The M.P. State Dental Council Rules, 1969

MADHYA PRADESH India

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The M.P. State Dental Council Rules, 1969Published vide Notification No. 1171-17-M-4-71, dated 6-7-1971, M.P. Rajpatra, Part 4 (Ga), dated 6-8-1971 at pages 399-427Notification No. 1171-XVII-M-IV-71, dated 6-7-1971. - In exercise of the powers conferred by Section 55 of the Dentists Act, 1948 (XVI of 1948), the State Government hereby makes the following rules to carry out the purposes of its Chapter III, IV and V thereof, namely-

Chapter I Preliminary

1. Short title.

(1) These rules may be called The Madhya Pradesh State Dental Council Rules, 1969.(2) They shall come into force from the date of their publication in the Madhya Pradesh Gazette.

2. Definition.

- In these rules, unless the context otherwise requires,-(1)"The Act" means the Dentists Act, 1948 (XVI of 1948);(2)"The Council" means the Madhya Pradesh State Dental Council constituted under Section 31;(3)"The executive Committee" means the Executive Committee constituted under sub-Section (1) of Section 2;(4)"Form" means a Form appended to these rules;(5)"President" means the President, elected under sub-section (1) of Section 25;(6)"Registrar" means the Registrar, appointed under clause (a) of sub-Section (1) of Section 28;(7)"Section" means section of the Act;(8)"Government" means the Government of Madhya Pradesh;(9)"Register" means the Register of dentists, prepared and maintained under the Act;(10)"Returning Officer" means the Returning Officer, appointed by the Government.

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The office of the Council shall be situated at [Bhopal] [Substituted vide M.P. Rajpatra, Part IV (Ga), dated 9-8-1985 at page 333.].

Chapter II

Elections Under Section 21 (A) and (B)

4. Electorate for various constituencies.

- (i) For the purposes of elections under clause (a) of Section 21 of the Act, Part A of the register of dentists prepared under Section 31 of the Act, as amended by the decisions of the appellate Authority and as it stands on the day, which shall be 30 days before the date fixed under clause (a) of rule 5 shall constitute the electoral roll.(ii)For the purposes of elections under clause (b) of Section 21 of the Act, Part B of the register of dentists prepared under Section 31 of the Act, as amended by the decisions of the Appellate Authority, and as it stands on the day which shall be 30 days before the date fixed under clause (a) of rule 5 shall constitute the electrol roll.(iii)For the purposes of elections under clause (d) of Section 21 of the Act, the members of the Madhya Pradesh Medical Council presently known as Mahakoshal Medical Council on the day, which shall be 30 days before the date fixed under clause (a) of rule 5 shall constitute the electoral roll.

5. Fixation of dates for various stages of Election.

- The Returning Officer shall appoint and shall notify in the Madhya Pradesh Government Gazette and in such other manner as he thinks fit the date, time and place for-(a)The receipt of nomination papers and their scrutiny.(b)the dispatch of voting papers of the electors;(c)the Polls; and(d)the scrutiny and counting of votes.

6. Nomination of candidates.

- Every candidate for election shall be nominated by means of a nomination paper in Form I in Appendix I, which shall be supplied free of cost by the Returning Officer to any elector applying for the same.

7. Nomination papers.

(1)Every nomination paper shall be signed by two electors as proposer and seconder and sent by registered post or otherwise so as to reach the Returning Officer on or before the date fixed by him which shall not be less than four weeks before, the date, appointed for the poll:Provided that no elector shall sign more nomination papers than there are seats to be filled up:Provided further that if more than the prescribed number of nomination papers are signed by the same elector, the prescribed number of nomination papers, first received by the Returning Officer, shall if otherwise

are in order, be held to be valid and if more than the prescribed number of nomination papers signed by the same elector are received simultaneously by the Returning Officer, all such nomination papers shall be held to be invalid.(2)On receipt of each nomination paper the Returning Officer shall forthwith endorse thereon the date and hour of receipt.

8. Rejection of nomination papers.

- Nomination papers which are not received by the Returning Officer before the date and the time appointed in that behalf shall be rejected.

9. Fees payable by candidates.

(1)On or before the date appointed for the receipt of nomination papers, each candidate wishing to stand for election shall pay to the Returning Officer, of fee of fifty rupees in cash and no candidate shall be deemed to be duly nominated unless such fees has been paid.(2)The fee so paid shall be credited to the Council and shall not in any circumstances be refundable.

10. Scrutiny of nomination papers.

(1)On the date and at the time appointed by the Returning Officer for the scrutiny of nomination papers, the candidates and the proposer and seconder of each candidate 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.(2)The Returning Officer shall examine the nomination papers and decide all questions which may arise as to the validity of any nomination and his decision thereon shall be final.

11. Withdrawal of candidature.

- Any candidate may withdraw his candidature by notice in writing signed by him and delivered to the Returning Officer not later than twenty one clear days before the date appointed for the poll. A candidate who has withdrawn his candidature shall not be allowed to cancel the withdrawal or to be renominated as a candidate for the same election.

12. Poll.

(1)If the number of candidates who stand duly nominated is equal to the number of members, to be elected the Returning Officer shall after the expiry of the time for withdrawal of candidature declare such candidate or candidates to be duly elected.(2)If the number of such candidates is lower than the number of members to be elected, the Returning Officer shall after the expiry of the time for withdrawal of candidature declare such candidate, if any, of all such candidates to be duly elected.(3)If the number of such candidates exceeds the number of members to be elected, the Returning Officer shall forthwith notify their names and addresses on the Notice Board in the office of the Council and shall further cause their names to be entered in alphabetical order in the voting

papers in Form III in Appendix I.(4)If a poll is found necessary, the Returning Officer shall, two weeks before the date appointed therefor, send by registered post to each elector a letter of intimation in Form IV in Appendix I together with a numbered declaration paper in Form II, a voting paper in Form III containing the names of the candidates in alphabetical order and bearing the Returning Officer's initials or fascimile signature, a voting paper cover addressed to him (The Returning Officer) and an outer cover also addressed to him.(5)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 inadvertently been spoilt, may transmit a declaration to that effect, signed by himself and require Returning Officer to send him fresh papers and if the papers have been spoilt, the spoiled papers shall be returned to the Returning Officer, who shall cancel them on receipt. In every case when fresh papers are 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.(6)No election shall be invalidated by reason of an elector not receiving his voting paper, provided that a voting paper has been issued to him in accordance with these rules.

13. Votes to be sent by registered post.

- Every elector desirous of recording his note shall, after filling up the declaration paper and the voting paper according to the directions given in the letter of intimation enclose the voting paper in the voting paper cover, stick up the cover, enclose the cover and the declaration paper in the outer envelope addressed to the Returning Officer, and send the outer envelope by registered post at the elector's own cost to the Returning Officer, so as to reach him not later than 5 P.M. on the date fixed for the poll. An envelopes received after that day or hour, or received by unregistered post shall be rejected.

14. Endorsement by Returning Officer on registered covers.

- On receipt of the envelops by registered post containing the declaration papers and the closed cover containing the voting papers, the Returning Officer shall endorse on the outer envelope the date and hour of receipt.

15. Manner of opening the registered cover.

- The Returning Officer shall open the outer envelops immediately after 5 P.M. on the day fixed for the poll at the place which the envelopes are addressed to him. Any candidate may be present in person or may send a representative duly authorised by him in writing to attend at the time outer envelopes are opened.

16. Rejection of voting papers.

(1) Voting paper cover shall be rejected by the Returning Officer, if-(a) the outer envelope contains no declaration paper outside the voting paper cover; or(b) the declaration paper is not the one sent by the Returning Officer; or(c) the declaration paper is not signed by the elector; or(d) the voting paper

is placed outside the voting paper cover; or (e) more than one declaration paper or voting paper cover have been enclosed in one and the same outer envelope. In each case of rejection, the word 'Rejected' shall be endorsed on the voting paper cover and the declaration paper. (2) After satisfying himself that the electors have affixed their signature to the declaration papers, the Returning Officer shall keep all the declaration papers in safe custody, pending disposal under rule 19.

17. Scrutiny and counting of votes.

(1) The Returning Officer shall attend for the purposes of scrutiny and counting of the votes, on the date and the time and place appointed by him in this behalf; provided the date so appointed shall not be later than three days from the date fixed for the poll.(2)All the voting paper covers, other than those rejected under rule 16, shall be opened and the voting papers taken out and mixed together. The voting papers shall than be scrutinised and the valid votes counted. (3) A voting paper shall be invalid, if,-(a)it does not bear the Returning Officer's initials;(b)a voter signs his name or writes a word or makes any mark on it, by which it becomes recognisable as his voting papers; or(c)no vote is recorded thereon; or(d)the number of votes, recorded therein exceeds the number of vacancies to be filed; or(e)is void for uncertainty of one or more votes exercised: Provided that where more than one vote can be given on the same voting paper, if one of the marks is so placed as to render it doubtful to which candidate it is intended to apply, the vote concerned, but not the whole voting paper shall be invalid on that account. (4) Any candidate may be present in person or may send a representative, duly authorised by him in writing to watch the process of counting. (5) The Returning Officer shall show the voting papers, if requested to do so the candidates or their authorised representative, at the time of scrutiny and counting of votes.(6) If any objection is made to any voting paper on the ground that it does not comply with the specified requirements or to any rejection by the Returning Officer of a voting paper it shall be decided at once by the Returning Officer whose decision shall be final.(7)The Returning Officer shall nominate such number of scrutinisers, not exceeding four as he thinks fit. In the case of elections, held for the first time under the Act, the scrutinizers shall be Gazetted Officers, of the State Government and in the case of other elections, members of the Council.

18. Declaration of Results.

(1)When the counting of the votes has been completed, the Returning Officer shall forthwith declare the candidate or candidates to whom the largest number of valid votes has been given to be duly elected according to the number of vacancies to be filled in and shall forthwith inform each successful candidate by letter of his being elected to the Council.(2)If there is an equality of votes between any two or more candidates, the Returning Officer, shall after notice to the candidates concerned, decide by drawing lots which candidate or candidates he shall declare to have been elected.

19.

Voting papers to be retained for six months upon the completion of the counting and after the result has been declared by him, the Returning Officer shall seal up the voting papers and all other

documents relating to the election and shall retain the same for a period of six months and the Council shall not destroy or cause to be destroyed the records even after six months without the previous concurrence of the Government.

20. Publication of results.

(1)The Returning Officer shall publish the result and date of the election in the Madhya Pradesh Gazette in the case of first election to the Council and also send a report to the Government about the election.(2)In the case of election other than those held for the first time under the Act, the Returning Officer shall inform the President of the result and date of the election, who shall then publish the same in the Madhya Pradesh Gazette. The Returning Officer shall also send a report to the Government about the election.

21. General.

(1)The State Government may, of its own motion, or on an objection received, in writing, in this behalf, from any candidate or candidates declare the election in whole or in part to be void on account of any corrupt practice, or any other sufficient cause and may call on the electorate to make a fresh election, in whole or in part as the situation may demand. The decision of the Government under this rule shall be final.(2)The decision of the State Government, on any question that may arise; as to the intention, construction or application of these rules shall be final.

22. Election under Section 21 (D).

(1)On receipt of the requisition from the President of the State Dental Council for election of a member by the Medical Council of the State under clause (d) of Section 21, the election shall be conducted at a meeting of the Medical Council in accordance with the provisions hereinafter appearing.(2)Election shall be by votes which shall be taken by show of hands or by division or by ballot, as the President of the State Medical Council may direct:Provided that votes shall be taken by ballot in three members so desire and ask for it:Provided further that if voting has been by show of hands a division shall be taken if a member asks for it.(3)The President of the Medical Council shall determine the method of taking votes by division.(4)The result of the votes shall be announced by the President of the State Medical Council.(5)In the event of equality of votes the President of the State Medical Council, shall have a second or casting vote.

Chapter III

Election of President and Vice-President and Their Powers and Duties

23. Election of the President and Vice-President at the meeting of the Council.

- The President and the Vice-President of the Council shall be elected at a meeting of the Council. The members shall first elect of Chairman to conduct the business who shall than call for nominations from among the members for the post of President and the Vice-President, the Chairman shall conduct the election by secret ballot. In the event of a tie, in either case, the final election shall be decided by drawing of lots. The election of the President shall be held first and thereafter that of the Vice-President.

24. Powers and duties of the President and in his absence of the Vice-President.

(1) The President shall exercise such powers and perform such duties as are contained in the provisions of the Act and the rules made thereunder. He shall do such acts as he considers necessary in the furtherance of the objects for which the Council is established.(2) 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 will act in his place and shall exercise the powers and perform the duties of the President.

Chapter IV Part-I

Meeting of the Council

25. Time and Place of, and preparation of Business for meetings of the Council.

(1)The Council shall ordinarily meet twice in a calendar year on second Monday in the months of February and September: Provided that the President-(i)may call a special meeting at any time on 15 days notice to deal with any urgent matter requiring the attention of the Council; (ii) shall call a special meeting on 15 days' notice if he receives a requisition in writing signed by not less than one third of the total membership and stating the purpose for which they desire the meeting to be called, such purpose being other than the mentioned in the first proviso to item II of clause (a) of sub-rule (b) of rule 25 and being a purpose within the scope of the Council's functions.(2) The first meeting of the Council held in any calendar year shall be the Annual Meeting of the Council for that year.(3) At meetings referred to in the proviso to sub-rule (1) of rule 25 only the subject or subjects for the consideration of which the meeting has been called shall be discussed.(4) Notice of every meeting other than a special meeting called under the proviso to sub-rule (1) of rule 25 or under the first proviso to item (ii) of sub-rule (6) of rule 25 shall be dispatched by the Registrar to each member of the Council not less than 40 days before the date of the meeting.(5)(a) The Registrar shall issue with the notice of the meeting a preliminary Agenda Paper showing the business to be brought before the

meeting, the terms of all motions to be moved of which notice in writing has previously reached him and the names of the movers.(b)A member, who wishes to move any motion not included in the preliminary Agenda Paper or an amendment to any item so included shall give notice thereof to the Registrar not less than 25 clear days before the date fixed for the meeting.(c)The Registrar shall, not less than 15 clear days before the date fixed for the meeting, and in the case of a special meeting, which the notice of the meeting, issue a complete Agenda Paper showing the business to be brought before the meeting.(d)A member who wishes to move an amendment to any item included in the complete Agenda Paper, but not included in the preliminary Agenda Paper shall give notice thereof to the Registrar not less than 3 clear days before the date fixed for meeting.(e)The Registrar shall, if the time permits, cause a list of all amendments of which notice has been given under clause (d) of sub-rule 5 to be made available for the use of every member: Provided that the President may, if the Council agrees, allow a motion to be discussed at a meeting notwithstanding the fact that notice was received too late to admit of compliance with this rule: Provided also that nothing in this rule shall operate to prevent the reference by the Executive Committee of any matter to the Council at a meeting following immediately or too soon after the meeting of the Executive Committee to permit the notice required under this rule.(6)(a)A motion shall not be admissible-(i)if the matter to which it relates is not within the scope of the Council's functions; (ii) if it raises substantially the same question as a motion or amendment which has been moved or withdrawn with the leave of the Council within one year of the date of the meeting at which it is designed to be moved: Provided that such a motion may be admitted at a special meeting of Council convened for the purpose on the requisition of not less than two third of the members of the Council: Provided further that nothing in these rules shall operate to prohibit the further discussion of any matter referred to the Council by the State Government in the exercise of any of its functions under this Act.(iii)unless it is clearly and precisely expressed and raises substantially one definite issue:(iv)if it contains inferences, ironical expressions of defamatory statements.(b)The President shall disallow any motion which, in his opinion, is inadmissible under sub-rule (6) (a): Provided that if a motion can be rendered admissible by amendment the President may in lieu of disallowing the motion admit in it amended form.(c)When the President disallows or amends a motion the Registrar shall inform the member who gave notice of the motion of the order of disallowance or, as the case may be of the form in which the motion has been admitted. Part-II Conduct of Business at Meeting of the Council

26. Chairman of the meeting.

(1)Every meeting of the Council shall be presided over by the President, or if he is absent, by the Vice President, or if both the President and the Vice-President are absent, by a Chairman to be elected by the members present, from among themselves.(2)All references in this part of the President shall be read as referring to the person for the time being presiding over a meeting.(3)Seven members of the Council present in person shall constitute a quorum, provided that in the case of a meeting adjourned for want of quorum, no quorum shall be required.

27. Quorum of the meeting.

- If, at the time appointed for a meeting a quorum is not present, the meeting shall not commence until a quorum is present, and if a quorum is not present, on the expiration of 20 minutes from the

time appointed for the meeting or during the course of any meeting the meeting shall stand adjourned to such future time and date as the President may appoint.

28. Determination of a matter by the Council.

(1)Every matter to be determined by the Council shall be determined on a motion moved by a member and put to the Council by the President.(2)Votes shall be taken by show of hands or by division or by ballot as the President may direct:Provided that rules shall be taken by ballot if three members so desire and ask for it:Provided further that if voting has been show of hands a division shall be taken if a member asks for it.(3)The President shall determine the methods of taking votes by division.(4)The result of the vote shall be announced by the President and shall not be challenged.(5)In the event of an equality of votes the President shall have a second or a casting vote.

29. Power of the President in respect of movement of the motion.

(1)When motions identical in purport stand in the names of two or more members the President shall decide whose motion shall be moved and the other motion or motions shall thereupon be deemed to be withdrawn.(2)Every motion or amendment shall be seconded and if not seconded shall be deemed to have been withdrawn.(3)When a motion has been seconded, it shall be read out by the President.(4)When a motion has been thus read out, it may be discussed as a question to be resolved either in the affirmative or in the negative or any member may, subject to sub-rule 30 (1) and 30 (4) move an amendment to the motion:Provided that the President shall not allow an amendment to be moved which if it had been a substantive motion would have been inadmissible under rule 25 (6).

30. Amendment of the motion.

(1)An amendment must be relevant to and within the scope of the motion which it is proposed.(2)An amendment may not be moved which has merely the effect of a negative vote.(3)The President may refuse to put an amendment which is in his opinion frivolous.(4)A motion may be amended by-(a)the omission, insertion of addition of words, or(b)the substitution of words for any of the original words.

31. Motion or amendment under debate.

(1)When a motion or amendment is under debate no proposal with reference thereto shall be made other than-(a)An amendment of the motion or of the amendment as the case may be as proposed in Rule 29 (2).(b)A motion for the adjournment of the debate on the motion or amendment either to a specified date and hour or sine die;(c)A motion for the closure, namely a motion that the question be now put;(d)A motion that the Council instead of proceeding to deal with the motion to pass to the next item on the programme of business: Provided that no such motion or amendment shall be moved so as to interrupt a speech: Provided also that no motion of the nature referred to in clause (b), (c) and (d) shall be moved or seconded by a member who has already spoken on the question

then before the meeting:Provided further that a motion referred to in sub-clause (c) and (d) above shall be moved without a speech.(2)It shall be in the discretion of the President to put or refuse to put to the Council a proposal of the nature referred to in clause (b) of sub-rule (1).(3)Unless the President is of opinion that a motion for closure is an abuse of the right of reasonable debate, he shall forthwith put a motion that the question be now put and if that motion is carried the substantive motion or amendment under debate shall be put forthwith:Provided that the President may allow the mover of the substantive motion to exercise his right of reply before the substantive motion under debate is put.

32. Proposal to adjourn the council.

- Except that it shall not interrupt a speech, a proposal to adjourn the Council to a specified date and hour may be made at any time, but it shall be in the discretion of the President to put or refuse to put such a proposal to the Council.

33. Withdrawal of motion or amendment.

- A motion or an amendment which has been moved and seconded shall not be withdrawn save with the leave of the Council which shall not be granted, if any member dissents from the granting of such leave.

34. Discussion on the motion under the direction of the President.

- When a motion has been moved and seconded members other than the mover and the seconder may speak on the motion in such orders as the President may direct :Provided that the seconder of a motion or of an amendment may, with the permission of the President, confine himself to seconding the motion or amendment as the case may be and speak thereon at any subsequent stage of the debate.

35. Objections, suggestions or elucidation on a point by the President.

- During the meeting, the President, may at any time, make any objections or suggestions or give information to elucidate any point to help the members in the discussion.

36. No person to speak more than once.

(1)The mover of an original motion, and if permitted by the President, the mover of any amendment shall be entitled to a right of final reply, no other member shall speak more than once in any debate except, with the permission of the President, for the purpose of making a personal explanation or of putting a question to the member than addressing the Council :Provided that any member at any stage of the debate may rise to a point of order, but no speech shall be allowed on that point:Provided further that a member who has spoken on a motion may speak again on an amendment to the motion subsequently moved.(2)No member shall, save with the permission of the

President, speak for more than five minutes:Provided that the mover of a motion when moving the same, may speak for ten minutes.(3)A speech shall be strictly confined to the subject matter of the motion or amendment on which it is made.(4)Any motion or amendment standing in the name of a member who is absent from the meeting or unwilling to move it, may be brought forward by another member with the permission of the President.

37. Observation by a member.

(1)A member desiring to make any observations on the matter before the Council shall speak from his place, shall rise when he speaks, and shall address the President.(2)If at any time the President rises, any member speaking shall immediately resume his seat.(3)No member shall be heard except upon the business before the Council.

38. Amendment in the terms of original motion.

(1)When an amendment of any motion is moved and seconded or when two or more such amendments are moved and seconded, the President, shall before taking the votes of the Council thereon state or read to the Council the terms of the original motion and of the amendment or amendments proposed.(2)An amendment to a motion shall be put to the vote first.(3)If there be more than one amendment to a motion the President shall decide in what order they shall be taken.

39. Division of motion at the discretion of the President.

- When any motion involving several points has been discussed, it shall be in the discretion of the President to divide the motion, and put each or any point separately to the vote as he may thinks fit.

40. Procedure for adjournment of the meetings.

(1)The President may, at any time, adjourn any meeting to any future day or to any hour of the same day.(2)Whenever a meeting is adjourned to a future day, the Registrar shall, if possible, send notice of the adjournment to every member who was not present at such meeting.(3)When a meeting has been adjourned to a future day the President may change such day to any order day and the Registrar shall send written notice of the change to each member.(4)At a meeting adjourned to a future day: any motion standing over from the previous day shall, unless the President otherwise directs, take precedence over other matter on the Agenda.(5)Either at the beginning of the meeting or after the conclusion of the debate on a particular item during the meeting, the President or a member may suggest a change in the order of business on the Agenda, and if the Council agrees such a change shall be made.(6)No matter which had not been on the Agenda of the original meeting shall be discussed at an adjourned meeting.(7)The same quorum shall be necessary for an adjourned meeting as for an ordinary meeting, except in such cases as provided for in Rule 26 (3).

41. Decision of all points of order by the President.

(1)The President shall decide all points of order which may arise and his decision shall be final.(2)If any question arises with reference to procedure in respect of a matter for which these rules make no provision the President shall decide the same and his decision shall be final.

42.

Four representatives of the Press and other visitors, not exceeding four at a time may be admitted, at the discretion of the President, to the meetings on production of permits from the Registrar. The Press representatives shall be required to obtain the previous approval of the registrar for the publication of their report of the proceedings. The President at any time may hold the meetings din camera in which case all visitors including Press representatives will be required to withdraw.Part-III Minutes of the Council

43. Preservation of the minutes of the meetings.

- The proceedings of the meetings of the Council shall be preserved in the form of printed minutes which shall be authenticated after confirmation by the signature of the President.

44. Submission of the minutes of the meetings to the President.

- A copy of the minutes of each meeting shall be submitted to the President within 10 days of the meeting and attested by him and they shall then be sent to each member within 30 days of the meeting.

45. Contents of the meetings.

- The minutes of each meeting shall contain such motions and amendments as have been moved and adopted, or negatived, with the names of the mover and the seconder, but without any comment and without any record of observations made by any member at the meeting. Time limit for entertaining the objections about correctness of minutes. - If any objection regarding the correctness of the minutes is received within 30 days of the despatch of the minutes by the Registrar, such objection together with the minutes as recorded and attested shall be put before the next meeting of the Council for confirmation. At this meeting no question shall be raised except as to the correctness of the records of the last meeting. Provided that if no objection regarding a decision taken by the Council at a meeting is received within 30 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 confirmation of the minutes at the next meeting: Provided further that the President may direct that action be taken on a decision of the Council before the expiry of the period of 30 days mentioned above.

46. Insertion of minutes in a volume.

- The minutes of the Council shall, as soon as is practicable after their confirmation, be made up in sheets and consequentively paged for insertion in a volume, which shall be permanently preserved. A copy of such volume, shall be supplied free to each member of the Council.

47. Placing of report of the observations and discussions of meetings.

- A report shall be kept of the observations and of the discussions at the meetings of the Council in as accurate a manner as possible for the use of the members of the Council. The detailed proceedings of the meetings which shall be treated as 'Confidential' shall be kept in the office and shall be open to members for inspection. A copy of the proceedings in whole or in part shall be supplied to any member who may apply for it. Such copy shall be marked 'Confidential' and be supplied on the payment of a sum not exceeding the cost of copying fixed by the President. No copy of proceedings held in camera shall be supplied but such proceedings may be inspected by the members.

Chapter V

Executive Committee-Functions of Meetings of Quorum etc.

48. Constitution of Executive Committee.

- Besides the President and the Vice-President, the Executive Committee shall consist of five members elected by the members of the Council at the first meeting of the Council by secret ballot. Conduct of meeting under rules. - The meeting of the Executive Committee shall be governed as far as may be by the Rules applicable to the meeting of the Council. No meeting shall commence without the quorum. - If at the time appointed for a meeting a quorum is not present the meeting shall not commence until a quorum is present, and if a quorum is not present on the expiration of 30 minutes from the time appointed for the meeting or during the course of any meeting, the meeting shall stand adjourned to such future date and time as the President may appoint.

49. Election of the Chairman in absence of President and Vice-President.

- If both the President and the Vice-President are absent, the members present shall elect one of their members to act as Chairman.Quorum. - Three members of the Executive Committee shall form a quorum and, at a meeting adjourned for want of quorum, no quorum shall be necessary.

50. Invitation of a member by the Executive Committee.

- The Executive Committee may invite a member of the Council, not being a member of the Executive Committee, to attend any meeting of the Executive Committee. Any member so invited shall be free to participate in the discussions in the Executive Committee but shall not function as a

member of the Committee whether by way of voting or otherwise.

51. Determination of future date and time for the meetings.

(1)Within one week before the meeting of the Council the Executive Committee shall ordinarily meet and also at such other times and places as the President may determine.(2)Notice and Agenda of such meetings of the Executive Committee shall ordinarily be given 15 days before the meeting.

52. Circulation of report of the meeting among members.

- The Executive Committee shall consider and report on any subjects referred to it by the Council or by the President and may with the sanction of the President direct the printing and circulation of such report among members of the Council.

53. Time limit for submission of minutes to the President.

- A copy of the minutes of each meeting shall be submitted to the President within 10 days of the meeting; and after having been attested by him shall be sent to each member within 20 days of the meeting. If no objection to their correctness is received within 20 days of their despatch and decision therein shall be given effect to. The minutes shall be sent to the members of the Council after confirmation by 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 20 days mentioned above.

54. Direction by the President about any business to be discussed.

(1)The President shall direct any business, which may be necessary for the Council of the Executive Committee to discuss and decide to be transacted by circulation among the members of the Council of the Executive Committee: Provided that if ten members of the Council of three members of the Executive Committee, as the case maybe, desire that any particular subject shall be decided at a meeting instead of by circulation, it shall be placed before a meeting of the Council or the Executive Committee.(2)Any resolution of report which is circulated on the discretion of the President and approved by a majority of the members signing shall be as binding as a resolution adopted in meeting of the Council or the Executive Committee.

55. Powers and duties of the Executive Committee.

- The Executive Committee shall exercise such powers and perform such function of the Council as the Council may, from time to time direct.

Chapter VI Registration

56. Maintenance of register for dentists.

(1)The register of dentist shall be maintained in accordance with the provisions of the section 31 in Form II in Appendix II.(2)The names of dentists shall be entered in the register in the order in which the application for registrations are admitted and sufficient space shall be left for further additions to or alterations in the qualifications and address of each entry,(3)Each page of the register shall be verified and signed by the Registrar.(4)After the registration of every dentists under the Act, and after renewal of such registration, the Registrar shall grant such dentists certificate in Form III in appendix II.(5)In the event of certificate issued under sub-rule (1) being lost or destroyed the holder may at any time during which such certificate is in force apply to the Registrar for fresh certificate and the Registrar may if he thinks fit on satisfactory proof as to the identity of the applicant, grant such certificate on payment of a fee of Rs. 5. A certificate issued under this sub-rule shall be marked duplicate in Form V in appendix II.

57. Applications for registration.

- Every person entitled under Section 34 to be registered under the Act and desiring to have himself so registered shall apply to the Registrar in Form I in appendix II properly filled in and signed. Every such application shall be accompanied by the fee prescribed in that behalf in rule 67.

58. Entry of name after direction of the Government.

(1)After the directions is issued by the State Government under sub-Section (1) of Section 39, the name of every person registered under the Act shall subject to the provisions contained in the Act as to the removal of names from the register, remain entered therein and the registration of such person shall hold good for the period ending on the 31st day of the December of the year following the year in which his name is first entered in the register.(2)Any person desiring to continue his registration shall submit to the Registrar an application before 1st April of the year to which it relates and shall forward with such application the fee prescribed in that behalf in rule 59 and the certificate issued to him under rule 56.(3)When a renewal fee is not paid before the due date, the Registrar shall remove the name of the defaulter from the register, provided that a name so removed may be restored to the register under sub-Section (2) of Section 39 of payment of the renewal fee and additional fee as penalty as prescribed in that behalf in rule 67.

59.

[Omitted]

60. Application for registration of additional qualification.

- An application for registration of an additional qualification shall be made in form IV in Appendix II and shall be accompanied by fee prescribed in this behalf in rule 67.

61. Appeal against the order of the Registrar.

- An appeal to the State Council against the order of the Registrar regarding registration of name or alteration of any entry in the Register, shall be in the form of a memorandum and state the grounds on which registration is claimed and furnish the names, the qualifications, and the dates on which they were obtained. On receipt of such appeal the Council may before deciding refer the same to the Executive Committee for enquiry and report.

62. Issue of certified copies.

- Certified copies of entries in the register in the form No. VI in Appendix II may be issued any on payment of the fee prescribed in that behalf in rule 67.

63. Registering a change of name.

- Fees prescribed in rule 80 shall be levied for registering a change of name in the State Dentists register.

64. Application for the removal of name from the register.

(1)A registered dentist may himself make an application for the removal of his name from the register. The application shall be accompanied by a declaration made by the applicant, that he is not aware of any proceedings or reasons for the removal of his name from the register or in depriving him of licence entitling him to be registered.(2)Every such application shall first be referred by the Registrar to the authorised who granted the applicant his qualification or qualifications to ascertain whether there is any valid objection to such removal.(3)The Registrar shall bring such application before the next meeting of the State Council or the Executive Committee will consider the application and the Chairman may put the question for the views of the State Council of the Executive Committee whether the applicant's name may be removed from the Dentists Register.(4)If the State Council or the Executive Committee agrees for such removal the Registrar shall remove the applicant's name from the register and send notice of such removal to the applicant by a registered letter.

65. Supply of copy of Dentists Register.

- Printed copies of the Dentists Register shall be made available to any person who may apply for it to the Registrar and for the supply of each printed copy of the same of fee of Rs. 5 shall be charged from the applicant.

66. Entry of certain publications in the Register.

- There shall be made every year and entered in the copy of the printed dentists register maintained under Section 45, and enumeration of the following publications-
- 1. the total number of names of persons entered in register when it was printed.
- 2. the number of persons restored in the register stating the section of the Act under which the names have been removed.
- 3. the number of new persons restored during the year.
- 4. the number of persons restored in the register.
- 5. the number of persons removed by death.

67. Fees.

- The fees payable under Chapter IV of the Act shall be as follows-

	Rs.
For the first registration in the register	20.00
For every qualification subsequently registered	10.00
For Annual retention.	10.00
For restoration to the register after removal for non- payment of the annual retention fee for the year	10.00
For restoration to the register under Section 42.	25.00
For registration of a change of name	5.00
For every copy of the printed register under Section 45.	5.00
For every certified copy of an entry in the register	3.00
For the grant of a duplicate certificate	6.00

Chapter VII

Registrar, Clerks and Office Hours

68. Appointment and retirement of the Registrar.

(1) The Registrar shall be a full time salaried officer of the Council and shall, in the first instance, be appointed on probation for a period of one year. (2) Registrar should ordinarily be a retired Dental or

Medical Officer of the State Government. He may be continued up to the age of 62 years, if physically and mentally fit. Unless determined otherwise by the Council the service of the Registrar may be terminated by a three months notice on either side.(3)The President is authorised to accept on behalf of the Council the registration of the Registrar on such notice being given. The matter shall be brought to the notice of the Council either by circulation or at the next meeting.

69. Duties of the Registrar.

(1)The Registrar shall perform such duties ass have been given in the Act and the Rules. He shall also be responsible for the safety of the property of the Council and the control and management of the office, accounts and correspondence, and shall see that the office staff attend punctually, and generally fulfill all such duties as may be required of him by the Council for the purposes of the Act. He shall attend take notes of the proceedings of meeting of the Council and Executive Committee and any other Committee.(2)The Registrar shall not less than 90 days before the expiration of the term of any existing appointment draw the attention of the President to the approaching vacancy, and the later shall forthwith report it to the State Government in order that a new appointment may be made to take effect from the day on which the existing appointment will expire.(3)The Registrar shall also act as the Treasurer of the Council. The security to be furnished by the Treasurer shall be Rs. 100. This security shall be furnished in the form of fidelity bonds.

70. Registrar shall be ex-officio Secretary.

- The Registrar shall be the ex-officio Secretary of the Executive Committee, and any other Committees set up by the Council. He shall participate in the discussions but shall not function as a member of the committees whether by way of voting or otherwise.

71. Retirement age for IV Class staff.

- Members of the ministerial and Class IV staff shall retire on attaining the age of 60 years: Provided that the Executive Committee may at its discretion extend the tenure of a member of the Ministerial or Class IV staff.

72. Powers and duties of the staff.

- The powers and duties of the staff will be such as may be laid down from time to time in the Standing Orders as framed for the purposes by the Council.

73. Powers of the Registrar for appointment of staff.

- Subject to the approval of the President, the Registrar shall appoint the Ministerial and Class IV staff and may engage such temporary personnel as may be required from time to time, and pay a reasonable rate of remuneration to such personnel, provided it does not exceed the rates sanctioned by the State Government for corresponding permanent staff. These appointments shall be subject to

the confirmation by the Council.

74. Non-pensionable services of the Registrar.

- The services of the Registrar and other servants shall be non-pensionable but shall have the benefit of Contributory Provident Fund, the Council contributing at the rate of 6 1/4 percent of the substantive pay of the servant.

75. General.

- In matters not provided in these rules, the Registrar and members of the ministerial and Class IV staff shall be governed by rules applicable to servants-of the corresponding grade of the State Government.

Chapter VIII

76. Common seal.

(1)The Common Seal of the State Council shall be kept in box having two different locks and the key of one of the locks shall be in the custody of the President and the key of the other lock in the custody to the Registrar.(2)The seal shall be affixed only by the order of the State Council, or, when the State Council is not sitting, by the order of the Executive Committee, but its use by the Executive Committee shall be limited to such acts as may be necessary to carry into effect the powers conferred on it by these rules of delegated to it by the State Council.(3)Any order for affixing the seal shall state the object of its use and shall be entered in the minutes of the State Council or of the Executive Committee, as the case may be.

Chapter IX

77. Inspection of documents.

- Inspection of documents of office of the State Council shall be granted to the member of the State Council when not required for use by its legal advisers or otherwise and subject to the following conditions, namely-(i)A notice in writing of three clear days shall be given to the Registrar except when the State Council is in session, when special leave may be granted.(ii)The subject to the documents, needed for inspection shall be stated in the notice.(iii)The documents shall be open to inspection during office hours.(iv)Documents under inspection shall not be removed from the premises of the State Council.(v)All such documents and the information derived there from shall be regarded as strictly confidential.

Chapter X

78. Finance, Accounts and Audit.

- The Council receive, for the purpose of its expenses, benefactions and contributions from private persons and bodies and the proceeds of the sale of reports and other publications.

79. Bankers of the Council.

- The Bankers of the Council shall be the State Bank of India. All funds of the Council shall be paid into the Council's account with the State Bank of India and shall be withdrawn by means of cheques signed by the Treasurer. The cheques shall also be countersigned by the President of the Council or any other officer authorised by him in this behalf during his absence from headquarters. The cheque books shall remain in the personal custody of the Treasurer.

80. Manner of keeping funds of the Council.

- The funds of the Council surplus to current requirements may, on recommendation of the Treasurer and with the sanction of the Executive Committee of the Treasurer and with the sanction of the Executive Committee, be invested in fixed deposits with the State Bank of India or in any other manner as may be decided upon in consolation with the State Government.

81. Investment of funds in the name of Council.

- An investment of the funds of the Council shall be made in the name of the Council. The safe custody receipts shall remain in the personal charge of the Treasurer and shall be verified once in six months with Register of Investments maintained under rule 104 and a certificate of verification shall be recorded by the Treasurer on the Register and countersigned by the President.

82. Preparation of detailed statement of receipts.

- The treasurer shall prepare detailed estimates of the receipts and expenditure for the next financial year, and shall submit the same for the sanction of the Executive Committee at a meeting to be held for the purpose before the 1st November every year. One copy of the finally sanctioned estimates shall be supplied by the 1st November to the Secretary, Public Health Department.

83. Non-Appropriation of funds.

- The funds of Council shall not be appropriated for expenditure on any item which has not been duly sanctioned by the Council or by the President or Registrar as the case may be.

84. Primary units of appropriation.

- The primary units of appropriation shall be pay of officers, pay of establishments, allowances and honoraria, contingencies and leave and pension or provident fund contribution.

85. Power of the President to re-appropriate funds.

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

86. Power of the Registrar to sanction miscellaneous expenditure.

- The Registrar shall have power to sanction expenditure of miscellaneous and contingent nature upto an amount not exceed Rs. 50 in each case. Expenditure in excess of this amount shall require the sanction of the President.

87. Permanent Advance.

- A permanent Advance of Rs. 100 shall be made to the Registrar.

88. Registrar and President as certifying Officer for T.A. & D.A.

- The Registrar shall be the certifying officer for travelling, halting and other allowances to members, and employees of the Council and the President for those of the Registrar.

89. Maintenance of account registers.

- The following account registers of the Council shall be maintained-
- 1. Cash Book,
- 2. Classified Abstract,
- 3. Register of Investments,
- 4. Register of stock and furniture,
- 5. Register of stock of cheque books and receipt books,

- 6. Register of leave and pension or provident fund contributions,
- 7. Register of permanent advances,
- 8. Annual Accounts.
- 90. Classified Abstract of monthly accounts.
- Monthly accounts shall be complied in the Classified Abstract according to the primary units of appropriation. Suitable secondary units may be opened at the discretion of the Registrar who shall be responsible for the due preparation and maintenance of all accounts.

91. Audit of accounts of the Council.

(1)The audit of the accounts of the Council shall be conducted by a Chartered Accountant or Local Fund Auditor.(2)The result of audit shall be communicated to the Executive Committee.(3)A copy of the Annual Audit Report shall be submitted by the Executive Committee to the State Government and to the members of the Council.

Chapter XI

Fees and Allowances for Attending the Meeting of the Council and the Executive Committee and Other Expenses.

- 92. Non-payment of fee for attending the meetings.
- No fee shall be paid for attending a meeting of the State Council or the Executive Committee.
- 93. Drawing of T.A. as per Madhya Pradesh Services Rules.
- (1)Government servants shall draw the travelling allowances to which they are entitled to under the Madhya Pradesh Service Rules.(2)Other members would draw the travelling allowance, daily allowances admissible to the First Class Officers in the State Service.(3)The local members of the State Council and Executive Committee shall draw conveyance allowance Rs. 5 for each day of meeting or business.(4)All office employees of the State Council such as clerk and peons shall be entitled to travelling allowance and halting allowance and road mileage at the same rate as admissible to a Government servant.(5)The Registrar and Secretary shall be the office of Grade II and shall draw travelling allowance accordingly, as allowed according to rules, if they are required to perform journey to attend a meeting out of headquarters. Appeal to State Council

94. Appeal against Registrar's refusal to register.

(1)An appeal of the State Council against a refusal by the Registrar to register the name or any title or qualification of any person on the register of dentists shall be in writing and shall state the grounds on which registration is declined, the names of the qualifications and the dates on which and the authorities from whom they were received.(2)The date on which the appeal is to be taken by the State Council shall be intimated to the applicant. The appellant shall also be allowed, if he choose to represent his case before the State Council either by himself or by his advocate.

95. Repeal and Saving.

subject stand repealed: Provided that a conferred by the said rules, shall be dee IForm I(See Rule No. 6)Nomination Pa Act, 1948.Name of candidate	nese rules, all previous rules, notification and orders on the nything done or any action taken in exercise of any power emed to have been done or taken under this rules. Appendix sperElection under clause (a)/(b) of section 21 of the DentistsFather's name
Name of proposer	Name of Seconder
Registration Certificate No	Registration Certificate No
Serial No. in the electoial Roll	Serial No. in the electoral roll
Qualification	Qualification
Address	Address
Signature	Signature
candidateThis nomination paper was re (date)Returning Officer.Form II[Pradesh State Dental Council under cla numberElector's nameSe DeclarationI(Name in full, and d of a member to the Madhya Pradesh St section 21 of the Dentists Act, 1948 and StationSignature DateAddress	See Rule 12 (4)]Declaration PaperElections of the Madhya use (a)/(b) of section 21 of the Dentists Act, 1948.Serial rial number on the electoral rollElector's lesignation if any) declare that I am an elector for the election ate Dental Council by the electorate under clause (a)/(b) of that I have signed no other voting paper at this election.
Serial number Name of candida	ate duly nominated Vote
Instructions	

- 1. The number of vacancies to be filled is......
- 2. Place a cross mark (thus X) against the name of the candidate (or such of the candidates) for whom you wish to vote.

3. A voting paper will be invalid if-

2. The voting paper will be rejected if-

(a) the outer envelope enclosing the voting paper cover is not sent by registered post or received later than the hour fixed for the closing of the poll; or(b) the outer envelope contains no declaration paper outside the smaller cover; or(c) the voting paper is placed outside the voting paper cover; or(d) the declaration paper is not the one sent by the returning Officer to the voter; or(e) more than one declaration paper or voting paper cover have been enclosed in one and the same outer envelope; or(f) the declaration is not signed by the elector; or(g) the voting paper is invalid.

3. A voting paper will be invalid, if-

(i)it does not bear the Returning Officer's initials or fascimile signature; or (ii) a voter signs his name, or writes any word or makes any mark by which it becomes recognisable as his voting paper; or (iii) no vote is recorded thereon; or (iv) the number of votes recorded thereon exceeds the number of vacancies to be filled; or (v) it is void for uncertainty of one or more votes exercised: Provided that where more than one vote can be given on the same voting paper if one of the mark is so placed as to render it doubtful to which candidate it is intended to apply the vote concerned, but not the whole voting paper shall be invalid on that account.

4. If a voter inadvertently spoils a voting paper, he can return it to the Returning Officer who will, if satisfied on such inadvertence issue to him another voting paper.

- 5. The scrutiny and counting of voting will begin on(date) at(hour).
- 6. No person shall be present at the scrutiny and counting except the Returning Officer, such other persons as he may appoint to assist him, the candidates or their duly authorised representatives.

(Returning Officer)Appendix IIForm I(See Rule 57)Form of application for registration of Dentists
under section 34 of the Dentists Act, 1948 (XVI of 1948)To,The Registrar,Madhya Pradesh State
Dental Council,IndoreSir,I have to request you to enter my name, address and qualifications as
stated below in part A/B of the register of dentists for the State of Madhya Pradesh.Registration fee
of Rs. 20 (Twenty) only is sent by crossed postal order. Particulars about myself are furnished below
:Name in full (block letters only)Father's
namePlace of birth, date and
yearNationality (Kindly give information in details)Whether
Citizen of India by domicile/birthWhether subject of a foreign Government (state the
country)Professional
addressNumber of years in
practiceParticulars of the
Qualifications :Description of qualifications of which registration is desired.Name of the University
or Faculty or Examining or Licensing Body with lull addressDate of attaining the
qualificationDeclarationIDeclarationI
(Applicant) hereby declare that the statements made above are correct. I further declare that I shall
maintain the dignity and ethical standard of the profession in my practice as a dentist.I undertake
that I shall intimate to the Registrar any change of my address or place of practice. The degree,
diploma or certificates of my qualification is submitted herewith, it may be returned as soon as done
with.

	Yours faithfully,
Address:	
Date:	(Signature of applicant)
Instructio	ns

- 1. All particulars given above must be filled in by the applicant himself.
- 2. All particulars should be in neat legible hand.
- 3. Registration fees should be sent only by a crossed postal order payable to the Registrar, Madhya Pradesh. State Dental Council at Indore, General Post Office.

- 4. Candidates should note that their names entered in the application must exactly correspond with their names in the University or other Examinations as the case may be.
- 5. Please give below a specimen of your signature as used by you on certificates.
- 6. All applicants for registration in Part B of the Register must get their signatures attested by a first class magistrate.

Form II[See Rule 56 (1)]Form of the register of dentists, part a/b
1. Serial No
2. Names in full
3. Father's name
4. Date of birth
5. Nationality
6. Residential address
7. Date of first admission to the Register
8. Qualification for registration
9. Date on which degree of diploma in dentistry, if any, was obtained and the authority which conferred it
10. Professional address
11. Employment, if any
12. Date of renewal of registration

13. Remarks (Note-'Removal' or Restoration of name with dates.....

Form III[See Rule 56 (4)]Certificate of Registration	
certify that the person named below has been registe	,
under the provisions of the Dentists Act, 1948 (and h	nis registration was last renewed
on).This certificate shall remain in force	
tillNameQualificationRegi	
NoSignature(Registrar)Madraportion within brackets, namely, "and his registration the certificate is issued on first registration. Form IVe additional qualification To, The Registrar, Madhya Prapply for the registration of the additional qualification [n was last renewed on "shall be omitted when (See Rule 60)Application for Registration of adesh State Dental Council,IndoreSir,I beg to ions of which I have obtained from bloma/Degree.] in (year). The diplomas with. These may be returned as soon as done 1948 and my registration No. is
Yours faithfully,	
Address	
Date (Signature of applicant)	
Form V(See Rule 56/5)Duplicate Certificate of regist Act, 1948 as the original certificate has been lost or constant below has been registered under Part A/B as Act, 1948, (as his registration was last renewed ontill	lestroyed.This is to certify that the person a Dentist under the provisions of the Dentists
Name	
Qualification Signature of Registrar	
Registered No Madhya Pradesh State Den	tal Council, Indore.
Form VI(See Rule 62)Office of the Madhya Pradesh true copy of the entry in Part of the register of dentis Name Address Registration No. Date of Registratio	ts relating to the following persons, namely-
(1) (2) (3) (4)	(5)
DateRegistrarN.B This certifuntil the publication of the printed dentist register for the identity of the holder with the person named to Council, Indore.	ied copy remains evidence of registration only or 19 It is not nor must it be used as evidence