



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 735 দিশপুৰ, সোমবাৰ, 28 নবেম্বৰ, 2022, 7 আঘোণ, 1944 (শক)

No. 735 Dispur, Monday, 28th November, 2022, 7th Agrahayana, 1944 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

DEPARTMENT OF HOUSING & URBAN AFFAIRS

## NOTIFICATION

The 28th November, 2022

**No. E-234360/55.**-In exercise of the powers conferred by section 354 and section 43 of The Assam Municipal Corporation Act, 2022 (Assam Act VIII of 2022), the Governor of Assam is pleased to make the following rules to facilitate conduct of business in the Municipal Corporations established under the Assam Municipal Corporation Act, 2022.

Short title and  
commencement

- (1) These rules may be called The Municipal Corporations (Assam) Conduct of Business Rules, 2022.
- (2) They shall come into force on the date of their publication in the Official Gazette.

Definitions

- In these rules unless there is anything repugnant in the subject or context,-
  - (a) "Act" means the Assam Municipal Corporation Act, 2022;
  - (b) "Deputy Commissioner" means the Deputy Commissioner of a District appointed by the Government;
  - (c) "Deputy Secretary" means Deputy Secretary in the Government;
  - (d) "Deputy Mayor" means Deputy Mayor of the respective Corporations constituted under the Act;

- (e) “Empowered Standing Committee” means the Empowered Standing Committees constituted for the respective Municipal Corporations under section 12 of the Act;
- (f) “Government” means the Government of Assam”;
- (g) “Mayor” means Mayor of the respective Corporations as appointed under section 14 of the Act;
- (h) “Member” means the Member of the Empowered Standing Committees as constituted under respective Municipal Corporations;
- (i) “Motion” means a proposal, a Bill, or a decision by the Standing Committee moved for formal approval of the Empowered Standing Committee;
- (j) “Municipal Secretary” means the Municipal Secretary appointed to the respective Municipal Corporations by the Government under sub-section (2) of section 23 of the Act;
- (k) “Point of order” means pointing out by any Councillor any action of the Corporation having deviation from established procedures or not as per rules;
- (l) “Presiding Officer” means the President of a meeting of the respective Corporations as provided under sub-section (2) of section 11 of the Act ;
- (m) “Resolution” means a Resolution moved by a Councillor asking the Corporation to do a certain thing of public importance or not to do a certain thing for public good;
- (n) “Secretary” means Secretary to the Government;
- (o) “Section” means the section of the Act;
- (p) “Subject” means the subject allocated to a Member of the Empowered Standing Committee of a Corporation under the Act;
- (q) “Subject Meeting” means a meeting convened by a Member of the concerned Empowered Standing Committee pertaining to his allocated subject.
- (2) Words and expression used in this rules but not defined herein but defined in the Act shall have the same meaning as has been respectively assigned to them.

Mayor, Deputy Mayor or Councillor not to receive remuneration

3. The Mayor or the Deputy Mayor or any Councillor shall not receive or be paid from the funds at the disposal of or under the control of the concerned Corporations any salary or other remuneration for services rendered by him in any capacity whatsoever as per section 10 of the Act:

Provided that travelling allowance, conveyance allowance or daily allowance to the Mayor or the Deputy Mayor or any Councillor shall be paid by the respective Corporations at such rate as may be notified by the State Government from time to time in the Official Gazette.

Manner of transaction of business of the Empowered Standing Committee under sub-section (5) of section 12 of the Act

4. The Empowered Standing Committee shall transact their business as per sub-section (5) of section 12 of the Act in the following manner, namely-
- (1) The meetings of the Empowered Standing Committee shall be convened by the Municipal Secretary on being decided by the Mayor. The Empowered Standing Committee shall meet once in every month.
  - (2) A request for holding special meeting of the Empowered Standing Committee to consider a case of public importance may be made by not less than three members.
  - (3) The proceedings of the meeting shall be recorded by the Municipal Secretary.
  - (4) One third of the total members shall constitute the quorum for the meeting.
  - (5) The Concerned Officials of the Corporation shall attend the meeting of the Empowered Standing Committee.
  - (6) The Members of the Empowered Standing Committee shall hold meetings on the subjects allotted to them periodically. Such meeting shall be presided over by the concerned Member of the Empowered Standing Committees and shall be attended by the Concerned officers of the Corporation.
  - (7) The meeting on the subject of any Member of the Empowered Standing Committee shall be convened by the Municipal Secretary on being requested by the Member of the Empowered Standing Committee.
  - (8) The purpose of the subject meetings shall be;-
    - (a) to review the works and schemes concerning the particular subject.
    - (b) to prepare a proposal to be placed before the Empowered Standing Committee.

- (c) all the decisions of the Subject meetings shall be laid before the Empowered Standing Committee before execution for approval.
- Procedure to elect Mayor under sub-section (1) section 14 of the Act
5. As per sub-section (1) of section 14 of the Act, the Councillors of a Municipal Corporations shall at its first meeting elect from amongst the Councillors,-
- (1) one of the Councillors as the Mayor; and
  - (2) other than the Mayor, another Councillor as the Deputy Mayor.
- Procedure of resignation of Mayor under section 16 of the Act.
6. As per sub-section (1) of section 16 of the Act, the Mayor may resign his office by giving a notice in writing to the Corporation and his resignation shall take effect from the date on which it is placed before the Corporation.
- Terms and conditions of the Commissioner under sub-section (1) of section 23
7. (1) **Salary and other allowances of the Commissioner-**
- (i) The pay and allowances of the Commissioner shall be fixed by the State Government from time to time by notification in the Official Gazette and shall be paid in the first instance from the Consolidated Fund of the State.
  - (ii) The pay and allowances paid to the Commissioner and the contributions towards his salary and pension to the extent required shall be credited monthly to the State fund from the Corporation.
- (2) **Leave of Commissioner**
- (i) Leave may be granted to the Commissioner by the Government on the recommendation of the Mayor;
  - (ii) Whenever such leave is granted to the Commissioner the Government shall appoint another person to officiate as Commissioner in his place.
- Executive power and duties of the Commissioner under sub-section (1) of section 23 of the Act
8. (1) **Emergency power of the Commissioner:-** The Commissioner may in case of emergency direct execution of any work or doing of any act which would ordinarily require the approval, sanction, concurrence or consent of the Corporation or the Mayor and the immediate execution or the doing of which is, in his opinion necessary for the service or safety of the public, or for the prevention of extensive damage to any property of the Corporation, and may direct that expenses for executing the work or of doing the act shall be paid from the Municipal fund:
- Provided that the Commissioner shall report forthwith to the Mayor, the action taken under this provision and the reasons thereof.

- (2) **Custodian of Records:-** The Commissioner shall be responsible for the custody of all records of the Corporation including all papers and documents connected with the proceedings of the Corporation, the Standing Committees and other Committees, and shall arrange for the performance of such duties relative to the proceedings of the said bodies as they may respectively impose.
- (3) **Delegation of Commissioner's ordinary power:** The Commissioner may delegate to the holder of any municipal office any of his ordinary powers, duties or functions except those conferred or imposed upon or vested in him under section 62, section 63 and section 278 of the Act:

Provided that,

- (a) such delegation shall be in writing and shall specify the name of official designation of the person to whom the delegation is made;
  - (b) such delegation is reported to the Mayor;
  - (c) the Commissioner shall not delegate his power under this rules to make any contract involving an expenditure exceeding One thousand rupees on behalf of the Corporation;
  - (d) when the Commissioner delegates any power or duty which is exercisable or is required to be performed subject to the approval of any other authority, the Commissioner shall send a copy of the order of delegation to such authority;
  - (e) whenever the Commissioner takes any action in anticipation of the approval, sanction, consent, concurrence of the Corporation in pursuance of the powers delegated to him under this rule, he shall forthwith inform the Mayor.
- (4) **Reservation of control in respect of powers delegated:** The Commissioner of the respective Corporation shall supervise and monitor the exercise of power, duties and functions of the officers of the concerned Corporation as authorised under sub-rule (3) above and shall formulate guidelines for the exercise and discharge of the powers and duties delegated.
- (5) **Delegation of Commissioner's emergency powers:-** The Commissioner may on his own responsibility and by any order in writing authorise the Health Officer, the Engineers, the Revenue Officer or any other officer who is the head of a department working under the Commissioner, or any person in temporary charge of the duties of any of the offices aforesaid, the emergency powers conferred upon him.

(6) **Financial Power of Commissioner, Mayor and Empowered Standing Committee and Corporation:**

(i) The Commissioner may sanction any estimate for a particular work, the amount of which does not exceed Rs.10.00 lakhs;

(ii) The Commissioner may sanction any estimate which exceeds Rs.10.00 lakhs and does not exceed Rs.50.00 lakhs with the approval of the Mayor;

(iii) The Commissioner may sanction any estimate which exceeds Rs.50.0 lakhs and does not exceed Rs.1.00 crore, with the approval of the Empowered Standing Committee;

(iv) The Commissioner may sanction any estimate which exceeds Rs.1.00 crore and does not exceed Rs.5.00 crore, with the approval of the Corporation;

(v) The Commissioner shall refer the estimate project to the Government which exceeds Rs.5.00 crore with the suggestions, views and approval of the Corporation.

(7) With respect to the making of contracts under or for any purpose of this Act, the following provisions shall have effect, namely-

(i) Every contract shall be made on behalf of the Corporation by the Commissioner;

(ii) The Commissioner shall not carry out any contract for any purpose without the sanction of one of the Municipal Authority.

(iii) The provisions of this section shall apply to every variation or discharge of a contract as well to an original contract.

(8) **Manner of Execution**

(i) The common seal of the Corporation shall remain in the custody of the Commissioner and shall be affixed to every contract and also contracts made between private persons.

(ii) every contract for execution of any work or the supply of the materials or goods shall be in writing shall specify,-

(a) the work to be done or the materials or goods to be supplied, as the case may be;

(b) the amount to be paid for such work, materials or goods and

(c) the time within which the contract or specified portion thereof shall be carried out

(iii) The contract executed otherwise than as provided in this section shall be binding on the Corporation.

(9) **Tender:**

(i) The Commissioner shall give notice by an advertisement inviting tenders for such contract subject to the approval of the Empowered Standing Committee at least seven days before entering into any contract for the execution of any work or the supply of any materials or goods which shall involve an expenditure exceeding five lakh rupees.

(ii) On receipt of the tenders made in pursuance of the notice given under clause (1) above, the Commissioner may, subject to the provisions of the rules mentioned above, accept any tender which appears to him to be most advantageous.

(iii) The Commissioner shall ordinarily take sufficient security for due performance of every contract into which he enters under this Act.

Conduct of  
Business under  
section 43 of the  
Act.

9. (1) **Agenda for the first meeting shall be:-**

(i) Taking of oath by the elected Councillors, Ex-Officio members,

(ii) Election of Mayor,

(iii) Administering of oath to the Mayor by the presiding officer under section 15 of the Act.

(2) (i) **Meetings other than the first meeting of the Corporation:-** The date, time and place of any other meeting of the Corporation shall be fixed by the Mayor or the Deputy Mayor, as the case may be, by a general or special order passed in that behalf. The meetings shall be convened by the Municipal Secretary.

(ii) A list of business to be transacted at every meeting of the Corporation, except at an adjourned meeting, shall be sent to the registered address of each Councillor at least seventy-two hours before the time fixed for such meeting and no business shall be brought before, or transacted at, any meeting other than the business of which notice has been so given.

(3) **Issue of notice:-** The Municipal Secretary appointed under section 23 of the Act shall, under the direction of the Mayor or in his absence, the Deputy Mayor, send the list of business to the Councillors.



- (4) **Roll of Members:-** There shall be a register for recording the attendance of the Councillors of the concerned Municipal Corporation. Before taking his seat in the meeting every Councillor shall sign the said register to mark his attendance in the meeting.
- (5) **Sitting arrangement:-** The Mayor or in his absence the Deputy Mayor shall determine the sitting arrangement of the Councillors.
- (6) **Arrangement of the list of business:-**
- (i) The list of business of a meeting of the respective Corporations shall be arranged by the respective Municipal Secretary in the following manner, namely:-
- (a) Questions;
  - (b) Confirmation of the minutes of the last meeting and the signing thereon;
  - (c) Any election by the Corporation;
  - (d) Resolution of the standing committees including recommendations, if any;
  - (e) Letters and business from the Councillors;
  - (f) Consideration of the petitions;
  - (g) Consideration of letters from the Government;
  - (h) Any other business of the Corporation;
  - (i) Notices or motion or resolution in the order in which they have been received including any pending from the previous meeting.
- (ii) The respective Municipal Secretary of the concerned Corporation, under the order of the Mayor or in his absence the Deputy Mayor, may give precedence to an item if, in the opinion of the Mayor, or Deputy Mayor, as the case may be, it is of urgent or special important nature.
- (7) **Supplementary list of business relating to certain urgent matters:-** The respective Municipal Secretary may prepare, under the direction of the Mayor or the Deputy Mayor, as the case may be, a supplementary list of the business with regard to any urgent matter proposed by the Commissioner or the Chairman of any of the Standing Committees constituted under the Act and circulate the list to the Councillors of the Corporation for the consideration at the next meeting whether ordinary or adjourned.
- (8) **Mode of discussion:**
- (i) A Councillor desiring to make any speech on any matter under discussion in the meeting shall do so from his place and shall rise to speak addressing the Presiding Officer.



(ii) If at any time, the Presiding Officer rises to speak, the Councillor, speaking or desiring to speak, shall forthwith resume his seat.

(iii) All questions from one Councillor to another Councillor relating to the business of the meeting shall be passed through the Chair.

(iv) No Councillor shall speak more than once on any matter but the proposer may speak in conclusion also, after hearing all other Councillors who desire to speak:

Provided always that written speech shall be allowed to be read out in the meeting without the permission of the Presiding Officer.

(v) The matter of every speech shall be strictly relevant to the subject under discussion and the Councillor while speaking shall not-

- (a) refer to any matter or fact on which judicial decision is pending;
- (b) make a personal charge against a Councillor or officer or other employee of the Government or the Corporation.
- (c) use any offensive language or make any defamatory expression; and
- (d) persistently obstruct business of the Corporation.

(vi) The Presiding Officer after drawing the attention of the house to the conduct of the Councillor who contravenes the provision of clause (c); or persist in irrelevant or tedious repetition either of his own arguments used by and of the Councillor, may direct him to discontinue his speech and thereupon he shall discontinue it forthwith.

(vii) The Presiding Officer may direct a Councillor not to use offensive expression and to withdraw it. He may ask the Councillor who refuses to comply his direction or whose conduct is, in his opinion, grossly disorderly, to withdraw immediately from the meeting and any Councillor so ordered shall do so forthwith and shall absent himself during the remainder of the meeting unless permitted by the Presiding Officer to return.

(viii) The Presiding Officer may, if disorder arises, suspend the sitting for a time to be announced by him or adjourn the meeting for a time and place he may fix and on his vacating the chair, the meeting shall stand adjourned.

(9) **Duration of speech:** Ordinarily a Councillor moving an amendment or taking part in a debate shall be allowed to speak for ten minutes.

(10) **Point of order:**

(i) Any Councillor may at any time submit a point of order for decision of the Presiding Officer. Presiding Officer shall decide all points of order and his decision shall be final.

(ii) A Councillor who may be speaking, when a point of order is raised, shall resume his seat until a decision on the point is given by the Presiding Officer. No discussion on the point of order shall be allowed unless a decision on it is given by the Presiding Officer to invite the opinion of the Councillors also on the point of order.

(11) **Questions:**

(i) Notice of any question asked by any Councillor shall be given at least seven days before the monthly meeting of the Corporation.

(ii) On receipt of notice, the Mayor or in his absence the Deputy Mayor shall decide if the position has been admitted, and if it is admitted the question shall be sent to the Commissioner for furnishing replies.

(iii) If the question is disallowed, the concerned Municipal Secretary shall intimate the Councillor concerned about it.

(iv) Not more than half hour shall be allotted for asking and answering the question. If within that time all the questions cannot be covered, questions not covered shall not be deferred for answer in the next monthly meeting and the written answer shall be deemed to be sufficient answer for the same. If number of questions is so large as may not be possible to reply in half hour, the Presiding Officer may decide the questions by draw of lots.

(v) No Councillor shall ask more than two questions at a meeting.

(vi) The order in which the questions are desired to be answered shall be placed in the list in the order in which the notices are received.

(vii) The Municipal Secretary shall prepare a list of all questions admitted and circulate the same to the

Councillors of Corporation along with the list of business. In doing so the Municipal Secretary, shall see that questions asked by different Councillors are so arranged that questions of every Councillor may get chance of coming up during the question hour.

(12) **Mode of asking questions:-**

(i) When the time for asking questions comes up, the Presiding Officer shall call upon each Councillor in whose name a question stands on the list of questions.

(ii) The Councillor concerned shall rise in his place to indicate that he is present in the house.

(iii) If the Councillor giving a notice in the question is absent when he is called upon by the Mayor the question to be asked by him shall stand lapsed.

(13) **Mode of answering questions:-**

(i) The Member, Standing Committee of respective Corporations looking after the subject shall usually answer the questions on behalf of the administration. The Presiding Officer, when occasion so require may ask the Commissioner to respond to a particular question.

(ii) A written reply to every question in the list shall be supplied to the Councillor before the House sits and shall be laid on the table.

(iii) All questions shall be answered orally at the meeting, as far as possible in the order in which they appear in the list.

(14) **Supplementary questions:-**

(i) Any Councillor may ask supplementary questions to elucidate facts arising out of an answer: the Councillor asking the question shall be allowed the first supplementary:

Provided that not more than two supplementary questions shall be followed in respect of each question and the supplementary shall be related to the question only and shall not relate to a subject which was not in the question that was asked.

(ii) No discussion shall be permitted in respect of any supplementary question or of any answer given to such question.

(iii) The Presiding Officer may at his discretion disallow any supplementary question, if in his opinion it infringes the provisions of the rules or if in the interest of the administration the supplementary question should not be allowed.

(15) **Postponement of questions:-** If answer to any question is not ready, the Commissioner of the concerned Corporations may intimate the facts to the Presiding Officer when the latter may hold over the question for the next meeting of the Corporation and the Commissioner shall, at such meeting give his answer to the deferred question in preference to the questions listed for that particular meeting.

(16) **Discussion on matter of public importance:**

(i) The Presiding Officer shall allot reasonable time not exceeding half an hour in any case for raising discussion in any matter of sufficient public importance.

(ii) A Councillor wishing to raise such matter shall give notice in writing to the Municipal Secretary at least twenty four hours before the meeting and shall briefly specify the point that he wishes to raise:

Provided that the notice shall also be accompanied by an explanatory note stating the reasons for raising discussion of the matter under discussion.

(iii) The Presiding Officer shall consider the matter and decide whether it is a matter of sufficient public importance requiring urgent discussion in the meeting. The decision of the Presiding Officer in this regard shall not be called in question.

(iv) When the discussion starts, the Councillor giving notice shall make a brief statement and the Commissioner shall give reply thereon. Any other councilor with permission of the Presiding Officer may question for the purpose of getting further information of the matter under discussion.

(v) If the Councillor giving notice is absent no discussion shall be ordinarily allowed on the subject:

Provided that the Presiding Officer, at his direction, may still allow the discussion if he considers that the matter is very urgent requiring immediate discussion.

**(17) Resolutions and motions:**

(i) For moving a resolution in a meeting of the Corporation a notice shall be given to the Municipal Secretary at least 3 days before the date of meeting. A copy of the resolution shall accompany the notice.

(ii) The number of resolutions a Councillor shall be permitted to move in a meeting is limited to only two.

(iii) No resolution shall be admitted if it does not satisfy the following conditions.

- (a) the notice must relate to a matter of general public interest concerning the function of the Corporation;
- (b) the resolution shall be clear and precise;
- (c) there shall not be any arguments, inferences, ironical expressions, imputations or defamatory statements.

(iv) If it appears to the Mayor or Deputy Mayor, as the case may be, that the subject-matter of the resolution is not relating to a matter of general public interest, he may, instead of disallowing the resolution, refer the same to the Standing Committee concerned for decision.

(v) The respective Municipal Secretary shall prepare a list of resolutions admitted by the Mayor or the Deputy Mayor, as the case may be, and circulate the same either with the list of business or as soon thereafter as possible.

(vi) A Councilor who tables a resolution shall, on being called upon by the Presiding Officer, move the resolution and commence his speech by a formal motion in the order appearing in the list of business.

(vii) A resolution shall not be taken up by the Councillor who tables the resolution and remains absent in the meeting.

(viii) After the resolution is not moved, it shall be seconded by another Councillor.

(ix) A resolution, if it is not moved or not seconded after it is moved, shall stand dropped.

**(18) Amendment to a resolution:-**

(i) After a resolution is moved and duly seconded, any

Councillor of the House may move an amendment of the resolution.

(ii) Amendment so moved shall be seconded by another Councillor.

(iii) An amendment which has not been seconded shall stand dropped.

(19) **Withdrawal of resolution:-** A resolution of an amendment to a resolution moved, may be withdrawn with the permission of the Mayor or the Deputy Mayor, as the case may be.

(20) **Discussion of resolution:-**

(i) The discussion of a resolution shall be strictly to the point and relevant to the subject-matter of the resolution.

(ii) The Presiding Officer has a right to intervene and disallow any discussion on a resolution which is in his opinion not relevant to the matter in issue.

(iii) After the discussion is over, the Presiding Officer may, if necessary, put the resolution to vote and the vote shall be taken by show of hands.

(iv) If any resolution appearing in the list of business of a particular meeting, does not come up for consideration, within the next three following months it shall lapse:

Provided that for moving the resolution so lapsed a fresh notice of the same to the Municipal Secretary is not barred.

(21) **Motion:-**

(i) A resolution of any Standing Committee shall be moved by the Chairman or in his absence by the Deputy Chairman or in his absence by any Councillor-member of the said Committee.

(ii) Each motion shall be clearly written and shall be read by the mover.

(iii) The mover of the motion may also speak in favour of the motion whereafter the motion shall be delivered to the Presiding Officer.

(iv) No motion shall be entertained with regard to a matter once disposed of:

Provided that the same may be taken up after the lapse of 3 months from the date of disposal of the original motion.

(v) A motion moved shall be seconded by another Councillor:

Provided that the Presiding Officer at his discretion may still allow the discussion, if he considers that the matter is very urgent requiring immediate discussion.

(22) **Amendment of motion:-**

(i) Any Councillor may make an amendment to a motion which has been moved and seconded.

(ii) Such amendment shall be seconded by another Councillor.

(iii) A motion or an amendment shall stand dropped if it is not seconded.

(iv) An amendment to a motion must be relevant to the issue in question.

(v) An amendment if it proposes to change the original intention of the motion shall not be allowed.

(vi) An amendment to a motion, which is not consistent with the previous decision on the same motion, shall not be allowed.

(vii) An amendment shall be put up to vote in the reverse order in which they have been moved as against the original motion.

(viii) A Councillor who has already spoken on a motion shall also be entitled to speak again on an amendment to the motion.

(23) **Motion to lapse:-** If any motion, appearing in the list of business of a particular meeting, does not come up for consideration within the next three following months it shall lapse:

Provided that this will not debar any Councillor from giving a fresh notice of the motion to the Municipal Secretary.

(24) **Withdrawal of motion:** A motion or an amendment thereto can be withdrawn with the permission of the Presiding Officer.



**(25) Item on discussion to be dropped:-**

(i) If any Councillor moves that the Corporation does not proceed to the next business and if the motion be seconded, it shall be put to vote forthwith, without debate and if such a motion is carried, the matter on discussion shall be considered as dropped.

(ii) The voting shall be by show of hands.

**(26) Motion for adjournment:-**

(i) A Councillor may move a motion for adjourning the debate or the meeting.

(ii) The Presiding Officer shall, at once put it to vote after giving reasonable opportunity to the Councillor, as he thinks necessary to state the reason for or against the motion.

(iii) No motion for adjournment of the debate or the meeting shall be moved while a Councillor is continuing his speech:

Provided that the Presiding Officer may, at any time adjourn the meeting with the consent of the majority of the Councillors present.

(iv) A second motion for adjournment of the debate or the meeting shall only be moved with the previous permission of the Presiding Officer. The Presiding Officer may allow or disallow such motion at his own discretion.

**(27) Expunging objectionable matters:-**

(i) The Presiding Officer shall be at liberty to expunge any matter which he may consider to be defamatory or grossly offensive.

(ii) The Presiding Officer, in his discretion, may also disallow any resolution containing defamatory or grossly offensive matters.

(iii) If the Presiding Officer is of the opinion that words used by any Councillor are defamatory or indecent or unparliamentarily or undignified, he may, in his discretion, order that such words may be withdrawn by the Councillor and the Councillor shall thereafter comply with the orders.

(28) **Meeting to be open to public:-**

(i) All meetings of the Corporation shall be open to the public unless a majority of Councillors present there decide by a resolution that particular matters shall be discussed in camera.

(ii) Any person who desires to be present at a meeting shall apply to the Municipal Secretary with the recommendation of a Councillor for his admission to the visitor's gallery:

Provided that a Councillor's right to give recommendations for a visitor's gallery pass for a particular meeting is limited to 3 numbers of passes only.

**KAVITHA PADMANABHAN,**  
Commissioner & Secretary to the Government of Assam,  
Department of Housing & Urban Affairs.