

TRIPURA MUNICIPAL (PROCEDURE AND CONDUCT OF BUSINESS) RULES,1996

THE TRIPURA MUNICIPAL (PROCEDURE AND CONDUCT BUSINESS) RULES, 1993. Section
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Form— 3 4 14 14 14 17 17 21 25 T r; exe1Z cornraer Infernt dure the CHAPTER—I Preliminary Iled the 1996 a 01 tnt forna 1966 Tripura Municina', _ V ICY. - 2 CHAPTER—11 Procedure and Functions (Jf the Municipality Mee-,ing & its (1) Meetings of the Municipality may be,— 3. (a) ordinary meetings ; or i) extra-ordinary meeziings. held Nvhen,— crmvened G ucrurn inclliding t ne meeting IS prestaea over bv a son ana neqe ana nü).ninated the orceedings of the meeting are duly recorded. (1) The Chairperson, or in his absence •vice-Chairperson shall Cl%3nsacuon af normal convene a meeting cf the MunicipaEtv for cne once every month. Q=ven Ciay's not Ice to lhe members srza)l be necessary for 14: 4 here is no business laid 'üe±ore the members at bqances the Vice- arry sucrr- mezzing. lhe Chairc?erson in his -notice of date each •rnmöer leas, date Q ates TGPA -tangs may De— 1 gent j d. meeOEi5 transaction of business {.3f an erne} gent meetinQ for Chairperson by nature. may convened. at any ti12ié? . merg. i lev the Vice-Chairperson after grvnnng twentv-fc,ur In The members. nours notice (3) {a) A special meetinggg may be convened by the Chairperson or, in his absences hy the Vice-Chairperson. sue-motto after giving not less than three days notice to t ze members, 3 A special meeting may also be convened ass tc the not less i nan cont& the agenda not less zhan o hirci oi -the total merntiñi\$ Municipality. by— c ine (i) zhe Chairperson within fifteen days from the date of receipt of such ! equisition ; or, on his failure to do so. the Vice-Chai: person NVIthin seven days thereafter on rus failure do so, 'he Chairperson-in-Councill N agar (iiih any Member Committee or any three members of the Municipality "enthin further seven days thereafter. hing ccn',azned in these rules. ii (c) Notwithsænmmng an situaaon so aernands cv•xng to stalemate condÆtaor. zanctioning of the ,Municipai lty, The Interest ox public St. xecuave Onuce rm cneeting ox trie urnclpallty ith at a SPéClt. least three days notice to the members. specifying the agenda and ven le of the meeting. - pithin an hour at the time appc-nted for a meeting , there IS no quoru:n, the meetirxg shall stano adjourned to * e cure date be ap .jointed by the Chairroerson% in his some absence. by the Vice-Chairperson ancl three days notice of such shall be such adjourned and nuraoer A may be ' i\Totice numbere ce as otherwis bv the given to orm a quorum kept by the Chairperson In a-in ctea hail,nperrzon. case of)ecial yneeting fov removal Of presicÅea ovel the Vice-C >on. the meet Irig shall his absence. by an t? æcterl member present In the 3) Tn the ease of Gi iecia[meefing as referred to in (3) ruie Executive Officer shali conc-cac+ sub S hall at sncl sræ.:; . t 01- i ECS OVA r meeting in-c:t: in his abse Ice Chairperson of the Municipality or the purpos of the Vice-Chairpers;3ii or his f Äilure to the Exec't.:zive Officer shall invite the member- yroviäeci that or Ch be, takes O V e l', the •oroccecling of the vex Soll recorded by the Executive Preparati0ü of list ot' A copy of the oroc Jedings of the } se ser,' -o the + Macisfyate the he Execul A of business to txansacaeü eve •:-neti. . - - three s shall be brought _ •xe business {01' to z-rnnucc trans- merausz 01 {he quch meeting ancl no busine acted at the meeting 0±-her tha except nee-n so given, mzmbers at such meet-xn (21 A list of business to approval of the mabi:-its.- of the transacted. at every meeting of a xyüüüicipality except an adjourn? Ä meeting shall be prepave;u b:- the Executive Officer in consultation svith the Chairperson or. in his absence, the Vice Chai?erson the Municipality. The list lists Register of List of Busir,--- entered. in 01 Dusiness - ntained for purpose. T} e list or lists of Düsiness both the Exec- itive Officer and the Che;rpersion or the Vice Chairpe son of the Municipali,- •conaaeza at & .1 ordinevy meefinfi xn (a) the rrnuntes of tne ast ordinary meeting ana of ans extraordinary meeti ig held thereafter. shall be read and If cotafirmed as cori actly entered. shall be signed by thc er the raetinc as token f ærson preslcql,ng• o- avent- any objection mat10E1 n any resolution as corded {he person presided ogev the question ancl in the minute book if rect10 necessarv (b) iyasiness postponed from the Iasi (c; the miju yes of the meetings of the Chairperson-in- Council Nagar COII mittee held afie? the last. 01'diy nar.v meeting of the Mv •icipality shall be considered : (d) other considered 10. (1) There shall be 5 at any, shall b: h due notice least one meeting of the Notice of meeting to mennhers. Attendan= Register Minute pressed for The raeteting of tva•asac€ its business each rnt,n'.h shall be s GI. L - onecl bx.- in _ .12n:-rers for cne mee. any Chairperson of the Murncio,alitiv -'he Executive Officer o: notice to a ii Niemoers either bs- or shall b Board of 11 (1) The beii)re conuane:-zce. Municipality in ne Municipal It v be 13 y (2) When a meeting of thp his absence, the of quorum, the Chairpersoi'. the Municipality ancr the Executive Officer shall chat effect in the Attendance Registe As as nracticable rminu:t-es nf ever v pality shall be entered the Executive Officgx shali oe s:gxael ketot for the pt-apose which Ofiucer before the meeting is conclüüeil-l and who presides over zhe meeting shall sign the tminute n; t held for Avant if an, (1) shall be put to vote arises in ta -a shall be by recorded in full In reseat ion 'Getßi-on sna voting lueraoerq (0) ice Chatrpa make a note to ting of Book to fter t p±i:sson hands, Ever v

BD0i< or Li te meeting shall ned_ by the majority of votes of the Mem)ers nresent ana he Presid2ng h•viember snai thereof exc at e. rueetlng special lev convened in that behalf and - NlñiY.c1wallts- -nas.se.a

he Municipal. c (4) T Yle C nan oersoti his absei'lce, t fle o} the Municipality shall ensure th&t no Member sh all— (i) comment or: any matter on V*hich b ji- iicial oencllng 6 (ii) n ake a charge against Officers of the Municipality 01 of t: Government , n relatic,n his c: ätensive language the conduct cr proceeding c f the Parliament or of the Legislature of any State or District Council or Zilla Parishad or Pan- (hayat Samiti or Gram Panchayat ; (iv) (v) .se defamatory words nis right ci speech icy the purpose Gf chstrueting tne quorum. of Chairpevstü_ 14. L, Ire-Q (3) vcülieil business of the Municipality. majority of Members including be necessary for an äcijot;rned cese of nominated rmembers rrov-:oec meeting. person days as soon theveafter es cu. resignaaon I ne convened I rye Vice-Chairpersan vcithlil seven cl?.vs eauer or acceouance Cl meet:ng .:asxs naenr: 11- -ler his xzanci addressed to the Chairperson CID. - Chairperson and hancfing over either by registered post to the concerned Au the Cha;ynerson or, in , aÄ%.ent fit and the Members of 15than Development. - such atl The Vice-Chairperson ur a Member of the Chairperson-in- agar Committee may resign his office by writing unaer his Äe Vice-Chairperson or a Member of the Chairperson-in- gear Committee shalxl address his resignation to the Chair- Procedure for removal ot: Vice- an G 7 6. On •cecejpt Oi a s;gnea atieast of zhe rt De-celcpmont cr DEstrict Magistraæ & Coilect01 shan convene-e a meeting for removal of a Chair- The Notice snap: be delivered -xn person to the Director ox Development or to the District Magistrate & Collector, as the case may be, by any one of the Members signing the notice or shall be ent by registered post. (2) In case of removal of the V : ce-Chairperson, the Cha-x- •on on receipt of a Notice in Form-2(a) signed by et!east one-third he existing elected Members of the Municipality Shail convene a meeting for removal of Vice-Chairperson. The notice shall be Chairperson of a Municipality by any one of Lhe Members sianin« t,he notice shall be sent by re5ist.ered post (3) In case of removal oi -r,oth the Chairorsop. and the Vice- Ch c:rnerson sum niT-aneonsiv in the same ahail eect a he meetino as Presiciinq Officer. 3, Lict ! nsirnat2 the sarne - ; na-he •c: : 112 -ucer meeting. the elected V>res.ent from qngs•. Deoertment or voting the DirecT? c? the Director cz the case may 'be. an ',-ntlma reraovaz orde-c snail Issue t ne In case removal of the Vice Chairperson th bv ehe Chaivpe*x son and results of presided O? Ice Chair.r,etson Ifilate IViembers oi the Niurncipallty and also to the Director ± veycprnent Departrnexv: District Ilagi.strate? -:se may be. '8) In case of 1 etuoval of the Chairperson arge hairperson Avill be taken over by the Vice Chairpersons and case 8 of removal 01 the Vice-Vhairperson, the charge of the Vtee-Chaiü- be taken over uy & IMemoer the Chairperson-in- oerson. Council by the Chairpersoa till a Vice is aopoi2tecl the Chairperson In case of removal of the Chatr-person end the Vice-Chairperson simultaneously the charge Chairperson or V ice-Chairperson Wii! be taken over by a Member c! the Chairperson-in-Council of a Municipal Council or Nagar Committee as the case may be, to be oppointed by the Director of Urban Development District Magistrate & Collector as casa' GSS In case of any vacancy in the office of the Chairperson caused 17. bv death. resignation. removal or ot,c- . the Vice-chairperson h?ll not later than seven days from the date of such vacancy, send a Report 02 the vacancy in the omce 0k Chairperson President and Secretary of Joint Committee. Functioa or Finance eoort chayat Magistrate & cozezc i 014 CS Z Mu-nicipal Council in the ac.sence ces the Executice effieer reason V' er, SüCh report shall or an e CHAPTER—III by Meeting cf the Joint Committee. 18, The President of the Joint Committee shall be nomin?tecl the State Government by a Notification from among members. (a) One cf the officers of the Municipality/local atlthor:zies shall be appointed by the State Government as Secre- of the Joint Committee. (b) The Secretary shall record the minutes of the meetings 19 (1) and take such other action as the President CHAPTER—IV Procedure and fãctions of Standing Committees (a) The Finance Committee shall perform the functions relatino• to establishment matters. General Adm'nistra- Eon and the finances and plan of the Municipality for the {nance Corxv.-ut tarict camrdiance -xvith all guidelines au a to delegations of financial powers issued G i rern tune LO t Ime, T h? F in?nce Commit cee shall ensure proper utilisation) including {uncls received as Incis Ircm the Gcverrnent and to ensure the utilisati0Ylx ot the fitnd earmarked for the specified sector F jnance htate xnanc•é piu o: Reports. dav of not ever V V e the Si e Governmen4 • Y' istravyon tr:e raa:» „,unucipalit_,- the Vilembers o i lhe Cornmittee shell a meeting In the of the iVlunicipaiity once in a month on such date as mav be fixed by the President? Yi ovided C ans (o business to be t cansacted at æes except at a; & &.dJourrred meet each »iember of the St.qndinr notice has been so issued except Ü-Si,neSS of Memo-ers _ .such meeting: ousmess to De ex&cept an adjourned meeting shall Corrapg {je prepared the Secretarv oj:

Insurance. Pension and retirement benefits of officer and employees. 19 R Nenu Section : J) 2) 4) (5) (6)
 Assessment including assessment of Central and State Government properties and railway properties
 Collection of property tax and service charges including those in relation to Central Government and
 Railway Properties. Collection of Advertisement tax and other taxes. Granting of licenses. Collection fees
 and services charges. Collection of rents from Municipal Properties and tolls from Municipal Ferries and
 Bridges. Public Works Section 1) 2) 4) (5) (6) 7) 8) 9) 10) (11) 12) (13) (14) (15) (16) (17) Construction and
 maintenance of all buildings, roads, pathways, drains and sewerage. Execution and maintenance of general
 development works, Roadrolling service. Plan sanctioning. Unauthorised buildings and insecured
 buildings Appeals against Orders relating to buildings. Survey. Preparation and maintenance of Municipal
 Map. Maintenance of records of Municipal Properties including land. Town Planning. Land and land use
 control. Regulation of Building uses. Urban renewal area spot development and commercial housing. Bustee
 development. Development of fringe areas. House drainage and sewerage connection. Beautification of the
 Municipal Area including Municipal Properties. V Water Supply Section O} Production of filtered water,
 filter including and silt clearing, storage and distribution -) Management of retentified water including
 laying of and maintenance of supply thereof. (3) Operation of pumping and boosting (4) Laying of
 Primary and Secondary grids of filtered water. (5) Water conservation - domestic, non-domestic
 and community, (6) Sinking and maintenance of tube-wells (7) Water supply of the neighbouring areas.
 (8) Supply of extra drinking water on special occasions Public Health and Convenience Section Medical
 Services (Hospital, Dispensary, Maternity and Child Health). Health S (2) (4) (5) (6) (7) (8) (a) (b) (c) (d)
 (e) (f) (g) Health Establishment. Censuancy and solid waste management. Drainage and sewerage. Vac-
 cination. Registration of Births and Deaths. Building Ghat, Burial Ground and Dumping Ground: Other
 sanitary requirements. Health inspection programme and nutrition programme Family welfare and
 planning. Food adulteration. Slaughterhouse. Motor vehicles and ambulance. Control of environmental
 pollution. V 11. Lighting and Electricity Section (1) (2) (3) (4) (5) (6) Street lighting. Area lighting.
 Maintenance of all types of pumps and motors (in relation to clean water and turbid water). Lighting of
 Municipal Park, Buildings and other installations, Electrical plants and machineries including photo
 electric and non-conventional energy sources. Maintenance of electric crematorium crematoriums- VITI.
 Education Section (1) Primary and Secondary Education. (2) Technical Education. (3) Adult and Non-
 Formal Education. 1. 2. 4. 5. 6. 7. 8. 9. 12. 13, 21 (4) National Literacy Programme (5) Cultural
 Development including Music and Art Education (6) Sports and Physical Culture (7) Library. (8) Creche.
 Stores Section : (1) Purchase and maintenance of stores. (2) Supply of stores to various Sections. (4)
 Disposal of un-serviceable stores, SECOND SCHEDULE (See Powers of the Chairperson-in-Council All
 executive actions of the Chairperson-in-Council to be expressed to be taken in the name of the
 Municipality. All executive powers of the Municipality. Investment of Municipal Fund not required for
 use Action for covering the expenditure not covered by the Budget. Grant Disposal of movable property.
 Preparation and maintenance of an inventory of movable and immovable properties and placing of
 annual statement of immovable properties to the State Government. Submission of accounts to the Auditor
 Remedy of defects or irregularities pointed out in the audit report, or a report of the same to the
 Director of Urban Development- Compliance of the order of the State Government on audit report
 Exemption from property tax. Amalgamation or separation of lands or buildings or portions thereof
 Causing general valuation of all the holdings in a new Municipal area > revision thereof at periodic
 intervals in the case of all other Municipal areas. Determination of annual value of all holdings within a
 Municipal if so directed by the State Government and publication of the assessment list. 14. 15. 16. 17. 18
**19. Interim annual valuation of holdings and assess: Imposition of fine for not paying tax on advertising
 Registration and numbering of carts and carriage maintenance of ferry and providing safety and
 conveyed on ferry.** Making and publishing of order specifying the rates at which toll shall be levied on
 such ferries Taking possession of all boats and other application on cancellation of ferry lease and dealing with
 the manner. Rent thereon. Rent of property to be [municipal ferries and the houses used by the lease same
 in the prescribed 20. 21. 22. 23. 24. 25. 26. 27. 28. 29 30. 31 32

33. Causing execution of work by its own agency Id recovery of expenses incurred for the same from the other on his failure to comply with the requirement of upgradation of a private Streete Issue of order forbtoppage of irregular work allied action in case of violation thereof. According approval or otherwise to the layout Entering into an agreement with any firm or company for using any post, poles or stand erected by such firm, company or other Government new private street and company or other Government- roads erected and maintained Agency. Demolition of illegal building being constructed (or any irregular work being carried on. According permission for communication or connection from any main, sewerage-main or distribution pipe or from any channel. To ensure require the owner or the lease or the occupier of building or land to obtain proper supply of wholesome water from Municipal Extension of hydrants or stand-post for supply of wholesome water to the public. Cutting off of connection of water-supply. Prohibit digging or construction of well, tube well cistern or fountain and to require the owner or other person to demolish or retain such work. To fill up To take samples of water for drinking or culinary purposes, if so directed by the State Government To provide for municipal drains to be clean flush and emptied from time to time. Providing for treatment and disposal of sewage Removal of water logging or nuisances. 34. 35. 36. 37. 38. 39. 40. 41 42. 43. 44. 45. 46. 47. 48. 49. remaking of, or Demolition, alteration, or drain constructed without consent. Draining of Group or Block Of buildings by combined operation. and separate drain To enforce drainage Of undrained premises in any premises. To require the owner or the occupier of non-residential premises to remove solid wastes accumulated therein. To grant general or special permission to use Municipal market. To impose conditions for slaughter of any animal on the occasion of money and to require the owner or of any religious festival or the occurrence of any licensed Private market to provide for various convenience to the persons resorting to such market. To expel persons contravening regulations in force in any Municipal Market, Municipal Slaughter House or Municipal Stockyard. To inspect place; where unlawful slaughter of animal is suspected and to take follow up action. To cause inspection and analysis of any food, drug or similar items of human consumption or utensil or vessel used for preparing or Storing any such thing road drain. To retain To erect or alter any wall is affected. To prohibit occupation of unsafe or insanitary, buildings, To order immediate or the imminent danger of aerous structures. To take temporary measures in case dangerous tank pond, hole, stream, dam, bank or other place to prevent any danger therefrom the occupier of a building to provide staircase and to provide suitable exit. To prohibit additional or employment used for public entertainment. as any building, booth or tent, precautions against fire. To require the owner or other person to fill up or demolish an wall, tank, pond, cistern, fountain or the like constructed with permission, and to permit retention of such work in exceptional circumstances. To enquire the owner, or the person having control, of any ditch, tank, pond, swamp, quarry, hole or drain cesspool collection of water or land to fill up the same, if the same is nuisance. 50 51. 52. 53. 54. 55. 56. 57. 58. 59. 60 To require the owner, or the person having controlled. to clean insanitary private tank, or well used for drinking purposes and to stop the use of water of such tank or well, if it is unfit for being used for drinking, bathing or washing purpose. To maintain all wells, tanks and reservoirs which are not private property, in a clean condition. To regulate or prohibit the washing of animals, clothes or other things or fishing in any spring, tank, well or public watercourse To prohibit washing by washermen at unauthorised places To require the owner, or the person claiming to be the owner, of any building or land to secure, enclose, clean or cleanse the same in case it becomes a resort of idle or disorderly persons or becomes a nuisance for remaining unoccupied for the reason of abandonment, disputed ownership or other cause. To require the owner or the occupier of any building or room to abate overcrowding in such building or room. To issue notice to the owner or the occupier of any land or building removal, alteration, repair, cleansing or requiring closure, disinfecting of any type of latrines to put same to order and on failure of such notice, to cause the work to be done by, and to recover the expenses thereof from such owner or occupier. Destruction of infectious buildings, structures, huts or sheds. Entry into any premises between the period of sunset and sunrise to stop irregular erection of any building or execution of any work, and even without notice in emergent cases Public notices how to be made known. By order of the Governor, Lalvohlana Secretary to the Government of Tripura Notice is hereby given that to emergent/special meeting of

FORM—I [See '1) OF DI NARY!'EMERGENCY/SPECIAL OF A MUNICIPALITY transact the under mentioned business, the next ordinary/ Municipal Council/Nagar Panchayat will be held at (Place) on the day Qt- —at 19 at AM/PM. You are requested to make it convenient to attend the said meeting. List Of Business (2) (3) (4) Dated this day of M unicipai FORM—2 [See 19 Executive Officer Council 'Nagar Panchayat. Municipality Form of Notice for removal of Chairperson ... To ot... Notice is hereby given under Section 26/34 of the Tripura Municipal Act, 1994 that meeting ...Muatcipality may kindly be convened for removal or Chair- person of the said Municipality for reasons stated below : Signature of Member... This Notice is delivered to him by Shti Municipality at my office on (Date) e below before me. Signature of the Member delivering the Notice Municipality Member ot hours Signature of Auth ority and signed Prescribed Form of Notice 26 16(2) [see Vice-Ch iirperson removal . Municipality To The Chairperson ...Municipality Notice is hereby given under Rule —16' 2 of the Tripura Municipal (Procedure and Conduct of Business) Rufes 1996 that a meeting ot ...Municipality may kindly be convened for removal of Vice chairperson of the said Municipality for reason stated below : *This Notice is delivered to Member of... at (hours)... Signature of the Member delivering the Notice. and me by Shri Municipality at signed below bebre FORM-3 [see Rule-23 g nature of Member Municipaliv my on (Date) me. Signature of the Chairperson. To FORM OF NOTICE *ORDINARY/ EM ERGFNT MEETING OF THE STANDING COMMITTEE Notice is hereby given that an *ordinary [e merge nt meeting of... Standing Committee of . (Place) on ...Mu nicipality will be held at at AM/PM. You are requested to make it CONvenientlt to attend he said meeting. LIST OF BUSINESS (2) (3) Dated this... of S etary Muni cipality.

