

# **Prevention and Control of Water Pollution (Procedure for Transaction of Business) Rules, 1976**

PUNJAB

India

## **Prevention and Control of Water Pollution (Procedure for Transaction of Business) Rules, 1976**

### **Rule**

### **PREVENTION-AND-CONTROL-OF-WATER-POLLUTION-PROCEDURE- of 1976**

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Prevention and Control of Water Pollution (Procedure for Transaction of Business) Rules, 1976Published vide Punjab Government Notification No. G.S.R. 142/C.A.6/74/Section 64/76, dated 6th December, 1976No. G.S.R. 142/C.A.6/74/Section 64/76. - In exercise of the powers conferred by section 64 of the Water (Prevention and Control of Pollution) Act, 1974 [6 of 1974], the Governor of Punjab, after consultation with the Punjab State Board for the Prevention and Control of Water Pollution, hereby makes the following rules namely :-

#### **1. Short title and commencement.**

(1)These rules may be called the Punjab State Board for the Prevention and Control of Water Pollution (Procedure for Transaction of Business) Rules, 1976.(2)They shall come into force at once.

#### **2. Definitions.**

(1)In these rules unless the context otherwise requires :-(a)"Act" means the Water (Prevention and Control of Water Pollution) Act, 1974 (6 of 1974);(b)"State Board" means the Punjab State Board for the Prevention and Control of Water Pollution;(c)"Government" means the Government of the State of Punjab;(d)"Chairman" means the Chairman of the State Board;(e)"committee" means a committee constituted under sub-section (1) of section 9;(f)"member" means a member of the State Board including the Chairman;(g)"Member-Secretary" means the Member-Secretary of the State Board;(h)"meeting" means the meeting of the State Board and includes an adjourned meeting;(i)"section" means a section of the Act;(j)"Prescribed" means prescribed by Rules made

under the Act by the State Government(2)The words and expressions used in these rules but not defined shall have the meanings assigned to them in the Act.

### **3.**

(1)Time and place of meetings.(a)Meetings of the State Board shall be held at Patiala or at any other place on such dates as may be fixed by the Chairman.(b)The State Board shall meet at least once in every three months.(2)Notice of Meetings - (a) The Chairman shall upon the written request of not less than five members or upon a direction of the State Government call a special meeting of the State Board.(b)Ten clear days notice of an ordinary meeting and five clear days of special meeting specifying time and place at which such meeting is to be held and the business to be transacted, thereat, shall be given to the members and posted up in the office of the State Board. Such notices shall, in the case of a special meeting include a motion of proposition, if any, mentioned in the written request made for such meeting or in the Government direction.(c)The notice may be given to a member by delivering the same by messenger or by sending to his last known place of residence or business or in such other manner as the Chairman in the circumstances of each case thinks fit.

### **4. Presiding Officer.**

- Every meeting shall be presided over by the Chairman, and in his absence, by any one of the members present as may be elected by the members present from amongst themselves.

### **5. All Questions to be decided by majority.**

(1)All questions at a meeting shall be decided by a majority of votes of the members present, and voting shall be by raising of hands in favour of the proposal.(2)In case of an equality of votes, the presiding officer shall have a second or casting vote.

### **6. Quorum.**

(1)Five members shall form the quorum for a meeting.(2)If within fifteen minutes of the time fixed for any meeting, the quorum is not present, the presiding officer shall adjourn the meeting to such hour or the following or on some other future date as he may reasonably fix.(3)No quorum shall be necessary for the adjourned meeting.(4)No matter which had not been on the agenda of the original meeting shall be discussed at such adjourned meetings.(5)No fresh notice shall be required for the adjourned meeting.

### **7. Minutes.**

(1)Record shall be kept of the names of the members who attend the meeting and of the proceedings at the meeting in a minute book to be maintained by the Member-Secretary.(2)The minutes of the previous meeting shall be circulated to all members within 15 days after the meeting. These minutes shall also be read at the beginning of every succeeding meeting and shall be confirmed and signed by

the presiding officer at such meeting. The proceeding shall be open to inspection by any member at the office of the State Board during office hours.(3)The Member-Secretary while putting up the minutes of the previous meeting for confirmation in the succeeding meeting shall also indicate, for the information of the State Board, his report about the action taken on the decisions taken by the State Board in the previous meeting.

## **8. Maintaining Order at meeting.**

- The presiding officer shall preserve order at a meeting.

## **9. Business to be transacted at meeting.**

- Except with the permission of the presiding officer, no business which is not entered in the agenda, shall be transacted at any meeting.

## **10. Order of Business.**

(1)At any meeting business shall be transacted in the order in which it is entered in the Agenda : Provided that the presiding officer may after taking into consideration the votes for and against, give priority for transacting any business.(2)No Member shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given six clear days notice to the Member-Secretary, unless the Chairman in his discretion permits to do so.(3)No proceedings shall be invalidated merely on the ground that the provision in this rule relating to the notice is not strictly complied with.

## **11. Procedure for transaction of business of Committees constituted by the State Board.**

(1)The time and place of the meetings of the Committees shall be as specified by the Chairman of the Committee concerned.(2)The quorum for a meeting of a committee shall be one-half of the total number of members of the Committee.(3)Subject to sub-rule (1) and sub-rule (2), the meetings of a committee shall, as far as may be governed by the rules applicable to the meetings of the State Board.