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PART - II-A
GOVERNMENT OF MEGHALAYA
ANIMAL HUSBANDRY & VETERINARY DEPARTMENT
ORDERS BY THE GOVERNOR.

NOTIFICATION

VETERINARY COUNCIL
RULES

The 27th October, 1999.

No.VET.(G)24/92/258. - In exercise of the powers conferred by Section 65 of Indian Veterinary Council Act, 1984 the Government of Meghalaya hereby make the following Rules, namely :-

1. Short title and commencement :-

- (1) These rules may be called the MEGHALAYA STATE VETERINARY COUNCIL RULES, 1999.
- (2) They shall come into force on the date of their notification in the Official Gazette.

2. Definitions :-

- (1) In these rules, unless the context otherwise requires :-
 - (a) 'Act' means the Indian Veterinary Council Act, 1984 (52 of 1984);
 - (b) 'Council' means the State Veterinary Council of Meghalaya constitute under Section 32 of the Act;
 - (c) 'Corrupt practices' means corrupt practices as defined under 123 of Representation of the People Act, 1951;
 - (d) 'Election or Re-election' means election or re-election to the State Veterinary Council;
 - (e) 'Executive Committee' means Executive Committee appointed under Section 40 of the act;
 - (f) 'Form' means a form appended to these Rules;
 - (g) 'Nomination or Re-nomination' means nomination or re-nomination to the State Veterinary Council;
 - (h) 'President' means President of the State Veterinary Council;
 - (i) 'Registrar' means Registrar of the State Veterinary Council;

- (j) 'Returning Officer' means the Registrar or any person authorised by the Government to act as Returning Officer;
- (k) 'Rules' means The Meghalaya State Veterinary Council Rules, 1999;
- (l) 'Section' means a section of the Act;
- (m) 'Service' means the service constituted under these rules;
- (n) 'State Veterinary Registrar' means a State Veterinary Register maintained under Section 44 of the Act;
- (o) 'Tribunal' means Registration Tribunal for the State Veterinary Council constituted under Section 45 of the Act;
- (q) 'Vice President' means Vice-President of the State Veterinary Council;

(2) Words and expressions used in these rules and not separately defined above shall have the same meaning as in the Act.

3. Notification for Election of Members under Clause (a) of sub-section (1) of Section 32 and preparation of roll :-

- (1) The State Government shall, by a notification published in its Official Gazette, call upon the persons enrolled in the Meghalaya State Veterinary Register maintained under Chapter VII of the Act to elect the said members in accordance with the provisions of these rules.
- (2) As soon as may be after the notification under rule 3 (1) is issued, the Registrar shall prepare the roll which shall contain the name of every person whose name is entered in the register.
- (3) The names of the electors shall be arranged in the order in which they are entered in the State Veterinary Register.
- (4) The Registrar shall publish the draft roll prepared under rule 3 (2) by making a copy thereof available for inspection by displaying it in the office of the State Council and office of the District Animal Husbandry and Veterinary Officer.
- (5) Every claim for inclusion of a name in the roll and every objection to an entry therein shall be lodged within a period of thirty days from the date of publication of the draft roll under rule 3 (3) in Forms A and B respectively.
- (6) Claim and objection and the manner of their disposal shall be in the following manners, namely :-
 - (a) every claim in Form A shall be signed by the person who required his name to be included in the roll;
 - (b) every objection in Form B to the inclusion of a name in the roll shall be preferred by a person whose name is already included in the roll and shall be countersigned by another person whose name is also included in the roll;
 - (c) every such claim or objection, as the case may be shall be examined by the Registrar who shall record his remark thereon, following which he may either allow or reject the claim or objection.
Provided that a claim or objection shall not be rejected unless the person making it is given an opportunity of making representation against such rejection;
 - (d) the decision of the Registrar allowing or rejection a claim objection shall be final.
- (7) The final publication of the roll shall be in the following forms, namely :-
 - (a) The Registrar shall, after disposing of the claims and objections, if any, under sub-rule (5) of Rule 3 prepare a list of amendments to carry out his decisions under the said rule and to carry out any clerical or printing error and other inaccuracies in the roll subsequently discovered or brought to his notice;
 - (b) the Registrar shall publish the roll together with the list of amendments by making a complete copy thereof available for inspection by displaying it at the office of the State Council;

(c) on such publication, the roll together with the list of amendments shall be the elected roll of persons who may elect the members of the State Council under Clause (a) of sub-section (1) of Section 32 of the Act;

(d) a copy of the roll together with the list of amendments published under sub-rule (b) shall be sent by the Registrar to the State Government.

(8) The Returning Officer and Assistant Returning Officers shall be nominated in the following manners, namely :-

(a) the State Government shall, after receipt of a copy of the electoral roll published under rule 3 (6) designate or nominate a Returning Officer who shall be either the Registrar or an officer of the State Government;

(b) the State Government may also appoint one or more persons from amongst any of the officers of the State Government to assist the Returning Officer in the performance of his functions as Assistant Returning Officer;

(c) every Assistant Returning Officer shall, subject to the control of the Returning Officer, be competent to perform all or any of the Returning Officer:

Provided that no Assistant Returning Officer shall perform any of the function of the Returning Officer which relates to the issue of ballot papers, counting of ballot papers and declaration of results of election.

(9) The Returning Officer shall, by notification in the Official Gazette of Meghalaya or, in such other manner as he may deem fit, appoint :-

(a) the date for making nomination which shall be the seventh day after the day of publication of the said notification of, if that day is a public holiday, the next succeeding day which is not a public holiday;

(b) the last date of withdrawal of candidatures which shall be the second after the date of scrutiny of nominations, or, if that is a public holiday, the next succeeding day which is not a public holiday;

(c) the date on which poll shall, if necessary, be taken, which shall be a date not earlier than thirtieth day after the last date for withdrawal of candidature, and

(d) the date, the place and the time for counting of votes and for declaration of results which shall be beyond the third day from the date of the poll.

(10) The Notification issued under sub-rule (9) shall also invite notification of candidature for election to the State Council and specify the place at which the nomination papers are to be delivered.

(11) Presentation of nomination paper and requirement for valid nomination shall be as follows :-

(a) on or before the date appointed under clause (a) of sub-rule (8) each candidate shall send by registered post with acknowledgement due or deliver in person to the Returning Officer nomination paper in prescribed Form;

(b) every nomination paper shall be subscribed by two electors—one as the proposer and the other as the seconder and assented to by the candidate proposed and seconded by them;

Provided that no elector shall subscribe as proposer seconder more nomination papers than there are seats to be filled up ;

Provided further that, if an elector subscribes to more number of nomination papers than there are seats to be filled up, the nomination papers first received by the Returning Officer equal to the number of seats to be filled up shall, if they are otherwise in order, be held to be valid and if all such nomination papers subscribed by the same elector in excess of the number of seats to be filled up are received simultaneously, all such nomination papers shall be held to be invalid;

- (c) on receipt of each nomination paper the Returning Officer shall endorse thereon the date and hour of receipt.
- (12) Rejection of nomination paper - A nomination paper which is not received on or before the date appointed by the Returning Officer in that behalf shall be rejected.
- (13) Scrutiny of nomination papers shall be as follows:—
- on the date and the time appointed by the Returning Officer for scrutiny of nomination papers, the candidate and the proposer and the seconder of each candidate or other representative duly authorised by the candidates in this behalf may attend the office of the Returning Officer who shall allow them to examine the nomination papers of all the candidates which have been received by him as aforesaid;
 - The Returning officer shall examine the nomination papers thus received and decide all questions that may arise as to the validity of any nomination, and his decision thereon shall be final.
- (14) Withdrawal of candidature shall be in the following manners, namely:—
- any candidate may withdraw his candidature by notice in writing signed by him and delivered to the Returning Officer before the date fixed under clause (a) of sub-rule 9);
 - a candidate who has withdrawn his candidature shall not be allowed to cancel the withdrawal or to be re-nominated as the candidate for the same election.
- (15) Publication of the list of contesting candidates shall be made in the following manners, namely:—
- immediately after the expiry of the period within which candidature may be withdrawn under clause (a) of sub-rule (13) the Returning Officer shall prepare and publish a list of contesting candidates who were validly nominated and who have not withdrawn their candidatures within the said period;
 - the list shall contain the names (in alphabetic order) and the address of the contesting candidates as given in the nomination papers, and
 - the said list shall be published in the Official Gazette of Meghalaya and given wide publicity in such manner as the Returning Officer deem fit.
- (16) The Poll shall be conducted in the following manners, namely:—
- if the number of the duly nominated candidates for election does not exceed the number of members to be elected, the Returning Officer shall forthwith declare such candidates to be duly elected;
 - if the number of such candidates exceeds the number of members to be elected, the Returning Officer shall, not later than thirty days before the date appointed for the poll, send by post to every elector a letter of intimation in Form IV together with a numbered declaration paper in Form V, a ballot paper in Form VI containing the names of candidates in alphabetic order and bearing the Returning Officer's initials or facsimile signature a ballot paper cover addressed to the Returning Officer and an outer cover addressed to the said Officer:

Provided that the ballot paper and other connected papers may also be sent to any elector on his applying to the Returning Officer for the same before the date appointed for the poll, if the Returning Officer is satisfied that the papers have not been sent to him:

- a certificate of posting shall be obtained in respect of each such letter of intimation sent to an elector;
- an elector who has not received the voting and other connected papers sent to him by post or who has lost them or in whose case the papers before their return to the Returning Officer have been inadvertently spoilt; may transmit a declaration in writing to that effect and request the Returning Officer not later than fifteen days before the date appointed for the poll, to send him fresh papers, and if the papers have been spoilt, the spoilt papers shall be returned to the Returning Officer who shall cancel them on receipt;

- (e) in every case in which fresh papers have been issued, a mark shall be placed against the number relating to the elector's name in the electoral roll to denote that fresh papers have been issued to him;
 - (f) no election shall be invalid by reason of non-receipt by an elector of his ballot paper and other connected papers;
 - (g) each elector shall have the right to vote for as many candidates as there are seats to be filled by the election, and the votes shall be non-transferable;
 - (h) every elector desirous of recording his vote shall, after filling up the declaration paper in Form V and the ballot paper in prescribed Form according to the directions given in the letter of intimation in prescribed Form, enclose the ballot paper in the ballot paper cover, stick up and enclosed the said cover, along with the declaration paper in the outer envelope addressed to the Returning Officer, so as to reach him not later than the appointed time for closure of voting on the date fixed for the poll;
 - (i) on receipt by post, or by hand, of the envelope containing the declaration paper and the closed cover containing the ballot paper, the Returning Officer shall endorse on the outer envelope the date and the hour of its receipt;
 - (j) all envelopes received after the said day and hour shall be rejected.
- (17) Opening of the Cover may be made in the following manner, namely:—
- (a) the Returning Officer shall open the outer envelopes immediately after the appointed time for closure of voting on the date fixed for the poll at the place the envelopes are addressed to him, and
 - (b) any candidate may be present in person or may send a representative duly authorised by him, to be present at the time when the outer envelopes are opened.
- (18) Rejection of ballot paper cover may be in the following manners, namely:—
- (a) ballot paper shall be rejected by the Returning Officer if:—
 - (i) the outer envelopes contain no declaration paper outside the ballot paper cover, or
 - (ii) the declaration paper is not the one sent by the Returning Officer,
 - (iii) the declaration paper is not signed by the elector, or
 - (iv) the ballot paper is placed outside the ballot paper cover, or
 - (v) more than one declaration paper or ballot paper cover have been enclosed in one and the same outer envelope;
 - (b) in each case of rejected, the word 'rejected', shall be endorsed on the ballot paper cover and the declaration paper. The reason for the rejection shall also be recorded, in brief, on the ballot paper cover;
 - (c) after satisfying himself that the electors have affixed their signatures to the declaration papers, the Returning Officer shall keep all declaration papers in safe custody pending disposal under sub-rule (21).
- (19) Scrutiny and counting of Votes shall be as follows:—
- (a) on the date appointed for counting of votes, the ballot paper covers other than those rejected under sub-rule (18) shall be opened and the ballot papers taken out and mixed together;
 - (b) the ballot papers shall then be scrutinised and the valid votes counted;
 - (c) any candidate may present in person or may send a representative duly authorised by him

- (d) a ballot paper shall be invalid if it does not bear the Returning Officer's initials or facsimile signature, or
- (e) a voter signs his name on the voting paper, or writes any word on it, or makes a mark on it by which it becomes recognisable as his ballot paper, or
- (f) no vote is recorded thereon, or
- (g) it is void for uncertainty of the vote recorded, or
- (h) the number of votes recorded thereon exceeds the number to be elected, or
- (i) the recording of the vote has been done at a place other than that provided for the purpose;
- (j) the Returning Officer shall show the ballot papers to the candidate or their authorised representative at the time of scrutiny and counting of votes, if so required;
- (k) if any candidate or his representative makes an objection to the acceptance of ballot paper on the ground that it does not comply with the specified requirements, or to the rejection of ballot paper by the Returning Officer, it shall be decided at once by the Returning Officer whose decision thereon shall be final; and
- (l) the Returning Officer shall nominate such number of scrutinisers as he deem fit in accordance with such directions as may be issued in this behalf by the Government of Meghalaya

(20) Declaration of results shall be as follows:—

- (a) When the counting of votes has been completed, the Returning Officer shall draw up a list of candidates in the order of highest votes polled by each and shall declare the result of the successful candidates in that order according to the number of seats to be filled up;
 - (b) if any candidate thus declared elected refuses to accept the election, then in the place of that candidate one of the remaining candidate to whom the next largest number of votes have been cast, shall be deemed to have been elected, and the same procedure shall be adopted as often as a vacancy is caused in this way;
 - (c) When there is equality of votes among any two or more candidates, then, the person or persons as the case may be, who shall be deemed to have been elected shall be determined by lots to be drawn by the Returning Officer or any other officer authorised by him in such a manner as he may determine;
 - (d) the Returning Officer shall, as soon as the result has been declared, inform each successful candidate of his being elected to the State Council;
- (21) Upon completion of the counting and after the result has been declared, the Returning Officer shall seal the ballot papers and all other documents relating to the election, and shall retain the same for a period of six months and shall not destroy or cause to be destroyed these records even after the expiry of the said six months without the previous concurrence of the Government of Meghalaya.

(22) Intimation of results of election shall be made as follows:—

- (a) the Returning Officer shall intimate the names of the elected candidates to the Government of Meghalaya for enabling it to fulfill its statutory obligation of publishing their names in the Official Gazette of Meghalaya under sub-section (2) of Section 32 of the Act;
- (b) in case of any dispute regarding the election, which may be lodged with the Returning Officer within fifteen days of declaration of the results of that election, it shall be referred to the Government of Meghalaya for its decision under Section 37 of the Act, which shall be final.

4. Election of the President and Vice-President of the Council.

The procedure for election of the President and Vice-President shall be as follows:—

- (a) The election of the President and vice-President of the State Council by the members of the Council from amongst themselves shall be held at the first meeting of the said Council after its constitution or re-constitution as the case may be;

- (b) The Registrar shall invite the members present at that meeting to make their nomination for the office of the said President and Vice-President. Each nomination shall be supported by another member present at that meeting as the seconder.

Provided that no member shall nominate or second more than one member for the said Presidentship and Vice-Presidentship;

- (c) if there be only one person so nominated for President and Vice-President respectively, they shall be declared duly elected as the President and Vice-President of the Council;
- (d) If, however, there be more than one member duly nominated and seconded for the Presidentship and Vice-Presidentship, the Registrar shall proceed to take ballots in the following manners, namely:—
- (i) a ballot paper duly numbered shall be given to every member present and who shall write on it the name of the person they like to vote for the office of the President and Vice-President. The folded ballot paper shall be handed over to the Registrar.
 - (ii) On receipt of the ballot papers, the Registrar shall count the number of votes secured by each contestant and shall declare the number who secures the largest numbers of votes to be duly elected as the President and Vice-President of the Council;
 - (iii) If there is an equality in the votes secured by two or more contestants, thus making it difficult to decide as to who gets the maximum votes the Registrar may then decide the issue by taking lot in such manner as he deem fit and the person as identified by the draw of lots shall be declared as duly elected as the President or Vice-President as the case may be of the Council.

5. Time and Place of business:—

- (1) The business meetings of the Council shall ordinarily be held once in every three months at such time and place as may be decided by its President.

Provided that the place chosen shall be within the State of Meghalaya.

- (2) The President of the Council may in the course of meeting of the said Council decide the date of the next meeting.
- (3) A special meeting of the Council, if deemed necessary, shall be called by the President on seven days notice at any time.
- (4) The last meeting of the Council held in any financial year shall be the annual meeting of the Council for that year.
- (5) The Registrar shall give the information about the meeting well in advance (not less than fifteen days before the date of the meeting) to all the members by letter sent under Certificate of Posting;
- (6) The Registrar shall issue along with the notice for the meeting, a preliminary agenda stating the business to be brought before the meeting.
- (7) In case of special meeting, however, the Registrar shall, not less than seven day before the date fixed for that meeting issue along with the notice for the said meeting the items of business on the agenda proposed for that meeting.
- (8) A member who wishes to move any motion not included in the agenda for an ordinary meeting or to move an amendment of any item of agenda as included, shall give notice thereof to the Registrar, in writing not less than seven days before the date fixed for the meeting.
- (9) Every meeting of the Council shall be presided over by its President when present or, in his absence by Vice-President. In case both the President and Vice-President are absent, the meeting of the Council shall be presided over by any other member chosen by the members present from amongst themselves.
- (10) The quorum necessary for transaction of business at a meeting of the Council shall not be less than one-third of the strength of the Council.

- (11) If at the time appointed for a meeting there is no Quorum then the meeting shall not commence until there is a Quorum, and if even at the expiry of one hour from the appointed time there is no quorum the meeting shall stand adjourned to such future date and time in the same quarter as the President of the Council may appoint:
- (12) All questions which comes up before any meeting of the Council should be decided by a majority of the members present and voting.
- (13) In the case of an equality of votes, the presiding person shall have a casting vote.
- (14) a copy of the minutes of each meeting of the Council, whether ordinary or special, shall be prepared by the Registrar and submitted to the President within seven days for authentication. Thereafter the Registrar shall send a copy of the same to each member within fifteen days.
- (15) If any objection regarding the correctness of the minutes is received within thirty days of the despatch of the minutes by the Registrar such objection together with the minutes as recorded and authenticated shall be put before the next meeting of the Council for confirmation. At this stage no question shall be raised except as the correctness of the records of the meeting.

Provided that if no objection regarding a decision by the Council at a meeting is received within thirty days of the despatch by the Registrar of the minutes of that particular meeting, such decision may, if expedient, be put into effect before the information of the minutes at the next meeting.

Provided further that the President may direct that action may be taken on decision of the Council before the expiry of the period of thirty days specified above.

- (16) The minutes of the Council shall, as soon as is practicable after their confirmation be made up in sheets and subsequent page for insertion in a volume which shall be supplied free of cost to each member of the State Council; and such copies may be sold to the public at the price to be fixed by the Council.
- (17) A report shall be kept of the observation and of discussions at the meeting of the Council in an accurate manner as far as possible for perusal by the members of the Council. The detail proceedings of the meeting which shall be treated as 'Confidential' shall be kept in the office and shall be opened to members for inspection. A copy of the proceedings in full or in part shall be supplied to any member, who may apply for it. Such copy shall be 'Confidential' and supplied on the payment of fee fixed by the President and such fee shall not exceed the cost of copying. No copy of proceedings held in camera shall be supplied out; but such proceedings can be inspected by the members.

6. Powers and Duties of the President and Vice-President.

- (1) The President shall exercise such powers and perform such duties as he considers necessary in the furtherance of the objects for which the Council is established.
- (2) In the case of urgency, the President may take necessary action and intimate the fact to the Executive Committee and the Council provided that no such action shall be taken in anticipation the approval in matters of policy involving and expenditure of Rs. 10,000.00 from the sanctioned Budget.
- (3) If the office of the President is vacant or if the President for any reason is unable to exercise the powers or perform the duties of his office, the Vice-President shall act in his place and shall exercise the powers and perform the duties of the President.

7. Constitution of committee;

- (1) The Council may under Section 40 of the Act constitute Executive Committee from amongst its members and may constitute other committees for such general or specific purpose as the Council considers necessary and may co-opt any person or persons specially qualified to advise on any matter to any committee other than the Executive Committee.
- (2) The Executive Committee shall consist of five members including the President, the Vice-President and the Secretary of the Council who shall act as President, Vice-President and the Secretary respectively.

- (3) The meeting of the Executive Committee shall be generally governed by the rules applicable to the meetings of the Council.
- (4) If at the time appointed for a meeting of the Executive Committee a Quorum is not present, the next meeting shall not commence until Quorum is present, on expiry of one hour from the time appointed for the meeting or during the course of any meeting, the meeting shall stand adjourned to such time and date as the President may appoint. One-third of the total members of the Executive Committee shall form a Quorum.

Provided that when a meeting of the Executive Committee is adjourned for want of quorum, no quorum shall be necessary for the adjourned meeting.

- (5) The President when present, shall preside every meeting of the Executive Committee and in his absence, the Vice-President. If both the President and the Vice-President are absent the members present shall elect one of the members present to preside over the meeting.
- (6) The term of office of an elected member of the Executive Committee shall be three years from the date of his election or till the next Executive Committee takes over after its appointment whichever is later.
- (7) Notwithstanding anything contained herein the Executive Committee shall cease to function with the termination of the Council that appoints the Committee, irrespective of the reasons for termination to the Council.
- (8) The Executive Committee may invite a member of the Council who is not the member of Executive Committee to attend any meeting of the Executive Committee. Any member so invited shall be free to participate in the discussions of the Executive Committee but shall not have the right to vote.
- (9) The Executive Committee shall exercise all the powers of the Council in the implementation of the decision of the Council and shall have the power to take decisions on behalf of the Council in all matters except those falling in the sphere of other Committee. It shall also perform all the functions of the Council that are of administrative in nature;

Provided that it shall not apply to matters of policy involving an expenditure, exceeding Rs. 25,000.00 per annum from out of the sanctioned budget provision of the Council that are of administrative in nature.

- (10) A copy of the minutes of each meeting of the Executive Committee shall be submitted to the President within seven days of the meeting, and after having been attested by him shall be sent to the members of the Executive Committee within twenty days of the meeting.
- (11) If no objection to their correctness is received within fifteen days of their dispatch, any decision therein shall be given effect to. The minutes shall be sent to the members of the Council after confirmation by the Executive Committee.

Provided that the President may direct that action be taken on a decision of the Executive Committee before the expiry of the period of fifteen days specified above, in exigencies.

- (12) The powers and functions of other Committees and the number of its members shall be determined at the time of the constitution of the Committee and unless the Council otherwise specified, each committee shall have full powers, within the sphere of the functions assigned to it, to take decisions;

Provided, however, that its decisions shall be subjected to ratification by the Council in the following cases, namely:—

- (a) where matters of policy are involved;
 - (b) where the Committee's decision involves an expenditure on items exceeding Rs. 1,000.00 per annum from out of the sanctioned budget; and
 - (c) where according to the provisions of the Act, rules of the State Council, order of the State Council are necessary.
- (13) The Committee constituted by the Council shall submit its report duly signed by the members of the Committee with a note of dissent if any, to the Registrar. The Registrar on receipt of such report shall present the same before the next meeting of the State Council where a final decision shall be taken.

8. Fees and Allowance to President, Vice-President and other members of the Council and members of the Committee.

- (1) President, Vice-President and other members and the other members of the Committees (other than members of the Council) (not being the Registrar or Officers of the State council) shall be paid by the Council for the attendance of any meeting of the Council and its Committee, a fee per day for such meeting at such rate as the Executive Committee of the Council may, from time to time, decide.

Provided that in the case of a member who is an official of the State Government, he/she may claim travelling and halting expenses from the Council to the extent that he/she does not claim from the relevant Government.

- (2) The President, Vice-President and other members and the members of the Committees (other than the members of the Council) shall, in addition to fees, to which he/she may be entitled under sub-rule (1) of Rule 8, be paid his/her travelling and Daily Allowances at the highest rate applicable to State government employees of the first Grade under TA/DA rules of the State Government.
- (3) The Registrar and other Officers of the Council shall be paid their Travelling Allowance at the rate as applicable to the State government employees of the corresponding grades under Travelling Allowance Rules of the State Government, as amended from time to time.
- (4) The President of the Council shall be self controlling authority.
- (5) In other cases, the President shall be the authority competent to sanction air/air-conditioned travel, to entitled persons.
- (6) Under special circumstance in regard to cases not covered under these rules, the President shall be the authority competent to sanction air/air-conditioned travel if the work is in the State Council interest.

Provided that such cases shall not be taken as precedents as to be considered on individual merits.

- (7) all other matters pertaining to travelling and daily allowances, not covered by these rules shall *mutatis mutandis* be as per Travelling Allowance Rules of the State Government Rules, pending formulation of separate travelling and daily allowances rules of the State Veterinary Council.
- (8) The rates of Travelling and Daily Allowances shall be at the same rates as applicable to the State Government employees of corresponding grades and shall stand revised consequent upon revisions of these Rules by the State Government.

9. Tenure of Office, powers and duties of Registrar and other Officers of the Council.

- (1) The term of office of the Registrar shall be fixed by the Council at the time of appointment. He shall retire on attaining the age of 58 years unless otherwise determined by the Council.
- (2) The Registrar shall be the Executive Officer the State Council.
- (3) He shall perform such duties as have been assigned in the Act and the rules and also as assigned by the President. He shall also be responsible for the safety of the property of the Council, the control and management of the office and for the accounts and correspondence.
- (4) He shall see that the office staff attend punctually, and generally fulfil all such duties as may be required of him by the Council for the purposes of the Act. He shall attend and take note of the proceedings of meetings of the Council, the Executive Committee and other Committees.
- (5) The Registrar shall, not less than ninety days before the expiration of the term of any Member of the Council, draw the attention of the President to the approaching vacancy and later shall forthwith report it to the State Government in order that a new member may be nominated or elected to fill the vacancy from the date on which the vacancy occur.
- (6) Members of Ministerial and Group 'D' staff shall be required to retire on attaining the age of 58 years.

Provided that the Council may at its discretion extend the tenure of the Member of the ministerial or lower-grade staff for any period not exceeding two years.

10. Appointment of Registrar.

- (1) The Council may as provided in sub-section (1) of Section 42 of the Act appoint a Registrar with the previous sanction of the State Government who shall act as Treasurer unless the State Veterinary Council appoints any person as Treasurer and may also appoint such other officers and employees as it may deem necessary to carry out the purpose of the Act.
- (2) The Council shall make all appointments against the posts sanctioned. The terms and conditions, etc., of appointment and other service conditions of the Officers and employees shall be the same as for the State Government employees for similar category of post. However, the Registrar must possess a recognised Veterinary qualification.
- (3) The Council may obtain the services of the State Government employees on deputation basis.

11. Registration.

The Council, as the case may be, shall, as provided under Section 44 of the Act, maintain the State Veterinary Register for registration in the form prescribed for the purpose containing the names and other relevant particulars of persons possessing the recognised Veterinary qualifications and registered with State Council under the Act.

12. Application for Registration and Registration fees.

- (1) Every person who holds a recognised qualification included in the first and second schedule to the Indian Veterinary Council Act, 1984, and resides in the State and is not otherwise disqualified shall apply to the Secretary in prescribed Form 'A' respectively duly filled in and signed by him/her as the case may be alongwith Provisional/Degree certificate in original. Every applicant should submit three copies of his recent passport size colour photographs.
- (2) Every application shall be accompanied by a registration fee of Rs. 25/- through Bank Draft/I.P.O. drawn in favour of Registrar, State Veterinary Council.
- (3) The Registrar in accordance with the decision taken under sub-section (3) and (4) of Section 45 of the Act, shall enter the name of such Veterinary practitioner in the Register and shall there upon issue a certificate of Registration in Form 'C'.
- (4) Upon establishment of the Council, the Register prepared under sub-section (1) of Section 44 of the Act shall be given together with the application fees received for registration in the custody of the Registrar of the Council.
- (5) The State Veterinary Council shall charge a fee of Rs. 10/- from persons applying for a copy of the State Register under Section 51 of the Act.
- (6) In the event of loss or destruction of the Registration certificate, the holder may at any time during which such certificate is valid may apply for a duplicate certificate in prescribed Form 'G' on payment of Rs. 10/- (Rupees Ten) only as fees prescribed under Section 54 of the Act. The Registrar on being satisfied shall grant a duplicate certificate. The certificate issued under this rule shall be marked 'DUPLICATE'.

13. Provisional Registration.

The Council shall issue provisional Registration to such graduates who have completed their academic requirements for the degree course. Every graduate is required to get himself/herself registered provisionally before allowing to undergo internship training for the prescribed period. The provisional registration shall be limited only for the internship training. Every Graduate shall be required to apply for the provisional registration on the prescribed Form through the Dean/Principal of the Veterinary College concerned from where he/she completed academic course. On completion of internship training, every graduate shall apply for permanent registration and shall surrender his/her provisional certificate alongwith application for registration to the State Veterinary Council.

14. Transfer of Registration.

- (1) A registered Veterinary practitioner of other State who wants to practice Veterinary medicine in the State, may apply on payment of Rs. 15/- (Rupees fifteen) only as fee prescribed under Section 52 of the Act to get his name registered in the State Veterinary Register on application in the prescribed Form duly recommended by the State Council where he is already registered to get his name transferred on the State Register of the State where he/she wants to practice alongwith no objection certificate of the State Council where he/she already registered. The Registrar of the Council shall satisfy himself before transferring his/her registration that no disciplinary proceeding is pending against him/her or for any other reason it appears to him that the application for transfer is not bonafide.
- (2) The Registrar of the Council before entering the name of such practitioner shall ensure that he has paid all dues of the State Council from where he is transferring his registration.

15. Renewal fee for Registration.

- (1) Any person desiring to continue to retain his/her name in the State Veterinary Register as per notice in Form 'D' shall apply to the Secretary of the Council as in Form 'F' and pay to the Council every five years a registration renewal fees of Rs. 15/- for continuation of retention of his/her name in the Register before the 1st day of April of the year in which his registration renewal falls due.
- (2) Where the said renewal fee is not paid within the period mentioned in sub-rule (1) the defaulter's name shall stand removed from the said register and shall be restored to it only after the payment of the said renewal fee with fine which shall be Rs. 15/- for every month or part thereof of his fault.

Provided that the name as removed may be re-entered in the State Register on an application in the prescribed Form 'H' filled by the Veterinary practitioner on payment of Rs. 25/- (Rupees twenty five) only, as prescribed under section 50 of the Act in this behalf other than the usual renewal fee of Rs. 15/- (Rupees fifteen) only, as prescribed under Section 48 of the Act.

16. Maintenance of Accounts etc.

- (1) The Council shall maintain appropriate accounts and other relevant records and prepare an annual Statement of account, including the balance sheet in accordance with such general directions as may be issued and in such form as specified by the Auditor-General of the State in consultation with the State Government.
- (2) The accounts of the Council shall be audited annually by the Auditor-General of the State or any person appointed by him in this behalf and any expenditure incurred by him or any person as appointed in connection with such audit shall be payable by the State Council to the Auditor-General of the State.
- (3) The Auditor-General of the State or any person appointed by him in connection with the audit of the accounts of the Council shall have the same right and privileges and authority with such audit as the Auditor-General of the State has in connection with the audit of Government accounts, and in particular, shall have the right to demand the production of books of accounts, connected vouchers and other documents and papers and to inspect the office of the Council.
- (4) The accounts of the Council as certified by the Auditor-General of the state or any person appointed by him in this behalf, together with the audit report thereon, shall be forwarded annually to the State Government and the State Government shall cause the same to be laid before each House of the State Legislative.
- (5) A copy of the accounts of the Council as so certified together with the audit report thereon shall be forwarded simultaneously to the Veterinary Council of India.

17. Management of Property, Finance and Accounts.

- (1) Subject to the control of the Council, the Executive Committee shall have full power and authority to do all such acts and deeds in respect of the property of the State Council which may be necessary or expedient for the purpose of the Council.
- (2) The Executive Committee shall in particular and without prejudice to the generality of this provision :-
 - (a) look after, manage and supervise the management of the property of the Council and to expend money required for that purpose;
 - (b) pay all rates, rents, taxes, salaries or other dues.
 - (c) acquire by gift, purchase, exchange, issue or otherwise hand over and to sell, mortgage or otherwise dispose off any lands, buildings and other movable and immovable properties of the Council;
 - (d) build, construct, maintain, pull down, after, extent, improve and repair any building or structure of the Council; and
 - (e) delegate any of its powers to the President, Vice-President, Committee, any authority or Officer of the Council:

Provided further that no sale, lease or any other transfer of immovable property as specified in clauses (c) and (d) exceeding two thousand rupees involve shall be made without the previous sanction of the Council.

18. Fund of the Council.

The Council is authorised to receive for the purpose of its expenses, benefactions and contribution from private persons and bodies with the prior permission of the State Government and the proceeds of sale of reports and other publications.

19. Banker and operation of fund of the Council.

The Bankers of the Council shall be local branch of State Bank of India or its subsidiaries or any Nationalised Bank. All Funds of the Council shall be paid into the Council's account with that Bank and shall be withdrawn by means of Cheques jointly signed by the President or in his absence the Vice President and the Registrar. The cheque books shall remain in the personal custody of the Registrar.

20. General powers of the Council to invest Fund.

- (1) The funds of the Council surplus to current requirements may be recommended by the Registrar and with the sanction of Finance Committee be invested in the following manner, namely:-
 - (a) in promissory notes, stock or other securities of any State or Central Government;
 - (b) in stock or debentures or shares in companies, interest which have been guaranteed by the Government of India; and
 - (c) in debentures or other securities for money issued under the authorities of an Act or on behalf of any Municipal Body, City Improvement Trust, etc.
 - (d) an investment of the funds of the state Council shall be made in the name of the State Council. The safe custody of receipts shall remain in the personal charge of the Registrar and shall be verified once in six months with the register of securities maintained under Rule 25 and a certificate of verification shall be recorded by the Registrar on the register and countersigned by the President.

- (2) The Finance Committee shall prepare detailed estimate of receipts and expenditure for the next financial year shall submit the same for approval by the Executive Committee at its next meeting to be held for the purpose before the first of November every year. One copy of the approved estimates shall be submitted to be State Council and another to the Secretary, Animal Husbandry and Veterinary Department, Meghalaya by the first of November every year.
- (3) The funds of the Council shall not be appropriate for expenditure on any item which has not been duly sanctioned by the State Council or by the President of Registrar as the case may be.

21. Primary Units of appropriations.

The Primary Units of the appropriations shall be 'Pay of Officers', 'Pay of Establishment', 'Allowances and honorarium', 'Contingencies' and 'Leave, Pension and Provident Fund contributions'.

22. Re-appropriation Powers of the President.

The President shall have power to re-appropriate funds from one unit of appropriation of another within the total sanctioned estimate. Copies of orders sanctioning such re-appropriation shall be communicated to the Executive Committee.

23. Sanctioning Powers of the Registrar.

- (1) The Registrar shall have the power to sanction expenditure on miscellaneous and contingent nature upto an amount not exceeding Rs. 500/- (Rupees five hundred) only, in each case. Expenditure in excess of that amount shall require the sanction of the President.
- (2) A permanent advance of Rs. 500/- (Rupees five hundred) only shall be made to the Registrar.

24. Certification Powers of the President.

The Registrar shall be the Certifying Officer for travelling, halting and other allowances to Members and other employees of the Council and the President for those of Registrar.

25. Maintenance of Registers.

The following registers shall be maintained by the State Council, namely:-

- (a) The Cash Book,
- (b) The Classified Abstract,
- (c) The Register of Securities,
- (d) The Register of Stock and Furniture
- (e) The Register of Stock and Cheque Books,
- (f) The Register of Leave, Provident fund and Pension Contributions,
- (g) The Register of permanent Advances,
- (h) Annual Accounts, and
- (i) Any other Account Register.

26. Compilation of Monthly Accounts.

The monthly accounts shall be compiled in the classified abstract according to the primary units of appropriation. Suitable secondary units may be open at the discretion of the Registrar, who shall be responsible for the preparation and maintenance of all accounts.

FORM—'A'

(See sub-rule (1) of Rule 12)

Form of Application for Direct Registration in the Indian Veterinary Practitioners Register under Section 24 of Indian Veterinary Council Act, 1984.

To,

**The Registrar,
Meghalaya State Veterinary Council.
Shillong.**

Sir,

1. I am to request you that my name and particulars which are shown below may be entered in the Meghalaya Veterinary Practitioners' Register as per the provision of Section 24 of Indian Veterinary Council Act, 1984.

- (1) Full Name (in capital letter)
- (2) Maiden Name (if the applicant is a married woman)
- (3) Nationality
- (4) Full Residential Address
- (5) Full Permanent Address
- (6) Professional Address
- (7) Date of Birth (Christian Era)
- (8) Registrable Qualifications possessed by applicant with date of obtaining and the name of authority awarding the qualifications.
- (9) Name of Institution/College where the applicant underwent training and the duration of training
- (10) Name of the State Veterinary Council, where the applicant is already registered.

2. I am enclosing herewith the following :-

- (a) Proof of date and Birth/Matriculation or secondary Examination certificate or School Leaving Certificate in original.
- (b) Degree/Diploma Certificate possessed by me (Original alongwith two attested copies thereof).
- (c) After verifying the original certificate, the same please by return to me.
- (d) Fee of Rs. 25/- (Rupees twenty five) only through Indian Postal Order/Bank draft.

No: _____ Date _____

- (e) Service charge of Rs. 100/- (Rupees one hundred) only by Crossed Postal Order/Bank Draft in the name of Meghalaya State Veterinary Council, Shillong.

I certify that the particulars supplied above are true to the best of my knowledge and belief.

Yours faithfully,

Signature of Applicant

Name :

Address :

FORM—'B'

(See sub-rule (1) of Rule 12)

Application for Registration of Additional qualifications.

To,

**The Registrar,
Meghalaya State Veterinary Council,
Shillong.**

Sir,

I am registered Veterinary practioner and my Registration No. is _____ I have obtained additional qualification in Veterinary Science as mentioned below and I am desirous of getting the same entered against my name in the register, under Regulation 5 of the Veterinary Council of India (Registratio) Regulations, 1992. My concerned particulars are as follows :-

- (a) Full Name (in block letter)
- (b) Maiden Name, if the applicant is a married woman (in block letter)-
- (c) Nationality
- (d) Residential Address
- (e) Permanent Address
- (f) Professional Address
- (g) Date of Birth
- (h) Details Additional qualifications sought to be entered in register
- (i) Nomenclature or the Degree/Diploma concerning the addition qualification.
- (ii) Name of authority awarding the above Degree/Diploma.
- (iii) The date on which such Degree/Diploma was conferred/granted
- (iv) Details of training leading to be conferment of the above additional qualification including the period of such trainig.
- (v) Registration No. as per the State Veterinary Practioners Register and date of registration.
- (vi) Registration No. and as per the register maintained by the State Veterinary Council of Meghalaya.

I am enclosing herewith the following :-

- (i) Degree/Diploma in origin, leading to the above additional qualification.
- (ii) Two attested copies thereof, dully attested by any person as mentioned in clause (iii) of sub-section (2) of Regulation 4 of V. C. I. (Registration) Regulation, 1992.
- (iii) Fee of Rs. 100/- (Rupees one hundred) only through Indian Postal Order/Bank draft in favour of Meghalaya Veterinary Council, Shillong and service charge at Rs. _____

The original Certificates may kindly be returned immediately after verification by you.

Yours faithfully,**Signature of Applicant****Name :****Address :**

FORM—'C'

(See sub-rule (3) of Rule 12)

VETERINARY COUNCIL REGISTRATION CERTIFICATE

M. V. C. Regn. No. _____

Date _____

This is to certify that Dr. _____ whose particulars are shown below has been duly registered under the provisions of the Indian Veterinary Council Act, 1984, (52 of 1984).

Name with Father's/ Husband's	Date of Birth	Address	Qualification and date thereof	Date of Place of Registration (if already registered with State Veterinary Council).

Certified that this is true copy of the above - specified name in the State Veterinary practitioner's register. In witness thereof the seal of Meghalaya Veterinary Council and the signature of the Secretary are as fixed below.

This certificate is valid until the name of Veterinary practitioner is removed from the Register as per the provisions of the Indian Veterinary Council Act, 1984.

Shillong
Dated the _____

SEAL

Registrar,
State Veterinary Council
Meghalaya.

IMPORTANT NOTICE :

1. Every registered Veterinary Practitioner should be careful to send to the Secretary immediate notice of any change of his address and also answer all enquiries that may be sent to him by the Secretary in regard thereto.
2. All persons registered under IVC Act, 1984 are legally qualified to practice Veterinary medicine and animal husbandry.
3. In case of amendment of this certificate as provided under Regulation 6, the original name shall be indicated within parenthesis (immediately below the altered name).
4. In case a duplicate certificate is issued as provided under Regulation 10, the word 'DUPLICATE' shall be printed in red ink in block letters on top right hand corner of this certificate

FORM—'D'

[See sub-rule (1) of Rule 15]

FORM OF GENERAL NOTICE

General Notice is hereby given to all the Registered Practitioners included in the Indian Veterinary Practitioners register maintained under the Indian Veterinary Council Act, 1984, that they have to make an application to the Secretary for continuance of their names in the said register as provided in Regulations, 1992 framed under the said Act.

Individual notice alongwith the prescribed form of application are being sent under certificates of posting to every registered practitioners to the address entered in the said register. An application in Form 'F' for continuation of the name in the Register should be returned to the undersigned duly completed within 30 days of the issue of this Notice. Any registered practitioner not receiving the form by post may obtain it from the office of the Secretary.

Dated the _____
Place : Shillong

Registrar,
State Veterinary Council,
Meghalaya.

FORM—'E'

[See sub-rule (1) of Rule 15]

Notice to registered practitioners for continuance of their names in the Indian Veterinary Practitioners' register.

To,

Dr. _____

Subject : Individual notice for continuance of name in the Indian Veterinary Practitioner' register.

Sir,

Notice is hereby given to you calling upon you to return to the undersigned within thirty days hereof the enclosed application form (Form 'F') duly filled in by you for continuation of your name in the Indian Veterinary Practitioners' register.

Yours faithfully,

Shillong
Dated :

(SEAL)

Registrar,
State Veterinary Council,
Meghalaya.

FORM—'F'

[See sub-rule (1) of Rule 15]

Application for the continuation of retention of name in the Meghalaya Veterinary Practitioners' Register.

To,

The Registrar,
Meghalaya State Veterinary Council.
SHILLONG.

Subject : Continuation of retention of name in the Meghalaya Practitioners' register.

Sir,

I request that as a registered Veterinary Practitioner my name may be continued in the register maintained by the Meghalaya Veterinary Council.

My particulars are submitted as under :-

1. Full Name (in block letters) :
2. Maiden Name in full in case of a married woman (in block letters) :
3. Registration No. :
4. Date upto which it is to be renewed :
5. Qualification(s) possessed at the time of initial registration :
6. Additional Qualification entered, if any :
7. Permanent Address for correspondence :

*A Restoration Fee of Rs. 15/- (Rupees fifteen) only, is enclosed by way of Crossed Postal Order/ Bank Draft in the name of the Meghalaya Veterinary Council, Shillong alongwith service charges of Rs. _____

Yours faithfully,

Signature

Full Name (in block letters) :

Address :

Dated : _____

*Strike off if not applicable.

FORM—'G'

[See sub-rule (6) of Rule 12]

Application for the issue of Duplicate Registration Certificate.

To,

The Registrar,
Meghalaya State Veterinary Council,
SHILLONG.

Subject : Issue of Duplicate Certificate.

1. I, the undersigned _____ (Full name in block letters) am a registered Veterinary Practitioner bearing Registration No. _____.
2. My original Registration Certificate, issued by Meghalaya Veterinary Council has been lost/destroyed, pertaining which a complaint has been lodged with the local Police station and a copy of the F. I. R. is enclosed in original.
3. I would, therefore, request you to kindly issue me a duplicate certificate.
4. The necessary fee of Rs. 10/- (Rupees Ten) only by Crossed Postal Order/Bank Draft in favour of Meghalaya Veterinary Council, Shillong is enclosed alongwith service charge of Rs. _____.

Yours faithfully,

Signature of applicant,

(with name and address in full block letters)

Dated :

Place :

FORM—'H'

[See sub-rule (2) of Rule 15]

Appeal for restoration of name in the State Veterinary Register.

To,

The Registrar,
Meghalaya State Veterinary Council,
SHILLONG.

Subject : Appeal for restoration of name in the State Veterinary Register.

Sir,

1. The undersigned _____ (Full name in block letters) holding qualification of _____ (state the qualification) do solemnly declare that the following are the facts of my case on which I seek restoration of my name in the State Veterinary Register.
2. My name was duly registered in the State Veterinary register of _____ (Name of the State) having Registration No. _____ dated _____.
3. My name was duly registered in the Meghalaya Veterinary Practitioners' register on _____ having Registration No. _____.
4. At an enquiry held on the _____ day of _____ by the _____ State Veterinary Council, my name was directed to be removed from the said register and the offence for which the said State Council directed the removal of my name was _____ (Use separate sheets for details, if necessary).
5. Since the removal of my name from the register, I have been residing at _____ and my occupation has been _____.
6. It is my request that my name be restored in the register of _____ State.
7. The grounds for the present application are :
 - (i)
 - (ii)
 - (iii)
8. The prescribed fee of Rs. 15/- (Rupees fifteen) only has been deposited by crossed Postal Order/ Bank draft No. _____ dated _____ payable to the Meghalaya Veterinary Council, Shillong, alongwith service charge of Rs. _____.
9. I request that orders may be passed for restoration of my name in the State Veterinary Register of _____ (State).

Declared at _____

Signature _____

Place :

on _____

Date :

Name & Address of applicant

Before me on (date) _____

Judicial/Executive Magistrate/Commissioner of Oaths.

*(Instruction : All facts and the grounds on which the appeal is made should be clearly and concisely stated. Use separate sheets if necessary).