

Act & Rules

**THE TRIPURA TRIBAL AREAS
AUTONOMOUS DISTRICT COUNCIL
Administration Rules, 1988**

(As passed by the District Council)

THE TRIPURA TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL

ADMINISTRATION RULES 1988.

In exercise of the powers conferred by sub-paragraph 7(b) of Paragraph 2 of the Sixth Schedule to the Constitution of India, the Tripura Tribal Areas Autonomous District Council, with the approval of the Governor of Tripura, makes the following Rules, namely:-

1. These Rules may be called the Tripura Tribal Areas Autonomous District Council Administration Rules – 1988.
- 2 (I). In these Rules unless the context otherwise requires:-
 - (a) "Constitution" means the Constitution of India.
 - (b) "Committee" means the Executive Committee of the Tripura Tribal Areas Autonomous District Council constituted under Rules-157 of the Tripura Tribal Areas Autonomous District Council (Constitution, Election and Conduct of Business) Rules-1985.
 - (c) "Case" including the papers under consideration and all other papers and notes connected therewith.
 - (d) "District Council" means the Tripura Tribal Areas Autonomous District Council constituted for the Tripura Tribal Areas Autonomous District in accordance with the provisions of Paragraph-2 of the Sixth Schedule to the Constitution.
 - (e) "Chief Executive Officer" means the Chief Executive Officer to the Tripura Tribal Areas Autonomous District Council and includes Deputy Chief Executive Officer.
 - (f) "Government" means the Government of Tripura.
 - (g) "Schedule" means the Schedule means the schedule appended to these rules.
- (2) Except where the context otherwise requires, the Tripura General Clauses Act, 1966 shall apply for the interpretation of these rules as it applies for the interpretation of a Central Act or of the legislature of the State of Tripura, as the case may be.

PART-1

ALLOCATION AND DISPOSAL OF BUSINESS

3. The business of the District Council shall be transacted in the Department / Wing specified in the First Schedule and shall be classified and distributed between those Departments / Wings as laid down therein.
4. The Chief Executive Member of the District Council shall allot among the Executive Members, the business of the District Council by assigning one or more Departments / Wings to the Charge of an Executive Member:

Provided that nothing in this Rule shall prevent assigning of one Department / Wing to the charge of more than one Executive Member.
5. Each Department / Wing of the District Council shall consist of the Principal Officer to the District Council, who shall be the Official Head of that Department / Wing and of such other officers and servants subordinate to him as the District Council may determine.

Provided that –

- (a) more than one Department / Wing may be placed in charge of the same Principal Officer;
- (b) the work of a Department / Wing may be divided between two or more Principal Officers.

6. The Committee shall be collectively responsible for all Executive Orders issued in the names of the District Council in accordance with these Rules, whether such orders are authorized by an individual Executive Member, on a matter appertaining to his portfolio or as a result of discussion at a meeting of the Executive Committee, or howsoever otherwise.

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 Committee in accordance with the provisions of the Rules contained in **Part-II**;

Provided that no case in regard to which the Finance Department / Wing is required to be consulted under Rule-9 shall, save in exceptional circumstances under the direction of the Chief Executive Member, be discussed by Committee unless the Executive Member (Finance) has had opportunity for its consideration.

8. Without prejudice to the provisions of Rule-6, the Executive Member in-charge of a Department / Wing shall be primarily responsible for the disposal of the business appertaining to that Department / Wing.

9 (1). No Department / Wing shall without previous consultation with the Finance Department / Wing authorize any orders other than orders pursuant to any general delegation made by the Finance Department / Wing which –

(a) either immediately or by repercussion, will effect the Finance of the District Council, or which, in particular:-

(i) involve any grant of land or assignment of revenue or concession, grant lease or licence of minerals or forest rights or a right to water power or any easement or privilege in respect of such concession; or

(ii) in any way involved any relinquishment of revenue;

(b) relate to the number or grading or cadre of posts, or the emoluments of other conditions of service or posts.

(2) No proposals which requires the previous consultation of the Finance Department / Wing under this Rule, but in which the Finance Department / Wing has not concurred, may be proceeded with unless a decision to that effect has been taken by the Committee.

(3) No re-appropriation shall be made by any Department / Wing other than the Finance Department / Wing except in accordance with such general delegation as the Finance Department / Wing may have made.

(4) Every order of a Department / Wing conveying a sanction to be enforced in audit shall be communicated to the Audit Authorities by the Sanctioning Authority direct :

Provided that where the sanction is in respect of a matter which is not covered by powers delegated to the Department / Wing under Rules approved by the Finance Department / Wing the number and date of the communication conveying the concurrence of the Finance Department / Wing shall be communicated in the sanction and a copy of the sanction shall be endorsed to the Finance Department / Wing.

- (5) Nothing in this Rule shall be construed as authorizing any Department / Wing including the Finance Department / Wing to make re-appropriation from one grant specified in the budget to another such grant.
10. All orders or instruments made or executed by or on behalf of the District Council shall be expressed to be made or executed in the name of District Council.
11. Every order or instruments of the District Council shall be signed either by the Chief Executive Officer, Deputy Chief Executive Officer, Principal Officer or such other officer as may be specifically empowered in that behalf and such signature shall be deemed to be proper authentication or such order or instrument.

PART- II

PROCEDURE OF THE COMMITTEE

12. The Chief Executive Officer or such other Officer as the Chief Executive Member may appoint, shall be the Executive Officer of the Committee.
13. All case referred to in the Second Schedule shall be submitted to the Chief Executive Member after consideration by the Executive Member in-charge, with a view to obtaining his orders for circulation of the case under Rule-14 or for bringing it up for consideration at a meeting of the Committee.
- 14(1). The Chief Executive Member may direct that any case referred to in the Second Schedule may, instead of being brought up for discussion at the meeting of the Committee, be circulated to the Executive Members for opinion, and if all the Executive Members are unanimous and the Chief Executive Member thinks that a discussion at a meeting of the Committee is un-necessary, the case shall be decided without such discussion. If the Executive Members are not unanimous or if, Chief Executive Member thinks that a discussion at a meeting of the Committee is un-necessary, the case shall be decided without such discussion. If the Executive Members are not unanimous or if, the Chief Executive Member thinks that a discussion at a meeting is necessary, the case shall be discussed at a meeting of the Committee.
- (2) If it is decided to circulate any case to the Executive Members, copies of all papers relating to such cases, which are circulated among the Executive Members shall simultaneously be sent to the Chief Executive Member.
- 15 (1). In case which are circulated for opinion, under Rule-14, the Chief Executive Member may direct, if the matter be urgent, that, if any Executive Member fails to communicate his opinion to the Chief Executive Officer of the District Council by a date to be specified by him in the Memorandum for circulation, it shall be assumed that he has accepted the recommendation contained therein.

- (2) If the Executive Member have accepted the recommendation contained in the memorandum for circulation or the date by which they were required to communicate has expired, the Chief Executive Member. If the Chief Executive Officer of the District Council shall submit the case to the Chief Executive Member. If the Chief Executive Member accepts the recommendation and if he has no observation to make, he shall return the case to the Chief Executive Officer of the Council who will thereafter take steps to issue the necessary orders.
16. When it has been decided to bring the case before the Committee, the Department / Wing to which the case belongs shall, unless the Chief Executive Member otherwise directs prepare a memorandum indicating with sufficient precision, the salient facts of the case and the points for decision. Such memorandum and such other papers as are necessary to enable the case to be disposed of shall be circulated to the Executive Members. Copies of the memorandum and other papers shall at the same time be sent to the Chief Executive Member.
17. In case which concerns more Executive Members than one, the Executive Members shall attempt by previous discussion to arrive at an agreement. If the agreement is reached, the memorandum referred to in Rule-15 or 16 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.
- 18 (1). The Committee shall meet at such place and time as the Chief Executive Member may direct;
- (2) After the agenda paper showing the cases to be discussed at a meeting of the Committee has been approved by the Chief Executive Member, copies thereof, together with copies of such memorandum as have not been circulated under Rule-16 shall be sent by the Chief Executive Officer of the District Council to the Chief Executive Member and other Executive Members so as to reach them two clear days before the date of such meeting. The Chief Executive Member may in the case of emergency, curtail the said period of two days. Copies of the agenda and the memorandum shall at the same time be sent to the Chief Executive Member.
- (3) Except with the permission of the Chief Executive Member, no case will be placed on the agenda of meeting, unless papers relating thereto have been circulated as required under Rule-16.
- (4) If any Executive Member is no tour the agenda papers shall be forwarded to the Principal Officer of the Department / Wing concerned who, if he considers that the discussion of any case should wait the return of the Executive Member, may request the Chief Executive Officer to take the orders of the Chief Executive Member for postponement of the discussion of the case until the return of the Executive Member.
- (5) The Chief Executive Member or, in his absence, any other Executive Member nominated by him shall preside the meeting of the Committee.
- (6) The Principal Officer or in his absence any other Officer authorized by him of the Department / Wing concerned with the case shall attend the meeting unless his presence is excused by the Chief Executive Member.

- (7) The Chief Executive Officer of the District Council shall attend all the meeting of the Committee and shall prepare a record of the decisions. He shall forward a copy of such record to each of the Executive Members including the Chief Executive Member.

19 (1). When a case has been decided by the 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 Executive Member concerned and further action on it will be taken according to any direction of Chief Executive Member. The Principal Officer of the Department / Wing concerned will in each such case cause to be supplied to the Chief Executive Officer of the District Council, such documents as the latter may require enabling him to maintain his records of the case.

- (2) The decision of the Committee relating to each case shall be separately recorded and after approval by the Chief Executive Member or any other Executive Member presiding, shall be placed with the records of the case.

PART - III
DEPARTMENTAL DISPOSAL OF BUSINESS
A-GENERAL

20. Except as otherwise provided by any other rules, cases shall ordinarily be disposed of by or under the authority of the Executive Member in-charge who may by means of standing orders given such directions as he thinks fit for the disposal of cases in the Department / Wing. Copies of such standing orders shall be sent to the Chief Executive Member.

21. Each Executive Member shall by means of standing orders arrange with the Principal Officer of the Department / Wing what matters or classes of matters are to be brought to his personal notice. Copies of such standing orders shall be sent to the Chief Executive Member.

22. Except as otherwise provided herein cases shall be submitted by the Principal Officer in the Department / Wing to which the case belongs to the Executive Member in charge.

23. Every Monday the Principal Officer shall submit to the Executive Member in-charge a statement showing particulars of cases disposed of in the Department / Wing by the Executive Member and the Principal Officer respectively during the preceding week. A copy of the said statement shall be simultaneously submitted to the Chief Executive Member.

24. When the subject of a case concerns more than one Department / Wing no order shall be issued nor shall the case be laid before the Committee until it has been considered by all the Department / Wings concerned unless the case is one of extreme urgency.

25. If the Department / Wing concerned are not in agreement regarding the case dealt with under Rule-15, the Executive Member in-charge of the Department / Wing may, if he wished to proceed with the case direct that the case be submitted to the Chief Executive Member for orders for laying the case before the Committee.

- 26(1) A Principal Officer may ask to see the papers in any Department / Wing other than the Finance Department / Wing, if such papers are required for the disposal of a case in his Department / Wing.
- (2) Such request shall be dealt with under the general or special orders of the Executive Member in-charge.
- (3) An Executive Member may send for any paper from any Department / Wing for his information provided that, if he is of the opinion that any further action should be taken on them he shall communicate his views to the Executive Member in-charge of the Department / Wing concerned and, in case of disagreement may submit the case to the Chief Executive Member with a request that the matter be laid before the Committee. No further notes shall be recorded in the case before the papers are so laid before the Committee.

Provided that if the paper is of a secret nature it shall be sent to the Executive Member in-charge only under of the orders of the Executive Member in-charge of the Department / Wing to which it belongs:-

Provided further that no paper under disposal shall be sent to any Executive Member until it has been seen by the Executive Member in-charge of the Department / Wing to which it belongs.

- (4) (a) The Chief Executive Officer may on the orders of the Chief Executive Member or of any Executive Member or of his own motion ask to see papers relating to any case in any Department / Wing and any such request by him shall be complied with by the Principal Officer concerned.
- (b) The Chief Executive Officer may after examination of the case submit it for the orders of the Executive Member in-charge or of the Chief Executive Member through the Executive Member in-charge.

27. If a question arises as to the Department / Wing to which a case properly belongs, the matter shall be referred for the decision of the Chief Executive Officer who will, if necessary, obtain the orders of the Chief Executive Member.
28. All communication received from the State Government (including those from the Chief Minister and other Ministers of Tripura) other than those of routine or unimportant character, shall as soon as possible after the receipt submitted by the Principal Officer to the Executive Member in-charge and to the Chief Executive Member for information.
29. Any matter likely to bring the District Council into controversy with the State Government shall as soon as the possibility of such a controversy is seen, be brought to the notice of the Chief Executive Member and Executive Member in-charge.
30. The following classes of cases shall be submitted to the Chief Executive Member before the issue of orders:-
- (i) The cases raising question of policy and cases of administrative importance not already covered by the Second Schedule;
 - (ii) Cases which effect or are likely to effect the interests of the Schedule Tribes, Schedule Caste and back ward classes;
 - (iii) Cases which effect the relation of the District Council with the State Government

- (iv) Constitution of Committee under the provisions of Tripura Tribal Areas Autonomous District Council (Constitution, Election and Conduct of Business) Rule-1985;
 - (v) Proposals for a major and minor penalty to the Gazetted Officer;
 - (vi) Proposal for major and minor penalty to Non-Gazetted Officer or staff;
 - (vii) Proposal for appointment and posting of any Gazetted and Non-Gezatted Officer of the District Council;
 - (viii) Any proposal for the institution of a prosecution by the District Council against the advice tendered by the Law Department / Wing;
 - (ix) Proposed Rules affecting the Pay, Allowances or Pensions payable to or in respect of Officer and staff to the Council appointed by the Chief Executive Officer or any Principal Officer;
 - (x) Any departure from the Rules which comes to the notice of the Chief Executive Officer or the Principal Officer of any Department / Wing;
 - (xi) Any communication from the Election Department of the State Government, especially with reference to its requirements as to staff and action proposed to be taken thereon;
 - (xii) Cases pertaining to appeals against the orders of the Appointing Authority issued under the provisions of Central Civil Services (Classification, Control and Appeal) Rules as adopted by A.D.C. where the District Council is the relation to the Deptt / Wing concerned.
31. Where in any case the Chief Executive Member considers that any further action should be taken or that action should be taken otherwise than in accordance with the order passed by the Executive Member in-charge, the Chief Executive Member may require the case to be laid before the Committee for consideration whereupon the case shall be so laid;

Provided that the notes, minutes or comments of the Chief Executive Member in any such case shall not be brought on the District Council office record unless the Chief Executive Member so directs.

32. The Chief Executive Member shall cause to be furnished to the Government such information relating to the administration of the affairs of the District Council and proposals for legislation as the Government may call for.

B. FINANCE DEPARTMENT

33. The finance Department / Wing shall be constituted before the issue of orders upon proposals which effect the Finance of the District Council and in particular-
- (a) Proposals to add any post or abolish any post from the service of the District Council or to vary the emoluments of any post.
 - (b) Proposals to sanction an allowance or special or personal pay for any post or class of posts or to any employee of the District Council.
 - (c) Proposal involving abandonment of revenue or involving any expenditure for which no provisions has been made in the budget of the District Council.

34. The views of the Finance Department / Wing shall be brought to the permanent record of the Department / Wing to which the case belongs and shall form part of the case.
35. The Finance Department / Wing may by general or special order prescribe cases in which its approval may be presumed to have been given.
36. (1) The Executive Member, Finance may call for any paper in a case in which any of the matters referred to in Rule-9 or Rule-33 is involved and the Department / Wing to whom the request is addressed shall supply the papers.
- (2) On receipt of papers called for under sub-rule (1) the Executive Member, Finance may request that the papers with his note on them shall be submitted to the Committee.
- (3) The Finance Department / Wing may make Rules to govern financial procedure in general in all Departments / Wings and the dealings of other Department / Wing with the Finance Department / Wing.

C. LAW DEPARTMENT / WING.

37. Except as hereinafter provided the Law Department / Wing is not, in respect of legislation, an originating and initiating Department / Wing and its proper function is to put into technical shape the project of legislation of which the policy has been approved; and every proposal to initiate legislation shall be considered in, and if necessary transferred to, the Department / Wing to which the said matter of the legislation related and the necessity for legislation and all matters of substance to be embodied in the bill be discussed and subject to Rule-7, settled in such Department / Wing.
38. Proposals to initiate legislation shall be treated as a case and shall be disposed of accordingly:-
- Provided that the case shall not be submitted to the Chief Executive Member until the Department / Wing concerned has consulted the Law Department / Wing as to:-
- (1) The need for proposed legislation from a legal point of view;
 - (2) The competence of the District Council to enact the measure proposed;
 - (3) The requirements of the Constitution and other laws as to obtaining the previous sanction or approval of the Governor thereof.
39. If the legislation is decided upon by the Executive Member in-charge, the Department / Wing will, if the legislation involves expenditure from the District Fund, prepare in consultation with the Finance Department / Wing a Financial Memorandum. The papers shall then be sent to the Law Department / Wing requesting it to draft the bill accordingly.
40. The Law Department / Wing shall thereafter prepare a draft bill and return the case to the Department / Wing concerned.
41. The Administrative Department / Wing will obtain opinion of such officer and bodies as it seems necessary on the draft bill and submit the opinion received with a copy of tentative draft bill to the Executive Member in-charge.

42. If the tentative draft bill is approved by the Executive Member in-charge, it shall be circulated to the other Executive Members and unless the Chief Executive Member directs otherwise the tentative draft shall be brought before the meeting of the Committee.
43. If it is decided to proceed with the bill with or without amendment the originating Department / Wing shall send the case to the Law Department / Wing requesting it to prepare a final draft of the bill and the Law Department / Wing shall then finalize the draft bill.
44. After finalization of the draft bill the Law Department / Wing shall obtain the instruction or approval of the Governor if necessary for introduction of the bill in the meeting of the District Council.
45. Notwithstanding anything contained in Rule-36, measures designed solely to qualify and consolidate existing enactments and legislation of a formal character such as repealing and amendment bills may be initiated in the Law Department / Wing.

Provided that the Law Department / Wing shall send copy of the draft bill to the Department / Wing which is concerned with the subject matter for consideration as an administrative measure and the Department / Wing to which it is sent shall forthwith make such enquiries as it thinks fit and shall send to the Law Department / Wing, its opinion thereon together with a copy of every communication received by them on the subject.

46. (1) When a bill has been passed by the District Council, it would be examined in the Department / Wing concerned and the Law Department / Wing and shall be forwarded to the Governor with:-
- (a) a report of the Principal Officer of the Department / Wing concerned as to the reasons, if any, why the Governor's assent or approval should not be given;
 - (b) a report of the Principal Officer (Law) as to the reasons, if any, why the Governor approval should not be given.

(2) After obtaining the assent or approval of the Governor the Law Department / Wing shall take steps for the publication of the bill in the Tripura Gazette as an Act of the District Council.

47. Whatever it is proposed in any Department / Wing other than the Law Department / Wing:-
- (i) to issue any statutory rule, notification or order; or
 - (ii) to sanction under a statutory power the issue of any rule, bye-law, notification or order by a subordinate authority or
 - (iii) to submit to the State Government any draft, statutory rule, notification or order for issue.

The draft shall be referred to the Law Department / Wing for opinion and for revision where necessary.

48. (1) All administrative Department / Wing shall consult the Law Department / Wing on -
- (a) the construction of statutes, acts, regulation and statutory rules, order and notifications;

- (b) any general legal principals arising out of any case; and
 - (c) the institution or withdrawal of any prosecution at the instance of any administrative Department / Wing.
- (2) Every such reference shall be accompanied by an accurate statement of facts of the case and the point or points on which the advice of the Law Department / Wing is desired.

PART-IV

SUPPLEMENTARY

- 49. The Principal Officer of the Department / Wing concerned in each case shall be 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 and the Chief Executive Officer.
- 50. These rules may to such extent as may be necessary supplemented by the instructions to the issued by the District Council on the advice of the Chief Executive Member.

FIRST SCHEDULE**(Allocation of business among Departments / Wings)****(See Rule-4)**

Sl No	Department / Wing
1.	Agriculture and allied Services.
2.	Animal Husbandry.
3.	Co-operation.
4.	Education (Including Social Education).
5.	Finance (Including Local Audit).
6.	Fisheries.
7.	General Administration.
8.	Forest (Including Horticulture).
9.	Health & Family Welfare.
10.	Information, Culture Affairs, Youth Programme, Sports, Science & Technology.
11.	Industries.
12.	Law.
13.	Public Works (Including Rural, Water Supply).
14.	Land and Revenue.
15.	Tribal Welfare.
16.	Local Self Body.
17.	Appointment and Services.
18.	Council Affairs.
19.	Rural Development.

LIST SHOWING THE DEPARTMENT / WING-WISE CLARIFICATION AND

DISTRIBUTION OF BUSINESS

AGRICULTURE DEPARTMENT / WING

(A) AGRICULTURE.

- (1) Administrative of Agricultural Acts.
- (2) Agricultural Production and Extension.
- (3) Agriculture bases Settlement Project.
- (4) Plant Protection of Crops.
- (5) Soil Testing, Soil Survey and Land use and Soil Conservation and Agricultural Land.
- (6) Grow more Food Campaign.
- (7) Intensive Agricultural Projects.
- (8) Reclamation of wasteland for Agriculture.
- (9) Minor irrigation.
- (10) Protection against pest and prevention of plant diseases.
- (11) Annual and Seasonal Crop reports.
- (12) Collection of market prices.
- (13) Establishment, budget and accounts matters.

(B) HORTICULTURE AND SOIL CONSERVATION WING.

- (1) Soil Conservation and Extension.
- (2) Horticultural development and extension.
- (3) Plant Protection of Horticultural Crops.
- (4) Progeny Orchards and Nurseries including their registration and supervision.
- (5) Established, budget and accounts matters.

ANIMAL HUSBANDARY DEPARTMENT / WING.

- (1) Administrative of the Acts relating to the Department.
- (2) Animal Husbandry programme and extension works.
- (3) Animal Husbandry based Settlement Projects.
- (4) Schemes relating to the development of cattle, sheep and goats, horses, mules, poultry, piggery etc.
- (5) Establishment / Management of farms for cattle, goats, pigs etc.
- (6) Artificial insemination programmes.
- (7) Establishment of Milk Diary and Operation Flood Programme.
- (8) Fodder Cultivation.
- (9) Establishment, budget and accounts matters.

CO-OPERATION DEPARTMENT / WING.

- (1) All works relating to Co-operative Societies of all types and at all levels, registered under Co-operative Societies Act.
- (2) Grant of loan and subsidies to Societies.
- (3) Investment of share capital of the Societies.
- (4) Crop Loan Schemes.
- (5) Marketing of Agriculture Produces.
- (6) Distribution of fertilizers, seeds and other Agricultural inputs through the Co-operatives.
- (7) Co-operative Law, Act and Rules.
- (8) Audit of Co-operative institutions.
- (9) Establishment, budget and accounts matters.

**FINANCE DEPARTMENT / WING
(INCLUDING AUDIT).**

- (1) Accounts.
- (2) Budget.
- (3) Control of expenditure.
- (4) Scrutiny of proposals having financial implication.
- (5) General advice on financial matters.
- (6) Pension and Gratuities.
- (7) Advice on all matters relating to pay, leave, allowance etc.
- (8) Financial scrutiny of new item of expenditure.
- (9) Budget control of expenditure.
- (10) Framing and delegation of financial powers.
- (11) Personal Ledger Accounts.
- (12) Periodical Audit of the District Council and its report.
- (13) Any other matter which affects the District Council fund and not covered under above items.

FOREST DEPARTMENT / WINGS

- (1) Administration of Forests Act.
- (2) All matters relating to forest in ADC areas including forest settlement, afforestation, social conservation etc.
- (3) Land Reclamation, preservation and watershed management.
- (4) Management, preservation and conservation of wild life and birds.
- (5) All forest based settlement projects.
- (6) Establishment, budget and accounts matters.

HEALTH AND FAMILY WELFARE DEPARTMENT / WINGS

- (1) Medical and Public Health Acts and Rules.
- (2) Public Health, Sanitation and vital statistics.
- (3) Family Welfare, Maternity and Child Welfare – all references relating etc.
- (4) Control of Epidemics, Leprosy, TB, VD, Malaria, Small Pox and other such diseases.

- (5) Vaccination.
- (6) Medical and Public Health Administration including dispensaries, Allopathic and Ayurvedic and health Centres.
- (7) Establishment, budget and accounts matters.
- (8) Hospitals.

INDUSTRIES DEPARTMENT / WING.

- (1) Medium and Small Scale Industries.
- (2) Development of Industries including Industrial Research.
- (3) Promotion of Technical Education and arrangement of Technical Training relating to Industries.
- (4) Sericulture.
- (5) Village Industries, Handlooms and Handicrafts.
- (6) Rural Industries Projects.
- (7) Industries and financial assistance to industries.
- (8) Bee-keeping.
- (9) Self-Employment Scheme.
- (10) Establishment, budget and accounts matters.

LAW DEPARTMENT / WING.

- (1) Advice on legal matters.
- (2) Construction of Statues, Acts, Regulations, Statutory Rules, Orders and Notifications.
- (3) Drafting of Bills, Ordinances, Rules, Bye-laws, Notifications and Regulations.
- (4) Defence or institution of suits or proceedings filed against or by the District Council.
- (5) Entertainment of summons issued by the Supreme Court, High Courts and other subordinate Courts in Civil, Criminal, or Writ cases against the District Council.
- (6) All matters and communications regarding election of the District Council.

PUBLIC WORKS DEPARTMENT / WING. **(INCLUDING ELECTRICAL, MINOR IRRIGATION AND FLOOD CONTROL AND PUBLIC HEALTH ENGINEERING).**

- (1) Construction and maintenance of District Council Buildings.
- (2) Construction of Roads, projects, ferries, tunnels and other means of communications in the District Council areas.
- (3) Water supply and drains.
- (4) Irrigation including execution of Minor Irrigation Schemes.
- (5) Flood Control.
- (6) Embankments.
- (7) Extension and supply of electricity.
- (8) Establishment, budget and accounts matters.
- (9) Transfer of ADC Buildings from one Department / Wing to another Department / Wing.
- (10) Acquisition of Land for construction of roads and ADC buildings and settlement of claims.
- (11) Housing.

LAND REVENUE AND SETTLEMENT DEPARTMENT / WING.

- (1) Land Revenue establishment.
- (2) Survey and Settlement operation and its establishment.
- (3) All matters relating to Revenue and Land Laws.
- (4) Transfer of Land.
- (5) Relief works.
- (6) Allotment of Land.
- (7) Collection of Taxes, tolls etc.
- (8) Money lending and Money lenders.
- (9) Land Reforms.
- (10) Land Records.
- (11) Waste Land reclamation.
- (12) Control of Ponds.
- (13) Land Settlement.
- (14) All matters relating to boundary demarcation.
- (15) Establishment, budget and accounts matters.

RURAL DEVELOPMENT DEPARTMENT / WING.

- (1) All matters relating to development works in District Council areas.
- (2) Monitoring of all development projects.
- (3) Review of progress and submission of report and returns.
- (4) Scrutiny of Schemes of various Department / Wings.
- (5) All matters relating to planning.
- (6) Periodical assessment and evaluation of various Schemes.
- (7) Development Generation Programme such as SREP, NREP, CREP etc.

ICYP & S DEPARTMENT / WING.

- (1) All matters relating to publicity.
- (2) Opinion of the information Centres.
- (3) Advertisement and Press relations.
- (4) Holding of Exhibition.
- (5) Publication of pamphlets, brochures, folders, posters etc. in respect of all Departments / wings of the District Council.
- (6) Youth Programme and Sports.
- (7) Establishment, budget and accounts matters.

TRIBAL WELFARE DEPARTMENT / WING.

- (1) Welfare of Schedule Tribes.
- (2) Development of Tripura Tribal Areas Autonomous District Council areas.
- (3) Social security measures for the Schedule Tribes Population.
- (4) All Tribal Development Projects inside the District Council areas.
- (5) Removal of social disabilities of the Schedule Tribes population.

- (6) Matters involving general principles for reservation for schedule tribes in employment.
- (7) Establishment, budget and accounts matters.

DEPARTMENT OF SCIENCE, TECHNOLOGY AND ENVIRONMENT DEPARTMENT / WING.

- (1) Science & Technology plans to provide Science and Technology inputs.
- (2) Ecology and Environment.
- (3) Prevention and control of pollution.
- (4) Popularization of Science amongst people through Exhibition, discussion etc.
- (5) Undertaking or financially sponsoring scientific and technological surveys.
- (6) Foster spirit of science at all levels of society.
- (7) Establishment, budget and accounts matters.

FISHERIES DEPARTMENT / WING.

- (1) Fisheries schemes and programme and Extension works.
- (2) Development of fish breeding Centres.
- (3) Creation of water areas.
- (4) Fishery loans and advances.
- (5) Supply of fingerlings, and other inputs to the Fish Farmers of District Council Areas.
- (6) Establishment of Rehabilitation Centres Colonies based on fisheries.
- (7) Establishment, budget and accounts matters.

GENERAL ADMINISTRATION (INCLUDING APPOINTMENT AND SERVICES).

- (1) Recruitment, posting, transfer, deputation of all Officers and Staffs of the District Council.
- (2) Service Rules and Regulations.
- (3) Service conditions.
- (4) General advice on all service matters.
- (5) Publication of seniority list of all categories of staffs of the District Council.
- (6) All policy matters relating to recruitment and promotion.
- (7) Service Rules for all categories of posts.
- (8) All kinds of major and minor punishments to the staff of District Council.
- (9) Posting and transfer.
- (10) Policies regarding service matters like posting and transfer, recruitment, confidential report, efficiency bar, extension and re-employment, seniority and confirmation etc.
- (11) Purchase of new vehicles and maintenance etc. of all vehicles of the District Council.

EDUCATION DEPARTMENT / WING.

- (1) School Education including literacy drive and Adult Education etc.
- (2) Teachers training and Training Institutions.
- (3) Grant-in-aid for education Institutions.
- (4) Scholarship or loan for general, technical and professional education.
- (5) Library.
- (6) Text Books.
- (7) Sports in educational Institutions.
- (8) Matters relating to Sports Council.
- (9) Physical Culture and Education.
- (10) Promotion of special study and research.
- (11) Women's programme.
- (12) Technical Education.
- (13) Social Education.
- (14) State Social Welfare Advisory Board.
- (15) Welfare of aged and infirm women and children and physically and mentally handicapped.
- (16) Language teaching Scheme.
- (17) Establishment, budget and accounts matters.

SECOND SCHEDULE**(See Rules-7, 13 and 30)**

- (1) Proposals to summon or prorogue the meeting of the District Council.
- (2) Proposals for the making or amending the Rules regulating the recruitment and conditions of service of persons appointed to the District Council.
- (3) The annual financial statement to be laid before the meeting of the District Council and demand for supplementary additional or excess grant.
- (4) Any proposal involving any action for the dismissal, removal or suspension of Class-I, Class-II employees of the District Council.
- (5) Proposals for making or amending Rules or Regulations under Sixth Schedule to the Constitution.
- (6) Proposals for legislation under Sixth Schedule to the Constitution
- (7) Proposals for the imposition of any tax or rates.
- (8) Any proposal, which affects the finance of the District Council, which has not the consent of the Executive Member, Finance.
- (9) Any proposal for re-appropriation to which the consent of the Executive Member, Finance is required and it has been withheld.
- (10) Proposals involving the alienation either temporarily or permanent or of sale, grant or lease of District Council property exceeding Rs.20,000/- in value or the abandonment or reduction of revenue exceeding that amount except when such alienation, sale, grant or lease of District Council property is in accordance with the Rules or with a general scheme already approved by the Committee.
- (11) Proposals involving important change of policy or practice.
- (12) Proposed circulars or instructions embodying changes in the administrative system of the District Council.
- (13) Any proposal for the withdrawal of a prosecution by the District Council against the advice rendered by the Law Department / Wing.
- (14) Any proposal for the creation or abolition of any post.
- (15) Cases required by the Chief Executive Member to be brought before the Committee.
- (16) Cases which affect or likely to affect a good administration of the District Council Area.
- (17) Proposals to vary or reverse a decision previously taken by the Committee.
- (18) Proposals which adversely affect the operation of the policy laid down by the State Government.
- (19) Any proposals for the interest of A.D.C.