



## **REGULATIONS OF THE DENTAL COUNCIL OF INDIA**

In exercise of the powers conferred by Sub-Section (1) of Section 20 of the Dentists Act 1948, (XVI of 1948), the Dental Council of India with the approval of the Central Government make the following **Regulations** :-

1. These Regulations shall be called the **Dental Council of India Regulations**.
2. In these Regulations :-
  - (1) The **Act** means the Dentists Act, 1948 (XVI of 1948) ;
  - (2) The **Council** means the Dental Council of India constituted under Section 3 of the Act ;
  - (3) The **Executive Committee** means the Executive Committee constituted under Section 9 (1) of the Act ;
  - (4) **'Inspectors'** means the inspectors appointed under Section 15(i) of the Act ;
  - (5) **'Secretary'** means the Secretary appointed under Section 8 of the Act ;
  - (6) The **'Treasurer'** means the Treasurer appointed by the Council under Section 8 (1) (b) of the Act ;
  - (7) **'Ministerial staff'** means the Superintendent, Assistants, Accountants, Clerks, Stenographers or Typists, appointed under Section 8 (1) (b) of the Act ;
  - (8) **'Class IV staff'** means Daftries, Jamadars, Peons, Chowkidars and Safaiwalas, under Section 8 (1) (b) of the Act.

### **PART I**

**Time and place of, and preparation of business agenda for meetings of the Council.**

3. (1) Meetings of the Council shall ordinarily be held at New Delhi, or at a place decided by the Council when in session or by the Executive Committee if the Council fails to decide during its session on such dates as may be fixed by the Executive Committee or the Council provided that the President :-

- (i) may call a special meeting at any time on 15 days' notice to deal with any urgent matter requiring the attention of the Council ;
- (ii) shall call a special meeting on 15 days' notice, if he receives a requisition in writing signed by not less than 10 members and stating purpose other than that mentioned in the first proviso to Regulation No. 7 (1) (b) and being a purpose within the scope of the Council's functions, for which they desire the meeting to be called.

(2) The first meeting of the Council held in any financial year shall be the Annual Meeting of the Council for that year.

(3) At ordinary meetings of the Council and at special meeting under Regulation No. 3(1)(i), 1/3rd of the total strength of members shall constitute a quorum ; at an adjourned session of such meetings the quorum shall be 1/4th of such strength.

(4) At a special meeting by requisition under Regulation 3(1)(ii) quorum required will be 2/3rd of the total strength of the Council.

(5) In cases of emergency requiring the Council's sanction the approval of the members may be obtained by circulation. If no reply is received from a member within 15 days after circulation of the papers his approval may be taken for granted. Approval will be decided by a majority of votes.

4. At a meeting referred in the proviso to Regulation No. 3(1) only the subject for the consideration of which the meeting has been called shall be discussed. But special leave may be granted by the President or the Chairman to discuss matters not on the Agenda.

5. Notice of every meeting other than a special meeting called under the proviso to Regulation No. 3(1) or under the first proviso to Regulation No. 7(1) (b) shall be despatched by the Secretary to each member of the Council not less than 40 days before the date of the meeting.

6. (i) The Secretary shall issue with the notice of the meeting a Preliminary Agenda showing the business to be brought before the meeting, the terms of all motions to be moved of which notice in writing has previously reached him and the names of the movers.

(ii) A member, who wishes to move any motion not included in the Preliminary Agenda Paper or an amendment to any item so included, shall give notice thereof to the Secretary, not less than 25 clear days before the date fixed for the meeting.

(iii) The Secretary shall, not less than 15 clear days before the date fixed for the meeting, except in the case of special meeting, with the notice of the meeting, issue a complete Agenda Paper showing the business to be brought before the meeting.

(iv) A member who wishes to move an amendment to any item included in the complete Agenda Paper, but not included in the Preliminary Agenda Paper, shall give notice thereof to the Secretary not less than 3 clear days before the date fixed for the meeting.

(v) The Secretary shall, if time permits, cause a list of all amendments of which notice has been given under clause (iv), to be made available for the use of every member.

(vi) The President may, if the Council agrees, allow a motion to be discussed at a meeting notwithstanding the fact that notice was received too late to admit of compliance with this Regulation.

(vii) Nothing in this Regulation shall operate to prevent the reference by the Executive Committee of any matter to the Council at a meeting following immediately or soon after the meeting of the Executive Committee.

(viii) An amendment to a resolution or a motion can be moved when it is under discussion and no time limit of notice shall be necessary.

7. (1) A motion shall not be admissible :-
- (a) If the matter to which it relates is not within the scope of the Council's functions.
  - (b) If it raises substantially the same question as a motion or amendment which has been moved or withdrawn with the leave of the Council within one year of the date of the meeting at which it is designed to be moved ;

Provided that such a motion may be admitted at a special meeting of the Council convened for the purpose on the requisition of not less than two-thirds of the members of the Council ;

Provided further that nothing in these Regulations shall operate to prohibit the further discussion of any matter referred to the Council by the Central Government in the exercise of any of their functions under the Act.

- (c) Unless it is clear and precisely expressed and raises substantially one definite issue.
  - (d) If it contains arguments, inferences, ironical expressions or defamatory statements.
- (2) The President shall disallow any motion which, in his opinion is inadmissible under sub-regulation (1) of Regulation 7.

Provided that if a motion can be rendered admissible by amendment the President may in lieu of disallowing the motion admit it in an amended form.

(3) When the President disallows or amends a motion the Secretary shall inform the member who gave notice of the motion of the order of disallowance or, as the case may be, of the form in which the motion has been admitted.

## **PART II**

### **Conduct of business at meetings of the Council :**

8. (1) Every meeting of the Council shall be presided over by the President, or if he is absent, by the Vice-President, or if both the President and the Vice-President are absent, by a Chairman to be elected by the members present, from among themselves.

(2) All references in this part to the President shall be read as referring to the person for the time being presiding over a meeting.

9. If, at the time appointed for a meeting, a quorum is not present, the meeting shall not commence until a quorum is present, and if a quorum is not present, on the expiration of 20 minutes from the time appointed from the meeting or during the course of any meeting, the meeting shall stand adjourned to such future time and date as the President may appoint.

10. (1) Every matter to be determined by the Council shall be determined on a motion moved by a member and put to the Council by the President.

(2) Votes shall be taken by show of hands or by division or by ballot, as the President may direct;

Provided that votes shall be taken by ballot if three members so desire and ask for it ;

Provided further that if voting has been by show of hands a division shall be taken if a member asks for it.

(3) The President shall determine the method of taking votes by division.

(4) The result of the vote shall be announced by the President and shall not be challenged.

(5) In the event of an equality of votes the President shall have a second or a casting vote.

11. When motions identical in purport stand in the names of two or more members the President shall decide whose motion shall be moved and the other motion or motions shall thereupon be deemed to be withdrawn.

12. (1) Every motion or amendment shall be seconded and if not seconded shall be deemed to have been withdrawn.

(2) When a motion has been seconded, it shall be stated from the Chair.

(3) When a motion has been thus stated, it may be discussed as a question to be resolved either in the affirmative or in the negative or any member may, subject to Regulations 13 and 14, move an amendment to the motion.

Provided that the President shall not allow an amendment to be moved which if it had been a substantive motion would have been inadmissible under Regulation 4.

13. (1) An amendment must be relevant to and within the scope of the motion to which it is proposed.

(2) An amendment may not be moved which has merely the effect of a negative vote.

(3) The President may refuse to put an amendment which is in his opinion frivolous.

14. A motion may be amended by :-

- (a) the omission, insertion or addition of words, or
- (b) the substitution of words for any of the original words.

15. (1) When a motion or amendment is under debate no proposal with reference thereto shall be made other than –

- (a) an amendment of the motion or of the amendment, as the case may be, as proposed in Regulation 12;

(b) a motion for the adjournment of the debate on the motion or amendment either to a specified date and hour or sine die;

(c) a motion for the closure, namely, a motion that the question be now put;

(d) a motion that the Council instead of proceeding to deal with the motion do pass to the next item on the programme of business.

Provided that no such motion or amendment shall be moved so as to interrupt a speech.

Provided also that no motion of the nature referred to in clauses (b), (c) and (d) shall be moved or seconded by a member who has already spoken on the question then before the meeting.

Provided further that a motion referred to in clauses (c) and (d) above shall be moved without a speech.

(2) It shall be in the discretion of the President to put or refuse to put to the Council a proposal of the nature referred to in clause (b) of sub-regulation No. (1).

(3) Unless the President is of opinion that a motion for closure is an abuse of the right of reasonable debate, he shall forthwith put a motion that the question be now put and if that motion is carried the substantive motion or amendment under debate shall be put forthwith ;

Provided that the President may allow the mover of the substantive motion to exercise his right of reply before the substantive motion under debate is put.

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

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

18. When a motion has been moved and seconded, members other than the mover and the seconder may speak on the motion in such order as the President may direct.

Provided that the seconder of a motion or of an amendment may, with the permission of the President, confine himself to seconding the motion or amendment as the case may be and speak thereon at any subsequent stage of the debate.

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

20. (1) The mover of an original motion, and if permitted by the President, the mover of any amendment, shall be entitled to a right of final reply; no other member shall speak more than once to any debate except, with the permission of the President, for the purpose of making a personal explanation or of putting a question to the member then addressing the Council.

Provided that any member at any stage of the debate may rise to a point of order, but no speech shall be allowed on that point;

Provided further that a member who has spoken on a motion may speak again on an amendment subsequently moved to the motion.

(2) No member shall, save with the permission of the President, speak for more than five minutes.

Provided that the mover of a motion when moving the same, may speak for ten minutes.

(3) A speech shall be strictly confined to the subject matter of the motion or amendment on which it is made.

(4) Any motion or amendment standing in the name of a member who is absent from the meeting or unwilling to move it, may be brought forward by another member with the permission of the President.

21. (1) A member desiring to make any observations on the matter before the Council shall speak from his place, shall rise when he speaks, and shall address the President.

(2) If at any time the President rises, any member speaking shall immediately resume his seat.

22. No member shall be heard except upon the business before the Council.

23. (1) When an amendment to any motion is moved and seconded or when two or more such amendments are moved and seconded, the President shall, before taking the sense of the Council thereon, state or read to the Council the terms of the original motion and of the amendment or amendment proposed.

(2) An amendment to a motion shall be put to the vote first.

(3) If there be more than one amendment to a motion the President shall decide in what order they shall be taken.

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

25. (1) The President may, at any time, adjourn any meeting to any future day or to any hour of the same day.

(2) Whenever a meeting is adjourned to a future day, the Secretary, shall, if possible, send notice of the adjournment to every member who was not present at such meeting.

(3) When a meeting had been adjourned to a future day the President may change such day to any other day and the Secretary shall send written notice of the change to each member.

(4) At a meeting adjourned to a future day any motion standing over from the previous day shall, unless the President otherwise direct, take precedence of other matters on the Agenda.

(5) Either at the beginning of the meeting or after the conclusion of the debate on a particular item during the meeting, the President or a member may suggest a change in the order of business on the Agenda; if the Council agrees such a change shall take place.

(6) No matter which had not been on the Agenda of the original meeting shall be discussed at an adjourned meeting.

26. (1) The President shall decide all points of order which may arise, and his decision shall be final.

(2) If any question arises with reference to procedure in respect of a matter for which these regulations make no provision, the President shall decide the same and his decision shall be final.

27. (1) Four representatives of the Press at the discretion of the President or the person to whom he has delegated this power and other visitors, not exceeding four at a time, may be admitted to the meetings on production of permits from the Secretary. The Press representatives shall be required to obtain the previous approval of the Secretary to the publication of their report of the proceedings. The President may, at any time hold the meetings in camera in which case all visitors will be required to withdraw.

(2) In the absence of the Director General of Health Services a nominee of the Director General of Health Services, can attend the meetings of the Council.

*(Inserted vide Govt. of India, Ministry of Health's  
No. V. 1201413/76-MPT dt 13.2.1978)*

### **PART III**

#### **Minutes of the Council :**

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

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

30. The minutes of each meeting shall contain such motions and amendments as have been moved and adopted, or negatived, with the names of the mover and the seconder, but without any comment and without any record of observations made by any member at the meeting.

31. If any objection regarding the correctness of the minutes is received within 30 days of the despatch of the minutes by the Secretary, such objections together with the minutes as recorded and attested shall be put before the next meeting of the Council for confirmation. At this meeting no question shall be raised except as to the correctness of the records of the meeting.

Provided that if no objection regarding a decision taken by the Council at a meeting is received within 30 days of the despatch by the Secretary of the minutes of that particular meeting such decision may, if expedient, be put into effect before the confirmation of the minutes at the next meeting.

Provided further that the President may direct that action be taken on a decision of the Council before the expiry of the period of 30 days mentioned above.

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

member of the Council and such copies may be sold to the public at a price to be fixed by the Council.

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

#### **PART IV**

#### **Tenure of office, powers and duties of the President and Vice-President :**

##### **PRESIDENT**

34. An elected President shall hold office for a period not exceeding five years from the date of election. He shall exercise such powers and perform such duties as are contained in the provisions of the Act, the Regulations and Standing Orders of the Council. He shall do such acts as he considers necessary in the furtherance of the objects for which the Council is established.

##### **VICE-PRESIDENT**

35. The Vice-President shall hold office for a period not exceeding five years from the date of election. If the office of the President is vacant or if the President for any reason is unable to exercise the powers or perform the duties of his office, the Vice-President will act in his place and shall exercise the powers and perform the duties of the President.

#### **PART V**

#### **EXECUTIVE COMMITTEE**

36. The five members of the Executive Committee elected by the Council under Section 9(1) of the Act shall be elected by the members present and voting.

37. The President and the Vice-President of the Council shall be members ex-officio of the Executive Committee and shall be President and Vice-President respectively of the Committee.

38. The meeting of the Executive Committee shall be generally governed by the Regulations applicable to the meetings of the Council.

39. If both the President and the Vice-President are absent the members present shall elect one of their member to act as Chairman.

40. If at the time appointed for a meeting a quorum is not present the meeting shall not commence until a quorum is present, and if a quorum is not present on the expiration of 30 minutes from the time appointed for the meeting or during the course of any meeting, the meeting shall stand adjourned to such future date and time as the President may appoint.

41. Three members of the Executive Committee shall form a quorum.

42. In the case of a vacancy which may occur during the interval between consecutive meetings of the Council, the Executive Committee may co-opt a member of the Council to fill the vacancy until the next meeting of the Council which shall elect one of its members to be a member of the Executive Committee.

43. The Executive Committee may invite a person who may or may not be a member of the Council to attend any meeting of the Executive Committee. Any person so invited shall be free to



participate in the discussions in the Executive Committee but shall not function as a member of the Committee, whether by way of voting or otherwise.

44. Within one week before the meeting of the Council the Executive Committee shall ordinarily meet and also at such other times and places as the President may determine.

Notice and Agenda of such meetings of the Executive Committee shall ordinarily be given 15 days before the meeting.

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

46. (i) A copy of the minutes of each meeting shall be submitted to the President within 15 days of the meeting, and after having been attested by him shall be sent to each member within 20 days of the meeting. If no objection to their correctness is received within 20 days of their despatch, any decisions therein shall be given effect to. The minutes shall be sent to the members of the Council after confirmation by the Executive Committee.

Provided that the President may direct that action be taken on a decision of the Executive Committee, before the expiry of the period of 20 days mentioned above.

Provided also that all resolutions passed and actions taken by the Executive Committee, after confirmation by the Committee, shall be placed for ratification at the next meeting of the Council.

(ii) No decision of the Executive Committee shall have effect until the President of the Council has signified his approval thereof in writing and if he disapproves until the Council has approved of the Executive Committee's decision.

## **PART VI COMMITTEE**

47. The Council, may at any time, on the adoption of a motion to this effect, appoint a Committee consisting of any number of its members or resolve itself into a committee for the consideration of any business.

48. (1) A member may at any time, without notice, move that a committee of the Council be appointed or that the Council do resolve itself into a Committee.

(2) A motion for the appointment of a committee shall define the functions of the committee, and the number of members to be appointed.

(3) Any member may without notice, move an amendment to such a motion proposing that the functions or the number of members of the Committee be enlarged or reduced.

(4) If a motion for the appointment of a Committee is adopted, the mover shall name the members to be appointed as members of the committee and any member may then move amendment proposing the addition of other names.

(5) If the number of members proposed as members of the committee does not exceed the total number of members to form the committee, the members so proposed shall be appointed as members of the committee. If the number of members so proposed exceeds the total number of members to form the committee, ballot shall be held and the requisite number of members who obtain the largest number of votes shall be appointed.

49. (1) The quorum for a committee of the whole Council shall be the same as that provided for the ordinary meetings of the Council.

(2) The quorum for a committee appointed by the Council shall be determined at the time of the appointment of the committee, and shall not be less than a majority of the members appointed.

50. (1) (a) The Chairman of a committee of the whole Council shall be the same as for a meeting of the Council.

(b) The Chairman of a committee appointed by the Council shall be appointed by the Council at the time of the appointment of the Committee.

51. (1) A resolution passed by a committee of the whole Council shall be embodied in a report prepared by the Secretary and signed by the President, and shall have no effect unless confirmed by the Council at a meeting.

(2) A resolution passed by a committee appointed by the Council shall be embodied in a report prepared by the Secretary or by the Chairman at the latter's discretion, and when, signed by the members of the Committee, shall, with any notes of dissent, be presented to the Council at its next meeting subject to the provisions of the Regulation regarding notice.

## **PART VII**

### **Tenure of office and powers and duties of Secretary and other officers and servants of the Council :**

#### **Secretary**

52. The term of office of the Secretary shall be fixed by the Council at the time of appointment. He shall normally retire on attaining the age of superannuation as applicable to the central Government employees of the corresponding rank. Extension of service beyond the date of superannuation may be granted by the Council in exceptional cases on the recommendations of the Executive Committee but no such extension shall be given without the prior approval of the Government of India."

*(Inserted vide Govt. of India, Ministry of Health's No. V. 12012/1/76-MPT dt. 20-9-1976)*

53. He shall perform such duties as have been given in the Act and the Regulations. He shall also be responsible for the safety of the property of the Council and the control and management of the

office, accounts and correspondence, and shall see that the office staff attend punctually, and generally fulfil all such duties as may be required of him by the Council for the purposes of the Act. He shall attend and take notes of the proceedings of meetings of the Council and Executive Committee and any Sub-Committee.

The Secretary, shall not less than 90 days before the expiration of the term of any existing appointment, draw the attention of the President to the approaching vacancy, in order that a new appointment may be made to take effect from the day on which the existing appointment will expire.

#### **Staff**

54. Members of the Ministerial and non-ministerial staff and Class IV servants shall retire on attaining the age of superannuation as applicable to the Central Government employees of the corresponding rank, Extension of service beyond the date of superannuation may be granted by the Executive Committee in accordance with the Central Government's general orders on the subject issued from time to time.

*(Inserted vide Govt. of India, Ministry of Health's No. V. 12012/1/76. MPT dt. 20.9-1976)*

55. The powers and duties of the staff will be such as may be laid down from time to time in the standing orders as framed for the purpose by the Council.

56. (i) Subject to the approval of the President, the Secretary shall appoint the ministerial staff and class IV servants and may engage such temporary personnel as may be required from time to time, and pay a reasonable rate of remuneration to such personnel, provided it does not exceed the rate sanctioned by the Central Government for corresponding permanent staff. These appointments shall be subject to confirmation by the Executive Committee.

(ii) The Council may, on the advice of the Executive Committee, recommend to the Central Government to convert any

existing sanctioned temporary post of an officer, a member of the ministerial staff or a class IV employees into a permanent one after taking into account the volume of work of permanent nature attached to the post and orders on the subject issued by the Central Government from time to time and that the orders of the Central Government in this respect shall be final.

*(Inserted vide Govt. of India Ministry of Health's No. V. 12012/1/76-MPT dt. 20-9-1976)*

### **PART VIII**

#### **Inspection of teaching Institutions and Examinations**

57. The inspection of institutions and attendance at examinations under Section 15 of the Act, shall be carried out in accordance with the following Regulations :—

(1) It shall be the duty of the Secretary periodically to ascertain from the Examining Bodies the date and place of every examination which may be attended by the Inspectors.

(2) The Executive Committee of the Council shall appoint such number of inspectors as may be deemed necessary to inspect institutions or to attend at such qualifying and other examinations as the Executive Committee shall direct and to report thereon. For the inspection of institutions the minimum number of inspectors shall be two.

(3) Every Inspector shall receive from the President a formal Commission in writing under the Seal of the Council.

His instructions shall specify the institution or institutions, examination or examinations which he is required to inspect or attend and shall inform him that he is to report thereon to the Executive Committee in accordance with these Regulations. He shall be provided by the Secretary with a copy of these Regulations.

(4) It shall be the duty of the Inspector :-

- (a) To make himself acquainted with such previous reports on the institutions or institutions which he is appointed to inspect and the qualifying examination or examinations which he is to attend as the President may direct, and with the observation of the Universities or Examining Bodies and the report of the Executive Committee of the Council thereon. He shall be provided by the Secretary with a copy of these documents and of the recommendations of the Council in regard to professional examination and of the resolutions with regard to dental education.
- (b) To attend personally every institution or examination which he is required to inspect, but not to interfere with the conduct thereof.
- (c) To report to the Executive Committee his opinion as to the sufficiency or insufficiency of each examination attended by him and of the facilities for teaching in respect of each institution.
- (d) To set forth in his report, all necessary particulars as to the questions proposed in the written, oral and practical parts of each examination attended by him, the cases and the applicances provided for clinical and practical examination, the arrangements made for invigilation, the method and scales of marking, the standard of knowledge shown by successful candidates and generally all such details as may be required for adjudicating on the scope and character of the examination.
- (e) To set forth in his report necessary particulars in respect of institutions so as to enable the Executive Committee to assess existing facilities for teaching as well as the extent to which the recommendations of the Council regarding professional education have been given effect to.

- (f) To include in his report, in the form of a brief diary, a record of the days and hours when he was present during the course of inspection of the institution or examination.
- (g) To compare, on receipt from the Secretary of proof copy of any of his reports, the proof with the original, and correct, sign and return it to the Secretary for preservation in the records of the Council as the authoritative copy of such report.

(5) Every report of an Inspector shall be printed under the direction of the President, and as soon as the corrected proof thereof has been signed by the Inspectors, as provided by these Regulations, copies of the Report shall be printed and referred to the Executive Committee for consideration. A copy shall be supplied to each member of the Executive Committee.

(6) Reports of Inspectors shall be deemed confidential unless, in any particular case, the Executive Committee shall otherwise direct.

(7) Copies of the report by an Inspector marked "Confidential" shall be forwarded to the University or Examining Body concerned as well as the institution with a request that the authority should furnish to the Executive Committee, within six months from the date of despatch, such observations thereon as it may think necessary.

(8) A confidential copy of every report of an Inspector with the observation thereon of the University or Examining Body and of the institution concerned shall be supplied to each member of the Executive Committee and shall be considered, together with the comments of the Executive Committee, by the Council at their next session.

(9) A copy of every report by an Inspector, with the observation of the University or Examining Body and of the institution concerned and the opinion of the Executive Committee thereon, shall after

approval by the Council be forwarded to the Central Government and State Government concerned.

(10) No Inspector shall unless specifically authorised by the Executive Committee take part in Inspection of any institution or of any examination in which he is a teacher or examiner.

(11) An Inspector may accept ordinary hospitality but may not accept hospitality of house and board, from examiners or from any official of the institution in which he is conducting an inspection.

(12) No member of the Dental Council of India shall serve as an Inspector.

## **PART IX**

### **Finance and Accounts**

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

59. The Bankers of the Council shall be the State Bank of India. All funds of the Council shall be paid into the Councils' accounts with the State Bank of India, and shall be withdrawn by means of cheques signed by the Secretary and countersigned by the President or the Vice-President. The cheque books shall remain in the personal custody of the Secretary.

60. The funds of the Council, surplus to current requirements may, on a recommendation by the Treasurer and with the sanction of the Executive Committee, be invested in the following manner :-

(1) In promissory notes, stock or other securities of any State Government or of the Government of India ;

(2) In stock or debentures of, or shares in, railway or other Companies, the interest whereon shall have been guaranteed by the Government of India ;

(3) In debentures or other securities for money issued, under the authority of an Act of a Legislature established in India, by or on behalf of any Municipal body, Port Trust or City Improvement Trust in any town ;

(4) In fixed deposits with the State Bank of India.

61. An investment of the Funds of the Council shall be made in the name of the Council. The safe custody receipts shall remain in the personal charge of the Secretary and shall be verified once in six months with the Register of securities maintained under Regulation 60 and a Certificate of verification shall be recorded by the Secretary on the Register and counter-signed by the President.

62. The Treasurer, in consultation with the Secretary, shall prepare detailed estimates of the receipts and expenditure for the next financial year, and shall submit the same for the sanction of the Executive Committee at a meeting to be held for the purpose before the 15th July every year. One copy of the finally sanctioned estimates shall be supplied by the 15th July to the Secretary, Government of India, Ministry of Health.

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

64. The Primary units of the appropriation shall be "pay of officer", "pay of establishment", "allowance and honoraria", "contingencies" and "leave and pension or provident fund contribution".

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

66. The Secretary shall have power to sanction expenditure of miscellaneous and contingent nature up to an amount not exceeding Rs. 200/- in each cash. Expenditure in excess of this amount shall require the sanction of the President.

67. A permanent advance of Rs. 200/- shall be made to the Secretary.

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

69. The following account registers of the Council shall be maintained :-

1. The Cash Book.
2. The Classified Abstract.
3. The Register of Securities.
4. The Register of Stock and furniture.
5. The Register of stock of cheque books.
6. The Register of leave and pension contributions.
7. The Register of permanent advances.
8. Annual Accounts.

70. Monthly accounts shall be compiled in the Classified Abstract according to the primary units of appropriation. Suitable secondary units may be opened at the discretion of the Secretary who shall be responsible for the due preparation and maintenance of all accounts.

71. (i) The accounts of the Dental Council of India shall be audited annually by the Comptroller & Auditor General of India or by any person authorised by him in this behalf and any expenditure incurred in connection with such audit shall be payable by the Council to the Comptroller and Auditor General of India.

(ii) The Comptroller and Auditor General of India and any person appointed by him in connection with the audit of the accounts of the Council shall have the right, privileges and authority in connection with such audit as the Comptroller and Auditor General has in connection with the audit of Government accounts and in particular shall have the right to demand the production of books, accounts connected vouchers and other necessary documents and papers.

(iii) The result of the audit shall be communicated by the Auditor to the Executive Committee of the Dental Council of India who shall submit a copy of the Audit Report alongwith its observations to the Ministry of Health, Government of India, and to the members of the Council. The Auditor shall also forward a copy of the report direct to the Ministry of Healty, Government of India.

72. (1) Any loss of public money, departmental revenue or receipts, stamps, stores or other Property held by or on behalf of the council caused by defalcation or other-wise, which is discovered in office, camp offices or outside should be immediately reported by the officer concerned to the Secretary, who shall with the approval of the President inform the Accountant General, Central Revenues, New Delhi, even when such loss has been made good by the party responsible for it. Such reports must be submitted as soon as a suspicion arises that there has been a loss ; they must not be delayed while detailed enquiries are made. When the matter has been fully investigated a further and a complete report should be submitted of the nature and extent of the loss showing the errors or neglect of rules by which such loss was rendered possible and the prospects of effecting recovery.

(2) If the irregularity be detected by Audit in the first instance, the Accountant General will report immediately to the Administrative authority concerned and if he considers necessary to Government as well.

(3) Petty cases, that is, cases involving losses not exceeding Rs. 200/- each need not be reported to the A.G. C.R. unless there are in any case, important features which merit detailed investigation and consideration.