



# **The Mizoram Gazette**

## **EXTRA ORDINARY**

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#### **NOTIFICATION**

No. C. 31030/5/97-DCA, the 13th August, 2003. In pursuance of paragraph 11 of the sixth schedule to the constitution of India, the following Rules of the Chakma Autonomous District Council, which received approval of the Governor of Mizoram is hereby published for general information;

1. THE CHAKMA AUTONOMOUS DISTRICT COUNCIL  
(DISTRICT SCHOOL EDUCATION BOARD) RULES, 2002  
(vide Governor of Mizoram's approval dt. 9. 8. 2003)

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

In exercise of powers conferred by clause (a) of sub-paragraph (7) of paragraph 2 of the Sixth Schedule to the Constitution of India, the Chakma Autonomous District Council is pleased to make the following rules for the regulation and control of Elementary Education in the Chakma Autonomous District Council areas as follows:

#### **CHAPTER - I.**

#### **PRELIMINARY**

#### **1. SHORT TITLE, EXTENT AND COMMENCEMENT.**

- (1) These rules may be called the Chakma Autonomous District Council (District School Education Board) Rules, 2002.

(2) It shall extend to the whole of Chakma Autonomous District.

(3) It shall come into force on the date of publication in the Mizoram Gazette.

2. DEFINITIONS: In these Rules, unless the context otherwise requires:-

(a) "Administrator" means an Administrator of the Board appointed by the Executive Committee to administer the Board during its suspension;

(b) "Board" means the Board constituted under these rules;

(c) "Budget" means the yearly budget of the Board;

(d) "Centre" means the Examination Centre for holding any examination of the Board as may be allotted to it;

(e) "Centre Superintendent" means a person appointed by the Board to conduct and supervise examination of the Board at the centre;

(f) "Controller of Examinations" means a Controller of Examinations appointed under these rules;

(g) "Controlling Authority" means an authority designated as Controlling Authority of the Board by the Executive Committee under sub-rule (3) of rule 4 of these rules;

(h) "District Council" means the Chakma Autonomous District Council;

(i) "Drawing and disbursing officer" means the Secretary of the Board or any other officer duly authorised by him from time to time in writing to draw and disburse any Board's fund;

(j) "Executive Committee" means the Executive Committee of the Chakma Autonomous District Council;

(k) "Examination Committee" means the Examination Committee constituted by the Board under Sub-rule (i) of rule 42 of these rules;

(l) "Finance Committee" means a Finance Committee constituted by the Board under rule 60 of these rules;

(m) "Fund" means the fund of Chakma Autonomous District Council (District School Education Board) as reflected in rules 30, 31 and 32 of these rules;

(n) "Government" means the State Government of Mizoram;

(o) "Governing Body" means the body constituted under sub-rule (2) of rule 4 of these rules;

- (p) "Head of Institution" means the Head of the Institution by whatever name he or she may be designated;
- (q) "Invigilator" means a person who assists the Superintendent of a Centre in conducting and supervising the Examination;
- (r) "Institution" means any recognised Primary, Pre-Primary, Middle, Professional or Vocational School or an Adult Education Centre;
- (s) "Managing Committee" means a duly constituted managing Committee recognised by the Board;
- (t) "Middle School" means a School preparing students for Middle School Leaving Certificate Examination;
- (u) "Moderator" means a person appointed to moderate manuscripts of Question Papers;
- (v) "Notification" means a notification published by the District Council in the Mizoram Gazette;
- (w) "Paper Setters, Examiners, Head Examiners, Scrutinisers and Tabulators" means persons appointed by the Board under such respective designation in connection with conduct of Examinations;
- (x) "Primary School" means a School giving instruction and preparing students for Primary School Leaving Certificate Examination;
- (y) "President" means the President of Board constituted under these rules;
- (z) "Private Candidate" means a candidate other than a regular candidate who has been allowed to appear in any examination conducted by the Board;
- (za) "Recognition Committee" means a Committee constituted by the Board under sub-rule (i) of rule 62 of these Rules;
- (zb) "Secretary" means the Secretary of the Board appointed under these Rules.
- (zc) "School" means an Institution including Pre-Primary, Primary, Middle and other Institutions imparting Education or Training upto the level of Middle School Leaving Certificate Examination;
- (zd) "Supervisor" means a person appointed to assist the Centre Superintendent for smooth conduct of Examination;
- (ze) "Syllabus Committee" means a Committee constituted under sub-rule (i) of rule 61 of these rules;
- (zf) "Teacher" means teacher including Head Master or Head Teacher of any School recognised by the Board within Chakma Autonomous District.

## CHAPTER—II

## THE BOARD

## 3. ESTABLISHMENT AND INCORPORATION OF THE BOARD

(1) The Chakma District Council may constitute the District School Education Board.

(2) The Executive Committee of the Chakma District Council shall be the controlling authority of the District School Education Board.

(3) The Board shall be a body corporate with perpetual succession and a common seal and shall have the power to acquire and hold any property, the transfer of any property held by it, to enter into any contract and to do all other things necessary for the purpose of carrying out its duties and functions and shall, by the said name sue or be sued.

## 4. CONSTITUTION OF BOARD :

(1) The Board shall consist of the following members namely :—

- (a) The President;
- (b) The Vice President;
- (c) Secretary of the Board—Member Secretary;
- (d) Controller of Examinations—Ex-officio;
- (e) Education Officer, Chakma Autonomous District Council, Ex-officio;
- (f) Assistant Education Officer, Chakma Autonomous District Council, Ex-officio;
- (g) Principal, Kamalanagar College—Ex-officio;
- (h) One High School Teacher within the Chakma Autonomous District Council to be nominated by the President.
- (i) One Middle School Teacher to represent the Middle Schools of the Chakma Autonomous District Council;
- (j) One representative from Primary School Teacher;
- (k) Two eminent persons nominated by the Executive Committee, Chakma Autonomous District Council;
- (l) Two persons amongst the distinguished/eminent educationists appointed by the Board;

(2) The Board so constituted under sub-rule (1) above shall function as Governing Body of the Board.

(3) If, by such date as may be prescribed by the Board, any of the authority concerned fails to nominate member or members provided in the above sub-rule (1) the controlling Authority shall have the power to appoint such member or members to hold office.

## 5. PUBLICATION OF NAMES OF MEMBERS OF THE BOARD :

The name of the persons nominated or appointed as members of the Board shall be published by the Board in the Official Gazette of Mizoram.

## 6. TERMS OF OFFICE OF THE MEMBERS :

Nominated members of the Board under rule 5 shall hold office for a period of three years from the date of publication of the notification or from the date of first sitting of the Board whichever is earlier; provided that the Executive Committee of the District Council may, by notification extend the term of office of all such members for a period not exceeding one year.

## 7. DISQUALIFICATION FOR NOMINATION AS A MEMBER AND REMOVAL OF A MEMBER AND FILLING UP OF THE VACANCY:

(1) A person shall not be eligible for nomination as a member of the Board or of the Committees formed by it, if he or she—

(a) has been adjudicated by a court of law to be of unsound mind.

(b) has been convicted by a court of Law for an offence which is declared by the Government to be an offence involving moral turpitude.

(2) If a nominated member of the Board or if any Committee formed by it becomes subject to any of disqualifications, specified in clause-(a) and (b) of sub-rule (1), his/her membership thereupon ceases even if he is already nominated as such member of the Board/Committee.

(3) All disputes relating to the eligibility of any person for nomination shall be referred to the Executive Committee whose decision on such matter shall be final.

(4) The Executive Committee may remove from the Board a member who, in its opinion, has so abused his position as such member as to render his continuance on the Board detrimental to public interest. Provided that the Executive Committee shall, before removing a member as aforesaid, give him an opportunity of being heard and shall place on record its reasons for the removal of such member.

(5) When the prescribed term of office of members other than ex-officio members, is expired, the vacancies so caused shall be filled up as soon as possible as per provisions of Sub-rule (1) of rule 4.

## 8. RESIGNATION OF MEMBERS AND CASUAL VACANCIES ETC.

(1) A member of the Board other than ex-officio members may resign his/her membership by giving notice thereof in writing to the President and such member shall be deemed to have vacated his/her seat from the date of acceptance of his/her resignation by the President.

(2) The President may, by notification, remove any nominated member who remain absent from three consecutive meetings of the Board without any leave of the Board.

(3) In the event of a casual vacancy occurring by resignation, removal, death or disqualification etc. of the member, such vacancy shall be filled up by nomination in the manner provided in rule 4.

(4) Any person nominated to fill a casual vacancy shall hold office for the unexpired portion of term of office of the member in whose place he/she is nominated.

#### 9. MEETING OF THE BOARD:

(1) The Board shall meet not less than three times during a calendar year but four months shall not lapse between the last and the next meeting.

(2) The President of the Secretary may at any time and upon the requisition made by not less than two thirds of the members of the Board other than ex-officio members and on the receipt of such requisition shall call a special meeting of the Board.

(3) Seven days notice shall be given for the ordinary meetings of the Board and two days notice for special meeting.

(4) In the event of the emergency requiring immediate attention/decision of the Board the Executive Committee or the controlling Authority may direct the Board, on consultation with the President, to call an emergency meeting of the Board.

#### 10. QUORUM:

One-third of the members of the Board shall form the quorum for such meeting of the Board.

### CHAPTER—III

#### POWERS AND DUTIES OF THE BOARD.

#### 11. POWERS AND DUTIES OF THE BOARD.

The Board shall have subject to any general or special order of the District Council, and provision of these rules, the power to administer, regulate, supervise, control and develop school education including adult education and control over any teacher or employee in such schools in general and individual services in particular.

The Board shall have the following powers and duties, namely:—

(a) to prescribe course of instruction including teaching of practical works and the like where necessary for Pre-Primary, Primary, Middle Schools and Adult Education;

(b) to conduct and supervise the examinations based on such course as prescribed;

(c) to admit to its examinations or conditions that may be prescribed in these rules, candidates who have persuaded the prescribe course of instruction whether at a school or privately who may be eligible as per rules and also to take such disciplinary action against candidates;

(d) to demand and receive such fees and fines;

(e) to publish or withhold the results of examinations;

(f) to grant certificates to persons who -

(i) have persuaded a course by study in an institution admitted to the privilege of recognition by the Board; or

(ii) are teachers in recognised schools in Chakma District Council area; or

(iii) have studied privately under condition laid down by the Board.

(g) to institute and award scholarships, prizes and the like;

(h) to prescribe, prepare, publish and select text books and supplementary books or cause to prepare or publish and select text book for any or all of its prescribed courses for its various examinations;

(i) to lay down conditions for recognitions of schools, Pre-Primary candidates for various school courses and such other courses;

(j) to recognise Middle, Primary, Pre-Primary Schools, in the Chakma District Council to withdraw such recognition on grounds considered reasonable subject to the provisions of these rules;

(k) to take such disciplinary action if it thinks fit against institutions, the teachers and the employees;

(l) to adopt measures for study and examination of problems in the field of school education and adult education;

(m) to advise the District Council on physical, moral and social welfare of students in recognised institutions and to prescribe conditions for their residence and discipline;

(n) to prescribe necessary qualifications of teachers in recognised schools;

(o) to receive grants from District Council and Government and donations from private individuals and other non-Government of semi-Government bodies or Central Government for specific or general purposes and to administer it;

- (p) to call for reports from the Education Department of District Council on the conditions of non-recognised institutions applying recognition;
- (q) to advise the District Council relating to any matter within the provision of these Rules on which the District Council may consult the Board;
- (r) to delegate all or any committee constituted under these rules and to any of its officers;
- (s) to cause an inspection to be made by such persons as the Board nominate, of an unrecognised institutions if and when considered necessary;
- (t) to invest surplus funds of the Board in Government securities or defence Bond on fixed deposit in approved scheduled Banks or Reserve Bank;
- (u) to receive, purchase and hold any property movable or immovable which may become vested in it and to dispose off of all or any of the property, movable or immovable belonging to it, and also do other acts incidental or appearing thereto, subject to approval of the District Council;
- (v) to issue orders to all Heads of its recognised institutions and demand compliance thereof to render such cooperation and held as may be asked for a Center Superintendent in conducting Examinations;
- (w) to prescribe and administer school syllabus, curriculums, school calendars and school time tables.

#### CHAPTER - IV

##### POWERS OF THE CONTROLLING AUTHORITY AND THE EXECUTIVE COMMITTEE

#### 12. POWERS OF THE CONTROLLING AUTHORITY.

- (1) The Controlling Authority shall have the right to address the Board and Committee(s) of the Board its views on any matter with which the Board is concerned.
- (2) The Board shall report to the Controlling Authority such action, if any, as it propose to take or has taken upon its communication.
- (3) If the Board does not within a reasonable time, take actions to the satisfaction of the Controlling Authority, it may, after considering any explanation furnished or representation made by the Board issue such directions consistent with these rules as it may think fit and the Board shall comply with such direction.
- (4) In any emergency which, in the opinion of the Controlling Authority, requires that immediate action should be taken, the Controlling Authority



may take such action consistent to these rules as it deems necessary without previous consultation with the Board and shall forthwith inform the Board of the action taken.

### **13. POWER TO THE EXECUTIVE COMMITTEE TO SUSPEND THE BOARD**

(1) Notwithstanding anything contained in these rules, the Executive Committee shall have the power to suspend the Board, if in its opinion, the Board was persistently made default in the performance of duties imposed on it by or under these rules.

(2) In the event of such suspension, all the members of the Board and its Committees and Sub-Committees including the President shall cease to be members of the Board and shall be deemed to have vacated any office of the Board held by them.

(3) In the event of such suspension of the Board, the Executive Committee shall, by an executive order, appoint the President and any other person as the Administrator of the Board who shall exercise the power of the Board during the period of suspension.

(4) The Executive Committee shall have the right to address the Board with reference to anything conducted or done by the Board and to communicate its views on any matter with which the Board is concerned and the Board shall report to the Executive Committee, such action, if any, as it proposes to take or has taken upon the communication of the District Council.

(5) The Executive Committee may, after consultation with the Board issue such directions consistent with provisions of these rules, as it may think fit and the Board shall comply with such directions.

(6) The Executive Committee may, by an order in writing, specify the reason thereof suspend the execution of resolution or order of the Board and prohibit doing any act or to be done by the Board, if the Executive Committee is of the opinion that such resolution, order or act is in excess of power conferred upon the Board by or under these rules.

(7) The Executive Committee shall re-establish a new Board within three months from the date of its suspension.

## **CHAPTER V**

### **OFFICERS OF THE BOARD AND THEIR APPOINTMENT POWERS AND FUNCTIONS**

#### **14. OFFICERS OF THE BOARD :- (1) The following shall be the officers of the Board namely :-**

- (a) The President;
- (b) The Vice-President;
- (c) The Secretary;
- (d) The Controller of Examinations; and
- (e) Such other Officers as may be declared by the Board to be the officer of the Board.

## 15. APPOINTMENT, POWERS AND FUNCTIONS OF THE PRESIDENT

(1) The President of the Board shall be appointed by the Executive Committee from renowned persons who has ample knowledge and experience in office administration and in the field of educational development on contract basis. The term of the President shall be for a period of three years and shall enjoy all such facilities as may be determined by the Executive Committee from time to time.

Provided that the Executive Member i/c. Education etc. shall be the President by virtue of his office in addition to his duties as Executive Member till such time a suitable person is available for appointment as President.

(2) The President shall be appointed generally for a term of three years at the first instance. The Executive Committee may extend the term for another 3 (three) years but not more and shall hold office at the pleasure of the Executive Committee.

(3) The President may resign by giving one month's notice in writing to the Executive Committee.

(4) It shall be the duty of the President to see that the provisions of these rules are faithfully observed and he/she shall have all powers necessary for the purpose.

(5) The President shall have power to convene meetings of the Board and shall call meetings at any time after due notice or a requisition signed by not less than two-third of the Members of the Board.

(6) The President shall have the power to inspect the funds of the Board at any time and call the Secretary for explanation on financial matters. If any emergency arises out of the administrative business of the Board which, in the opinion of the President requires immediate action, the President shall have power to take immediate action on such matter provided that he shall immediately report his action to the Controlling Authority and to the Board at its next meeting.

(7) The President shall exercise such other powers as may be prescribed by these rules,

## 16. ELECTION AND FUNCTION OF VICE-PRESIDENT.

(1) (a) The Board shall in its first meeting elect one of its members to be the Vice-President.

(b) The Vice President shall hold office until the next Annual meeting following general election and shall be eligible for re-election.

(c) The Vice-President may resign his office by giving notice in writing to the President when such resignation is accepted by the Board, the Vice-President shall be deemed to have vacated his/her office.

(d) If such a vacancy occurs in the office of the Vice-President, another member of the Board shall be elected by the Board as the Vice-President for the residue of such term.

(2) When the President is unable to perform the duties of his/her office or if he vacates office the Vice-President shall act as President and for that purpose shall have all powers of the President and shall enjoy such emoluments as the Executive Committee may decide until the President is available for performance of the duties.

(3) When the President or in his/her absence, the Vice-President or in the absence of both president and Vice-President one member elected from those present shall preside over a meeting of the Board and shall be entitled to vote on any matter and shall exercise a casting vote in every case of equality of votes.

(4) Subject to such conditions as may be prescribed by these rules, the President may at any time by an order in writing delegate all or any of the powers conferred upon him/her by or under these rules to the Vice-President.

#### 17. MODE OF APPOINTMENT, POWERS AND FUNCTIONS OF SECRETARY.

(1) The Secretary shall be a whole time office and shall be appointed by the Executive Committee of the District Council. He shall be of senior cadre rank.

(2) The Secretary shall -

(a) Subject to the control of the Board, be the Chief Administrative Officer of the Board;

(b) Subject to the control of the President, be responsible to see that the orders of the Board are carried out;

(c) Be empowered to enter into all contract for and on behalf of the Board.

(3) The Secretary shall be responsible to see that all moneys of the Board are spent for the purpose of which they are granted or allotted.

(4) The Secretary shall prepare the annual statement of accounts and budget estimates.

(5) The Secretary shall exercise such powers as may be prescribed by these rules.

(6) The Secretary shall be responsible to keep the proceedings of the Board meetings.

(7) The Secretary shall be entitled to present and speak at any meeting of the Board.

**18. APPOINTMENT, FUNCTIONS OF THE CONTROLLER OF EXAMINATIONS :**

(1) The Controller of Examinations shall be appointed by the Executive Committee.

(2) Under the over - all control of the Board, the Controller of Examinations shall be responsible for conduct of all Examinations of the Board, issued of mark sheets on payment of prescribed fees and also the Certificates and shall for the effective performance of duties, be delegated with adequate powers by the Board.

**19. POWER OF APPOINTMENT AND FUNCTIONS OF OFFICERS AND STAFF:**

(1) The Executive Committee may make appointment of an or all Officers and staff of the Board, other than the President on specific recommendation of the Board.

(2) The Officers shall have powers and duties as may be, prescribed by the Board.

**CHAPTER - VI**

**COMMITTEES**

**20. APPOINTMENT AND CONSTITUTION OF COMMITTEES AND THEIR FUNCTIONS.**

(1) As soon as the Board is constituted it may constitute the following committees as it may deem necessary for proper execution of its business-

- (a) the Examination Committee;
- (b) the Syllabus Committee;
- (c) the Recognition Committee;
- (d) the Appeal Committee;
- (e) the Physical and Adult Education Committee;
- (f) such other Committees or Sub- Committees as it may deem necessary;
- (g) The Finance Committee.

(2) A committee shall consist of such members of the Board and of such other persons if any as the Board may think fit to appoint and a nominee of the Controlling Authority in each of the Finance, Examination and Recognition Committees not consistent with these rules.

(3) A committee may, subject to the approval of the Board, appoint two co-opted persons.

(4) Numbers of members of each committee shall, in general be determined by the Board as it deems necessary.

(5) The term of office of those members of a committee shall be three years and other members appointed or nominated by the Board and co-opted members shall be one year from the date of first meeting of the committee.

(6) When the Board has constituted a committee to deal with the matter which the Board has empowered to deal with by these rules the Board shall before exercising its powers in any particular case, receive and consider the report of the committee concerned.

## CHAPTER - VII

### PREPARATION AND SUBMISSION OF BUDGET ESTIMATE

#### 21. PREPARATION OF BUDGET.

(1) The secretary shall prepare during each financial year, an estimate of receipt and expenditure of the Board in the form specified in Annexure - A and get it scrutinised and finalised in the sitting of Finance Committee for placing it before the Board in its annual meeting for information.

(2) The Budget estimates shall formulate in two parts -(a) receipts and (b) expenditure. It shall be supported by statements referred to in Annexure - A for the item-wise scrutiny of receipts and expenditure.

(3) In framing the budget estimate for the coming year, the anticipated closing balance in the Board's Fund of the current year will be taken into consideration.

(4) The grant that the Government or District Council shall sanction as demanded under Sub-rule (1) and (2) to cover up the deficit of the Board shall be considered as for preparing budget estimates and revised estimates.

(5) In framing the Budget estimates, only the items of receipts and expenditure that can be foreseen shall be provided. The amount of the provision for expenditure shall be realistic.

(6) No lump sum provision shall be made in the Budget Estimates except for minor items and petty temporary establishment charges.

(7) In framing the Revised Estimates, the past actuals and those committed which are likely to be materialised during the year, shall form the material factors for consideration. The Revised Estimates shall be prepared in the form specified in Annexure A and B.

**22. MANNER OF FINALISATION AND SUBMISSION OF BUDGET ESTIMATES.**

(1) The Board shall formulate its Budget Estimates of receipts and expenditure through the secretary on the basis of programmes of schemes for a financial year a head.

(2) The financial Committee shall scrutinise the item-wise details of receipts and expenditure of the Estimates and finalise the draft.

(3) The Estimates for receipts and expenditures shall be put up by the President to the Board for consideration and approval in its annual meeting. Any Suggestion or change made by the Board shall be incorporated in the budget Estimates before submission to the Executive Committee.

(4) The Executive Committee shall make sanction to meet budget requirement after submission of approved Budget Estimates by the Board.

(5) The Revised Estimates shall be prepared in the like manner and Executive Committee shall consider it as far as possible subject to the availability of funds

**23. EXPENDITURE IN EXCESS OF BUDGET PROVISION.**

(1) Expenditure in excess of the amount prescribed in the Budget of the Board under the detailed head may be incurred after valid reappropriation in the manner and under such conditions as prescribed in sub-rules (1) and (2) of rule 24.

(a) Save as provided in these rules, the Board may, with the recommendation of the Finance Committee, sanction expenditure in excess of the amount provided in the Budget if the excess expenditure can be met from the additional funds which become available as a result of increase of income out of the Board's own resources.

(b) When it is found, after the close of the financial year, that the Budget provision of any head has been exceeded, the excess may be regularised in the manner recommended by the Financial Committee, and with the sanction of the Executive Committee.

**24. GOVERNING BODY OF THE BOARD TO SANCTION REAPPROPRIATION OF FUNDS.**

(1) Appropriation of funds from one primary unit of appropriation to another unit shall be sanctioned by the Governing body of the Board to the extent of the situation expressly demands in the opinion of the Finance Committee at any time before the close of the Financial year to which such appropriation relates.

(2) Appropriation of funds shall be made only when it is known or anticipated that the appropriation for the unit from which funds are to be diverted will not be utilised in full or that saving can be effected in the appropriation for the said unit.

## 25. EXTENT OF DIVERSION OF FUNDS.

(1) The extent of diversion of such from primary unit of appropriation to another unit shall, in no case, exceed fifty per cent of the approved Budget of the Board in a particular financial year subject to the following general and specific condition namely:-

- (a) funds shall not be reappropriated to meet expenditure which has not been approved for the financial year;
- (b) funds shall not be appropriated from a unit which the intention of restoring the diverted appropriation to that unit when saving become available under other units for remaining period of particular financial year;
- (c) no additional staff other than the one approved in the Budget shall be appointed.
- (d) No new scheme will be taken up without the approval of the District Council.

## 26. TRANSFER OF REALLOCATION OF FUNDS.

(1) The transfer of the allocation of funds between different schemes, provision for which it is made in the same primary unit of appropriation in the approved budget shall not constitute "re-appropriation" and as such sanction of the District Council or Government shall not be necessary for such a transfer or re-allocation.

(2) All such re-allocation or transfer of funds shall receive prior concurrence of the finance Committee of the Board.

## 27. APPLICATION FOR ADDITIONAL APPROPRIATION.

Every application for additional appropriation of funds shall ordinarily be accompanied by a statement indicated in the Annexure "C" showing how to access is proposed to be met. In all proposals for reappropriation. The reason for savings and excesses of Rs. 1000/- or above and the primary units affected shall be stated.

## CHAPTER - VIII

### FINANCE AND AUDIT

## 28. PREPARATION, PRESENTATION AND SANCTION OF THE BUDGET OF THE BOARD.

(1) The President shall in the year following the year in which it is established and before annual meeting thereafter, a report on the working of the Board during the prece-

ding financial year together with a Budget Estimates showing in such forms as prescribed, the anticipated income and expenditure of the Board during the financial year in which such annual meeting is held.

(2) The report shall be forwarded to the Executive Committee as soon as possible but not later than one month of its presentation before the annual meeting of the Board together with such comments thereon as the Board may think fit to make.

(3) The Budget Estimates shall after confirmation by the Board be forwarded to the Executive Committee within such a prescribed time by the Board.

(4) The Executive Committee shall within three months of the receipt of the Budget Estimates, either accord its approval to the same or return it to the Board with such comments and suggestions as it may deem necessary if in its opinion such estimates -

(a) is not reasonably accurate with reference to ascertainable facts or shows deficit in the closing balance.

(b) Include new items of recurring expenditure which are likely to impose on the Board in the future financial liabilities which the Board is not likely to be able to meet from its income; or

(c) Include provisions for expenditure which are not in accord and with the provisions of these rules.

(5) (a) If the Budget Estimates is returned under clauses (a) of sub-rule (4), the Board shall consider the comments and suggestions made by the Executive Committee and may -

(i) if it think fit revise the said estimates or;

(ii) if it does not think fit to revise the estimates submit it in its original form to the Executive Committee within one month of receiving it, together with its reply on the comments and suggestions made by the Executive Committee.

(6) If the Executive Committee does not approved the Budget Estimates as revised by the Board, it may amend the Budget Estimates by making-

(a) such modification as are in its opinion, necessary to render the estimates reasonable accurate with reference to ascertainable facts or to balance the income and expenditure;

(b) additions, alterations or modifications in any provision relating to new expenditure of recurring nature;

(c) any alteration or modification in any provision which in its opinion, is not in accordance with the provision of these rules.



(7) The Budget Estimates as amended by the Executive Committee shall be the Budget Estimates of the Board for the concerned financial year.

## 29. GRANTS TO THE BOARD.

(1) The Executive Committee may, after considering the Budget Estimates, make such annual and periodical grants to it as it may think fit.

(2) To enable the Board to function effectively as soon as it is established, and at any time thereafter, the Executive Committee may make such grants to the Board as it may think necessary.

## 30. FUND OF THE BOARD AND THE USE THEREOF.

(1) The Board shall constitute funds as under :-

(a) Reserve Fund, named as Chakma District Council (District School Education Board) Reserve Fund.

(b) Operational Fund, named as Chakma District Council (District School Education Board) Operational Fund.

(2) (a) the initial constitution of these Funds shall be made out of earmarked grants from the District council subject to the maximum extent of Rs. 10,00,000/- for Reserve Fund and Rs. 5,00,000/- for Operational Fund;

(b) interest accruing on all moneys held in the Reserve Fund shall be transferred to the Operational Fund annually and shall be considered as income of the Board and taken into account in the preparation of Board's Budget;

(c) all sums which may be paid by the District Council for the Reserve Fund and the Operational Fund shall be forthwith deposited in the appropriate head of the fund;

(d) all fees realized under any of the provisions under these rules shall be deposited in the Operational Fund;

(e) all sums representing income from endowments or property owned or managed by the Board shall be deposited in the Operational Fund;

(f) the Board credit to the Board's Reserved Fund Account all such grants from the District Council or donation from any other source made or provided specifically for augmentation of the Fund immediately on receipt.

(3) All moneys payable to the credit of the Funds shall forthwith be paid into the State Bank of India to the credit of the relevant Fund, and all cheques drawn on the Funds, shall be signed by the Secretary and presented for encashment after obtaining the countersignature of the President.

(4) The Board shall account of all its receipts and expenditure in the manner prescribed by Executive Committee in general and as provided for under sub-rule (2) of rule 35 of these rules generally.

(5) No expenditure shall be incurred from the relevant Fund of the Board except for the purpose of this Rule and unless such expenditure is provided for in the Budget approved under this rule or can be met by appropriation in the prescribed manner.

(6) No drawal, except interest accruing annually, on the Reserved Fund shall be made at any time except with the specific approval of the Executive Committee.

### 31. AUDIT OF THE ACCOUNT OF THE BOARD

(1) The accounts of the Board shall be examined and audited annually in such a manner as prescribed by the Accountant General concerned as and when he so desire.

(2) For the purpose of examination and audit under sub-rule (1) if the Auditor-

(a) required in writing the production before him any document relating to the Board or assets thereof which he considers necessary for the purpose of audit;

(b) require in writing the personal appearance before him of any person accountable for or having the custody of control of any such document to answer any questions relating thereto; and

(c) require any person so appearing before him to submit a statement in writing in respect of any such documents.

(3) It shall be the duty of the Board, and of any member thereof and of the Secretary and the member of the staff in the service of the Board to afford to the auditor every facility of the examination and audit of the accounts of the Board and to comply at any requisition made by the auditor under sub rule (2) above and with the requirement of any rule made in this behalf.

(4) The Executive Committee shall on receipt of the audit receipt furnish within three weeks to the Executive Committee with observation thereon.

(5) The Executive Committee shall take such action on the audit report as it thinks fit.

## CHAPTER - IX

### ACCOUNTS OF RECEIPT AND EXPENDITURE

#### 32. ACCOUNTS OF RECEIPT AND EXPENDITURE INCLUDING MANNER OF PAYMENT TO AND FROM THE BOARD'S FUND.

(1) (a) all money received or spent by or on behalf of the Board shall, without any reservation, be brought to account in the Cash Book.

(b) The Cash-Book shall each day be checked item by item, closed and balanced and signed by him on his behalf during his absence.

(c) At the end of each month it shall be compared and agreed with the Pass-Book of the Bank. Every item of receipt and expenditure shall be checked with entries in the Cash Book.

(d) The Cash Book of the Board shall be maintained on double entry system.

(2) The Board shall maintain the following Registration in addition to Cash Book for keeping proper account and Forms of Account in the Forms in which there are maintained in the Government Offices in connection with the execution of the similar business. If some of these forms are not consistent with these used in the Government Offices the forms with suitable modification may be adopted.

(a) Journal

(b) Ledger

(c) Receipt Book Register

(d) Cheque Book Register

(e) Remittance Register (for deposit with Bank)

(f) Interest bearing security Register

(g) Investment Register in connection with contributory Provident Fund

(h) Appropriate Register

(i) Budget Estimate Register

(j) Bill Register

(k) Travelling Allowance Register

(l) Medical Re-imbursement Register

- (m) Leave salary Register
- (n) Aquittance Register
- (o) Pension contribution Register
- (p) Loan Register
- (q) Register for Central Grant
- (r) Asset Register
- (s) Register for Government Grant
- (t) Postage stamp Register
- (u) Any other Register for the maintenance of which may be considered necessary by the Board in its day to day work.

### 33. NO PAYMENT WITHOUT PROPER SANCTION.

- (1) No payment shall be made except on written order of the secretary or any other Officer authorised by him in his behalf who shall not make such an order until he has satisfied himself that the Budget allotment under the head concerned will not thereby exceed and unless the sanction of the Board exists for the charge.
- (2) (a) The grants-in-aid received by the Board shall be utilized for purpose for which it has been sanctioned and also in accordance with condition, if any, attached to such grant.  
  
(b) In case the situation expressly demands to appropriate such grant or any portion thereof for a purpose other than any of the approved purpose for which it has been sanctioned, the Board shall apply for reappropriation in such manner and subject to conditions prescribed in rule 27 of these rules.
- (3) The examination and audit of accounts shall be conducted in the manner prescribed by sub-rule (1) to (5) of rule 31 of these rules.

### 34. ISSUE OF RECEIPT

- (1) Except as otherwise provided in these rules whenever money is received an officer or employee authorised by the Board for credit —to the Board's Fund, a receipt in the prescribed form shall be given to person making the payment.
- (2) The Secretary of the Board or and other officer authorised by him shall sign receipt in the prescribed form on behalf of the Board;

(3) Receipts shall be written in ink or with indelible pencil in duplicate by means of double sided carbon paper, the carbon copy being retained by the official issuing receipts and the original copy be handed over to the person making the payment.

### 35. REMITTANCE TO THE BANK

(1) At the end of each week or of the bank is closed, on first subsequent day on which it is opened, the money received during the day at the office of the Board shall be remitted to the Bank with a prescribed deposit Bank challan, particulars of which shall be entered in the Remittance Registers as well as in the Cash Book and when the duplicate foils of the challan is received back from the Bank the entries in the Cash Book shall be checked with such foils and initialled by the Secretary or any other person authorized by him in his behalf and foils shall be used as vouchers for the remittance and shall be filed in the Guard file.

(2) All moneys remitted to the Bank to the credit of the Board and all payments to the Bank on cheques or other be entered in a Pass Book.

The Pass Book shall remain in the custody of the Secretary or any other person authorized by him to work on his behalf and it shall be sent to the Bank twice in a month ordinarily on the 10th and on the last working day of every month and of any other day on which the Board may require the posting to be done.

(3) When payment is received by means of a cheque drawn on the Bank, the cheque shall be endorsed by the official of the Board in whose favour it is drawn with the words, "Received payment by transfer credit to the Board's Fund".

### 36. PERMANENT ADVANCE

(1) The Secretary shall hold a permanent advance.

(2) The amount of permanent advance shall be determined by the Finance Committee of the Board.

(3) The permanent advance shall be recouped as often as may be necessary in the following manners.

(a) the Secretary shall compose the sub-vouchers with the entries in the permanent advance Account;

(b) he shall deface them by stamping "Cancelled" thereon so that they can be used again;

(c) he shall total and initial the column - "Amount of sub-vouchers" in the permanent advance account;

(d) the voucher of recoupment shall be drawn, put in a suitable form and it shall be defaced with the usual payment order and;

(e) he shall draw out a cheque in his favour for the amount.

### 37. PAYMENT TO BE BY CHEQUE.

(1) All sums of less than two thousand payable from the Board's Fund shall ordinarily be paid from Permanent Advance with the Secretary; sums of rupees two thousand and above all shall ordinarily be paid by cheque. The Drawing and Disbursing Officer shall testify himself about the mode of payment.

(2) All cheques drawn on the fund shall be signed by the Secretary and presented for encashment after obtaining the counter-signature of the president.

(3) No cheque shall be signed unless required for immediate delivery to the person to whom the money is to be paid, nor until the bill, which it will discharge, has been presented in a complete form, examined and passed for payment.

(4) If a cheque, after it has been signed, cannot be delivered to the payees on account of his non-appearance on a particular date, it shall be lodged in an Iron Safe, the key of which shall be kept in the custody of the Disbursing Officer of the Board.

(5) A cheque shall be current for three months only. If and when a person in whose favour the cheque was drawn brings it back to be redated after the expiry of that period and upto six months from the date on which the cheque was originally issued, a fresh cheque shall not be issued, but the original cheque shall be redated by the official whose duty it should be to sign cheque. The fact of redating shall be noted in the Cash Book as well as in the counter foil. A cheque remaining unpaid for any cause for six months from the date of its issue shall be cancelled and its amount written back.

(6) Cheque Book shall be supplied by the Bank only; and no other forms shall be used. The cheque books and the counterfoils of used cheque shall be kept in the custody of the Secretary or any person authorised to work on his behalf.

(7) On receipt of a Cheque Book from the Bank, the Secretary shall count the cheques and shall record on the back of the cheque book that "this Cheque Book contains - (both in figure and in words) forms". The Cheque book shall also be entered in the Cheque Book Register.

### 38. PAYEE'S RECEIPT, CLASSIFICATION OF BILLS AND VOUCHERS, BILL REGISTER, STOCK REGISTER, REGISTER OF IMMOVABLE PROPERTY, REGISTER OF GRANTS, ETC.

(1) Every payment made either in cash or by cheque shall be covered by a receipt, stamped if necessary, signed by the person to whom the money is due and to whom it has actually been paid.

(2) Bills and Vouchers which have been paid by cheques shall be divided into the following classes namely:

- (a) Salary and Establishment Bills.
- (b) Examination Bills.
- (c) Other Bills

Each class of Bills shall be posted in a separate guard file and shall be consecutively numbered in order of payment:

Provided that sub-vouchers which have been paid in cash out of the permanent advances, shall be separately filed together with the recoupment voucher covering them.

(3) In order to facilitate the check of establishment and other bill and ensure to charge is paid twice, the Bill Register shall be maintained in the prescribed form.

(4) The Board shall maintain a Stock Register of separately for consumable and non consumable articles and shall arrange for section wise physical verification with that particular section of portion.

(5) The Board shall maintain Register of Immovable property in the prescribed form in which shall be entered details of all immovable property of the Board and also of the rent demands.

(6) A register of Government Grants containing the following columns shall be maintained by the Board.

- (a) serial number
- (b) number and date of sanction letter
- (c) Purpose of grant
- (d) Conditions, if any attach to the grant
- (e) Amount sanctioned
- (f) Number and date of demand draft issued by sanctioning authority
- (g) Date on which it has been credited
- (h) Date of issue of Utilization Certificate
- (i) Date and initial of the Secretary

(7) The annual or periodical grant sanctioned by the Government or District Council shall be paid into the State Bank of India, Lunglei Branch of Mizoram to the credit of the Chakma District Council (District School Education Board).

(8) For the purpose of classifying the income and expenditure of the Board, a classified abstract and a detailed Account shall be maintained for every month, the abstract accounts by the 5th of the month and the detailed accounts by the 5th of the next month shall be placed before the President to exercise control over expenditures.

(9) At the end of every financial year the receipt and payment account, Income and Expenditure Account and balance sheet be prepared and submitted to the Executive Committee in the prescribed form.

### 39. USE OF SERVICE STAMP.

(1) Service Stamp may be used by the Board.

(2) Telegraphic message, the charges for which are to be borne by the Board shall be classified as "official"

(3) Maintenance of Stamps Account :

A register of stamp shall be maintained by the Board in the following manner:—

(a) Date,	
(b) Opening balance	
(c) Total no. of letters, in classified manner	ordinary, Register or recorded delivery etc.
(d) Total expenses under (c)	
(e) Closing balance	
(f) Remarks	

(4) All stamps receipts from the post office shall be posted in the Despatched Register against the letters to which they relate.

(5) There shall be a monthly verification of stamps in all its denominations by any officer authorised by the Secretary.

(6) The Board may enter into a contract with the postal Department for the use of stamp token for its own correspondence if the bulk of postal transaction ensures economy for the Board.

### 40. ACCOUNT BOOK.

(1) Figures in all accounts of the Board shall be in English or Arabic notation. All books of accounts and registers shall be substantially bound and machine numbered before being brought into use and a page certificate shall be recovered over the signature of the Secretary or any other person authorised to work on his behalf. No accounts shall be prepared on loose sheets or paper or in loosely bound volume.

(2) All corrections and alterations shall be done neatly in red ink and attested by the Secretary or any other officer authorised to work on his behalf. All corrections and alterations in a voucher shall be attested by the payee. Erasures shall, on no account, be permitted in register, statements, vouchers on accounts of any description.



- (3) The Secretary or any officer authorised by him in his behalf from time to time examine the different registers maintained by the employees of the Board and shall record a certificate at the end of each inspection that he has done so.
- (4) (a) Irrecoverable dues or loss upto one hundred rupees in each case may be written off by the Secretary.
- (b) where such amount exceeds one hundred rupees but does not exceed five hundred rupees, the amount may be written off by the President, subject to the approval of the Finance Committee and where it exceeds five hundred rupees with the sanction of the Governing Body of the Board.
- (5) the actual Cash Balance of the Board Fund shall not be permitted at any time to fall below rupees thirty thousand.
- (6) No payment shall be made from Board's Fund except in the manner provided in sub-rule (1) of rule 34 and in particular, no payment shall be made of cash received for credit to be Board's fund.
- (7) Vouchers registers, bill and any other prescribed forms shall not be weeded or destroyed otherwise then in accordance with the directions given by the governing Body or by the Finance Committee as the case may be.
- (8) (a) whenever embezzlement of money or of property of the Board is discovered, an enquiry shall at once be instituted by the President and the fact of the embezzlement shall be reported to the Governing Body on its first meeting following such date and also to the Executive Committee.
- (b) whenever in any circumstances any irregularity likely to be connected with embezzlement or the fraudulent loss of money or property is discovered, a report at once shall be sent to the Executive Committee.
- (9) (a) no work exceeding ten thousand rupees in value shall ordinarily be allotted except on the basis of tenders.
- (b) work relating to holding public examinations or to confidential papers of the Board shall remain specially exempted from the operation of clause (a) above.
- (c) the security and earnest money received in connection with tenders shall be entered in the register.
- (10) (a) every employee of the Board unless exempted by a resolution of the Board shall, if entrusted with the receipts, disbursement or custody of the money or property of the Board, shall be required to furnish security to an amount to be fixed in each by the Board.

(b) such security may be cash, Government paper or other stocks or a bond hypothecating property, and in each case a security Bond in a prescribed form operated by the Board shall be executed on Revenue stamped paper.

(c) securities shall be examined and verified by the first day of March each year and certificate to the effect that this has been done shall be signed by the Secretary against the "Remarks" column of the Security Register in which details with regard to such securities are to be recorded.

(d) In case of security the amount shall be deposited to the State Bank of India, Lunglei Branch to the Board's Fund. The Board may interest the money in an interest bearing time deposit of the Bank.

(11) In anticipation of the sanction of the Board, the President may sanction expenditure if approved for in the budget to the extent of ten thousand rupees in any one case.

(12) Except in respect of dues fixed by or under any law or under special order of the Executive Committee or of the Board financial transactions between the Board and other parties be rounded off to the nearest one rupee.

#### 41. MATTERS NOT PROVIDED IN THIS RULES TO BE GOVERNED

(1) Accounting procedures except otherwise provided in these rules shall be guided by the General Financial Rules, 1963 and other Rules framed by the Central Government or by Government in respect of identical or similar matters and the interpretation of such by the Government shall be considered final.

(2) If any difficulty arises in the working of these rules, the Executive Committee may make such order or do such thing, not inconsistent with these rules, as it appears to it to be necessary or expedient in removing the difficulty.

### CHAPTER - X

#### CONSTITUTION, DUTIES AND POWERS OF EXAMINATION COMMITTEE

#### 42. CONSTITUTION, DUTIES AND POWERS OF EXAMINATION COMMITTEE

(1) There shall be an Examination Committee for smooth conduct of Examination under the Board which shall generally consist of :

- (a) The President;
- (b) The Vice-President;
- (c) The Secretary;
- (d) The Education Officer;
- (e) The Controller of Examination;
- (f) Three members of the Board to be nominated by the Board;

- (g) One member nominated by the Controlling Authority;
- (h) Two co-opted persons appointed by the committee approved by the Board;

(2) The Committee shall generally elect any one of its member to preside over its meeting in the absence of the President and the Vice-President.

(3) It shall be the duty of the Examination Committee :-

(a) to arrange for the holding of Examination instituted by the Board including the fixing of centres for such examinations;

(b) to fix up criteria for declaring candidates to have passed such examination and to consider, approve and publish the results of such examinations;

(c) to disqualify candidates for :

(i) presenting themselves at examination for any reason considered to be adequate, or

(ii) being declared as having passed any such examination on the ground of misconduct;

(d) deal with all complaints relating to -

(i) setting of questions;

(ii) conduct of examination;

(iii) Publication of results;

(iv) Any other relevant matters pertaining to examinations and to make decisions thereon, provided that such complaints are made in writing by a member of the Board or at least three Headmasters or Head teachers of reorganized Schools within a period of one month in the case of sub-clauses (i) and (ii), two months in the case of sub-clauses (iii) and (iv). All actions taken under clause (a) (b) (c) and (d) above shall be reported to the Board at its next meeting;

(e) lay down the principles for appointment of paper setters Moderators, Examiners, Tabulators, Invigilators, Centre Superintendent, Supervisor etc. required in connection with the conduct of Board's Examinations;

(f) authorized the President and the Secretary of the Board to make appointment of any or all of these functionaries in keeping with the general principles approved by the Examination Committee shall, in consultation with the Finance Committee advise the Board on:-

(i) rates of remunerations to be paid to Paper Setters, Examiners, Head Examiners, Moderators, Tabulators, Supervisors, Centre Superintendent, Invigilators etc.

(ii) rates of fees to be paid by the various categories of candidates for the different examinations of the Board;

(iii) rates of other fees payable to the Board for all other matters relating to examinations, results etc.

(4) The Examination Committee shall perform any other duties relating to examination which may be specifically entrusted to it by the Board.

(5) The Examination Committee shall have power to appoint a sub-committee or sub-committees as it may consider necessary to advise it upon any matter referred to in sub-rules (2) and (3) of these rules or for any other specific works; Provided that-

(a) any sub-committee shall not have more than six members including the convener of the sub-committee who shall be the Secretary or any other officer of the Board appointed by the President.

(b) it shall not be necessary for the other member of such of sub-committee shall cease to be a member and the vacancy so caused be filled by the Examination Committee.

(6) The Examination Committee shall not be bound to accept the recommendations made by the sub-committee constituted under sub-rule (5) above and shall reserve the right to reject or make add-additions and alterations to the recommendations of the sub-committee if considered necessary by it.

## CHAPTER XI

### CONDUCT OF EXAMINATION

#### 43. FUNCTION OF THE CUSTODIAN OF CONFIDENTIAL PAPERS.

The custodian of the Confidential Papers shall be responsible for safe custody of Confidential Papers. Detailed instruction as to safe custody of the Confidential Papers will be issued by the Controller of Examinations. Responsibility for proper conduct of Examination in the Centre devolves on the Centre Superintendent and his functions shall be as hereinafter provided.

#### 44. CENTRE SUPERINTENDENT.

Responsibility for proper conduct of examination in the Centre devolves on the Centre Superintendent and his functions shall be as under:—

(a) to make all preparatory arrangements for holding the examination including seat arrangements of the candidates. For the preparatory help, he may seek necessary assistance from the Headmasters, Head Teacher of other recognised schools in the locality and all such facilities shall be made available to the Centre Superintendent. Failure to comply with the directives may make the defaulting school liable to withdrawal of recognition;

- (b) to convene the Centre Committee meeting as and when necessary;
- (c) to collect Centre Fees and utilities the same properly in the manner as directed by the Board and to keep the accounts thereof properly;
- (d) to perform all other duties entrusted to him by the Examination Committee or the Controller of Examination for smooth and proper conduct of the Examination.

#### 45. POWER OF SUPERVISORS.

It shall be the duty of the Supervisor if appointed by the Examination Committee to assist the Centre Superintendent in making arrangement for and in conducting properly the examination at the centre. He will perform duties—

- (a) entrusted to him by the Examination Committee;
- (b) such other duties as may be assigned to him by the Examination Committee of the Controller of Examinations.

#### 46. CONSTITUTION OF CENTRE COMMITTEE

(1) There shall be a Centre Committee for smooth conduct of Examination in each Examination Centre. The Centre Committee shall be composed of:—

- (a) The Head of the Institution, which is selected by the Board of Examination Centre, shall be the Chairman
- (b) Custodian of Confidential Papers and
- (c) Centre Superintendent of the concerned centre:

Provided that the Board may appoint any other responsible person to discharge the functions of the Chairman, Custodian of Confidential papers, and Centre Superintendent of any Examination Centre and in that case the Head of the Institution shall be member of the Centre Committee.

(2) The President of the Board shall nominate not more than two Head of Institutions of the locality in which the Centre is located to be the member of the Centre Committee.

(3) The Chairman of the Centre Committee shall nominate one responsible person to be a member of the Centre Committee.

(4) In the case of Professional or Vocational School or Teacher's Training Institution Examination, the Education Officer of the Chakma District Council, shall nominate one responsible person to be a member of the Centre Committee and in the case of Primary and Middle Schools the concerned Assistant Education Officer of Chakma District Council.

(5) The Committee may nominate one Medical Officer or Medical Practitioner of the locality as a Member of the Centre Committee.

(6) The Chairman shall nominate one member of the Committee as Secretary of the Centre Committee.

#### 47. POWER OF INVIGILATORS

(1) It shall be the duty of the Invigilators to guard against all sorts of malpractices and misconduct on the part of the examinees at the Centre and to render all necessary assistance to the Centre Superintendent as may be required by him in regard to conduct of Examinations.

(2) When a Centre Superintendent makes a demand for the service of any teacher from the Headmaster or Head Teachers of any reorganised schools for acting as Invigilators or for any other assistance, the same shall be immediately made available to the Centre Superintendent and the teacher so deputed shall be deemed to be on duty.

#### 48. CONDUCT OF EXAMINATIONS

(1) All recognized Institutions shall place at the disposal of the Board ; their building, furniture and equipments and the staff to enable the Board to hold its examinations where so required by the Board.

(2) The candidates shall be held guilty of misconduct or malpractice in the examination if they adopt unfair means or if they indulge in any kind of misdemeanour, unruly behaviour, details of which will be listed in the instructions issued to the Centre Superintendent.

(3) The Centre Superintendent shall be competent to expel a candidate from the Examination Hall for misconduct or malpractice in the Examination. In such cases the Centre Superintendent shall immediately report the case to the Board of Controller of Examination furnishing full statement of the case.

(4) The Board shall be competent to issue any further instruction not inconsistent with these rules for proper conduct of the Examinations.

(5) The Centre Superintendents and the Invigilators of the Examination Centres under this Board shall abide by the instructions, for the smooth and fair conduct of the examination, of the Secretary of Chakma District Council (District School Education Board) and failure on the part of the Centre Superintendents or the Invigilators, if any, to comply with the above instructions will render them liable to any disciplinary action deemed fit and proper by the Board.

#### 49. POWER OF THE PRESIDENT TO APPOINT PERSONS FOR EXAMINATION DUTIES.

(1) The President shall be competent to appoint the following categories of functionaries for smooth conduct of the Board's Examination:-

- (a) the Centre Superintendent;
- (b) the Supervisor of the Examination Centre;

- (c) the Paper Setters;
- (d) the Moderators;
- (e) the Examiners, including Head Examiners of the different subject;
- (f) the Tabulator;
- (g) the Scrutinisers of answer scripts and mark sheets;
- (h) any other categories of persons as the Examination Committee may deem necessary for proper execution of its business.

(2) No person or persons other than so appointed by the President under sub-rule (1) or by any officer authorised by the President for proper function of examination is permissible to enter examination complex which shall be determined by the examination Centre Committee.

(3) All persons appointed under these rules shall be deemed to be public servant within the meaning of the section 21 of Indian Penal Code, 1860 (45 of 1860).

#### 50. DUTIES AND POWERS OF PAPER SETTERS.

The duties and powers of Paper Setters shall be:-

- (a) to prepare manuscript question papers strictly in accordance with the syllabus of the subject and also with directions given by the President at the time of his appointments;
- (b) to submit his manuscript question papers and also model answer where required in a double sealed cover marked as "Top Secret" to the Controller of Examination personally unless otherwise directed by the President.

#### 51. DUTIES AND POWERS OF MODERATORS:

- (1) The Moderator himself or a panel moderators shall moderate the manuscript or the papers for the subject and finalise the manuscripts of the question papers unless otherwise directed by the President.
- (2) The Moderator or one of the representative shall submit the final manuscript of the question papers in a double sealed cover marked as "TOP SECRET" to the Controller of Examinations personally unless otherwise directed by the President.

#### 52. DUTIES AND POWERS OF EXAMINER OR HEAD EXAMINER.

- (1) The Examiners shall examine the answers strictly in accordance with guidelines or instruction issued by the Secretary or Controller of Examinations.

- (2) The Examiners shall receive the confidential papers from the Secretary or the Controller of Examinations of the Board or any other person authorised by the President.
- (3) He shall submit personally all confidential papers to the Secretary or the Controller of Examinations or any other person authorised by the President or in a manner approved by the President.
- (4) It shall be the duty of the Head Examiner appointed to conduct meetings of examiners and discuss guidelines for evaluation of answer scripts.
- (5) The head Examiner shall satisfy himself in regard to the proper valuation of the answer scripts by the examiners through a proper check which will generally be done on the basis of the answer scripts submitted to him.
- (6) He shall have the right to re-examine the marginal cases and any reassessment made by him shall be deemed valid.
- (7) The Head Examiner shall have the power necessary for rectification of discrepancies, wrong totalling omissions, double markings and other errors, under intimation confidentially to the Secretary and Controller of Examinations.

#### 53. DUTIES AND POWERS OF SCRUTINIZERS.

The duties and powers of the Scrutinizers shall be:

- (a) to scrutinize all manuscripts in regard to totalling, omissions of marks and others.
- (b) To compare and verify the total marks awarded in answer scripts with mark sheets.

#### 54. POWERS AND DUTIES OF A TABULATOR.

The powers and duties of the tabulator shall be to tabulate the marks obtained by the candidates in a manner prescribed by the Secretary or the Controller of Examination, submit the same within the stipulated time prescribed for such submission.

#### 55. POWERS OF THE PRESIDENT, SECRETARY AND THE CONTROLLER OF EXAMINATION FOR PROPER FUNCTIONING OF PAPER SETTERS, MODERATORS ETC.

- (1) The President shall be competent to issue further instructions to the Paper Setters, Moderators, Examiners, Scrutinizers and Tabulators for the proper execution of their respective functions. Such instructions shall be communicated to them by the Secretary or the Controller of Examinations.
- (2) The Secretary or the controller of Examinations with the approval of the President shall be competent to issue detailed instructions in regard to



all affairs connected with the conduct of examinations provided that such instructions are not inconsistent with the provisions of these rules.

#### 56. RATES OF PAPER SETTER, MODERATOR AND EXAMINERS.

The rates of remuneration to Paper setters, Moderators, Examiners, etc. shall be determined by the Board from time to time.

### CHAPTER—XII

#### RATES ON FEES

#### 57. RATE OF FEES REGULAR AND PRIVATE CANDIDATES.

(1) Fees for regular or Private candidate intending to appear in the examinations conducted by the Board for Primary, Middle Schools or Courses including examination in single subject or compartmental or supplementary Examination or any other examinations conducted by the Board shall be determined by the Board by orders from time to time.

(2) A Candidate who fails to pay the examination fees, etc. within the date announced by the Board by orders or orders shall have to pay late fees in addition to the prescribed examination fees within such date and such amounts as may be fixed by the Board for payment of late fees from time to time.

(3) For meeting incidental expenses including remuneration for invigilators etc. in connection with conduct of examination in the Centre Fees from each candidate appearing in any Examination conducted by the Board shall be collected at their respective Centre. The rates of such Centre fees shall be determined by the Board from time to time.

(4) Scrutiny on marks after publication of results may be undertaken on application within a month of publication of results on payment of a fee at the rate fixed by the Board from time to time.

(5) Change of Examination Centre will not be normally allowed. In exceptional circumstances, this may be allowed by the President on payment of a fee fixed by the Board.

(6) The Board may issue Duplicate Certificate, Mark sheets and Admit Cards to Candidates on receipt of application in such form as the Board may prescribe, alongwith the fees fixed by the Board.

(7) The Board may issue a Migration Certificate, to a student reading in any of the recognised schools or institutions under this Board or to a student who appeared at any examinations of this Board if he requires it for prosecuting studies in school or college outside the tutorial jurisdiction of the Chakma District Council (District School Education Board) on receipt of an application in the prescribed form alongwith a fee of Rs. 50/-(Rupees fifty) only.

(8) Fees once paid to the Board shall not under any circumstances be refunded. However, the President may allow a candidate to appear at the next year's examination without payment of fees for the second term for the same examination, if he is satisfied that the candidate failed to take the schedule examination on account of unavoidable circumstances.

Provided that the candidate prays for tribe privilege within two months from the commencement of the examination in which he is fails to sit.

(9) A private candidate intending to appear at the Board's Examination shall have to pay fees at the rate determined and fixed from time to time by the Board alongwith the examination fees at the rate fixed for regular candidates, after obtaining due permission of the Board for examination.

### CHAPTER - XIII

#### CONSTITUTION OF AWARDS OR PRIZES TO MERITORIOUS STUDENTS.

##### 58. MERITORIOUS AWARD OR PRIZES TO STUDENTS

There shall be constituted cash incentive awards or prizes accompanied by certificate to meritorious bonafied student holding outstanding positions in each of the Public Examinations conducted by the Board.

##### 59. CATEGORIES OF AWARD OR PRIZES.

(1) For the purpose of these awards, there shall be the following Categories of Awards or Prizes.

(a) Primary School Leaving Certificate Examinations;

(b) Middle School Leaving Certificate Examinations.

(2) The number of the students and value of these Awards or Prizes under sub-rule (1) shall be determined by the Board from time to time.

(3) (a) Only the children or wards of the bonafide permanent residents of Chakma District Council area taking regular education in any institution in CADC shall be eligible for these Awards or Prizes, subject to the condition that students who failed to take Examination, for any reason whatsoever at one chance, shall not be considered for these awards of prizes.

(b) No students who is found guilty of his conduct or breach of discipline shall be eligible for these Awards or Prizes.

(4) On the results of the examinations and within the stipulations contained in these rules, the President shall announce the names of the winners of these Awards or Prizes and the Secretary shall arrange for award of these Awards or Prizes.

(5) These Awards or Prizes accompanied by certificate shall be distributed to eligible Awards winners within a period not later than six months from the date of publication of the concerned examination results at a special function specially arranged for the purpose and on the date to be appointed by the President.

## CHAPTER - XIV

### THE FINANCE COMMITTEE

#### 60. CONSTITUTION OF FINANCE COMMITTEE :

(1) The Finance Committee shall generally consist of the following members :-

- (a) The President
- (b) The Vice-President;
- (c) The Secretary;
- (d) Head of Education Department of the Chakma District Council (District School Education Board) or his representative not below the rank of senior Officer of Chakma District Council.
- (e) A nominee of the Controlling Authority as required under clause (b) of sub-rule (1) of rule 20 of these rules;
- (f) Two members elected by the Board from amongst the members of the Board;
- (g) Two members with expert knowledge in financial matters nominated by the President.

(2) The functions of the Finance Committee shall be -

- (a) to manage and regulate the Finance, Accounts and Investments of the Board;
- (b) to examine the Annual Budget Estimates and Revised Estimates of the Board prepared by the Secretary and to make recommendations for consideration and approval of the same by the Board;
- (c) to examine proposals for new expenditure and to advise the Board thereon;
- (d) to examine and approve proposals for appropriation of funds;

- (e) to arrange for annual audit, consider the audit notes and submit reports to the Board;
  - (f) to recommend delegation of financial and administrative powers to different officers of the Board for approval of the Board;
  - (g) to fix the quantum of Permanent Advance to be kept by the Board's Secretary or any other Officer authorised by the Board;
  - (h) to lay down principles and guideline for purchase of stores, equipments, stationeries, etc. of the Board;
  - (i) and to perform such other duties as may be entrusted to it by the Board.
- (3) The Finance Committee shall act as an Advisory Body in all matters concerning the finance of the Board and fixation of the cadre strength of the different categories of the staff of the Board, subject to the provisions of these rules.

## CHAPTER - XV

### THE SYLLABUS COMMITTEE

#### 61. CONSTITUTION OF SYLLABUS COMMITTEE.

(1) The Syllabus Committee shall generally consist of :-

- (a) The President;
- (b) The Vice-President;
- (c) The Secretary;
- (d) One representative from Primary School teacher;
- (e) One representative from Middle School teacher;
- (f) Head of Education Department of Chakma District Council or his representative not below the rank of Senior Grade Officer under the Chakma District Council;
- (g) Two members of the Board elected by the members of the Board;
- (h) Two members with expert knowledge in the field nominated by the President;
- (i) Controller of Examinations.

(2) It shall be the duty of the Syllabus Committee—

- (a) to advise the Board on any matter relating to the syllabus, courses of studies or books to be studied in recognised schools or institutions as may be referred to it by the Board;

- (b) to advise the Board about the Syllabus and Courses of studies to be followed in various classes of recognised Institutions and for various examinations of the Board;
  - (c) to fix the total number of compulsory and optional subject to be taken by the students in various classes of recognized institutions and for various examinations of the Board;
  - (d) to frame detailed curriculum and syllabus in each subject taught in recognised institutions and also for the various examinations of the Board;
  - (e) to consider proposal for the introduction of new subjects or the exclusion of any existing subject and make recommendation thereon to the Board.
- (3) The Syllabus Committee shall have power to set up Sub-Committee for Courses with not more than six member including the convener as provided in clause (b) above in each Sub-Committee for any or all of the subjects for the various examinations of the Board. Such Sub-Committee of courses shall advise the Syllabus Committee upon any matter provided that—
- (a) it shall not be necessary for the members of such Sub-Committees of the Courses to be member of the Board or Syllabus Committee;
  - (b) there shall be a Convener for each of the Sub-Committee of the courses and the Secretary or any other officer of the Board appointed by the President shall hold this office;
  - (c) the terms of the office of those members of a Sub-Committee shall be like that of members of the other Sub-Committee of the Board;
  - (d) any member who absented himself for three consecutive meetings of the Sub-Committee without the intimation to the shall cease to be a member and the vacancy caused be filled by the Committee concerned.
- (4) The Syllabus Committee shall not be bound to accept the recommendations made by the Sub-Committee constituted under sub-rule (3) above and shall reserve the right to reject or make additions and alterations to the recommendation of the Sub-Committee if considered necessary.

## CHAPTER XVI

### RECOGNITION COMMITTEE

#### 62. CONSTITUTION OF RECOGNITION COMMITTEE.

- (1) The Recognition Committee shall generally consist of the following members:—
- (a) The President;
  - (b) The Vice-President;
  - (c) The Secretary;

- (d) Head of Department of Education of the Chakma District Council or his representative not below the rank of Senior Grade Officer of Chakma District Council under Education Department;
  - (e) Two members of the Board elected by the Board;
  - (f) Two persons with long experience in School Education nominated by the President;
  - (g) One prominent person nominated by the Controlling Authority.
- (2) It shall be the duty of the Recognition Committee--
- (a) to advise the Board in regard to the conditions and detailed procedure for recognition of Pre Primary, Primary, Middle, and Vocational Institutions, Adult Education if necessary;
  - (b) to call for confidential inspection reports and any other information from the Education Officer of Chakma District in the case of recognition of Schools and Institutions of all stages;
  - (c) to examine such reports in the context of these rules governing grant of recognition, or renewal of recognitions if any, or prescribed by the Board, (any criteria or conditions for recognitions and in case an institution fulfils the conditions of recognitions as required by the above rules governing grant of recognition if any, or prescribed by the Board) shall have power to grant recognition provisionally subject to the approval of the Board, If however, the conditions are not fulfilled in respect of major items, the Recognition Committee shall submit its report incorporating its specific recommendations for consideration of the Board. The Board shall be the competent authority to grant or reject recognition or renewal of recognition after due consideration of the recommendations of the Recognition Committee. The decision of the Board regarding the recognition or renewal of recognition of the Institution or otherwise, shall be communicated to the School authority by the Secretary and;
  - (d) to cause inspection to be made by such person or persons as the Board may nominate, of any institutions.
- (3) It shall be the duty of the Recognition Committee to advise the Board on all matters relating to recognition of Institutions and subject to the provisions of these rules the Board shall be the competent authority to accord recognition to institutions of the recommendations of the Recognition Committee.
- (4) Any educational institution who desires to prepare candidates for the examination conducted by the Board shall submit application to the Secretary in the prescribed form for recognition of the institution.

(5) An institution seeking recognition must satisfy the real need of the area and it shall not harm financially or otherwise a neighbouring institution already recognized, and it must satisfy the stipulation in regard to maximum and minimum enrolment as prescribed in the rules.

(6) An institution seeking recognition shall have a managing Committee regularly constituted in accordance with the relevant rules of the Education Department of the District Council and shall have to satisfy the provision of these rules.

(7) An institution seeking recognition should have sufficient financial resources to justify its continuing existing. It shall have a regular source of income to meet running expenses of the institution, to maintain it at a reasonable standard of efficiency.

(8) No part of the income from the institution seeking recognition shall accrue to any individual or group of individual running the institution.

(9) An institution seeking recognition shall have to satisfy the minimum conditions laid down for recognition in these rules. It shall have suitable land, building, furniture, equipments and teaching aids for imparting effective education. The site of the institution shall be free from objectionable surroundings and shall be peaceful and conducive to the smooth working of the institution.

(10) An institution seeking recognition shall have to maintain a Reserve fund as prescribed in these rules. This condition will not, however, apply in the case of District Council institutions.

(11) No institution seeking recognition shall be recognized by the Board unless:

(a) it is open to inspection by:

(i) Officers of the Board or any other persons authorized by the Board;

(ii) Officers of Education Department of District Council or any person authorised by the Education Department of the District Council;

(b) all information and returns called for from the institution by the Board within the provision of these rules and instructions made from time to time by the Board, are complied with and furnished promptly by the institution;

(c) the institution follows the curriculum, courses of studies and other cocurricular activities as prescribed by the Board;

(d) the institution maintains adequate and efficient staff as prescribed in these rules for imparting instruction;

(e) the institution follows the list of text books and suggested reading materials and medium of instruction prescribed by the Board;

(f) the institution maintains school working hours and school sessions strictly in conformity with directions issued by the Board from time to time in this regard.

### 63. CONDITION FOR RECOGNITION OF MIDDLE SCHOOLS.

(1) A school seeking recognition as Middle school with permission to present candidates for the Middle School Leaving Certificate Examination shall have to fulfil the following condition:—

(a) the minimum total enrolment in class-V to VII shall be 45;

(b) the minimum class-wise enrolment in each class or section shall be 15;

(c) the maximum enrolment in each class or section shall not exceed 30;

(d) relaxation in regards to condition under clauses (a) to (c) above may be made by the Board for educationally backward areas.

(2) The site shall be adequate to provide space for all necessary buildings as well space for physical education activities and sports.

(3) The school building shall have, at least, a semi pucca structure with galvanised corrugated iron sheet roofing, sawn timber structure, asbestos sheets or double turja or sawn timber walls with adequate number of doors and windows for proper ventilation, the school shall not be accommodate in rented building except with the special permission of the Board.

(4) The school building shall be sufficiently spacious to accommodate separate class rooms for each of the classes or sections.

In addition to the class room there shall be separate rooms for work experience class, Science teaching and Headmaster's office and staff room.

(5) Each class room shall be well lighted and shall have at least a floor space of one square meter per pupil. It will be desirable to have adjustable class rooms of standard dimension of  $6 \times 7 = 42$  sq. metres for school gathering.

(6) A non government Middle school shall maintain Reserve Fund of Rs. 5,000/- in the scheduled Bank, State Bank of India or postal saving Bank as fixed deposit. No drawal shall be made from the Reserve Fund without written permission of the Secretary of the Board.

(7) The school shall have an adequate number of qualified teachers including a qualified Headmaster.

(8) The Headmaster shall be a graduate preferably with a teaching experience or equivalent diploma in Education with at least 3 (Three) years of Tea-



ching experience in recognized school. No new under-graduate Headmaster shall be appointed but in the case of existing under graduate Headmaster already appointed on substantive basis, the qualifications prescribed above may be relaxed by the Board subject to condition that no under-graduate Headmaster who is not at least pre-University Courses or equivalent passed and who has not yet acquired a Training Certificate shall be retained on the post of Headmaster.

The Educational qualification of under-graduate Headmaster so relaxed may be given opportunity of consecutive three years chances to get the required qualification. In case of failure to obtain the prescribed qualification in due time the appointment as Headmaster shall automatically be treated as cancelled.

(9) All Teachers shall be at least Class-XII or equivalent passed, provided that in the case of teachers already in service for at least two years the minimum qualifications shall continue to be High School Leaving Certificate passed.

(10) No one shall be confirmed to the post unless he acquires a Teacher Training Certificate. It is desirable that there is at least one teacher with Pre-University Science Course for teaching General Science and Mathematics.

(11) Excluding the Headmaster, the ratio of the number of teachers to the Class or Section shall normally be 4:3 including Hindi or Work Education Teacher.

(12) The minimum qualification as also the minimum strength of teaching staff mentioned above may be relaxed by the Board for School in educationally backward areas or for any other special circumstances.

(13) Each application for recognition of a Middle School shall be accompanied by an application fee as prescribed below:-

(i) Rs.200/- for Middle School for the first time.

(ii) Rs.100/-for annual affiliation fee.

#### 64. CONDITION FOR RECOGNITION OF PRIMARY SCHOOL.

(1) A school seeking recognition as Primary School with permission to present candidates for the Primary School Leaving Certificate Examination shall have to fulfil the following condition:-

(a) The minimum total enrolment in Classes I to IV shall be 35;

(b) The maximum enrolment in each class of section shall not be more than 30.

(c) Relaxation in regard to clauses (a) and (b) above may be made by the Board for School in educationally backward areas.

(2) No new Primary School within a radius of 2 kilometers of an existing Primary School already recognized by the Board shall be accorded recognition provided that the above condition may be relaxed by the Board in exceptional circumstances.

(3) The site shall be adequate to provide space for all necessary buildings as well as space for physical education activities and sports.

(4) The school building shall have at least a semi pucca structure with galvanized corrugated iron sheet roofing, sawn timber structure, asbestos sheet or double turja or sawn timber walls with adequate number of doors and windows for proper ventilation. The school shall not be accommodated in rented building except with the special permission of the Board.

(5) The school building shall be sufficiently spacious to accommodate separate class rooms for each of the classes or sections. In addition to the class rooms, there shall be separate rooms for Work Education, Science Teaching and Head Teacher's Office.

(6) Each class room shall be well lighted, shall have at least a floor space of one square metre per pupil. It will be desirable to have adjustable class rooms of standard of  $6 \times 7 = 42$  sq. metre for school gathering.

(7) The school should have an adequate number of qualified teachers including the Head Teacher.

(8) The Head Teacher or Teachers shall at least be a Matriculate or High School Leaving Certificate passed preferably with Teachers Training Certificate.

(9) The prescribed qualification may stand relaxed in case of existing Head Teachers or Teachers but no new teacher with less than the prescribed qualification mentioned above shall be appointed. This relaxation shall not be applicable in the case of promotion of existing teacher to the post of Head Teacher.

(10) The ratio of the number of Teachers as to the number of pupils in the Primary Schools shall not be less than 1:40.

(11) The minimum qualification as also the maximum strength staff may be relaxed in deserving cases for school in educationally backward areas.

(12) Each application for recognition of Primary School be accompanied by an application fee as prescribed below :-

(i) Rs. 100/- for Primary School for the first time.

(ii) Rs. 50/- for annual affiliation fee.

## 65. GRANT OF RECOGNITION, PROVISIONAL RECOGNITION.

On receipt of all information required for recognition of an institution the Secretary shall place the same before the Recognition Com-

mittee for consideration. Institution which fulfill broadly the required conditions shall be granted recognition by the President of the Board on the recommendation of the Recognition Committee.

Ordinarily, no institution which does not satisfy the major conditions shall be granted recognition. Recognition Committee may, however, recommend to the Board, grant of provisional recognition in special cases subject to fulfilment of the major condition within a period of one year from the date of provisional recognition.

#### 66. WITHDRAWAL OR SUSPENSION OF RECOGNITION.

The privilege of recognition already granted by the Board may be withdrawn or withheld permanently or for any period from any institution if it :-

- (a) fails to impart reasonably good teaching;
- (b) fails to maintain good discipline among the students and staff;
- (c) is found to have transgressed or evaded the conditions laid down for recognition;
- (d) fails to abide by the Rule and directions issued by the Board for recognized institutions from the Board issued from time to time in regard to any matters concerning the school.

### CHAPTER - XVII

#### TRAVELLING ALLOWANCE AND DAILY ALLOWANCES :

#### 67. TRAVELLING ALLOWANCE AND DAILY ALLOWANCE :

- (1) Travelling and daily allowances shall be paid to a member in respect of every journey performed by him for the purpose of attending meetings of the Board or a sitting of a committee or sub-committee or for the purpose of attending to any other business connected with his duty as a member from his place of residence to the place where the meeting of the sitting is held or other business is transacted and for the return journey from such place to his place of residence.
- (2) Air travel should not be permitted as a matter of course. Each case will be examined on merits by the President and permission for air travel shall be granted only if it can be certified that the work is urgent and air travel is necessary in the interest of the Board's work.
- (3) A member shall be entitled to daily allowances at the highest rate applicable to a First Grade Officer of the Chakma District Council. The daily allowances shall be calculated in the same manner as applicable to a First Grade Officer of the Chakma District Council, the entire period of absence from his place to residence being reckoned for this purpose.

(4) Members attending a meeting of the Board or a sitting of committee or sub-committee from within eight kilometers of the place of a meeting shall be entitled to be paid at the rate of Rs. 200/- per day to cover transport and other incidental expenses.

(5) No travelling allowances shall be admissible to a domestic servant, if, any, accompanying member.

## CHAPTER - XVIII

### MISCELLANEOUS PROVISIONS

#### 68. VALIDITY OF THE PROCEEDING OF THE BOARD OR A COMMITTEE OR A SUB-COMMITTEE:

No act or proceeding of the Board or a Committee or a Sub-Committee shall be invalid merely by reason of the existing of any vacancy or vacancies among its members or any defects or irregularities not affecting the merits of the case.

#### 69. REMOVAL OF DIFFICULTIES:

If any difficulty arises in giving effect to any of the provisions of these rules, the Executive Committee may make such orders or do such things not inconsistent with the spirit of these Rules as it appears to be necessary or expedient for removal of difficulties.

#### 70. INTERPRETATION OF THE RULES:

If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Committee and the decision of the Executive Committee shall be final.

#### 71. SAVING:

Notwithstanding anything done or any action taken by the authority of the Board prior to the enforcement of these rules shall be deemed to have been done or taken under these rules.

Chief Executive Member,  
Chakma Autonomous District Council,  
Kamalanagar : Mizoram.

## ANNEXURE - A

**DISTRICT SCHOOL EDUCATION BOARD  
CHAKMA AUTONOMOUS DISTRICT COUNCIL  
BUDGET ESTIMATES FOR THE YEAR.....**

(See sub-rule(2) of rule 21)

Sl. No.	Actual for previous year	Actual for previous year	Budget Estimates for the last year		Revised Estimates for the year	Budget Estimate for the year
			As approved by the Board	As approved by the District Council		
1	2	3	4	5	6	7

**FEES:**

- Examination Fees or other Fees.

**INCOME FROM:**

Fines and other sources, Royalties on publication, scale of syllabus and text books, scale of guide books.

**MISCELLANEOUS:**

Enrolment and Investments.  
Sale of Answer books etc.

**IV. DEBTS, DEPOSITS AND ADVANCES.****V. GRANT FROM STATE GOVERNMENT.****VI. SANCTION FROM DISTRICT COUNCIL.**

Total Receipts

Opening balance:

**GRAND TOTAL**

Chief Executive Member,  
Chakma Autonomous District Council,  
Kamalanagar : Mizoram.

## ANNEXURE—B

(See sub-rule (7) of rule 21)  
 Budget Estimate for the year .....  
 Expenditure (Figures in thousands)

Sl. No.	Actual for previous year (say)	Actual for previous year (say)	Budget Estimates for the last year		Revised Estimates for the year	Budget Estimates for the year
			As approved by the Board	As approved by the District Council		
1	2	3	4	5	6	7

## I. GENERAL ADMINISTRATION:

- (a) Pay of Officers,
- (b) Pay of Establishment,
- (c) Allowances and Honoraria,
- (d) Contingencies and Miscellaneous,
- (e) Rent, Rates and taxes,
- (f) Purchase of Land and Construction of Building and Capital expenditure.

II. SCHOLARSHIP  
(Prizes and Medals)

## III. ELECTION

## IV. WORKS.

## V. EXAMINATION CHARGES:

- (a) Remuneration of Examiners
- (b) Other Charges.

## VI. MISCELLANEOUS:

- (a) Sundry Items;
- (b) Text books and Syllabus;
- (c) Publication of guide books, Holding Seminar,

## VII. SUPERANNUATION ALLOWANCES AND PENSIONS

## VIII. DEBTS, DEPOSITS AND ADVANCES.

Total Receipts:—  
 Closing balance:—  
 GRAND TOTAL:—

Chief Executive Member,  
 Chakma Autonomous District Council,  
 Kamalanagar : Mizoram.

## ANNEXURE—C

(See rule 27)

Proposed Re-Appropriation for Current year.			
Head of Estimates affected by the proposal	Actual expenditure up to date of the proposal (viz)	Amount as in the final estimates	Amount as that will stand after re-appropriation.
(a) Head under which the proposed expenditure will fall.			
(b) Head under which it is proposed to reduce the grant.			
Total			
(a) Here enter the details of proposed expenditure			

(b) The full amounts, classification mentioning the expenditure must be shown as in the printed Budget as the re-appropriation has to be effected by transfer of the figures.

**Note:—** Reasons for all re-appropriation of Rs. 1000/- or more should be given in the reverse.

**Signature and Designation of Officer.**

**Chief Executive Member,  
Chakma Autonomous District Council,  
Kamalanagar : Mizoram.**