

EXTRACT

**THE STATES REORGANISATION ACT, 1956
(ACT NO.37 OF 1956)**

PART – III

ZONES AND ZONAL COUNCILS

- Establishment of Council Zonal Councils** **15.** **As from the appointed day, there shall be a Zonal for each of the following five zones namely :**
- (a) the Northern Zone, comprising the States of Haryana, Punjab, Himachal Pradesh, Rajasthan and Jammu & Kashmir, National Capital Territory of Delhi and the Union Territory of Chandigarh;**
 - (b) the Central Zone, comprising the States of *Uttaranchal, Uttar Pradesh, **Chhatisgarh and Madhya Pradesh;**
 - (c) the Eastern Zone, comprising the States of Bihar, ^Jharkhand, West Bengal, Orissa and Sikkim;**
 - (d) the Western Zone, comprising the States of Gujarat, Maharashtra and Goa and the Union Territory of Dadra & Nagar Haveli and Daman and Diu;**
 - (e) the Southern Zone, comprising the States of Andhra Pradesh, Tamil Nadu, Karnataka and Kerala and the Union Territory of Pondicherry,**
- Composition of the Councils** **16.** **(1) The Zonal Council for each zone shall consist of following members, namely :**
- (a) a Union Minister to be nominated by the President;**
 - (b) the Chief Minister of each of the States included in the zone and two other Ministers of each such State to be nominated by the Governor and if there is no Council of Ministers in any such**

State, three members from that State to be nominated by the President;

(c) where any Union Territory is included in the zone, not more than two members from each such territory to be nominated by the President;

(2) The Union Minister nominated under clause (a) of subsection (1) to a Zonal Council shall be its Chairman.

(3) The Chief Ministers of the States included in each zone shall act as Vice-Chairman of the Zonal Council for that zone by rotation, each holding office for a period of one year at a time.

Provided that if during that period there is no Council of Ministers in the State concerned, such member from that State as the President may nominate in this behalf shall act as Vice-Chairman of the Zonal Council.

(4) The Zonal Council for each zone shall have the following persons as Advisers to assist the Council in the performance of its duties, namely :

(a) one person nominated by the Planning Commission;

(b) the Chief Secretary to the Government of each of the States included in the Zone; and

(c) the Development Commissioner or any other officer nominated by the Government of each of the States included in the Zone.

(5) Every Adviser to a Zonal Council shall have the right to take part in the discussions of the Council or of any Committee thereof of which he may be named a member but shall not have a right to vote at a meeting of the Council or of any such Committee.

**Meetings of
the Councils.**

17. (1) Each Zonal Council shall meet at such time as the Chairman of the Council may appoint in this behalf and shall, subject to the other provisions of this section, observe such rules of procedure in regard to transaction of business at its meetings as it may, with the approval of the Central Government, lay down from time to time.

- (2) The Zonal Council for each zone shall, unless otherwise determined by it, meet in the States included in that zone by rotation.
- (3) The Chairman or in his absence the Vice-Chairman or in the absence of both the Chairman and the Vice-Chairman, any other Member chosen by the members present from amongst themselves shall preside at a meeting of the Council.
- (4) All questions at a meeting of a Zonal Council shall be decided by a majority of votes of the members present and in the case of an equality of votes the Chairman or, in his absence any other person presiding shall have a second or casting vote.
- (5) The proceedings of every meeting of a Zonal Council shall be forwarded to the Central Government and also to each State Government concerned.

Power to appoint Committees

- 18. (1) A Zonal Council may from time to time by resolution passed at a meeting to appoint Committees of its members and Advisers for performing such functions as may be specified in the resolution and may associated with any such Committee, such Ministers either for the Union or for the States and such officers serving either in connection with the affairs of the Union or of the States as may be nominated in that behalf by the Council.
- (2) A person associated with a Committee of a Zonal Council under sub-section (1) shall have the right to take part in the discussions of the Committee, but shall not have a right to vote at a meeting thereof.
- (3) A Committee appointed under sub-section (1) shall observe such rules of procedure in regard to transaction of business at its meetings as the Zonal Council may, with the approval of the Central Government, lay down from time to time.

Staff of the Council.

- 19. (1) Each Zonal Council shall have a secretarial staff consisting of a Secretary, a Joint Secretary and such other officers as the Chairman may consider necessary to appoint.
- (2) The Chief Secretaries of the States represented in such Council shall each be the Secretary of the Council by rotation and hold office for a period of one year at a time.

- (3) **The Joint Secretary of the Council shall be chosen from amongst officers not in the service of any of the States represented in the Council and shall be appointed by the Chairman.**

Office of the Council.

20. (1) **The office of the Zonal Council for each zone shall be located at such place within the zone as may be determined by the Council.**

- (2) **The administrative expenses of the said office, including the salaries and allowances payable to or in respect of members of the secretarial staff of the Council other than the Secretary, shall be borne by the Central Government out of monies provided by Parliament for the purpose.**

Functions of the Councils.

21. (1) **Each Zonal Council shall be an advisory body and may discuss any matter in which some or all of the States represented in that Council, or the Union and one or more of the States represented in that Council, have a common interest and advise the Central Government and the Government of each State concerned as to the action to be taken on any such matter.**

(2) **In particular, and without prejudice to the generality of the provisions of sub-section (1), a Zonal Council may discuss, and make recommendations with regard to :**

- (a) **any matter of common interest in the field of economic and social planning;**
- (b) **any matter concerning border disputes, linguistic minorities or inter-State transport; and**
- (c) **any matter connected with, or arising out of, the reorganisation of the States under this Act.**

Joint meetings of Zonal Councils.

22. (1) **Where it is represented to the Zonal Council for any Zone that a matter in which a State included in that zone and one or more States included in any other zone or zones have a common interest should be discussed at a joint meeting, it shall be lawful for the Zonal Councils concerned :**

- (a) **to meet at such time and place as the Chairman thereof may, in consultation with each other, appoint in this behalf; and**

- (b) to discuss the said matter at such joint meeting and make recommendation to the Governments concerned as to the action to be taken on that matter.
- (2) The Central Government may make rules for regulating the procedure at joint meetings of the Zonal Councils.
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***Inserted by Section 85 of the Uttar Pradesh Reorganisation Act, 2000 (Act 29 of 2000)**

****Inserted by Section 77 of the Madhya Pradesh Reorganisation Act, 2000 (Act 28 of 2000)**

^ Inserted by Section 83 of the Bihar Reorganisation Act, 2000 (Act 30 of 2000)

NORTHERN ZONAL COUNCIL RULES OF PROCEDURE

In exercise of the power conferred by sub-section (1) of section 17 and sub-section (3) of section 18 of the States Reorganisation Act, 1956 (37 of 1956), the Zonal Council for the Eastern Zone hereby makes, with the approval of the Central Government, the following rules, namely :

Short Title

1. These rules may be called the Northern Zonal Council Rules of Procedure.

Definitions

2. In these rules, unless the context otherwise requires:

- (a) “Act” means the States Reorganisation Act, 1956;
- (b) “Adviser” means an Adviser referred to in sub-section (4) of section 16 of the Act;
- (c) “Chairman” means the Chairman of the Council;
- (d) “Committee” means a Committee appointed by the Council under sub-section (1) of Section 18 of the Act;
- (e) “Council” means the Zonal Council for the Eastern Zone established under section 15 of the Act;
- (f) “Joint Secretary” means the Joint Secretary of the Council;
- (g) “Meeting” means a meeting of the Council;
- (h) “Member” means the member of the Council;
- (i) “Secretary” means the Secretary of the Council;
- (j) “Vice-Chairman” means the Vice-Chairman of the Council;
- (k) “Zone” means the Eastern Zone.

Functions of Joint Secretary	3. The Joint Secretary shall, subject to the control of the Secretary, be competent to perform all or any of the functions of the Secretary under these rules.
Place of meeting	4. The Council shall, unless otherwise determined by it, meet by rotation in the States included in the Zone, in the order approved by the Council, at such place as the Chairman may, direct.
Date & Time of meeting of the Council	5. The Council shall meet on such date and time as the Chairman may, from time to time, fix.
Matters for Consideration	6. (1) Matters shall be brought before a meeting only by direction of the Chairman whose decision on the Question whether any matter falls within the purview of the Council or not shall be final. (2) A member who wishes to bring any matter for consideration at a meeting shall specify it in a memorandum indicating the salient facts and the points, for consideration and send the memorandum to the Secretary who shall obtain the Chairman's direction thereon.
Agenda	7. The agenda of a meeting shall be prepared with the approval of the Chairman.
Notice of meeting	8. At least 15 days' notice shall ordinarily be given for any meeting, but in cases of urgency a meeting may be called at such shorter notice as the Chairman may consider sufficient.
Intimation of details as to meeting	9. The Secretary shall inform every member and Adviser of the place, date and time fixed for the meeting and shall also send him a copy of the agenda for the meeting together with memorandum indicating the salient facts of each case, the points for consideration and the views, if any, of the Governments concerned and any other papers that may be necessary for the consideration of each case included in the agenda.
Quorum	10. The quorum to constitute a meeting shall be two provided that at least one member from each State included in the Zone is present at the meeting.
Invitation to other Ministers	11. The Chairman may invite Minister or Deputy Minister of the Union or of a State or a member of the Planning Commission to attend any meeting and to take part in the discussions.
Officers to attend	12. Any officer of Government whose presence may be considered necessary by the Chairman for the consideration

of any matter before the Council may be required to attend a meeting thereof.

Record of discussions

13. The Secretary shall keep a record of discussions and circulate a draft of the proceedings of a meeting to the Members and the Advisers with the request that any change therein may be suggested within 15 days of the receipt of the draft.

Minutes of the meeting

14. (1) The proceedings of the meeting shall be finalised after considering any changes suggested under rule 13 and shall form part of the record of the Council.

(2) A copy of the proceedings of every meeting shall be forwarded to :

- (a) the Chairman, every member and Adviser; and
- (b) the Union Ministry of Home Affairs.

Circulation of cases

14.A (1) The Chairman may direct that any case which does not require a decision of policy on an inter-State matter and in which, in his opinion, a discussion at a meeting of the Council is not necessary, may, instead of being brought up for discussion at the meeting of the Council, be circulated for opinion. If all the members are unanimous, the case may be decided by circulation without a discussion in the meeting. If the members are not unanimous, the case may be discussed at the next meeting of the Council.

(2) Where a case has been decided by circulation under sub-rule (1), the Secretary shall draw up a draft memorandum of the decision taken and shall take further action for its finalisation in accordance with the provisions of rules 13 and 14.

Proceedings to be Secret

15. The proceedings of a meeting shall, unless otherwise directed by the Chairman, be Secret.

Action taken on Council's Recommendations to be Reported

16. (1) The Secretary shall, subject to such directions as the Chairman may give from time to time, ascertain from the Governments concerned the action taken on the Council's recommendations.

(2) For purposes of sub-rule (1) the Secretary may undertake all necessary correspondence and shall prepare a quarterly summary indicating the action taken by the Governments concerned on the Council's recommendations and send a copy thereof to the Chairman, every member, Adviser and the Union Ministry of Home Affairs.

Directions of the Chairman

17. The Chairman may give such general or special directions as he may consider necessary for the orderly and prompt disposal of the business of the Council.

Appointment of Committees

18. (1) The resolution by which a Committee is appointed shall specify :

- (a) the names of the members of the Committee including the convener;
- (b) the function or functions of the Committee; and
- (c) the time-limit, if any, within which the Committee shall make a report or perform any other functions.

(2) Where the Chairman or the Vice-Chairman is appointed as member of a Committee, he shall act as its convener.

(3) If the convener of a Committee is unable to attend any meeting thereof, any other member chosen by the members present from amongst themselves, shall preside at the meeting of the Committee.

(4) Except as otherwise directed by the Council, the Joint Secretary shall be the Member-Secretary of every Committee appointed under this rule.

Quorum of Committee

19. The quorum to constitute a meeting of a Committee shall, as near as may be, one-third of its membership but shall not be less than two.

Voting in a Committee

20. All questions at a meeting of a Committee shall be determined by a majority of votes of the members present and voting.

Report of Committee

21. (1) A Committee shall meet as frequently as may be necessary and shall make a report to the Council within the specified time limit;

Provided that where no time-limit has been specified, the Committee shall make a report within three months from the date of its appointment.

Provided further that the Chairman may, at any time, on a request being made, direct that the time for the presentation of a report by the Committee be extended to a date specified by him.

(2) The report of a Committee may be preliminary or final and the Committee may seek from the Council such clarification in regard to its functions as may be necessary.

(3) The report shall be signed by the convener of the Committee, or in his absence, by any member, thereof so authorised by the Committee.

**Consideration of
Committee's Report**

22. As soon as may be after the Committee's report has been received, it shall, unless otherwise directed by the Chairman, be placed for consideration at the next meeting of the Council.

**Power to give directions
to a Committee**

23. The Chairman may give such directions as he may consider necessary for regulating the procedure of the Committee.

SOUTHERN ZONAL COUNCIL RULES OF PROCEDURE

In exercise of the power conferred by sub-section (1) of section 17 and sub-section (3) of section 18 of the States Reorganisation Act, 1956 (37 of 1956), the Zonal Council for the Eastern Zone hereby makes, with the approval of the Central Government, the following rules, namely :

Short Title

1. These rules may be called the Southern Zonal Council Rules of Procedure.

Definitions

2. In these rules, unless the context otherwise requires:

- (a) “Act” means the States Reorganisation Act, 1956;
- (b) “Adviser” means an Adviser referred to in sub-section (4) of section 16 of the Act;
- (c) “Chairman” means the Chairman of the Council;
- (d) “Committee” means a Committee appointed by the Council under sub-section (1) of Section 18 of the Act;
- (e) “Council” means the Zonal Council for the Eastern Zone established under section 15 of the Act;
- (f) “Joint Secretary” means the Joint Secretary of the Council;
- (g) “Meeting” means a meeting of the Council;
- (h) “Member” means the member of the Council;
- (i) “Secretary” means the Secretary of the Council;
- (j) “Vice-Chairman” means the Vice-Chairman of the Council;
- (k) “Zone” means the Eastern Zone.

Functions of Joint Secretary

3. The Joint Secretary shall, subject to the control of the Secretary, be competent to perform all or any of the functions of the Secretary under these rules.

Place of meeting	4. The Council shall, unless otherwise determined by it, meet by rotation in the States included in the Zone, in the order approved by the Council, at such place as the Chairman may, direct.
Date & Time of meeting of the Council	5. The Council shall meet on such date and time as the Chairman may, from time to time, fix.
Matters for Consideration	6. (1) Matters shall be brought before a meeting only by direction of the Chairman whose decision on the Question whether any matter falls within the purview of the Council or not shall be final. (2) A member who wishes to bring any matter for consideration at a meeting shall specify it in a memorandum indicating the salient facts and the points, for consideration and send the memorandum to the Secretary who shall obtain the Chairman's direction thereon.
Agenda	7. The agenda of a meeting shall be prepared with the approval of the Chairman.
Notice of meeting	8. At least 15 days' notice shall ordinarily be given for any meeting, but in cases of urgency a meeting may be called at such shorter notice as the Chairman may consider sufficient.
Intimation of details as to meeting	9. The Secretary shall inform every member and Adviser of the place, date and time fixed for the meeting and shall also send him a copy of the agenda for the meeting together with memorandum indicating the salient facts of each case, the points for consideration and the views, if any, of the Governments concerned and any other papers that may be necessary for the consideration of each case included in the agenda.
Quorum	10. The quorum to constitute a meeting shall be two provided that at least one member from each State included in the Zone is present at the meeting.
Invitation to other Ministers	11. The Chairman may invite Minister or Deputy Minister of the Union or of a State or a member of the Planning Commission to attend any meeting and to take part in the discussions.
Officers to attend	12. Any officer of Government whose presence may be considered necessary by the Chairman for the consideration of any matter before the Council may be required to attend a meeting thereof.

- Record of discussions** 13. The Secretary shall keep a record of discussions and circulate a draft of the proceedings of a meeting to the Members and the Advisers with the request that any change therein may be suggested within one week of the receipt of the draft.
- Minutes of the meeting** 14. (1) The proceedings of the meeting shall be finalised after considering any changes suggested under rule 13 and shall form part of the record of the Council.
- (2) A copy of the proceedings of every meeting shall be forwarded to :
- (a) the Chairman, every member and Adviser; and
- (b) the Union Ministry of Home Affairs.
- Circulation of cases** 14.A (1) The Chairman may direct that any case which does not require a decision of policy on an inter-State matter and in which, in his opinion, a discussion at a meeting of the Council is not necessary, may, instead of being brought up for discussion at the meeting of the Council, be circulated for opinion. If all the members are unanimous, the case may be decided by circulation without a discussion in the meeting. If the members are not unanimous, the case may be discussed at the next meeting of the Council.
- (2) Where a case has been decided by circulation under sub-rule (1), the Secretary shall draw up a draft memorandum of the decision taken and shall take further action for its finalisation in accordance with the provisions of rules 13 and 14.
- Proceedings to be Secret** 15. The proceedings of a meeting shall, unless otherwise directed by the Chairman, be Secret.
- Action taken on Council's Recommendations to be Reported** 16. (1) The Secretary shall, subject to such directions as the Chairman may give from time to time, ascertain from the Governments concerned the action taken on the Council's recommendations.
- (2) For purposes of sub-rule (1) the Secretary may undertake all necessary correspondence and shall prepare a quarterly summary indicating the action taken by the Governments concerned on the Council's recommendations and send a copy thereof to the Chairman, every member, Adviser and the Union Ministry of Home Affairs.

Directions of the Chairman

17. The Chairman may give such general or special directions as he may consider necessary for the orderly and prompt disposal of the business of the Council.

Appointment of Committees

18. (1) The resolution by which a Committee is appointed shall specify :

- (a) the names of the members of the Committee including the convener;
- (b) the function or functions of the Committee; and
- (c) the time-limit, if any, within which the Committee shall make a report or perform any other functions.

(2) Where the Chairman or the Vice-Chairman is appointed as member of a Committee, he shall act as its convener.

(3) If the convener of a Committee is unable to attend any meeting thereof, any other member chosen by the members present from amongst themselves, shall preside at the meeting of the Committee.

(4) Except as otherwise directed by the Council, the Joint Secretary shall be the Member-Secretary of every Committee appointed under this rule.

Quorum of Committee

19. The quorum to constitute a meeting of a Committee shall, as near as may be, one-third of its membership but shall not be less than two.

Voting in a Committee

20. All questions at a meeting of a Committee shall be determined by a majority of votes of the members present and voting.

Report of Committee

21. (1) A Committee shall meet as frequently as may be necessary and shall make a report to the Council within the specified time limit;

Provided that where no time-limit has been specified, the Committee shall make a report within three months from the date of its appointment.

Provided further that the Chairman may, at any time, on a request being made, direct that the time for the presentation of a report by the Committee be extended to a date specified by him.

(2) The report of a Committee may be preliminary or final and the Committee may seek from the Council such clarification in regard to its functions as may be necessary.

(3) The report shall be signed by the convener of the Committee, or in his absence, by any member, thereof so authorised by the Committee.

**Consideration of
Committee's Report**

22. As soon as may be after the Committee's report has been received, it shall, unless otherwise directed by the Chairman, be placed for consideration at the next meeting of the Council.

**Power to give directions
to a Committee**

23. The Chairman may give such directions as he may consider necessary for regulating the procedure of the Committee.

EASTERN ZONAL COUNCIL RULES OF PROCEDURE

In exercise of the power conferred by sub-section (1) of section 17 and sub-section (3) of section 18 of the States Reorganisation Act, 1956 (37 of 1956), the Zonal Council for the Eastern Zone hereby makes, with the approval of the Central Government, the following rules, namely :

Short Title

1. These rules may be called the Eastern Zonal Council Rules of Procedure.

Definitions

2. In these rules, unless the context otherwise requires:

- (a) “Act” means the States Reorganisation Act, 1956;
- (b) “Adviser” means an Adviser referred to in sub-section (4) of section 16 of the Act;
- (c) “Chairman” means the Chairman of the Council;
- (d) “Committee” means a Committee appointed by the Council under sub-section (1) of Section 18 of the Act;
- (e) “Council” means the Zonal Council for the Eastern Zone established under section 15 of the Act;
- (f) “Joint Secretary” means the Joint Secretary of the Council;
- (g) “Meeting” means a meeting of the Council;
- (h) “Member” means the member of the Council;
- (i) “Secretary” means the Secretary of the Council;
- (j) “Vice-Chairman” means the Vice-Chairman of the Council;
- (k) “Zone” means the Eastern Zone.

Functions of Joint Secretary	3. The Joint Secretary shall, subject to the control of the Secretary, be competent to perform all or any of the functions of the Secretary under these rules.
Place of meeting	4. The Council shall, unless otherwise determined by it, meet by rotation in the States included in the Zone, in the order approved by the Council, at such place as the Chairman may, direct.
Date & Time of meeting of the Council	5. The Council shall meet on such date and time as the Chairman may, from time to time, fix.
Matters for Consideration	6. (1) Matters shall be brought before a meeting only by direction of the Chairman whose decision on the Question whether any matter falls within the purview of the Council or not shall be final. (2) A member who wishes to bring any matter for consideration at a meeting shall specify it in a memorandum indicating the salient facts and the points, for consideration and send the memorandum to the Secretary who shall obtain the Chairman's direction thereon.
Agenda	7. The agenda of a meeting shall be prepared with the approval of the Chairman.
Notice of meeting	8. At least 15 days' notice shall ordinarily be given for any meeting, but in cases of urgency a meeting may be called at such shorter notice as the Chairman may consider sufficient.
Intimation of details as to meeting	9. The Secretary shall inform every member and Adviser of the place, date and time fixed for the meeting and shall also send him a copy of the agenda for the meeting together with memorandum indicating the salient facts of each case, the points for consideration and the views, if any, of the Governments concerned and any other papers that may be necessary for the consideration of each case included in the agenda.
Quorum	10. The quorum to constitute a meeting shall be two provided that at least one member from each State included in the Zone is present at the meeting.
Invitation to other Ministers	11. The Chairman may invite Minister or Deputy Minister of the Union or of a State or a member of the Planning Commission to attend any meeting and to take part in the discussions.

- Officers to attend** 12. Any officer of Government whose presence may be considered necessary by the Chairman for the consideration of any matter before the Council may be required to attend a meeting thereof.
- Record of discussions** 13. The Secretary shall keep a record of discussions and circulate a draft of the proceedings of a meeting to the Members and the Advisers with the request that any change therein may be suggested within one week of the receipt of the draft.
- Minutes of the meeting** 14. (1) The proceedings of the meeting shall be finalised after considering any changes suggested under rule 13 and shall form part of the record of the Council.
- (2) A copy of the proceedings of every meeting shall be forwarded to :
- (d) the Chairman, every member and Adviser; and
- (e) the Union Ministry of Home Affairs.
- Circulation of cases** 14.A (1) The Chairman may direct that any case which does not require a decision of policy on an inter-State matter and in which, in his opinion, a discussion at a meeting of the Council is not necessary, may, instead of being brought up for discussion at the meeting of the Council, be circulated for opinion. If all the members are unanimous, the case may be decided by circulation without a discussion in the meeting. If the members are not unanimous, the case may be discussed at the next meeting of the Council.
- (2) Where a case has been decided by circulation under sub-rule (1), the Secretary shall draw up a draft memorandum of the decision taken and shall take further action for its finalisation in accordance with the provisions of rules 13 and 14.
- Proceedings to be Secret** 15. The proceedings of a meeting shall, unless otherwise directed by the Chairman, be Secret.
- Action taken on Council's Recommendations to be Reported** 16. (1) The Secretary shall, subject to such directions as the Chairman may give from time to time, ascertain from the Governments concerned the action taken on the Council's recommendations.

(2) For purposes of sub-rule (1) the Secretary may undertake all necessary correspondence and shall prepare a quarterly summary indicating the action taken by the Governments concerned on the Council's recommendations and send a copy thereof to the Chairman, every member, Adviser and the Union Ministry of Home Affairs.

Directions of the Chairman

17. The Chairman may give such general or special directions as he may consider necessary for the orderly and prompt disposal of the business of the Council.

Appointment of Committees

18. (1) The resolution by which a Committee is appointed shall specify :

- (a) the names of the members of the Committee including the convener;
- (b) the function or functions of the Committee; and
- (c) the time-limit, if any, within which the Committee shall make a report or perform any other functions.

(2) Where the Chairman or the Vice-Chairman is appointed as member of a Committee, he shall act as its convener.

(3) If the convener of a Committee is unable to attend any meeting thereof, any other member chosen by the members present from amongst themselves, shall preside at the meeting of the Committee.

(4) Except as otherwise directed by the Council, the Joint Secretary shall be the Member-Secretary of every Committee appointed under this rule.

Quorum of Committee

19. The quorum to constitute a meeting of a Committee shall, as near as may be, one-third of its membership but shall not be less than two.

Voting in a Committee

20. All questions at a meeting of a Committee shall be determined by a majority of votes of the members present and voting.

Report of Committee

21. (1) A Committee shall meet as frequently as may be necessary and shall make a report to the Council within the specified time limit;

Provided that where no time-limit has been specified, the Committee shall make a report within three months from the date of its appointment.

Provided further that the Chairman may, at any time, on a request being made, direct that the time for the presentation of a report by the Committee be extended to a date specified by him.

(2) The report of a Committee may be preliminary or final and the Committee may seek from the Council such clarification in regard to its functions as may be necessary.

(3) The report shall be signed by the convener of the Committee, or in his absence, by any member, thereof so authorised by the Committee.

Consideration of Committee's Report

22. As soon as may be after the Committee's report has been received, it shall, unless otherwise directed by the Chairman, be placed for consideration at the next meeting of the Council.

Power to give directions to a Committee

23. The Chairman may give such directions as he may consider necessary for regulating the procedure of the Committee.

WESTERN ZONAL COUNCIL RULES OF PROCEDURE

In exercise of the power conferred by sub-section (1) of section 17 and sub-section (3) of section 18 of the States Reorganisation Act, 1956 (37 of 1956), the Zonal Council for the Eastern Zone hereby makes, with the approval of the Central Government, the following rules, namely :

Short Title

1. These rules may be called the Western Zonal Council Rules of Procedure.

Definitions

2. In these rules, unless the context otherwise requires:

- (a) “Act” means the States Reorganisation Act, 1956;
- (b) “Adviser” means an Adviser referred to in sub-section (4) of section 16 of the Act;
- (c) “Chairman” means the Chairman of the Council;
- (d) “Committee” means a Committee appointed by the Council under sub-section (1) of Section 18 of the Act;
- (e) “Council” means the Zonal Council for the Eastern Zone established under section 15 of the Act;
- (f) “Joint Secretary” means the Joint Secretary of the Council;
- (g) “Meeting” means a meeting of the Council;
- (h) “Member” means the member of the Council;
- (i) “Secretary” means the Secretary of the Council;
- (j) “Vice-Chairman” means the Vice-Chairman of the Council;
- (k) “Zone” means the Eastern Zone.

Functions of Joint Secretary

3. The Joint Secretary shall, subject to the control of the Secretary, be competent to perform all or any of the functions of the Secretary under these rules.

Place of meeting	4. The Council shall, unless otherwise determined by it, meet by rotation in the States included in the Zone, in the order approved by the Council, at such place as the Chairman may, direct.
Date & Time of meeting of the Council	5. The Council shall meet on such date and time as the Chairman may, from time to time, fix.
Matters for Consideration	6. (1) Matters shall be brought before a meeting only by direction of the Chairman whose decision on the Question whether any matter falls within the purview of the Council or not shall be final. (2) A member who wishes to bring any matter for consideration at a meeting shall specify it in a memorandum indicating the salient facts and the points, for consideration and send the memorandum to the Secretary who shall obtain the Chairman's direction thereon.
Agenda	7. The agenda of a meeting shall be prepared with the approval of the Chairman.
Notice of meeting	8. At least 15 days' notice shall ordinarily be given for any meeting, but in cases of urgency a meeting may be called at such shorter notice as the Chairman may consider sufficient.
Intimation of details as to meeting	9. The Secretary shall inform every member and Adviser of the place, date and time fixed for the meeting and shall also send him a copy of the agenda for the meeting together with memorandum indicating the salient facts of each case, the points for consideration and the views, if any, of the Governments concerned and any other papers that may be necessary for the consideration of each case included in the agenda.
Quorum	10. The quorum to constitute a meeting shall be two provided that at least one member from each State included in the Zone is present at the meeting.
Invitation to other Ministers	11. The Chairman may invite Minister or Deputy Minister of the Union or of a State or a member of the Planning Commission to attend any meeting and to take part in the discussions.
Officers to attend	12. Any officer of Government whose presence may be considered necessary by the Chairman for the consideration of any matter before the Council may be required to attend a meeting thereof.

- Record of discussions** 13. The Secretary shall keep a record of discussions and circulate a draft of the proceedings of a meeting to the Members and the Advisers with the request that any change therein may be suggested within one week of the receipt of the draft.
- Minutes of the meeting** 14. (1) The proceedings of the meeting shall be finalised after considering any changes suggested under rule 13 and shall form part of the record of the Council.
- (2) A copy of the proceedings of every meeting shall be forwarded to :
- (a) the Chairman, every member and Adviser; and
- (b) the Union Ministry of Home Affairs.
- Circulation of cases** 14.A (1) The Chairman may direct that any case which does not require a decision of policy on an inter-State matter and in which, in his opinion, a discussion at a meeting of the Council is not necessary, may, instead of being brought up for discussion at the meeting of the Council, be circulated for opinion. If all the members are unanimous, the case may be decided by circulation without a discussion in the meeting. If the members are not unanimous, the case may be discussed at the next meeting of the Council.
- (2) Where a case has been decided by circulation under sub-rule (1), the Secretary shall draw up a draft memorandum of the decision taken and shall take further action for its finalisation in accordance with the provisions of rules 13 and 14.
- Proceedings to be Secret** 15. The proceedings of a meeting shall, unless otherwise directed by the Chairman, be Secret.
- Action taken on Council's Recommendations to be Reported** 16. (1) The Secretary shall, subject to such directions as the Chairman may give from time to time, ascertain from the Governments concerned the action taken on the Council's recommendations.
- (2) For purposes of sub-rule (1) the Secretary may undertake all necessary correspondence and shall prepare a quarterly summary indicating the action taken by the Governments concerned on the Council's recommendations and send a copy thereof to the Chairman, every member, Adviser and the Union Ministry of Home Affairs.
- Directions of the** 17. The Chairman may give such general or special

Chairman	directions as he may consider necessary for the orderly and prompt disposal of the business of the Council.
Appointment of Committees	<p>18. (1) The resolution by which a Committee is appointed shall specify :</p> <p>(a) the names of the members of the Committee including the convener;</p> <p>(b) the function or functions of the Committee; and</p> <p>(c) the time-limit, if any, within which the Committee shall make a report or perform any other functions.</p> <p>(2) Where the Chairman or the Vice-Chairman is appointed as member of a Committee, he shall act as its convener.</p> <p>(3) If the convener of a Committee is unable to attend any meeting thereof, any other member chosen by the members present from amongst themselves, shall preside at the meeting of the Committee.</p> <p>(4) Except as otherwise directed by the Council, the Joint Secretary shall be the Member-Secretary of every Committee appointed under this rule.</p>
Quorum of Committee	19. The quorum to constitute a meeting of a Committee shall, as near as may be, one-third of its membership but shall not be less than two.
Voting in a Committee	20. All questions at a meeting of a Committee shall be determined by a majority of votes of the members present and voting.
Report of Committee	<p>21. (1) A Committee shall meet as frequently as may be necessary and shall make a report to the Council within the specified time limit;</p> <p style="padding-left: 40px;">Provided that where no time-limit has been specified, the Committee shall make a report within three months from the date of its appointment.</p> <p style="padding-left: 40px;">Provided further that the Chairman may, at any time, on a request being made, direct that the time for the presentation of a report by the Committee be extended to a date specified by him.</p> <p>(2) The report of a Committee may be preliminary or final and the Committee may seek from the</p>

Council such clarification in regard to its functions as may be necessary.

(3) The report shall be signed by the convener of the Committee, or in his absence, by any member, thereof so authorised by the Committee.

**Consideration of
Committee's Report**

22. As soon as may be after the Committee's report has been received, it shall, unless otherwise directed by the Chairman, be placed for consideration at the next meeting of the Council.

**Power to give directions
to a Committee**

23. The Chairman may give such directions as he may consider necessary for regulating the procedure of the Committee.

CENTRAL ZONAL COUNCIL RULES OF PROCEDURE

In exercise of the power conferred by sub-section (1) of section 17 and sub-section (3) of section 18 of the States Reorganisation Act, 1956 (37 of 1956), the Zonal Council for the Eastern Zone hereby makes, with the approval of the Central Government, the following rules, namely :

Short Title

1. These rules may be called the Central Zonal Council Rules of Procedure.

Definitions

2. In these rules, unless the context otherwise requires:

- (a) “Act” means the States Reorganisation Act, 1956;
- (b) “Adviser” means an Adviser referred to in sub-section (4) of section 16 of the Act;
- (c) “Chairman” means the Chairman of the Council;
- (d) “Committee” means a Committee appointed by the Council under sub-section (1) of Section 18 of the Act;
- (e) “Council” means the Zonal Council for the Eastern Zone established under section 15 of the Act;
- (f) “Joint Secretary” means the Joint Secretary of the Council;
- (g) “Meeting” means a meeting of the Council;
- (h) “Member” means the member of the Council;
- (i) “Secretary” means the Secretary of the Council;
- (j) “Vice-Chairman” means the Vice-Chairman of the Council;
- (k) “Zone” means the Eastern Zone.

**Functions of
Joint Secretary**

3. The Joint Secretary shall, subject to the control of the Secretary, be competent to perform all or any of the functions of the Secretary under these rules.

Place of meeting

4. The Council shall, unless otherwise determined by it, meet by rotation in the States included in the Zone, in the order approved by the Council, at such place as the Chairman may, direct.

**Date & Time of
meeting of the Council**

5. The Council shall meet on such date and time as the Chairman may, from time to time, fix.

**Matters for
Consideration**

6. (1) Matters shall be brought before a meeting only by direction of the Chairman whose decision on the Question whether any matter falls within the purview of the Council or not shall be final.

(2) A member who wishes to bring any matter for consideration at a meeting shall specify it in a memorandum indicating the salient facts and the points, for consideration and send the memorandum to the Secretary who shall obtain the Chairman's direction thereon.

Agenda

7. The agenda of a meeting shall be prepared with the approval of the Chairman.

Notice of meeting

8. At least 15 days' notice shall ordinarily be given for any meeting, but in cases of urgency a meeting may be called at such shorter notice as the Chairman may consider sufficient.

**Intimation of details
as to meeting**

9. The Secretary shall inform every member and Adviser of the place, date and time fixed for the meeting and shall also send him a copy of the agenda for the meeting together with memorandum indicating the salient facts of each case, the points for consideration and the views, if any, of the Governments concerned and any other papers that may be necessary for the consideration of each case included in the agenda.

Quorum

10. The quorum to constitute a meeting shall be two provided that at least one member from each State included in the Zone is present at the meeting.

**Invitation to other
Ministers**

11. The Chairman may invite Minister or Deputy Minister of the Union or of a State or a member of the Planning Commission to attend any meeting and to take part in the discussions.

- Officers to attend** 12. Any officer of Government whose presence may be considered necessary by the Chairman for the consideration of any matter before the Council may be required to attend a meeting thereof.
- Record of discussions** 13. The Secretary shall keep a record of discussions and circulate a draft of the proceedings of a meeting to the Members and the Advisers with the request that any change therein may be suggested within 15 days of the receipt of the draft.
- Minutes of the meeting** 14. (1) The proceedings of the meeting shall be finalised after considering any changes suggested under rule 13 and shall form part of the record of the Council.
- (2) A copy of the proceedings of every meeting shall be forwarded to :
- (a) the Chairman, every member and Adviser; and
- (b) the Union Ministry of Home Affairs.
- Circulation of cases** 14.A (1) The Chairman may direct that any case which does not require a decision of policy on an inter-State matter and in which, in his opinion, a discussion at a meeting of the Council is not necessary, may, instead of being brought up for discussion at the meeting of the Council, be circulated for opinion. If all the members are unanimous, the case may be decided by circulation without a discussion in the meeting. If the members are not unanimous, the case may be discussed at the next meeting of the Council.
- (2) Where a case has been decided by circulation under sub-rule (1), the Secretary shall draw up a draft memorandum of the decision taken and shall take further action for its finalisation in accordance with the provisions of rules 13 and 14.
- Proceedings to be Secret** 15. The proceedings of a meeting shall, unless otherwise directed by the Chairman, be Secret.
- Action taken on Council's Recommendations to be Reported** 16. (1) The Secretary shall, subject to such directions as the Chairman may give from time to time, ascertain from the Governments concerned the action taken on the Council's recommendations.
- (2) For purposes of sub-rule (1) the Secretary may undertake all necessary correspondence and shall prepare a

quarterly summary indicating the action taken by the Governments concerned on the Council's recommendations and send a copy thereof to the Chairman, every member, Adviser and the Union Ministry of Home Affairs.

Directions of the Chairman

17. The Chairman may give such general or special directions as he may consider necessary for the orderly and prompt disposal of the business of the Council.

Appointment of Committees

18. (1) The resolution by which a Committee is appointed shall specify :

- (a) the names of the members of the Committee including the convener;
- (b) the function or functions of the Committee; and
- (c) the time-limit, if any, within which the Committee shall make a report or perform any other functions.

(2) Where the Chairman or the Vice-Chairman is appointed as member of a Committee, he shall act as its convener.

(3) If the convener of a Committee is unable to attend any meeting thereof, any other member chosen by the members present from amongst themselves, shall preside at the meeting of the Committee.

(4) Except as otherwise directed by the Council, the Joint Secretary shall be the Member-Secretary of every Committee appointed under this rule.

Quorum of Committee

19. The quorum to constitute a meeting of a Committee shall, as near as may be, one-third of its membership but shall not be less than two.

Voting in a Committee

20. All questions at a meeting of a Committee shall be determined by a majority of votes of the members present and voting.

Report of Committee

21. (1) A Committee shall meet as frequently as may be necessary and shall make a report to the Council within the specified time limit;

Provided that where no time-limit has been specified, the Committee shall make a report within three months from the date of its appointment.

Provided further that the Chairman may, at any time, on a request being made, direct that the time for the presentation of a report by the Committee be extended to a date specified by him.

(2) The report of a Committee may be preliminary or final and the Committee may seek from the Council such clarification in regard to its functions as may be necessary.

(3) The report shall be signed by the convener of the Committee, or in his absence, by any member, thereof so authorised by the Committee.

**Consideration of
Committee's Report**

22. As soon as may be after the Committee's report has been received, it shall, unless otherwise directed by the Chairman, be placed for consideration at the next meeting of the Council.

**Power to give directions
to a Committee**

23. The Chairman may give such directions as he may consider necessary for regulating the procedure of the Committee.