boats / Boats.

**23. RELIEF & REHABILITATION DEPARTMENT**

1. Natural calamities / Drought & Food relief.
2. Gratuitous Relief.
3. Imparting training to mass people on Disaster Management.
4. Conducting of Awareness Campaign on Disaster Management.
5. Purchase and Distribution of tools / medicines etc. to prevent natural calamity.

**24. LAND REVENUE & SETTLEMENT DEPARTMENT**

1. Land Revenue
2. Land Settlement for periodic patta
3. Land Records for sketch – maps
4. Compensation on account of damage of crops / private properties
5. Trade License / video / cable license.
6. Preservation of Minor – mineral products.

**25. TAXATION DEPARTMENT**

1. Professional Tax
2. Entry of Vehicles
3. Taxes on lands / buildings / entry of goods into markets.

**26. LAW & JUDICIAL DEPARTMENT**

1. Administration of Justice Rules.
2. Lai Customary Law.
3. Matters relating to inheritance of property under (Inheritance) Act.
4. Advice on legal matters
5. Contract deeds and Arbitration case.
6. General supervision of subordinate and Village Council Court.
7. Upgradation of District Council Court.

**27. DISTRICT SCHOOL EDUCATION BOARD**

1. To prescribe course of instruction including teaching works and the like where necessary for Pre-Primary, Primary, Middle Schools and Adult Education.
2. To conduct and supervise the examinations based on such course as prescribed.
3. To demand and receive such fees and fines.
4. To institute and award scholarship prizes and the like
5. To prescribe, prepare and select text books and supplementary books or cause to prepare or publish and select Text Books for any or all of its prescribed courses for its various examinations.
6. To lay down conditions for recognition of Schools, Pre-Primary candidates for various school courses or such other courses.
7. To recognize Pre-Primary, Primary, Middle Schools in Lai Autonomous District Council and withdrew such recognition on grounds considered reasonable.
8. To take disciplinary action against institutions, the teachers and the employees which it thinks fit.

9. To prescribe necessary qualifications of teachers in recognized schools.
10. To receive grants from District Council & Government & donations from Private individuals and other non-Government bodies or Central Government for some specific purpose and to administer it.
11. To prescribe and administer school syllabus curriculums, school calendar and school time tables.
12. To receive purchase and hold any movable property which may become essential for it and to dispose off.

#### STATEMENT OF OBJECTS AND REASONS

It is necessary to provide for the allocation of business among the different departments under Lai Autonomous District Council for smooth functioning of the Lai Autonomous District Council except the Legislative Department which has to function by its separate rules.

Hence, the Bills

U. Zathang,  
Executive Member,  
i/c Law & Judicial etc.  
Lai Autonomous District Council,  
Lawngtlai.

#### CERTIFICATE OF AUTHENTICATION

Certified that the Bill was passed by the Lai Autonomous District Council in its Budget Session on Thirtieth March Two Thousand Ten.

And in authentication thereof, I put my signature on this 30<sup>th</sup> day of October Two Thousand Thirteen Anno Domini.

F. Rohnuna,  
Chairman,  
Lai Autonomous District Council,  
Lawngtlai, Mizoram.