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GOVERNMENT OF MANIPUR
CONFIDENTIAL AND CABINET DEPARTMENT



RULES OF BUSINESS OF THE GOVERNMENT
OF
MANIPUR

GOVERNMENT OF MANIPUR
Confidential and Cabinet Department

ORDER

Imphal, the 21st January, 1972

No. 3/2/72-CON – In exercise of the powers conferred by clauses (2) and (3) of Article 166 of the Constitution of India and in supersession of the existing rules to this effect, the Government of Manipur is pleased to make the following Rules, viz :-

GENERAL

1. These Rules may be called the Rules of Business of the Government of Manipur, 1972 and shall come into force with immediate effect.
2. In these Rules, unless the context otherwise requires :-
 - (a) "Article" means an Article of the Constitution of India;
 - (b) "Council" means the Council of Ministers constituted under Article 163;
 - (c) "Department" means Department specified in the Schedule to the Manipur Government Business (Allocation) Rules, 1972;
 - (cc) "Hill Areas Committee" means the Hill Areas Committee constituted by paragraph (3) of the Manipur Legislative Assembly (Hill Areas Committee) Order, 1972";
 - (d) "Secretary" means the Chief Secretary and a Secretary to the Government of the State of Manipur and includes a Special Secretary, an Additional Secretary, a Joint Secretary, a Deputy Secretary and an Under Secretary;
 - (e) "Schedule" means the Schedule appended to these Rules;
 - (f) "Case" includes the papers under consideration and all other papers and notes connected therewith to enable the question raised to be disposed of;
 - (g) "Government" means the Government of Manipur.
3. Unless the context otherwise requires, the General Clauses Act, 1897 shall apply for the interpretation of these Rules as it applies for the interpretation of a Central Act.

PART I
ALLOCATION OF BUSINESS

4. The Business of the Government shall be transacted in the Departments specified in the **Business of Manipur Government (Allocation) Rules, 1972.**

5. If a question arises as to the department to which a case properly belongs, the matter shall be referred for the decision of the Chief Secretary who shall, if necessary, obtain the orders of the Chief Minister.

6. (1) The Governor shall, on the advice of the Chief Minister, allocate the Business of the Government among the Minister by assigning one or more departments to the charge of a Minister. In cases where orders allocating Business have to issue urgently, the allocation may be made by the Chief Minister and the cases submitted to the Governor.

(2) The Minister with whom a Minister of State and/or a Deputy Minister is attached, may, with the approval of the Chief Minister allocate to him any Business pertaining to the department.

7. Each department of the Secretariat shall consist of a Secretary to the Government, who shall be the official Head of the Department, and of such other officers and servants subordinate to him as the Government may determine.

8. Without prejudice to the provisions of rule 7, the Minister-in-charge of a department shall be primarily responsible for the disposal of the Business pertaining to that department.

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

- (a) either immediately or by their repercussions, will effect the finances of the State or which, in particular –
 - (i) involve any grant of land or assignment of revenue or concession, grant, lease or license of mineral or forest rights or a right to water power or any easement or privilege in respect of such concessions; or
 - (ii) in any way involve any relinquishment of revenue; or
- (b) relate to the number or grading or cadre of posts or the emoluments or other conditions of service of posts;
- (c) (i) involve the delegation of financial powers to subordinate authorities; and refer to reports of financial irregularities made by the Accountant General or administrative authorities; and

- (ii) relate to audit reports of the Examiner of Local Fund Accounts when the reports mention serious irregularities or when the Administrative Department differs from the Examiner of Local Fund Accounts or when the Examiner of Local Fund Accounts specifically requests that the reports should be seen by the Finance Department also;

Provided that no orders of the nature specified in clause (b) shall be issued in respect of the Finance Department without the previous concurrence of the Appointment & Service Department.

(2) Subject to the general provisions of these Rules, no proposal which requires the previous consultation of the Finance Department under this rule but in which the Finance Department has not concurred, may be proceeded with unless a decision to that effect has been taken by the Council:

(3) No reappropriation shall be made by any department other than the Finance Department except in accordance with such general delegations as the Finance Department may have made.

4) Except to the extent that power may have been delegated to the department under rules approved by the Finance Department, 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 reappropriations from one grant specified in the Appropriation Act to other such grant.

10. All orders or instruments made or executed by or on behalf of the Government of the State shall be expressed to be made or executed in the name of the Governor and in such manner as he may direct or authorize under article 299 of the Constitution.

11. Every order or the instrument of the Government shall be signed either by a Secretary, a Special Secretary, an Additional Secretary, a Joint Secretary, a Deputy Secretary and an Under Secretary to the Government of the State or such other officers as may be specially empowered in that behalf and such signatures shall be deemed to be the proper authentication of such orders or instruments.

11 A. Every order issued for detention of any person (including a foreigner) for the purpose of Section 3(1) of the Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 shall be signed either by a Principal Secretary, a Secretary, a Special Secretary, an Additional Secretary, a Joint Secretary, a Deputy Secretary and an Under Secretary to the Government of the State and it shall be deemed to have been done or executed by orders and in the name of the Governor of the State.

PART II

COUNCIL AND ITS PROCEDURE

12. The council shall be collectively responsible for all executive orders issued in the name of the Governor or contracts made in exercise of the powers conferred on the Governor or any officer subordinate to him in accordance with these Rules, whether such orders or contracts are authorized by an individual Minister, on a matter pertaining to his department or as the result of discussion at a meeting of the Council or however otherwise.

12 A. The Council shall normally give effect to the recommendations of the Hill Areas Committee under sub-paragraph (3) of paragraph 4 of the Manipur Legislative Assembly (Hill Areas Committee) Order, 1972 but if the Council is of the opinion that it would not be expedient to do so or that the Hill Areas Committee was not competent to make any such recommendations the matter shall be referred to the Governor whose decision thereon shall be final and binding on the Council and action shall be taken accordingly.

13. The Council may, subject to such conditions as it may lay down in that behalf, delegate any of its functions to a Committee of Ministers and where any functions are so delegated, the decisions of the Committee shall, for all purposes, be deemed to be the decisions for decision of the Council.

14. Subject to the orders of the Chief Minister under rule 16, all cases referred to in the Schedule shall be brought before the Council in accordance with the provisions of these Rules, Cases shall also be brought before the Council by a special direction of the Chief Minister, or the Governor under Article 167(c):

Provided that no case in regard to which the Finance Department is required to be consulted under these Rules, shall, save in an emergency or exceptional circumstances and under the specific directions of the Chief Minister, be discussed by the Council unless the Finance Department has had an opportunity for considering it.

15. All cases referred to in the Schedule shall be submitted to the Chief Minister after consideration by the Minister-in-charge by the Secretary of the department through the Secretary of the Council with a view to obtaining his orders for circulation of the case under rules 16, or for consideration at the Meeting of the Council.

16. (1) The Chief Minister may direct that any case referred to in the Schedule may, instead of being brought up for discussion at a Meeting of the Council, be circulated to the Ministers for opinion and if all the Ministers are unanimous and the Chief Minister thinks that a discussion at a Meeting of the Council is necessary, the case shall be decided without such discussion. If the Ministers are not unanimous or if the Chief Minister thinks that a discussion at a meeting is necessary, the case shall be discussed at a Meeting of the Council.

(2) If it is decided to circulate any case, the department to which the case belongs shall prepare a Memorandum setting out in brief the facts of the case, the points for decision and the recommendations of the Minister-in-charge and forward copies thereof to the secretary to the Council who shall arrange to circulate the same among the Ministers and simultaneously send a copy to the Governor.

17. (1) In case which are circulated for opinion under rule 16, the Chief Minister may direct, if the matter be urgent, that, if any Minister fails to communicate his opinion to the Secretary to the Council by a date to be specified by him, it shall be assumed that he has accepted the recommendations contained therein.

(2) If the Ministers have accepted the recommendations contained in the Memorandum for circulation or the date by which they were required to communicate their opinion has expired, the Secretary to the Council shall submit the case to the Chief Minister. If the Chief Minister accept the recommendations and if he has on observations to make, he shall return the case to the Secretary to the Council who will pass it on to the Secretary concerned who will thereafter take steps to issue the necessary orders.

18. When it has been decided to bring a case before the Council for their consideration, either by circulation or in a Meeting of the council, the department to which the case pertains shall, unless the Chief Minister 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 tolerable the case to be disposed of shall be circulated to the Ministers. Copies of the Memorandum and other papers shall at the same time be sent to the Governor.

19. In cases which concern more Ministers than one, the Ministers concerned shall attempt by pervious discussion to arrive at an agreements. If an agreement is reached, the Memorandum referred to in rule 16 and rule 18 shall contain the joint recommendation of the Ministers; and, if no agreement is reached, the Memorandum shall state the points of difference and the recommendations of each of the Ministers concerned.

20. The Council shall meet at such place and time as the Chief Minister may direct

21. The Chief Secretary shall be the Secretary to the Council. When the Secretary to the Council is absent the Joint Secretary as may be appointed by the Chief Minister shall perform his duties.

22. (1) After an agenda paper showing the cases to be discussed at a meeting of the Council has been approved by the Chief Minister, copies thereof, together with copies of such memoranda as have not been circulated under Rule 18, shall be sent by the Secretary to the Council to the Chief Minister and other Ministers so as to reach them two clear days before the date of such meeting. The Chief Minister may, in the case of emergency, curtail the said period of two days, Copies of the agenda and the memoranda shall at the same time be sent to the Governor.

(2) No Memorandum shall be circulated in the case of Top Secret cases. The Minister concerned may orally explain the case.

(3) If any Minister is on tour, the agenda paper shall be forwarded to the Secretary concerned who, if he considers that the discussion of any case should await the return of the Minister, may request the Secretary to the Council to take the order of the Chief Minister for postponement of the discussion of the case until the return of the Minister.

(4) Except with the permission of the Chief Minister, no case shall be placed on the agenda of a Meeting unless papers relating thereto have been circulated as required by rule 18.

23. The Chief Minister or in his absence any other Minister nominated by him shall preside at a Meeting of the Council.

24. The Secretary of the department concerned with the case may be required to attend the meeting of the Council if the Chief Minister so directs.

25. The Secretary to the Council shall attend the Meeting of the Council and shall prepare a record of the discussions. The decisions of the Council relating to each case shall be separately recorded and after approval of the Chief Minister or any other Minister presiding, shall be placed with the record of the case. He shall forward a copy of such record to the Secretary concerned, the Minister(s)-in-charged concerned, the Chief Minister and the Governor.

PART III
DEPARTMENTAL DISPOSAL OF BUSINESS
A-GENERAL

26. Except as otherwise provided by any other rule, cases shall ordinarily be disposed of by or under the authority of the Minister-in-charge who may, by means of Standing Orders, give such directions as he thinks fit for the disposal of cases in the department. Copies of such Standing Orders shall be sent to the Chief Secretary, the Chief Minister and the Governor.

27. Each Minister, shall, by means of Standing Orders arrange with the Secretary of the department what matters or classes of cases are to be brought to his personal notice. Copies of such Standing Orders shall be sent to the Chief Secretary, the Chief Minister and the Governor.

28. Except as otherwise provided herein, every case shall be submitted by the Secretary in the department to which the case pertains, to the Minister-in-charge.

29. (1) A Secretary may requisition the papers in any department, other than the Finance Department, Department of Personnel Appointment and Vigilance if such papers are required for the disposal of a case in his department.

(2) Such request shall be dealt with under the general or special orders of the Minister-in-charge.

30. (1) The Chief Secretary may ask to see papers relating to any case in any department and any such request by him shall be complied with by the Secretary.

(2) The Chief Secretary may, after examination of the case, submit it for the orders of the Minister-in-charge or of the Chief Minister through the Minister-in-charge.

31. (1) A Minister may call for papers from any department for his information:

Provided that all such papers shall be sent to the Minister only under the orders of the Minister-in charge of the department to which it belongs:

Provided further that no paper under disposal shall be sent to any Minister until it has been seen by the Minister-in-charge of the department to which it belongs:

Provided further that no office file shall be summoned by the Minister in cases where the matter is pending in a court of Law or with an authority competent to deal with the case in a judicial capacity.

(2) If the Minister is of the opinion that any further action should be taken on the papers called for by him from any department, he shall communicate his views to the Minister-in-charge of the department concerned and, in case of disagreement, may submit the case to the Chief Minister with a request that the matter may be laid before the Council. No further notes shall be recorded in the case before the papers are so laid before the Council.

32. When the subject of a case concerns more than one department, no orders shall be issued nor shall the case submitted to the Chief Minister or be laid before the Council, until it has been considered by all the departments concerned, unless the case is one of extreme emergency. Personal consultation between officers of the departments concerned, the result of which is recorded on the file in the shape of an agreed note between these officers, shall be deemed to satisfy the requirements of this rule.

33. If all the departments concerned are not in agreement regarding a case dealt with under rule 32 and they are under different Ministers, the Minister-in-charge shall invite the other Minister or Ministers concerned to discuss the question. If the Ministers reach an agreement, this shall be recorded in a joint note on the case. If they fail to reach an agreement, the point of difference and the recommendations of each Minister shall be recorded on the case. If the Minister-in-charge wishes to proceed with the case, he shall then request that it be laid before the council.

33A. Any matter likely to bring the State Government into controversy with the Government of India or with any other state Government shall, as soon as the possibility of such a controversy is seen, be brought to the notice of the Governor and the Chief Minister and the Minister-in-charge.

33B. Every Monday the Secretary shall submit to the Minister-in-charge a statement showing particulars of cases disposed of in the Department by the Minister and the Secretary, respectively, during the preceding week. A copy of the said statement shall be simultaneously submitted also to the Chief Minister and to the Governor.

B—FINANCE DEPARTMENT

34. The Finance Department shall be consulted before the issue of the orders upon all proposals which affect the finances of the State and in which its previous concurrence is necessary under these Rules.

34A. The Finance Department shall be consulted before the issue of orders upon all proposals which affect finances of the State and in which its previous concurrence is necessary under these Rules and in particular:—

- (a) Proposals to create any post or abolish any post from the public service or to vary the emolument of any post;
- (b) Proposals to sanction an allowance or special or personal pay for any post or class of posts or to any servant of the government of the State;
- (c) Proposals involving abandonment of revenue or involving expenditure for which no provision has been made in the Appropriation Act.

35. The views of the Finance Department shall be brought on the permanent record of the department to which the case belongs and shall form part of the case.

36. The Finance Department, may, by general or special orders, prescribe cases in which its concurrence may be presumed to have been given.

37. Subject to the provisions of rule 9, the Finance Department may make rules to govern financial procedure in general in all departments and to regulate the Business of the Finance Department and the dealings of other departments with the Finance Department.

38. (1) The Finance Minister may call for any papers in a case in which any of the matters referred to in rule 9 are involved and the department to whom the request is addressed shall supply these papers.

(2) On receipt of papers called for under sub-rule (1), the Finance Minister may request the concerned department that the papers with his note on them shall be submitted to the Council.

C—LAW DEPARTMENT

39. All Administrative Departments shall consult the Law Department on –

- (a) the construction of Statutes, Acts, Regulations and statutory rules, orders and notifications;
- (b) any general legal principles arising out of any case;
- (c) the institution or withdrawal of any prosecution at the instance of the Administrative Department; and
- (d) the defense or institution of any suit or proceedings, filed against or by the Government.

40. Every such reference shall be accompanied by an accurate statement of the facts of the case and the point or points on which the advice of the Law Department is desired :

Provided that this shall not apply to any rule, bye-law, notification or order which are of a purely routine nature, for which suitable precedents exist :

Provided further that where any rule, notification or order is of a kind for which there is no suitable precedent, the department making the reference may, instead of framing a draft, clearly and precisely the points to be covered and request the Law Department to frame the draft.

41. Except as hereinafter provided the Law Department is not, in respect of legislation, an originating or initiating department and its proper function is to put into technical shape the projects 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 to which the subject matter of legislation relates and the necessity for legislation and all matters of substance to be embodied in the Bill shall be discussed and, subject to these Rules, settled in such department.

42. 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 Minister until the department concerned has consulted the Law Department as to :—

- (i) the need for the proposed legislation from a legal point of view ;
- (ii) the competence of the State Legislature to enact the measure proposed ;
- (iii) the requirements of the Constitution as to obtaining the previous sanction of the President thereto ; and
- (iv) the consistency of the proposed measure with the provisions of the Constitution, and in particular, those relating to the Fundamental Rights.

43. After obtaining the opinion of the Law Department on matters referred to in the next preceding rule, and if the proposed legislation involves expenditure from the Consolidated Fund, after a Financial Memorandum has been prepared in consultation with the Finance Department, the proposals shall be submitted to the Council of Ministers in accordance with these Rules along with a comprehensive Memorandum.

44. If the proposal for the legislation is approved by the Council of Ministers, the case shall be sent to the Law Department along with the decision of the Council of Ministers and the Explanatory Memorandum for the purpose of preparing a tentative draft of the Bill.

45. The Law Department shall prepare a tentative draft of the Bill and return the case to the department concerned.

46. The Administrative Department shall after consulting such Officers and bodies as is deemed necessary, submit the draft Bill to the Council of Ministers along with the opinion, if any, of the Officers or bodies consulted.

47. If it is decided by the Council of Ministers to proceed with the Bill, with or without amendments, the Administrative Department shall send the case to the Law Department along with the final decision of Council of Ministers, requesting it to prepare the final draft of the Bill.

48. The Law Department shall then finalize the draft and send a draft Bill to the originating department indicating at the same time the sanctions, if any, required for the Bill. If any provisions in the Bill involving expenditure from the Consolidated Fund of the State are modified in the finalized draft, the department shall send the finalized draft Bill to the Finance Department for revising, if necessary, the Financial Memorandum.

49. The originating department shall then transfer the final draft Bill to the Law Department with the instructions of the Government thereon, including instructions as to its introduction in the Legislative Assembly, and with copies of such papers underlying the Bill as should be communicated to

the Legislative Assembly. After such transfer, the Bill shall be deemed to belong to the Law Department.

50. Notwithstanding anything contained in these Rules measures designed solely to codify and consolidate existing enactments and legislations of a formal character, such as repealing and amending Bills, may be initiated in the Law Department. :

Provided that the Law 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 and the Department to which it is sent shall forthwith make such enquires as it thinks fit and shall send to the Law Department its opinion thereon together with a copy of every communication received by them on the subject.

51. (1) Whenever a private Member of the State Legislature gives notice of his intention to move for leave to introduce a Bill, the Law Department shall, forthwith, send a copy of the Bill and the statement of objects and reasons for information to the Chief Minister and to the department to which the case belongs.

(2) The Bill shall be dealt with as a case in the first instance by the Law Department where it shall be considered in its technical aspects, such as need for previous sanction of the President and the competence of the State Legislature to enact the measure and then forwarded with its opinion to the department to which the case belongs.

(3) If any provisions of such Bill involve expenditure from the Consolidated Fund of the State, the department shall, before it is circulated, prepare in consultation with the Finance Department, the Financial Memorandum in respect of the Bill.

52. The provisions of these Rule shall apply, as far as may be, to amendments of the substance recommended by the Select Committee and also to all amendments, notice of which is given by Members of the State Legislature for being moved during the consideration of a Bill in the Legislature.

53. (1) When a Bill has been passed by the Legislature, it shall be examined in the department concerned and the Law Department and shall be forwarded to the Governor with—

- (a) a report of the Secretary concerned as to the reasons, if any. Why the Governor's assent should not be given; and
- (b) a report of the Law Secretary as to the reasons, if any, why Governor's assent should not be given or the Bill should not be reserved for consideration of the President.

(2) Where the Governor directs that the Bill should be reserved for the consideration of the President or returned to the Legislature with a message, necessary action in that behalf shall be taken by the Secretary to the Governor in consultation with the Secretary to the Administrative Department concerned and the Law Secretary.

54. After obtaining the assent of the Governor or the President, as the cases may be, the Law Department shall take steps for the publication of the Bill in the official Gazette as an Act of the Legislature.

D—SUBMISSION OF CASES TO THE GOVERNOR AND THE CHIEF MINISTER

55. The following classes of cases shall be submitted by the Chief Minister to the Governor before the issue of orders :—

- (i) proposals for the grant of pardons, or commutation of a sentence in pursuance of Article 161.
- (ii) Cases relating to petitions for mercy from or on behalf of person sentenced to death.
- (iii) Cases which affect or are likely to affect the peace and tranquility of the State.
- (iv) All cases relating to summoning and prorogation of Legislature, dissolution of the Legislative Assembly, removal of disqualification of Members at elections to the Legislature, fixing the date of elections to the Legislature and other connected matters.
- (v) Proposals for the appointments of the Ministers and Deputy Ministers.
- (vi) Cases relating to the Governor's Address and messages to the House of the State Legislature.
- (vii) Disqualification of Members of the House of the State Legislature.
- (viii) Cases relating to the recommendations of the Governor for presentation to the State Legislature in regard to annual financial statements and Appropriation Bills.
- (ix) All cases relating to the promulgation and withdrawal of ordinances.
- (x) Cases which affect the relations of the State Government with the Government of India, any other State Government, the Supreme Court or the High Court.
- (xi) Cases relating to the application of Acts of Parliament or of the State Legislature to the Hill Areas and the making of regulations for the peace and good Government of those areas.
- (xii) Cases which affect or are likely to affect the interests of Scheduled Castes, Scheduled Tribes and Backward Classes adversely.
- (xiii) Cases pertaining to the Governor's personal establishment and Raj Bhavan matters.
- (xiv) Proposals for the appointment of Chairman and Members of the State Public service Commission.

- (xv) proposals for the appointment of Advocate General (including) proposals for determining and varying the remuneration payable to him).
- (xvi) proposals for the appointment of Secretary, Additional Secretary, Joint Secretary, Deputy Secretary and Under Secretary to the Legislature.
- (xvii) Such other cases or classes of cases of administrative importance or policy which the Chief Minister may consider necessary or the Governor may wish to see.
- (xviii) cases of departure from these Rules which come to the notice of the Chief Secretary or the Secretary or the Secretary of any department.
- (xix) cases raising questions of policy.
- (xx) Proposals for awarding punishment of dismissal or removal or compulsory retirement from service invoking the proviso (c) to Article 311(2) of the Constitution.
- (xxi) Proposal for awarding major punishment to the gazetted officers under Manipur Services (Discipline and Appeal) Rules in force.
- (xxii) (a) Proposals for constitution of autonomous districts.
 (b) Proposals for alteration of the areas of an autonomous district.
 (c) Proposals for the union of two or more autonomous district or parts thereof with a view to form an autonomous district and for the creation of new autonomous districts.
 (d) Proposals for the framing of rules to govern the conduct of business in these bodies.
 (e) Proposals for dissolution of District Council.
 (f) Proposals for the suppression District Council.
 (g) Proposals for entrustment of functions to District Councils Act, 1971.
 (h) Proposals for any amendment to the Manipur Hill Areas District Councils Act 1971.
 (i) Any other matters of importance concerning affairs of District Councils.
- (xxiii) all matters relating to the Hill Areas Committee, including resolutions passed by it.

56. Where in any case the Governor considers that any further action should be taken or that action should be taken otherwise than in accordance with orders passed by the Minister-in-charge, the Governor may require the case to be laid before the Council for consideration whereupon the case shall be so laid:

Provided that the notes, minutes or the comments of the Governor in any such case shall not be brought on the Secretariat record unless the Governor so directs.

57. The Chief Minister shall cause to be furnished to the Governor such papers, records or information relating to the administration of the State and proposals for legislation as the Governor may call for.

58. The following classes of cases shall be submitted to the Chief Minister before the issue of orders:-

- (i) all cases which are required to be submitted by the Chief Minister to the Governor, or those referred to in the Schedule.
- (ii) cases raising question of policy and cases of administrative importance not covered by the Schedule.
- (iii) constitution of an Advisory Board under Article 22(4)(a) for the detention of persons without trial.
- (iv) proposals for the appointment, posting and transfer of officers holding the following posts:-
 - (a) Chief Secretary, Secretaries, Additional Secretaries, Joint Secretaries and Deputy Secretaries of Departments of Government.
 - (b) Heads of Departments.
 - (c) Special Officers of the rank of Deputy Secretary and above.
 - (d) District Judges.
 - (e) Deputy Inspector General of Police.
 - (f) Deputy Commissioner or Collectors.
 - (g) Superintendents of Police.
 - (h) Superintending Engineers,
 - (i) Conservator of Forests,
- (v) proposals for the prosecution, dismissal, removal or compulsory retirement of any Gazetted Officer.
- (vi) cases where the successor Minister wishes to modify orders of his predecessor in office.
- (vii) proposals involving the alienation either temporary or permanent or of sale, grant or lease of Government property between Rs. 25,000 and 50,000 in value or the abandonment or reduction of revenue between Rs. 25,000 and 50,000 except when such alienation, sale grant or lease of Government property or abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the Council.
- (viii) proposals to lend the services of any of the officers referred to in item (iv) to the Government of India or to any State Government or on foreign service or for deputation of such officers to participate in conferences held in foreign countries or study or training outside the State.
- (ix) any proposal for the institution of a prosecution by Government against the advice tendered by the Law Department.

- (x) all proposals involving any important change in the strength or distribution of the Police Force.
- (xi) all cases in which the work or conduct of officers referred to in item (iv) has come up for adverse public criticism.
- (xii) all policy cases regarding reservation of appointments and posts for the Scheduled Castes, Scheduled Tribes and Backward Classes.
- (xiii) cases relating to the constitution, supersession and dissolution of Municipalities, Corporation, Notified Area Committees, Panchayat Samitis and Zila Parishads.
- (xiv) all cases relating to the implementation of observation or recommendations of the Committee on Estimates, Public Accounts Committee or other such Committee of the Legislature or their Sub-Committees.
- (xv) issue of special rules relating to State Services.
- (xvi) cases in which there is difference of opinion between Finance Secretary and the Minister-in-charge.
- (xvii) any other case or classes of cases as Chief Minister may consider necessary.
- (xviii) proposals for grant of pardons, reprieves, or remissions of punishment or for the suspension, remission or commutation of a sentence in pursuance of Article 161.
- (xix) cases which affect or are likely to affect the peace and tranquility of the State.
- (xx) cases which affect the relation of the State Government with the Government of India, any other State Government, the Supreme Court or the High Court.
- (xxi) any departure from these Rules which comes to the notice of the Chief Secretary or the Secretary of any Department.
- (xxii) proposals for appointment of Chairman, Members and Secretary of the State Public Service Commission.
- (xxiii) cases relating to the application of Acts of Parliament or of the State Legislature to the Hill Areas.
- (xxiv) cases pertaining to appeals against the orders of Appointing Authority issued under the provisions of Manipur Services (Discipline for appeal) Rules in force, where the Governor is the appointing authority in relation of the Department concerned.
- (xxv) (a) Proposals for the constitution of autonomous districts;
 (b) Proposals for the alteration of the areas of an autonomous district;
 (c) Proposals for the union of two or more autonomous districts or parts thereof with a view to form one autonomous district and for the creation of new autonomous districts.

- (d) Proposals for framing of rules to govern the conduct of business in these bodies;
- (e) Proposals for the supersession of a District Council;
- (f) Proposals for entrustment of functions to District Councils under Section 29 of the Manipur (Hill areas) District Councils Act 1971.
- (g) Proposals for any amendments to the Manipur Hill Areas District Councils Act 1971.
- (h) any other matter of importance concerning affairs of District Councils.

E – COMMUNICATION AND STATEMENTS

59. All communications received from the Government of India (including those from the Prime Minister and other Ministers of the Union and the Chief Ministers of other States) other than those of routine or unimportant character, shall, as soon as possible after receipt, be submitted by the Secretary to the Chief Secretary, Minister-in-charge, the Chief Minister and the Governor for information.

60. Reports of occurrences of the nature mentioned below, shall as soon as possible after their receipt, be similarly submitted by the Secretary to the Chief Secretary, the Minister-in-charge, the Chief Minister and the Governor for information:-

- (i) natural calamities such as floods, earthquakes and fires, of large magnitude which have caused serious or large scale damage to life and property.
- (ii) riots which involve serious breaches of public peace.
- (iii) outrages which have a political aspect.
- (iv) events which have statewide political or administrative implications.
- (v) all unusual and important happenings.

PART IV
SUPPLEMENTARY

61. The Secretary of the department concerned is in each case 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 Minister-in-charge and the Chief Secretary.

62. These Rules may to such extent as may be necessary, be supplemented by instructions to be issued by the Governor on the advice of the Chief Minister.

SCHEDULE
(Rules 14, 15, and 16)

1. Proposals to summon the House of Legislature of the State
2. Proposals for making or involving amendments other than routine amendments or rules regulating the recruitment and the conditions of service of :-
 - (a) persons appointed to the Secretariat staff of the Assembly under Article 187(3);
 - (b) officers and servants of the High Court under Article 229 provisions to clauses (1) and (2);
 - (c) persons appointed to the public service and posts in connection with the State affairs (Proviso to Article 309).
3. The annual financial statements to be laid before Legislature and demands for supplementary, additional or excess grants.
4. Proposals for the making or amending of Rules under Article 234.
5. Proposals for the issue of a notification under Article 237.
6. Any proposal involving action for the dismissal, removal or suspension of a Member of the Public Service Commission.
7. Proposals for making or amending regulations under Article 318 or under the provision to clause (3) of Article 320.
8. Report of the Public Service Commission on its work under Article 323(2) and any action proposed to be taken with reference thereto.
9. Proposals for legislation including the issue of Ordinance under Article 213 of the Constitution.
10. Proposals for the imposition of a new tax, or any change in the method of assessment or the pitch of any existing tax, or land revenue, or irrigation rates, or for the raising of loans on the security of revenue of the State or for giving of a guarantee to the Government of the State.
11. Any proposals which affects the finances of the State which has not the consent of the Finance Department.
12. Any proposal for reappropriation to which the consent of the Finance Department is required and has been withheld.
13. Proposals involving the alienation either temporary or permanent or of sale, grant or lease of Government property exceeding Rs. 50,000 in value or the abandonment or reduction of revenue exceeding that amount except when such alienation, sale, grant or lease of Government property abandonment or reduction of revenue is in accordance with the Rules or with a general scheme already approved by the Council.
14. The annual audit review of the finances of the State and the report of the Public Accounts Committee.

15. Proposals for the creation and abolition of all gazetted posts.
16. Reports of the Committees of Inquiry appointed in pursuance of a resolution passed by the State Legislature.
17. Proposals involving any important change of policy or practice having Statewide application.
18. Cases required by the Governor or the Chief Minister to be brought before the Council.
19. Proposals for action inconsistent with the recommendation of the Public Service Commission.
20. Proposals for the appointment or removal of the Advocate General or for determining or varying the remuneration payable to him.
21. Decision on question arising as to whether the member of a House of a Legislature of the State has become subject to any disqualification under Article 191 and any proposals to refer such question for the opinion of the Election Commission, any proposal to recover or to waive recovery of the penalty due under Article 193.
22. Proposed circulars embodying important changes in the Administrative system of the State.
23. Any proposal for the withdrawal of a prosecution by Government against the advice tendered by the Law Department.
24. Cases which affect or are likely to affect the good Government of hill areas.
25. Proposals to vary or reverse a decision previously taken by the Cabinet.
26. All matters relating to the Hill Areas Committee including resolution passed by it.
27. Proposals which adversely affect the operation of the policy laid down by the Central Government.

By order and in the name of the Governor,

E. SONAMANI SINGH,
Under Secretary (Sectt. Adm.),
Government of Manipur.

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GOVERNMENT OF MANIPUR
SECRETARIAT : CONFIDENTIAL & CABINET DEPARTMENT

NOTIFICATION

Imphal, the 17th December, 1993

No. 3/2/72-CON : —In exercise of the powers conferred by Clause (3) of Article 166 of the Constitution of India, the Governor of Manipur is pleased to make the Rules to amend the Rules of Business of the Government of Manipur, 1972, namely, —

1. These Rules may be called the Rules of Business of the Government of Manipur (Seventh Amendment), 1993 and shall be deemed to have come into force with effect from 20-10-1992.

2. Amendment of Rule 2.—For clause (d) of Rule 2 of the Rules of Business of the Government of Manipur, 1972 (hereinafter referred to as the Principal Rules), the following shall be substituted, namely,—

“(d) ‘Secretary’ means the Chief Secretary, Additional Chief Secretary, Principal Secretary, Commissioner and a Secretary to the Government of Manipur and includes a Special Secretary, and Additional Secretary, a Joint Secretary, a Deputy Secretary and an Under Secretary”;

3. Deletion of Rules 10,11 and 11-A, Rules 10,11 and 11-A of the Principal Rules shall be deleted.

4. Substitution of Rule 21.—For Rule 21 of the Principal Rules, the following shall be substituted, namely,—

“21 The Chief Secretary shall be the Secretary to the Cabinet. When the Chief Secretary is absent, the Officer who looks after the charge of Chief Secretary shall perform the duties of the Secretary to the Cabinet”.

By order and in the name of the
Governor, Manipur,

H. V. GOSWAMI,
Chief Secretary, Government of Manipur.