THE COORG MANUAL

VOLUME II.

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DISTRICT FUND MANUAL.

CONTAINING THE COORG DISTRICT FUND REGULATION, 1900,
AND THE RULES AND NOTIFICATIONS
ISSUED THEREUNDER.

BANGALORE.

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1904.





PART I.

THE COORG DISTRICT FUND REGULATION, VI OF 1900.

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PART I.

REGULATION No. VI OF 1900.

A Regulation to provide for the formation of a District Board and District Fund in Coorg.

WHEREAS it is expedient to provide for the formation of a Government of India Legis-lative Department Notification Coorg; it is hereby enacted as follows:—

1900.

- 1. (1) This Regulation may be called the Coorg District
 Short title, extent and com- Fund Regulation, 1900.
 mencement.
- (2) It extends to the territories for the time being administered by the Chief Commissioner of Coorg; and
- (3) It shall come into force on such day as the Chief Commissioner may, by notification in the Coorg District Gazette, appoint in this behalf.
- Coorg District Board and Fund.

 District Board and Fund, to be called the Coorg District Fund, and there shall be placed to the credit of
 - (a) the proceeds of the special rate imposed under this Regulation;
 - (b) the proceeds of any house-tax for the time being imposed upon non-agriculturists;
 - (c) the income derived from Primary School fees;
 - (d) any other moneys allotted by the Government for the purposes of the said Fund.
- 3. The Chief Commissioner, with the previous sanction of the Governor General in Council, may, by notification in the Coorg District Gazette, impose upon all holders of land in Coorg a special rate which shall not exceed two annua in every rupes of assessment to land-revenue and shall be payable on the dates fixed for the payment of the land-revenue.

Assessment of revenue-free free from assessment to land-revenue, such as jagir, jamma, jodi, umbli and banes, the special rate imposed under section 3 shall be levied on the full land-revenue to which such lands would be assessed if they were not wholly or partly free from assessment to land-revenue.

Provided that the rate shall not be levied in respect of uncultivated banes without the previous sanction of the Chief. Commissioner.

- 5. The amount payable by each holder of land on account of the special rate imposed under section 3 shall be recoverable in the manner provided for the recovery of arrears of revenue by the Coorg Land and Revenue Regulation, 1899.*
- 6. No suit shall be brought in any Civil Court in respect of the assessment, collection or application of the special rate imposed under section 3.
- 7. Any order of the Commissioner under this Regulation shall be appealable to the Chief Commissioner within three months from the date thereof, and the decision of the Chief Commissioner thereon shall be final.
 - 8. The following taxes namely:-

Abolition of certain taxes.

(a) the dhuli-tax,

(b) the plough-tax, and

(c) the house-tax imposed on agriculturists.

shall, on and with effect from the commencement of this Regulation, cease to be recoverable save as regards any arrears which may have accrued in respect of such taxes before such commencement.

9. The Chief Commissioner, with the sanction of the Governor-General in Council, may, by notification in the Coorg District Gazette, make rules to regulate—

(a) the constitution, powers and duties of the Coorg District Board;

(b) the administration by the said Board of the Coorg District Fund; and

(c) the control to be exercised by the Commissioner in respect of the administration of the said Fund.

^{*}I of 1899.

PART II.

Rules and Notifications issued under the Coorg District Fund Regulation, VI of 1900.

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PART II.

Rules and Notifications issued under the Coorg District FundRegulation, VI of 1900.

CHAPTER I.

DATE FROM WHICH THE REGULATION CAME INTO FORCE (Section 1).

1. Under sub-section (3) of section 1 of the Coorg District

*Notification No. 29, dated the 9th April 1901.

Commissioner is pleased to direct that the said Regulation shall come into force, with effect from the date of this Notification.

CHAPTER II.

Imposition of a special rate of one anna. (Section 3).

2. Under section 3 of the Coorg District Fund Regulation,

Notification No. 30, dated the
9th April 1901.

Chief Commissioner, with the
previous sanction of the GovernorGeneral in Council, is pleased to impose upon all holders of land in Coorg, a special rate of one anna
in every rupee of assessment to Land-Revenue, which shall be
payable on the dates fixed for the payment of the Land-Revenue.

CHAPTER III.

CONSTITUTION, POWERS AND DUTIES OF THE DISTRICT BOARD

Notification No. 40, dated the
13th May 1901.

AND CONTROL TO BE EXERCISED BY
THE COMMISSIONER IN RESPECT OF
THE ADMINISTRATION OF THE DIS-

(Section 9).

PREAMBLE.

- 3. Nothing in these rules shall be defined to apply to any territory included within the limits of any municipal town, as defined by any municipal law for the time being in force in Coorg, save as regards staging bungalows within such limits.
 - (a) Constitution, powers and duties of the District Board.
- 4. The District Board shall consist of a President and not less than ten members.

- 5. The Commissioner of Coorg shall be ex-officio President of the Board.
- 6. The District Magistrate, Civil Surgeon, Executive Engineer, and Deputy Conservator of Forests shall be ex-officio members of the Board. One member shall be nominated by the Chief Commissioner as representative of each of the five taluks, and the Coorg Planters' Association shall have the right to nominate two members, one for North and one for South Coorg. In addition to the foregoing, it shall be in the discretion of the Chief Commissioner to nominate any number of landholders, not exceeding four, to be members of the District Board.
- 7. Each nominated member shall hold office for such period, not exceeding two years, as may be specified in the order nominating him and shall be cligible for renomination.
- 8. Any perion nominated a member of the Board may tender his resigned on to the Commissioner, and shall be deemed to have vacated office when his resignation has been accepted by the Chief Commissioner, to whom the resignation shall be reported for orders.
- 9. The Chief Commissioner may, at any time, remove any member of the Board :--
 - (a) If he refuses to act as a member or becomes incapable of acting, or is declared insolvent, or is convicted of any such offence, or is subjected by any criminal court to any such order as implies, in the opinion of the Chief Commissioner, a defect of character which unfits him for the appointment which he holds.
 - (b) If he without sufficient excuse absents himself for more than three consecutive meetings of the Board.
 - (c) If his continuance in the office is, in the opinion of the Chief Commissioner, dangerous to the public peace or order.
- 10. When the office of a nominated member of the Board becomes vacant, a new member shall be nominated by the Chief Commissioner.
- 11. No member of the Board shall receive any remuneration for his services as such.
- 12. The Board shall meet for the transaction of business upon such days and at such times and places as the President may direct.
- 13. The Commissioner, or in his absence, the District Magistrate, shall preside at every meeting of the Board.

- 14. (1) No business shall be transacted at a meeting unless at least four of the members be present.
- (2) All questions before the Board shall be decided by a majority of votes; and in every case of equality of votes the Commissioner, or, in his absence, the District Magistrate shall have a second or casting vote.
- 15. Minutes of the Resolutions passed by the Board at each meeting shall be drawn up and entered in a book to be kept for that purpose; they shall be signed by the Commissioner or, in his absence, by the District Magistrate and shall be open at the office of the board to the inspection of any person who pays the special rate prescribed by section 3 of the Regulation.
- 16. The Board may, with the previous sanction of the Chief Commissioner, make rules in regard to the following matters:—
 - (a) The manner in which notice of meetings shall be given;
 - (b) The conduct of proceedings at meetings;
 - (c) The division of duties if necessary among the members of the Board.
- 17. The Board shall at their first meeting, and may from time to time thereafter at a meeting, fix the number and salaries of all such permanent servants as they may think necessary for carrying out the purposes of these rules, and shall submit their proposals for the sanction of the Chief Commissioner.
- 18. The Chief Commissioner may, on the application of the Board, place at their disposal the services of any Government servant to be employed for the purposes of the Regulation. The Board shall, if required to do so, pay to any Government servant so employed the salary which he may be entitled to receive under the rules of the branch of the Government service to which he belongs, and shall also pay to the Chief Commissioner such contribution towards the pension of such servant as may be payable under the rules in that behalf in force for the time being.
- 19. The President of the Board shall appoint such permanent servants as shall have been provided for under fule 17 and may also appoint temporary servants in cases of emergency, and shall pay such permanent and temporary servants from the District Fund the salaries that may be fixed for them in the manner aforesaid, or as the emergency may require.
- 20. The President may, subject to such control as the Chief Commissioner may prescribe, fine, suspend or dismiss any of such servants.

- 21. The Board may, with the previous sanction of the Chief Commissioner, make rules as to the following matters:
 - i. The security to be furnished by any of their servants;
 - ii. The grant of leave to their servants;
 - The conditions under which their servants, or any of them, shall on retirement receive pensions, gratuities or compassionate allowances and the amount thereof;
 - iv. The establishment of a Pension or Provident Fund, and the rate at which contribution shall be paid from the fund.
- 22. (1) The Chief Commissioner may, by notification, direct that any property, movable or immovable, which is at the disposal of Government, shall vest in the Board.
- (2) The Chief Commissioner may, by notification, withdraw from the Board any property vested in it, and pass such orders as to the management or disposal of such property as he may deem fit.
- 23. All public roads, streets or buildings in Coorg which may be at the time when the Regulation comes into force maintained from the receipts from cattle pounds, dispensaries, staging bungalows, market fees and tolls on roads and ferries and all roads and streets which may thereafter be made, and all buildings, materials, implements, and other things provided for such roads or streets, shall vest in the District Board.

Provided that the Chief Commissioner, may, by notification, exclude any road or street from the operation of this rule.

- 24. The District Board may agree with the person or persons, in whom the property in any road or street in their local area is vested, to take over the property therein, and, after such agreement, may declare, by notice in writing put up in any part of such road or street, that the same has become a public road or street. Thereupon such road or street shall vest in the District Board.
- 25. The District Board shall, subject to such rules as may be prescribed by the Chief Commissioner and so far as the funds at their disposal may admit, provide for the following matters:
 - i. The construction, repair and maintenance of roads, bridges and other means of communication.
 - ii. The planting and preservation of trees on sides of roads and on other public places.
 - The construction and repair of hospitals and dispensaries, markets, staging bungalows and cattle pounds, drains, sewers, water-works, tanks and wells, the payment

of all charges connected with the objects for which such buildings have been constructed, the training and employment of medical practitioners, the sanitation of towns and villages, other than municipalities, the cleansing of the streets, tanks and wells and other works of similar nature.

- iv. The diffusion of education, and with this view the censtruction and repair of primary schoolhouses, the establishment and maintenance of primary schools, either wholly or by means of grants-in-aid, the inspection of primary schools.
 - v. The payment of salaries, leave allowances, pensions, gratuities and compassionate allowances to servants employed by the Board.
- vi. The maintenance of the District Post.
- vii. The payment of all expenses specially provided for by these rules.
- viii. Other measures of local public utility calculated to promote the safety, health, comfort or convenience of the people.
- 26. The Board shall, subject to such rules as may be prescribed by the Chief Commissioner, be responsible for the maintenance of any institution under its control or of any street, building, or other property vested in it.
- 27. The Board shall furnish to the Chief Commissioner an annual report in such detail as he may prescribe of all the works executed and measures carried out by it and of all sums received and expended by it.
- 28. All schools and other institutions of an educational character, all hospitals, dispensaries and other institutions maintained by the District Board, and all accounts, books, registers, returns, reports, statements and other documents appertaining thereto, shall at all times be open to the inspection of such officers of the Government as the Chief Commissioner may appoint in that behalf.
- 29. Whenever any land is required for the purposes of the Regulation, the Chief Commissioner may, at the request of the Board, proceed to acquire it under the provisions of the Land Acquisition Act, 1894, and on payment by the Board of the compensation to be awarded under that Act, the land shall vest in such Board.
- 80. No act of the Board or of any person presiding at a meeting thereof or of any member, shall be deemed to be invalid

by reason only of some defect in the establishment of the Board, or on the ground that any member of the Board was disqualified for such office, or by reason of such act having been done during the period of any vacancy in the Board.

- 31. The budget estimate of receipts and expenditure of the Coorg District Fund shall be prepared by the President and laid before the Board. After it has been approved it shall be submitted for the sanction of the Chief Commissioner and incorporated with the general budget of the Province.
- 32. The Board shall work in strict accordance with the sanctioned budget, and be responsible for the proper financial administration of the Funds.
- 83. A monthly demand, collection and balance statement shall be submitted in the form appended.
- 34. The system of accounts, etc., as laid down in the Civil Account Code shall be followed.
 - 35. Estimates for works shall be sanctioned as follows:—
 Up to Rs. 500, by the officer performing the duties of Engineer to the Board;
 Up to Rs. 1,000, by the Commissioner;
 Above Rs. 1,000, by the Chief Commissioner;
- (b) The control to be exercised by the Commissioner in respect of the administration of the District Fund.
- 36. The Commissioner shall have general executive control over the District Board. He shall carry their resolutions into effect and shall be responsible to the Chief Commissioner for the due fulfilment of the purposes of the Regulation.
- 37. The Commissioner may by order in writing suspend the execution of any resolution or order of the Board, or cancel such resolution or order if, in his opinion, such resolution or order is in excess of the powers conferred by law.
- 38. When the Commissioner makes any order under the above rule he shall forthwith forward a copy thereof with a statement of his reasons to the Board and to the Chief Commissioner, who may rescind the order or direct that it continue in force with or without modification.
- 39. In cases of emergency the Commissioner may provide for the execution of any work, or the doing of any act which the Board is empowered to execute or do and the im nediate execution

or doing of which is, in his opinion, necessary for the service or safety of the public and may direct that the expense shall be paid by the Board.

- 40. If the expense is not so paid, the Commissioner may make an order directing the person having the custody of the fund to pay the same. Such person shall be bound to comply with such order.
- 41. (1) If it appears to the Commissioner that the Board has made default in performing any duty imposed on it by or under these rules, the Commissioner may by order in writing fix a period for the performance of such duty.
- (2) If such duty is not performed within the period fixed, the Commissioner may appoint some person to perform it and may direct that the expense of performing it shall be paid by the Board.
- 42. The Commissioner shall forthwith report to the Chief Commissioner every case in which he uses the powers conferred on him by the above two rules.

CHAPTER IV.

RULES REGARDING THE GRANT OF TRAVELLING ALLOW-Secretary's letter No 1784, ANCE TO MEMBERS OF THE COORG dated the 4th S ptember 1901. DISTRICT BOARD.

The District Board consists of 5 ex-officio members and 11 nominated members. The ex-officio members will draw travelling allowance according to the rules contained in the Civil Service Regulations. The Subedars who have been nominated to represent the 5 taluks may draw travelling allowance at 6 annas a mile, provided they travel more than five miles and provided the meetings which they attend are held beyond the limits of their ordinary jurisdiction, namely the taluk to which they are attached. This allowance should be debited to the District Fundwith reference to Article 324 A (d) of Volume II of the Civil Account Code. The two members nominated by the Planters' Association may be granted travelling allawance at 8 annas a mile, and the 4 members appointed to represent the landholders at 6 annas a mile, provided they travel more than five miles. The distance should be calculated from the permanent place of residence of the member concerned. No daily allowance for halts should be granted to nominated members.

CHAPTER V.

RULES, DEFINING THE POSITION OF THE CIVIL SURGEON IN Secretary's letter No. 1823, dated the 9th September 1901.

RULES, DEFINING THE POSITION OF THE CIVIL SURGEON IN Secretary's letter No. 1823, dated the 9th September 1901.

(Rule 26 of Chapter III)

- 44. The Civil Surgeon will supervise and control all establishments attached to Local Fund Hospitals and Dispensaries. In all professional matters, these establishments will be immediately subordinate to the Civil Surgeon, and will receive orders direct from kim.
- 45. All orders from the President of the District Board to medical subordinates attached to its hospitals will be sent through, and in consultation with, the Civil Surgeon, except in cases of unusual emergency. In such cases copies of the orders issued will at once be communicated for the information of the Civil Surgeon.
- 46. Medical subordinates attached to Local Fund hospitals and dispensaries will not be allowed to correspond with the District Board on official matters except through, and with the consent of, the Civil Surgeon.
- 47. The Civil Surgeon will advise the District Board with respect to the appointment of all medical subordinates, compounders, and trained nurses.
- 48. Before passing any orders regarding the punishment of medical subordinates attached to Local Fund hospitals and dispensaries, the President shall consult the Civil Surgeon, and shall ordinarily accept his recommendations. In case of disagreement, the matter will be reported for the orders of the Chief Commissioner.
- 49. The Civil Surgeon will control all medical expenditure at hospitals, and also check and control indents for medical stores and instruments, with a view to restrain all tendency to wasteful and extravagant demands on the part of medical subordinates.
- 50. Medical subordinates attached to Local Fund hospitals will have charge of the hospital books, stores, furniture and other property, subject to the direct control and supervision of the Civil Surgeon.
- 51. The subject of dieting the sick will be considered a purely professional duty, subject to the full control of the Civil Surgeon, and he will be responsible that the allotted expenditure under this head is not exceeded without a timely reference to the District Board.

52. Members of the District Board will be entitled to visit its hospitals at all times, and to refer to the books and accounts relating to these institutions with the exception of all records relating to professional matters such as certificates, histories of cases, prescription books, post mortem registers, etc.

CHAPTER VI.

QUALIFICATION OF SERVICES OF EMPLOYES OF THE DISTRICT

Chief Commissioner's proceedings No. 2150, dated the 1st

November 1901.

BOARD FOR PENSION UNDER THE CIVIL SERVICE REGULATIONS.

(Rule 25 of Chapter 111.)

53. Under clause (v) of rule 25 of Chapter III, the District Board of Coorg having proposed that the services of its employes should qualify for pension under the Civil Service Regulations, the Chief Commissioner is pleased to accept the proposal under Article 797 of the Civil Service Regulations. The pension of any employe who may have qualifying service paid from the general revenues should be debited to those revenues and to the District Fund according to the rule of proportions as laid down in Article 799.

CHAPTER VII.

RULES FOR THE MEETING OF THE COORS DISTRICT BOARD.

Secretary's letter No. 2248,
dated the 20th November 1901. (Rule 16 of Chapter III)

- The manner in which notice of meetings shall be given.

 The manner in which notice of meetings shall be given.

 The manner in which notice of meetings shall be given.

 The manner in which notice of the meetings shall be given.

 The manner in which notice of the meeting and the president to the members of the Board by post at least meetings, if it is not, from the urgency of the business, desirable to give so many days' notice, the President shall give as long notice within that time as possible.
- The conduct of proceedings other than that of which notice has been given beforehand, but in special cases it will be open to any member to submit for the discussion of the Board at any such meeting any other matter in the form of a Resolution, provided that the assent of the President shall have been obtained therefor.
- 56. At the opening of every meeting the minutes of the previous meeting shall be placed on the table before proceeding with the business of the meeting.

- 57. The meeting of the District Board shall, as a rule, be open to the public, but at any time, if necessary, the meeting may be declared to be private by a vote of the majority of the Board.
- 58. At the hour fixed for the meeting of the Board, if a quorum be present, the business of the meeting shall commence.
- 59. The President may give priority to any item or items of business, irrespective of the order in which such item or items stands or stand on the agenda paper.
- 60. A member wishing to speak must rise in his place. The member who first rises to speak has the right to be heard. In cases of doubt, the President shall decide who is entitled to speak.
- 61. Each member rising to speak shall direct his speech to the question before the meeting or to an amendment which he himself is about to propose. A member having spoken to a proposition or amendment is not at liberty to speak again to such proposition or amendment. Provided that the mover of a proposition or amendment shall have a right of reply after the President has ascertained that no other member entitled to speak desires to speak.

Provided also that any member may second a proposition or amendment by saying "I second the proposition or amendment", and may reserve his right to speak later.

Provided also that a member who wishes to explain any misconception of expressions used by him may do so with the permission of the President.

- 62. Routine resolutions such as recording periodical statements or confirming the proceedings of a Committee may be put to the meeting by the President.
- 63. After a proposition has been moved and seconded, any member may propose an amendment thereto.

Provided that no member shall be at liberty to propose more than one amendment to any proposition, except when such proposition is for the passing of a budget or of a set of general rules or is otherwise ef such a nature as to require the making of many amendments to different parts of it.

64. When the mover of a proposition or amendment has resumed his seat, the President shall ask if any member seconds it and until the proposition or amendment is seconded the President shall not permit any discussion on the question. If no member seconds the proposition or amendment, the President shall declare that the proposition or amendment is lost.

- 65. A proposition or amendment which has been moved and seconded cannot be withdrawn without the permission of the meeting.
- 66. The President may move and second propositions or amendments, speak and vote without vacating the chair.
- 67. When a question is put to the vote the President shall call for a show of hands and count the number shown for and against, and declare the result.
- 68. A member present at the meeting may refrain from voting. If the question before the meeting be the confirmation of a report, or proceedings of a committee the members of that committee may vote.

CHAPTER VIII.

RULES FOR THE CONTROL OF THE DISTRICT POST IN COORG.

Secretary's letter Nos. 194-195,dated the 28th January 1002.

(Rule 25 of Chapter III)

- 69. The Superintendent of Post offices, Mysore, under the orders of the Post Master General, Madras, shall supervise and control all establishments attached to local post offices. These establishments shall be immediately subordinate to the Superintendent and shall receive orders from him.
- 70. The District Board shall not increase, diminish or abolish any post office establishment without first obtaining the concurrence of the Post Master General and if necessary the sanction of the Chief Commissioner, or until the Post Master General has had not less than two months' notice of the proposed changes in order that he may have an opportunity of making a representation to and obtaining the decision of the Chief Commissioner.
- 71. All applications for increasing, diminishing or abolishing any post office establishment shall be forwarded by the Post Master General to the Chief Commissioner through the President of the Board. When such proposals originate in the first instance with the Board, they shall be dealt with as prescribed in the preceding rule.

CHAPTER IX.

RULES FOR THE MANAGEMENT OF DISTRICT BOARD SCHOOLS

Secretary's letter No. 2069, dated the 21st December 1903.

AND EDUCATIONAL EXPENDITURE FROM LOCAL FUNDS IN COORG.

(Rules 25 and 26 of Chapter III)

- 72. Board schools shall be under the immediate centrol of the Educational Department, but the responsibility for their management and maintenance in good condition shall rest with the Board itself.
- 73. The Board may establish new schools which involve no additional expenditure and may close or transfer any school, provided that at least three months' notice of its intention is given to the Inspector or the Inspectress to allow, if necessary, a representation being made to the Chief Commissioner by the Director of Public Instruction. Similar notice should be given of the intention to reduce the standard of a school.
- 74. Subject to such rules as the Chief Commissioner may from time to time prescribe, the Board may give assistance to schools not under its management by grants-in-aid.
- Government educational officers to be consulted.

 Government educational officers to be consulted.

 Government educational officers to be consulted.

 to that sanctioned in the budget for the year should be submitted to the Chief Commissioner through the Director of Public Instruction.

 Care should be taken that no proposal is submitted to the Director until the Inspector or the Inspectress has had an opportunity of expressing an opinion thereon.
- V6. In regard to the levy of fees, the Board shall be guided

 Levy of fees.

 by the Notification of the Chief Commissioner No. 20, dated the 27th

 February 1901, or such other notification as may hereafter be published.
- 77. The supergisors of primary schools, if any be appointed, Inspecting agency. is shall be under the control of the superior officers of the Educational Department who shall determine their duties in communication with the Board.
- 78. (1) The Sub-Assistant Inspector of schools may correspondence.

 Correspondence.

 pend direct with the Board upon the following subjects:—Salary bills, book accounts, contingent bills, indents for postage labels, monthly

returns of schools and similar subjects of a statistical character, and matters relating to the appointment, transfer, dismissal punishment and leave of teachers and other servants about which the President does not consider it necessary to consult an Educational Officer superior to the Sub-Assistant Inspector. In other cases, the communication between the Board and the Sub-Assistant Inspector shall be through the Inspector or the Inspectoress. In cases of emergency, however, the President may correspond direct with the Sub-Assistant Inspector of schools.

- (2) The Inspector shall forward to the President copies of all inspection reports on schools under the control of the Board.
- Power to grant leave, &c. occasion and an aggregate of 15 days in a year and other leave under the Civil Service Regulations, for a period not exceeding one month at a time; may be granted to the Board school teachers and servants by the Sub-Assistant Inspector of schools who, in the latter case, may also make acting arrangements consequent thereupon.
- . (2) The Sub-Assistant Inspector of schools shall forward, for the information and approval of the President of the Board, a consolidated statement of leave and appointments for each month by the third working day of the succeeding month.
- Nomination, punishment, &c., of educational subordinates.

 And their appointment, transfer, removal or punishment, but before passing final orders he shall consult the educational authorities on the subject. The procedure in regard to the infliction of punishments shall be the same as that prescribed in the case of Government servants. There shall be no appeal from the President's order except in regard to orders involving dismissal, permanent reduction or suspension exceeding three months. In these cases appeals shall lie to the Chief Commissioner.

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	On ferries
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	unclaimed cattle
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	For the demand of previous years