

MANIPUR STATE ADMINISTRATION RULES 1947
(A part of the Manipur State Constitution Act 1947)

Promulgated by

His Highness the Maharaja of Manipur
Introduced on 1 July 1947

RULE FOR THE ADMINISTRATION OF THE MANIPUR STATE, 1947

In supersession of all previous orders on this subject, His Highness the Maharaja of Manipur has been pleased to promulgate the following rules for the administration of the Manipur State.

1. These Rules shall be called THE MANIPUR STATE ADMINISTRATION RULES 1947

They shall come into force from the 1st July 1947 and shall override all previous rules.

2. Subject to the provisions of these rules and subject also to such other directions at His Highness may be pleased to sanction hereafter, the Executive Authority of the State shall be exercised by the Manipur State Council which shall consist of the Chief Minister as President of the Council, and six Ministers.
3. The Chief Minister and the Ministers of the Council shall be appointed by His Highness on such terms and conditions as may be agreed upon.
4. The control of the Judiciary shall vest in the Chief Judge. The powers and jurisdiction of the State Chief Court and courts subordinate there to shall be governed by the Manipur State Courts Act. The Chief Judge shall be appointed or removed by His Highness acting on the advice of the Council. The Chief Judge shall not be a Minister of the Council but shall have a similar status and shall rank next below the Chief Minister in order of precedence. No Judge of the Chief Court shall be a Minister of the Council or vice-versa. Judges of the Chief Court shall be appointed by His highness in Council on the advice of the Chief Judge.
5. Each Minister of the Council and the Chief Judge shall be responsible for the internal economy and the efficient working of the Departments placed under him. He will be responsible for seeing that orders are carried out faithfully and without delay.
6. All matters relating to His highness's Civil List and all matters affecting His Highness's personal prerogatives shall be the sole responsibility of His Highness.

Note: His Highness the Maharaja's personal prerogative shall for the purpose of this rule be taken to mean all matters relating to the privy purse which are the sole concern of His Highness as head of the Ruling Family, all matters which are his sole concern as Religious head of the Manipur Hindus and all matters connected with Palace Ceremonial and the award of Titles to State subjects. His Highness's personal prerogative shall not however be taken to comprise any matters wherein the

legitimate interest of the State Administration or a civil right sustainable in a court of law is involved.

7. The Chief Minister shall preside at meetings of the Council and in his absence the Senior Minister present should preside.
8. Cases intended for submission to the Council shall be sent to the Secretary to the Council with a note explaining the case by the Minister concerned. The Secretary shall then take the orders of the Chief Minister whether the case shall be (a) Circulated or (b) Discussed in Council.
9. The business of the Council shall be disposed of (a) by the circulation of papers, (b) by discussion at a meeting of the Council.
10. All cases of the nature described in Appendix I to these Rules shall be circulated under the orders of the Chief Minister and shall be discussed in Council.
11. His Highness may direct that a particular case of whatever sort shall be circulated and taken at the meeting of the Council.
12. Notwithstanding anything contained in Rule 10 above, the Chief Minister may at any time either of his own motion or at the request of another Minister circulate any case for subsequent discussion in the Council.
13. When a case has been circulated under the provisions of Rule 10, 11 and 12 and if there is no difference of opinion among Ministers of the Council, orders may issue under the authority of the Chief Minister if the subject matter of the case is of such urgency that it is inexpedient to delay issue of orders pending a meeting of the Council. Such cases shall however be subsequently considered in Council so that the orders issued may be confirmed.
14. Not less than four Ministers shall constitute a quorum of the Council. The decision shall be by a majority of the votes and if the votes are equal the President, whether he be the Chief Minister or the Senior Minister, shall have a casting vote.
15. The Council will ordinarily meet once a week and it will be the duty of the Chief Minister to ensure that a list of all cases for discussion at the next meeting is submitted to His Highness and circulated to each Minister at least one day before the meeting is due to take place. The Chief Minister may however summon an Extraordinary meeting at any time. His Highness will have the power of directing the Chief Minister to convene a special meeting of the Council on any matter of great urgency.
16. When any Minister differs from the opinion of the majority of the Council it shall be open to him to record his dissent and his reasons thereof.

17. Should the Chief Minister consider that any decision of the Council is prejudicial to the interest of the State or that for any reason it is undesirable that effect should be given to it, he may suspend action on the resolution, and forward it with a full statement of his reasons for the orders of His Highness.
18. A copy of the proceedings shall be submitted in duplicate by the Chief Minister to His Highness within a week of each meeting of the Council.
19. All orders or instruments made or executed by order of or on behalf of the Council shall be issued as by the order of His Highness. Action on all decisions of the Council shall be taken in the name of His Highness in Council. Orders passed by the Council which have to be issued by or under the authority of the Minister in charge and all communications to any outside authority shall be signed by the Chief Minister.
20. Cheques on the Treasury or Banks shall be signed by the Chief Minister or in his absence by an authority specially authorized by the Chief Minister in this regard. (See Manipur State Council resolution No. 4 of 11th August, 1947, which authorized the Finance Minister to sign cheques from 15th August, 1947).
21. The Chief Minister may call for the record of any case in order to scrutinise the orders issued by the Minister in charge.
22. His Highness may call from the Council for information in respect of any orders issued by them or by the Minister in charge.
23. The Chief Minister is empowered to pass orders on behalf of His Highness on any matter arising in any Department except the Department dealing with His Highness's Civil List when on account of the urgency of the matter, or His Highness's absence from the State, it is necessary for him to do so. Such orders shall be reported to His Highness after issue. If any matter arise which is not of sufficient importance to require consideration by the Council as a whole but on which the orders of His Highness appear to be required, it shall be submitted by the Minister in charge for the order of His Highness through the Chief Minister.
24. The Chief Minister and the Minister in their individual capacity shall have the following powers in regard to their own Departments.
 - (i) Subject to the provisions of the Appointments Board Rules, to appoint, promote, suspend, reduce, fine, dismiss, transfer and grant leave and pension to State Servants under his control whose maximum pay does not exceed Rs. 100 p.m. in case of the Chief Minister and Rs. 50 p.m. in the case of the Minister, provided no infringement of the State Rules is involved. The Chief Minister may grant casual leave to the Ministers and the Chief Judge in accordance with rule.
 - (ii) To remit fines imposed by himself or by subordinate officers.

- (iii) To sanction leases and contracts up to the value of Rs. 1,000 and Rs.500 in the case of the Chief Minister and Ministers respectively.
- (iv) To hear appeals against the decisions of his subordinate officers.
- (v) To exercise such powers as may be specially delegated to him by the Departmental rules and laws in force in the State under proper authority.
- (vi) To sanction any item of non-recurring expenditure within the sanctioned budget relating to the Departments in their respective charge, up to Rs. 1,000 provided no item shall be split up so to bring the parts within the power of sanction.
- (vii) To sanction estimates of public works including additions and alternations and repairs provided the expenditure an Original Works does not exceed Rs. 5,000 and provided further that provision for the work in question has been specially made in the sanctioned budget and the estimates have received administrative and technical sanction.
- (viii) To sanction excess over estimates sanctioned by the Council provided the excess does not exceed five per cent of the original estimates and it was not due to the expenditure on a new service which was not approval by the proper authority.
- (ix) To sanction re-appropriation of funds within a major head, subject to the conditions.
 - (a) That without the previous consent of the State Finance Department, he may not (1) meet by re-appropriation expenditure which the Chief Minister/Minister is not empowered to sanction or expenditure other than contingent expenditure which is likely to involve further outlay in a future financial year and (2) transfer funds from the sub-head "Pay of Establishment",
 - (b) That the total amount so re-appropriated does not exceed Rs.1,000 and Rs.500 in case of the Chief Minister and the Ministers respectively, and
 - (c) That both the sub-heads are controlled by the Chief Minister or Ministers making re-appropriation.
- (x) To write off any State debt or dues up to a maximum of Rs. 100 in case of the Chief Minister and Rs. 50 in the case of the Ministers and to write off the stock register articles up to the value of Rs. 100 and Rs. 50 in case of the Chief Minister and Ministers respectively.
- (xi) To sanction expenditure on secret service subject to budget provision.

(xii) To sanction advances of *Tacavi* up to the limit of sanctioned allotment and refunds of revenue under the Departmental Rules.

(xiii) To sanction advances for department purposes within the budget allotment.

25. The Chief Minister or a Minister of the Council may with the previous approval of the Council ratify any existing delegation and make any fresh delegation, of the powers conferred upon him in sub-rule (ii), (vi) (vii), and (x) above to any subordinate authority.

26. The Revenue Minister shall have power to confirm the sale and settlement of land, to suspend land revenue on account of failure of crops or other calamity according to the rules and to write off the purchase price of land, the proceeds of which have not been realized.

Note: - Statements will be submitted to His Highness through the Council each half year indicating the amount of revenue suspended and sales of land effected during the period of six months preceding the 1st October and 1st April respectively.

27. The Chief Minister shall exercise the power of a Minister in respect of the Council Secretariat.

28. The Council as a body shall exercise full executive authority in the State and shall be jointly responsible for their acts saving that the approval of His Highness shall be taken before orders are issue in the following manners:

- (i) All matters connected with the Ruling family affecting the administrative budget.
- (ii) Agreement with Neighboring States or Provinces on matters relating to administration.
- (iii) Sanction of the annual Budget Estimate of the State duly prepared and passed by the State Council.
- (iv) Questions relating to Taxation, Exports and Imports, alienation of Lands or fisheries otherwise than in accordance with sanction Policy and the grant of free land and its resumption.
- (v) New Legislative and rules having the force of law.
- (vi) Any expenditure of an amount in excess of Rs. 5,000 requiring re-appropriation from the general Reserve of the State.
- (vii) Important matters of State Policy.
- (viii) Grant of prospecting Licenses and mining leases for the extraction of minerals and the creation of Forest or other Reserves within the State.
- (ix) The creation or abolition of a post carrying a minimum pay of Rs. 150 per mensem or above.
- (x) The appointment of an official who is not a State subject to a post carrying a pay of more than Rs. 150 per mensem.

- (xi) Sanction of leave or Casual Leave to the Chief Minister and the Chief Judge and arrangements for the disposal of their work during their absence.
- (xii) The investment of State Funds where such investment amount to more than half a lakh of rupees in any one transaction.

In any such matter where social circumstances appear to His Highness to render this necessary, His Highness may on communicating the grounds for his decision to the Council, exercise a vote on the proposal submitted to him.

29. Subject to the general supervision of the Chief Minister the Chief Judge is authorized:

- (a) Subject to the provisions of the Appointment Board Rules, to appoint, suspend, fine, discharge, dismiss and grant leave to State Servants under his control the maximum pay of whom is less than Rs. 75 p.m.
- (b) To remit fines imposed by himself or his predecessor in office or by subordinate officers.
- (c) To permit expenditure within the sanctioned budget up to Rs. 100.
- (d) To exercise such powers as may be specially delegated to him by Departmental Rules and Laws in force in the State.

30. The Heads of Department and the subjects to be dealt with by each Department shall be as in the annexed Schedule A which may be amended by His Highness from the time to time in the public interest.

31. The distribution of the Departments of the State among the Chief Minister and the others Ministers of the Council shall be as in the Annexed Schedule B which may be amended by His Highness from time to time in the public interest.

(Sd)
Bodh Chandra Singh
Maharaja of Manipur

(Referred to in Rule 10)

List of cases to be both circulated and discussed in the Council:

1. New legislation and amendments to existing enactments.
2. Memorials, petitions and appeals relating to subjects other than judicial and those of routine nature.
3. Estimates and plans of new works and projects.
4. New schemes of administrative improvements or of re-organizations of State Departments.
5. Development Schemes.
6. Agreement with neighboring States and Provinces or with local outside bodies or

- firms.
7. Budget notes and consolidated budget estimates.
 8. Cases requiring reference to a large number of old records and those involving questions of Policy, taxation, export and import, interpretation of rules and regulations or other technical intricacies.
 9. Any other important case not included in this list justifying special and thoughtful consideration or detailed study.

Note: This appendix is not exhaustive and can be amplified as and when necessary by His Highness.

This appendix does not preclude the emergent procedure provided for in Rule 13.