

PART I.

Section iv

NOTIFICATION

HL9—16284 / 54 / DD.

In exercise of the powers conferred by Section 36 of the Travancore-Cochin Medical Practitioners Act, 1953 (IX of 1953) Government hereby make the following rules, the same having been previously published as required by sub-section (1) of the said Section.

PRELIMINARY

1. These rules may be called the Travancore-Cochin Medical Practitioners Rules.

2. In these rules unless there is anything repugnant in the subject or context,

- (1) "Act" means the Travancore-Cochin Medical Practitioners Act 1953 (Act IX of 1953);
- (2) "Appendix" means an appendix appended to these rules;
- (3) "Government" means Government of Travancore-Cochin;
- (4) "Section" means a section of the Act;
- (5) The words and expressions used in the Act and not defined in these rules shall have the meanings assigned to them in the Act.

MEMBERS OF THE COUNCILS

3. The Registrar shall maintain a list containing the names of members elected to the Council—Council of Modern Medicine, Council of Indigenous Medicine and Council of Homoeopathic Medicine the electorates they represent, the date of election of each such member, the term of his office and the date of death, resignation or retirement of each such member. This list shall also contain similar particulars in regard to the members nominated by Government. The Registrar shall keep the list always up-to-date so that it may show at a glance the date when the next election or nomination as the case may be has to be made.

4. Ninety days before the expiration of the term of office of any member of the Council the Registrar shall make a report in writing regarding the vacancy to the President, if the vacancy be in respect of an elected member and both to the President and Government, if the vacancy is in respect of a nominated member.

5. If a vacancy occurs in the office of a member of the Council, through resignation, death, removal or disability of such member or otherwise, previous to the expiry of his term of office, the Registrar shall make a report in writing regarding the vacancy to the President in the vacancy be in respect of an elected member and to the President and Government in case the vacancy be in respect of a nominated member within three working days of the receipt of information regarding the occurrence of such a vacancy.

PROCEDURE TO BE OBSERVED FOR FILLING VACANCIES IN THE COUNCIL

6. In the case of vacancies of elected members, an election shall be held to fill the vacancy. The President or any other person authorised by him in this behalf shall act as the Returning Officer for such election. If the vacancy is to occur in consequence of the expiry of the term of office of a member, such Returning Officer shall sometime not less than sixty days and not more than ninety days before the day on which the term of office of such member is due to expire, or if the vacancy had already occurred through, death, resignation, removal or disability of such member or otherwise, as soon as convenient after the occurrence of the vacancy, publish a notice in the Gazette requiring the electorate concerned to elect a member or members by a date mentioned in the notice.

7. The Returning Officer shall appoint and notify in the Government Gazette and in such other manner as he thinks fit:—

- (a) the date, time and place for the receipt of nomination papers;
- (b) the date, time and place for the scrutiny of nominations and publication of valid nominations;
- (c) the date, time and place for the receipt of the letter of withdrawal of candidature;
- (d) the date, time and place for publication of the list of valid nominations after withdrawal;

- (e) the date for sending of voting paper ;
- (f) the last date, time and place for receiving the voting paper back ;
- (g) the date, time and place for the scrutiny and counting of votes.

8. (1) The Electoral roll shall be prepared by the Registrar from the Register maintained in his office and in consultation with the University of Travancore, the Medical College, Trivandrum, the Ayurveda College, Trivandrum, the Ayurveda Bhoo-shana Section of the Sanskrit College, Tripunithura and the Madhava Ayurveda College, Ernakulam. It shall contain the name, qualifications and address of every person qualified to vote for the election of a member to fill up the vacancy or vacancies.

(2) Candidates qualified for being elected shall be proposed and seconded by persons qualified as electors. No elector shall propose or second the nomination of more persons than are required to fill up the vacancy or vacancies. If more nominations than are required to fill up a vacancy or vacancies be subscribed by the same elector all nominations subscribed by him shall be held to be void. The candidate shall sign the nomination paper declaring that he is willing to serve on the Council if elected. The candidate shall also produce along with his nomination paper a deposit of Rs. 50. The deposit may be remitted to the Registrar in cash and the receipt issued by him produced along with the nomination paper before the Returning Officer. In the absence of the declaration and the deposit referred to above, the nomination shall be treated as invalid.

(3) Every nomination paper shall be in Form No. 1 Appendix A to these rules and be signed by two electors as proposer and seconder. Nominations may be sent by post or otherwise so as to reach the Returning Officer on or before such date as may be appointed by the Returning Officer for the purpose.

(4) On receipt of each nomination paper the Returning Officer shall forthwith endorse thereon the date and hour of receipt over his initials.

(5) Nomination papers which are not received by the Returning Officer before the date and the time appointed in that behalf shall be rejected.

(6) Any candidate shall be at liberty to withdraw his candidature within 7 days from the date of his nomination. A candidate who desires to withdraw his candidature should intimate his desire in writing and such withdrawal shall be valid only if it reaches the Returning Officer within the time and date specified for the purpose. A candidate who has withdrawn his candidature shall not be allowed to cancel his withdrawal or to be re-nominated as a candidate for the same election.

(7) If the number of duly nominated candidates who stand for election is equal to the number of members to be elected the Returning Officer shall forthwith declare such candidates to be duly elected.

9. If the number of such candidates is less than the number of vacancies all such candidates shall be declared to be elected and the President of the Council shall take steps to fill the remaining vacancies.

10. If the number of candidates who are duly nominated and who have not withdrawn their candidature in the manner and within the time specified in sub-rule (6) of rule 8 exceeds that of the vacancies, the Returning Officer shall forthwith publish their names, and addresses in the Government Gazette and shall cause their names to be entered in the voting paper in Form No II Appendix A in the alphabetical order.

11. On or before the date appointed by the Returning Officer in this behalf he shall send by post to each elector a letter of intimation in Form III, Appendix A together with a numbered declaration paper in Form IV, Appendix A and a voting paper in Form II, Appendix A which shall bear on them the Returning Officer's initial or facsimile signature. A certificate of posting shall be obtained in respect of each such letter of intimation sent to an elector:

Provided however that at least ten days interval shall be provided between the date of despatch of the voting paper and the last date for receiving it back by the Returning Officer.

12. Before the voting paper is issued to an elector the Returning Officer shall place a mark against the name of the elector concerned in the electoral roll or in the copy of it used for the purpose of the election.

13. Every elector desirous of exercising his vote shall personally deliver or send by post his voting paper to the Returning Officer after recording his vote thereon in the manner prescribed in the voting paper.

14. Any voting paper which is not received by the Returning Officer before 5 p. m. on the date appointed for the receipt of voting paper or which does not in any way conform to these rules shall be rejected.

15. (i) If a candidate who has made the deposit referred to in rule 8 sub rule (2) withdraws his candidature in the manner and within the time specified in rule 8 sub rule (6), or if the nomination of any such candidate is rejected, the deposit shall be returned to the person by whom it was made; and if any candidate dies before the commencement of the counting of votes, the deposit made by the candidate shall be returned to his legal representative.

(ii) If a candidate who has made the deposit referred to in sub-rule 2 of rule 8 is not elected and the number of votes polled in his favour does not exceed $\frac{1}{8}$ of the total number of votes polled, the deposit shall be forfeited to the Councils.

(iii) For the purpose of sub-rule (ii) the number of votes polled shall be deemed to be the number of voting papers counted as valid by the Returning Officer.

(iv) The deposit referred to in sub-rule 2 of rule 8, shall, if it is not forfeited to the Councils be returned to the candidate as soon as may be after the publication of the results of the elections in the Gazette.

16. (i) An elector who has not received his voting and other connected papers sent by post to him or whose papers before their despatch back to the Returning Officer have been inadvertently spoilt in such manner that they cannot conveniently be used or who has lost his papers may apply with a signed declaration to that effect, for new papers in the place of those not received, spoilt or lost. If the papers have been spoilt they shall be returned to

the Returning Officer who shall cancel the same on receipt. On receipt of the application the Returning Officer shall if he is satisfied that there is a case for the supply of fresh papers, supply such papers to the elector.

(ii) In every case in which new papers are issued under sub rule (i) a mark shall be placed against the name of the elector in the copy of the electoral roll referred in rule 12 to denote that new papers have been issued in place of those not received, lost or spoilt.

(iii) No election shall be invalidated by reason that an elector has not received his voting paper provided that a voting paper has been issued in accordance with these rules.

17. On receipt of the envelopes by registered post containing the declaration paper and the closed cover containing the voting paper the Returning Officer shall endorse on the outer envelope the date and hour of receipt over his initials or facsimile signature,

18. After satisfying himself that the electors have affixed their signature to the declarations the Returning Officer shall keep all the declaration papers in safe custody pending disposal under rule 24.

19. The Returning Officer shall attend for the purpose of scrutiny and counting of the votes at the dates, time and place appointed by him in this behalf.

20. (i) A voting paper cover shall be rejected by the Returning Officer if:—

- (a) the outer envelope contained no declaration paper outside the voting paper cover or
- (b) the outer envelope, the declaration paper or the voting paper is not the one sent by the Returning Officer or
- (c) the declaration is not signed by the elector or
- (d) the voting paper is placed outside the voting paper cover or
- (e) more than one voting paper cover or declaration paper have been enclosed in one and the same outer envelope.

In each case of rejection the word 'Rejected' shall be endorsed on the voting paper cover or the declaration paper.

(ii) All the voting paper covers other than those rejected under rule 20 (i) shall be opened and the voting papers taken out and mixed together. The voting papers shall then be scrutinised and the valid votes counted.

21. A voting paper shall be invalid if:—

- (a) it does not bear the Returning Officer's initials or facsimile signature or
- (b) a voter signs his name or writes a word or makes any mark on it other than that prescribed to be made or
- (c) no vote is recorded thereon or
- (d) the number of votes recorded therein exceeds the number of vacancies to be filled or
- (e) it is void for uncertainty of one or more votes exercised.

22. (i) Every candidate may be present in person and may be assisted by an accredited representative if he so desires or may send not more than two representatives duly authorised by him in writing to watch the process of counting.

(ii) The Returning Officer shall show the voting papers, if requested to do so to the candidates or to their authorised representatives at the time of scrutiny and counting of votes.

(iii) If any objection is made to any voting paper on the ground that it does not comply with any of the instructions therein or to the rejection by the Returning Officer of a voting paper it shall be decided at once by the Returning Officer whose decision shall be final.

23. (1) When the counting of the votes has been completed the Returning Officer shall forthwith declare the candidate or candidates as the case may be to whom the largest number of votes has been given as duly elected.

(2) When an equality of votes is found to exist between any candidates and the addition of a vote will entitle any of the candidates to be declared duly elected the determination of the person to whom such one additional vote shall be deemed to have been given shall be made by lot to be drawn by the Returning Officer immediately after the counting of votes.

24. Upon the completion of the counting and after the result has been declared by him, the Returning Officer shall seal up the

voting papers and all other documents relating to the election and shall retain the same for a period of six months and thereafter cause them to be destroyed.

25 (1) The Council may of its own motion or on objection made before it declare any election that has been held to be void on account of any sufficient cause and may call on the electorate to make a fresh election.

(2) The decision of the Council under sub rule (1) above shall be final.

26. The decision of the Council on any question that may arise as to the intention construction or application of rule 6 to 25 above shall be final.

PRESIDENT AND VICE-PRESIDENT

27. The President and Vice-President of the Council shall be elected by Ballot at the first meeting of the Council. In the case of an equality in the number of votes ballotted for 2 or more members of the Council either as candidates for Presidentship or for Vice-Presidentship the choice among such members shall be determined by lot.

PAYMENT OF FEES AND ALLOWANCES

28. The President, Vice-President and member of the Council shall be eligible to draw T. A. at the following rates:—

- (1) Road journey—one and half express bus fare.
- (2) Railway journey—one and half first class train fare
- (3) Daily allowance—No daily allowance is available.

EXECUTIVE COMMITTEE

29. The Executive Committee of the Council of Modern Medicine shall consist of the President and four members elected by ballot at the first meeting of the Council in each year; the Executive Committee of the Council of Indigenous Medicine shall consist of the President and four members. The Executive Committee of the Council of Homoeopathic Medicine shall consist of the President and two members.

30. The quorum for a meeting of the Executive Committee of the Council of Modern Medicine shall be three including the

President; for a meeting of the executive Committee of the Council of Indigenous Medicine the quorum shall be three including the President and in the case of the Executive Committee of the Council of Homoeopathic Medicine the quorum shall be two including the President.

31. The Executive Committee shall ordinarily meet once every month.

32. The Executive Committee may invite a member of the Council not being a member of the Executive Committee to attend any meeting of the Executive Committee. Any member so invited shall be free to participate in the discussions but shall not function as a member of the Committee whether by way of voting or otherwise.

33. If there is any vacancy in the Executive Committee the Council shall by election fill up the vacancy. If any member of the Executive Committee is absent from two consecutive meetings without the leave of the Committee he shall *ipso facto* cease to be a member of the Committee. If however the period of absence exceeds three consecutive months a vacancy shall be deemed to have been created.

34. The proceedings of the meetings of the Executive Committee after confirmation by the signature of the president shall be preserved in the form of printed minutes which shall be authenticated.

35. The Executive Committee shall consider and prepare report on any subjects that may seem to require the attention of the Council and such reports shall be circulated among the members at least ten days before the meeting of the Council at which the subject is to come up for discussion.

36. The Executive Committee may direct the Registrar to bring such subjects as it deems necessary to be brought before a meeting of the Council.

37. All petitions presented to the Council shall be referred to the Executive Committee to be examined and reported upon before being considered by the Council.

38. Notwithstanding anything contained in rule 37 all petitions received immediately before a meeting of the Council shall be laid on the table.

39. The Executive Committee shall consider and report to the Council on all matters concerning the course of training and qualifying examinations including the course of training and examination prior to qualifying examinations for carrying into effect the provisions of Section 47 of the Act *i. e.*, for addition or deletion of institutions imparting medical education.

40. The Executive Committee shall prepare reports on such subjects as may be indicated to it by the Council at its meetings or by the President at other times. The reports when finally approved by the Committee shall be presented to the Council

REGISTRAR

41. (a) The term of appointment of the Registrar shall be fixed by Government in each case in consultation with the Council.

(b) Government may grant him all kinds of leave admissible under the T. S. R. or under the unified rules when they come into force, in so far as they are not repugnant to the circumstances of the case.

42. Whenever the Council is of opinion that the Registrar has deliberately failed to carry out the duties assigned to him by the Council or has acted in a way prejudicial to the interests of the Council the appropriate Council may by resolution passed by a majority consisting of $\frac{2}{3}$ of the total membership of the Council request Government to take such disciplinary action as Government may deem fit stating specific charges thereof with evidence if any.

43. The powers of the Registrar to punish the officers and servants employed under him shall be such as are defined by Government from time to time. The terms and conditions of service of the staff shall be governed by the provisions of the Travancore Service Regulation till it is replaced by the unified Service Rules now under preparation. The new rules will apply from the date they come into force.

44. The Registrar shall be present at every meeting of the Council and of the Executive Committee and other Committees.

It shall be his duty to take minutes of proceedings at all meetings of the Council and Committees thereunder.

45. The Registrar shall have the right to participate in the discussions of the Council, the Executive Committee and other sub-committees appointed by the Council but shall not function as a member of the Council or Committee whether by way of voting or moving any resolution.

MAINTENANCE OF REGISTERS

46. The Register maintained under Section 20 shall show in respect of each practitioner the following particulars:—

- (a) Consecutive registered number.
- (b) Full name and in the case of a married woman her maiden name and full married name.
- (c) Father's name.
- (d) Date of birth.
- (e) Approved qualifications (under this heading the nature of the qualifications and the authority that granted it and date of certificates should be entered).
- (f) Whether previously registered with any other Council;
- (g) Date of registration.
- (h) Permanent address with Revenue District.
- (i) Remarks.

47. The names of all practitioners registered under the Act shall be entered in the Register in alphabetical order together with all the relevant particulars required under the preceding rule.

48. Each page of the Register shall be attested by the Registrar's signature.

49. Every person whose name has been entered in the Register shall be entitled to receive from the Registrar a certificate of Registration. Such certificate shall set forth the full name of the person registered, his designation, his address, the date and place of registration and the qualifications in respect of which he has been registered. Such certificate shall be in Form 1 as laid down in Appendix B.

50. No application for a duplicate certificate of the original registration in the Register, shall be entertained but a certificate in the form as laid down in Appendix C may be issued to any one on payment of a fee of Rs. 2.

51. In the case of practitioners whose names have been included in the list contemplated in Section 25 of the Act a letter of intimation regarding such enlistment will be issued to them by the Registrar in the form prescribed in Appendix D.

52. (1) Every application by a registered practitioner for the removal of his name from the Register at his own request shall be accompanied by a declaration, to be made by the applicant that he is not aware of any proceedings or of any reason for the institution of any proceedings which might result in establishing some cause for the removal of his name from the Register without his consent or for depriving him without his consent of any qualification or license entitling him to be registered.

(2) The applicant shall declare that he will submit testimonials of two registered practitioners, who know him to the effect that he has not committed any act during a period extending from one year previous to the removal under sub-rule (1) to the date of application for re-registration which might result in establishing some cause for the removal of his name from the Register without his consent, or in depriving him without his consent of any qualification or license entitling him to be registered in case he were to apply for registration after that period.

(3) Every application under sub-rule (1) shall in the first instance be referred by the Registrar to the Medical Authorities who granted the applicant his qualification or qualifications, to ascertain whether there is any valid objection to such removal.

(4) The Registrar shall bring such application before the next meeting of the Council or Executive Committee who will consider the application and any objection thereto and the President may put from the Chair the question "whether the Registrar shall remove the applicant's name from the Register."

(5) The Registrar shall, upon the removal of the applicant's name from the Register, send notice of such removal to the applicant by a letter addressed to his registered address.

53. The Executive Committee shall re-enter in the Register, if it sees fit, the name of any person which may have been removed therefrom under Section 29 but no application for the restoration to the Register of the name of a person which has been removed under Section 29 shall be entertained unless it be accompanied by a declaration made by the applicant setting forth the facts of the case, and stating that he is the person originally registered, and unless it be accompanied also by a certificate as to his identity from two qualified practitioners of the appropriate system registered under the Act or in the case of an applicant residing abroad a certificate as to his identity signed by two persons, who shall be Magistrates not below the rank of 2nd Class Magistrates or two resident qualified practitioners of the appropriate system registered under the Act. A fee of Rs. 5 shall be levied for the re-registration of practitioners whose names have been removed from the Register under Section 29.

54. The Registrar shall once in 10 years cause to be printed and published in the same form as the original Register itself a correct list of all persons whose names appear in the Register on the last day of December preceding. The Registrar shall keep an interleaved copy of such printed list wherein he shall make during the year any entry alteration or erasure that may be necessary. Such alteration or erasures shall be published as early as possible. Every registered practitioner will be entitled to a copy of the printed Register (first copy) at a nominal price of Rs. 2 each. The ten yearly Register will be sold at Rs. 5 each. The registers may also be sold to the public on payment of Rs. 5 for every copy.

55. There shall be made every year, and entered in the printed list referred to in the last preceding rule an enumeration of (i) the total number of practitioners in the published Register (2) The number of persons added by registration during the year (3) the number re-entered in the Register (4) the number, removed from the Register stating the Section of the Act under which the name has been removed, and (5) the number removed by death.

APPEALS TO THE GOVERNMENT

56. (i) An appeal to the Government against a refusal by the Council to register the name, or any title or qualification of any persons on the register of registered practitioners shall be in writing and shall state the grounds on which registration is claimed the names of the qualifications and the dates on which and the authorities from whom they were received. An appeal shall also lie in cases where registration has been refused under Section 23 sub section (5). An appeal shall also lie against penal removals from the Register.

(ii) Such appeals shall be preferred within three months from the date of intimation of the Council's decision.

(iii) The Government shall have the power to call for the original diploma, license etc., for inspection and also for such other documentary or oral evidence, as may be considered necessary by them.

(iv) The date on which the appeal is to be taken by the Government shall be notified to the applicant and the Medical Council. The appellant shall also be allowed, if he chooses, to represent his case before the Government either by himself or by his advocate. The Medical Council shall also be allowed to represent themselves before the Government either by the President, or the Registrar or both, with their Legal Adviser.

CORPORATE SEAL

57. Each council shall have a separate seal and the seal shall be kept in a box in the custody of the Registrar.

58. The seal shall be affixed only on records containing order of the Council or when the Council is not sitting, orders of the Executive Committee, but its use by such committee shall be limited to such acts as may be necessary to carry into effect the powers delegated and duties entrusted to it by the Council.

59. Any order for affixing the seal shall state the object of its use and shall be entered in the minutes of the Council or of the Executive Committee as the case may be.

PENAL REMOVALS FROM THE REGISTER

60. Whenever information reaches the office of the Council that a registered practitioner has been censured by any judicial or other competent authority in relation to his professional character, or has been guilty of conduct which *prima facie* constitutes infamous conduct in his professional capacity or is contrary to the code of medical ethics approved by the Council, the Registrar shall make an abstract of such information and shall submit the same to the President.

61. Where the information in question is in the nature of a complaint by a person or body charging the practitioner with infamous conduct in his professional capacity such a complaint shall be made in writing addressed to the President and shall state the grounds on complaint and shall be accompanied by one or more declarations as to the facts of the case.

62. Every declaration must state the description and true place of abode of the declarant and where a fact stated in a declaration is not within the personal knowledge of the declarant the sources of the information and grounds for the belief of the declarant in its truth must be accurately and fully stated. Declarations or parts of declarations which are made in contravention of this rule will not be accepted as evidence.

63. The abstract and where a complaint has been lodged the complaint and all other documents bearing on the case shall be submitted by the Registrar to the President, who shall, if he thinks fit instruct the Registrar to ask the practitioner by means of a registered letter for any explanation he may have to offer. The documents including any explanation forwarded by the practitioner to the Registrar shall then be referred to the Executive Committee, who shall consider the same and shall have power to cause further investigation to be made and further evidence to be taken and to refer the case, if necessary to the legal adviser to the Council for his advice and assistance, and to instruct him to take the opinion of counsel, and otherwise to obtain, such legal advice and assistance as it may think fit. If the Committee is of opinion that a *prima facie* case is not made out the case shall not be proceeded with further and the Registrar shall inform the complainant of the resolution of the Committee. If the Committee

is of opinion that the circumstances suggest that a letter of warning be sent, the Committee may do so. If the Committee resolves that the case is one in which an inquiry ought to be held, the President shall direct the Registrar to take steps for the institution of an inquiry and for having the case heard and then determined by the Council.

64. An inquiry for the removal of a name from the Register under sub-section (1) of Section 28 shall be instituted by the issue of a registered notice in writing, on behalf of the Council by the Registrar addressed to the practitioner. Such notice shall specify the nature and particulars of the charge and shall inform him of the day on which the Council intends to deal with the case, and shall call upon the practitioner, to answer the charge in writing and to attend before the Council on such day. The notice shall be in the form given in Appendix E with such verifications as circumstances may require, and shall be sent three weeks before the date of inquiry and shall be accompanied by a copy of sub-section (1) of Section 28 and of the following rule.

65. In every case in which the Executive Committee resolves that an inquiry shall be instituted and a notice for an inquiry is issued accordingly either party shall, for the purpose of his defence or reply as the case may be and upon request in writing for that purpose signed by him or his legal adviser, be entitled to be supplied by the Registrar with a copy of any declaration, explanation, answer or other document given or sent to the Council by or on behalf of the other party, which such other party will be entitled on proper proof to use at the hearing as evidence in support of or in answer to the charge specified in the notice of inquiry. Every notice of inquiry shall draw the particular attention of the practitioner to this rule.

66. Any answer, evidence or statement forwarded or application made by the practitioner between the date of the issue of the notice and the day named for the hearing of the charge, shall be dealt with by the President in such manner as he, under legal advice may think fit.

67. Copies of all material documents which are to be laid before the Council as evidence in regard to the cause certified by the Registrar shall be furnished to each member of the Council before the hearing of the case.

68. At the hearing of the case by the Council, its legal adviser may be present to advise it as to the conduct of the case, the complainant and also the practitioner may be represented or assisted by his legal advisers.

69. Where on the day of the hearing the complainant appears personally or by his legal adviser the following shall be the order of procedure.

(1) The Registrar shall read to the Council the notice of the inquiry addressed to the practitioner.

(2) The complainant shall then be invited to state his case by himself or by his legal adviser and to produce his proofs in support of it. At the conclusion of the complainant's proofs his case will be closed.

(3) The practitioner shall then be invited to state his case by himself or by his legal adviser and to produce his proofs in support of it. He may address the Council either before or at the conclusion of his proofs; but only once.

(4) At the conclusion of the practitioner's case, the Council will if the practitioner has produced evidence, hear the complainant in reply on the case generally, but will admit no further evidence except in any special case in which the Council may think it right to receive such further evidence. If the practitioner produces no evidence the complainant will not be heard in reply except by special leave of the Council.

(5) Where a witness is produced by any party before the Council, he will be first examined by the party producing him and then cross-examined if necessary by the other party, and then re-examined if necessary by the party producing him. The Council shall have the right to decline to admit in evidence any declaration where the declarant is not present or declines to submit to cross-examination.

(6) The President and the legal adviser, when present, may put question to any witness; and members of the Council, through the President may also put questions to any witness.

70. Where there is no complainant or no complainant appears on the day of the hearing, the following will be the order of procedure:—

(1) The Registrar will read to the Council the notice of enquiry addressed to the practitioner and will state the facts of the case and produce before the Council the evidence by which it is supported.

(2) The practitioner will then be invited to state his case by himself or by his legal adviser and to produce his proof in support of it. He may address the Council either before or at the conclusion of his proofs but only once.

(3) The legal adviser to the Council may be heard in reply if the Council so desires.

71. Upon the conclusion of the case, the Council will deliberate thereon in camera and at the conclusion of the deliberations the President shall for the purpose of summing up the result of the deliberations, call upon the Council to vote on such of the following resolutions to be put from the Chair as may be applicable to the circumstance of the case.

In the case of a practitioner charged with infamous conduct in a professional capacity:—

“That the Council do now proceed to decide whether the fact alleged against in the notice of inquiry have been proved or have not been proved.”

If this resolution is carried the Council shall be called upon by the President to vote on the following resolution to be put from the chair:—

“That the facts or the following facts (specifying them) alleged against in the notice of inquiry have been proved to the satisfaction of the Council.”

For the purpose of deciding whether the judgement of the Council on facts proved shall be postponed the Council shall be called upon by the President to vote on the following resolution put from the Chair:—

“That the Council do now proceed to pronounce its judgement on the facts proved against.”

If this resolution is not carried, the judgement of the Council shall stand postponed till the next or some other future session of the Council as the Council shall direct and the case will be taken at such next or other session as a case on which judgement has been postponed.

If this resolution is carried the Council shall proceed at once to pronounce its judgement on the case and shall be called upon by the President to vote upon the following resolution to be put from the Chair:—

“That the Council do now judge..... to have been guilty of infamous conduct in a professional capacity and do direct the Registrar to remove from the Register the name of”

If the above resolution is not carried the President may announce the judgement of the Council in the form:—

“That the Council do not see fit to direct the Registrar to remove from the Register the name of.....”

72. In the event of an adjournment of the hearing, or of a postponement of the judgement to another session, the Council, on the case coming on again for consideration may hear the practitioner, and the complainant (if any); and receive such further evidence in relation to the charge and in relation to the conduct of the accused practitioner subsequent to the last hearing of the charge by the Council, as it may think fit.

73. Notice in writing shall be given by the Registrar to the practitioner, and to the complainant (if any) of the day fixed for the further consideration. The notice shall request the attendance of the practitioner shall each be requested to furnish to the Registrar in writing not less than fifteen days before the day so fixed, a statement in writing of any further facts or evidence which he may desire to lay before the Council. The notice shall be given so as to allow at least twenty eight days between the day on which the notice is given and the day appointed for the further consideration. No further facts or evidence presented by a party to the inquiry shall be received or considered by the Council unless a statement thereof has been previously furnished to the Registrar in compliance with this rule.

74. (1) On the case coming up before the Council for further consideration, the legal adviser to the Council, if present, or the Registrar when the legal adviser is not present, shall, if necessary state the facts and explain the position of the case to the Council, The practitioner shall then be invited to address the Council, either personally or by his legal adviser and lay before the Council any further facts or evidence of which he may have duly given notice

to the Registrar, and the complainant (if any) shall then be invited to address the Council either personally or by his legal adviser and lay before the Council any further evidence of which he shall have duly given such notice.

(2) At the conclusion of the further hearing, the Council shall deliberate on the case in camera; and at the conclusion of the deliberations the President shall call upon the Council to vote in an adjourned case on the same resolutions as at the original hearing.

75. When the Council has received notice from a licensing body that any qualification has been duly and legally withdrawn from a registered practitioner by such body, the Council shall if it thinks fit, by formal resolution put by the President from the Chair, direct the Registrar to remove such qualification or qualifications from the Register as appertaining to such medical practitioner.

76. If, under the direction of the Council, all the qualifications of any registered practitioner have been removed from the Register, then the Council shall, if it thinks fit, by formal resolution put by the President from the Chair, direct the Registrar to remove the name of such practitioner from the Register.

77. The Registrar, shall, upon the removal of any name from the Register pursuant to the provisions of the preceding rules, or on a direction made under sub-section (1) of Section 28, forthwith send notice of such removal to the practitioner, and such notice shall be sent by a registered letter addressed to the last known address or to the registered address of the practitioner. The Registrar shall also send, forthwith, intimation of any such removal to the Dean or Secretary or other proper Officer of anybody or bodies from which the practitioner had received his qualification or qualifications.

78. The Registrar shall, within one month after any names have been removed from the Register by order of the Council under a direction made under sub-section (5) of Section 23 send to the bodies concerned a list of all such names, and shall call the attention of each licensing body to the following rule of the Council.

"The Council recommends that no person whose name has been once removed from and has not been restored to the register shall, without previous reference to it, be admitted to an examination for any new qualification which is registrable according to the Schedule of the Act."

RESTORATION OF NAMES TO THE REGISTER

79. Applications for re-entering in the Register a name removed under sub-section (1), of Section 28 shall be entertained at the next session of the Council.

80. If any person whose name has been removed from the Register by direction of the Council and who (in the case of a practitioner still possessing a qualification entitling him to be registered) makes application to the Council for re-entering his name in the Register, the following shall be the procedure:—

(i) The application shall be in writing addressed to the Council, and signed by the applicant, and must state the grounds on which the application is made.

(ii) No application for re-entering in the Register the name of a person which has been removed under a direction made under sub-section (1) of Section 28 shall be entertained unless it is accompanied by a declaration made by the applicant setting forth the facts of the case, and stating that he is the person originally registered, and by a certificate from two qualified practitioners of the appropriate system registered under the Act as to his identity or in the case of the applicant residing outside Travancore-Cochin an identity certificate signed by two persons who shall be Magistrates not below the rank of 2nd Class Magistrates or two qualified practitioners of the appropriate system registered under the Act and resident in this State.

(iii) The statements in the application must also be verified by certificates in writing, to be given by a First Class Magistrate and by a qualified registered practitioner of the appropriate system resident in the neighbourhood where the applicant has been residing since his removal, who were and are well acquainted with him before and since the removal of his name, and they must testify to his present good character.

(iv) On receipt of the application it shall be referred by the Registrar to the Executive Committee for consideration and report. Before an application is considered by the Committee, the Registrar shall notify the same to the licensing bodies whose qualifications were held by the applicant at the time his name was removed; and shall further, by letter addressed to the person or body (if any),

on whose complaint the applicant's name has been removed, give notice of the application and of the time when the Committee intends to consider the same.

(v) The Executive Committee shall consider the application and may if it thinks fit, adjourn the consideration to a future date or require further evidence or explanation from the applicant.

(vi) The Executive Committee shall in camera consider the application and submit a report upon it to the Council embodying in such report such recommendations as the Committee may think fit to make together with the reasons for the recommendations.

(vii) The declaration and certificate under clause (ii) shall be in Form Nos. I and II given in Appendix F with such variation as circumstances may require. The certificate of identity shall be in Form No. 3 in the said Appendix F.

PERMISSION FOR PRACTITIONERS NOT REGISTERED IN TRAVANCORE-COCHIN

81. The fees under Section 24 sub-section (5) shall be Rs. 10.

82. A permission under Section 24 may be granted by the Council for a period not exceeding one year.

APPENDIX A

FORM No. 1

[See Rule 8, sub-rule (3)]

Nomination paper

Election under clause of sub-section.....of Section.....of the Travancore-Cochin Medical Practitioners' Act 1955 (Act IX of 1953).

1. Name of candidate.
2. Father's Name.
3. Age.
4. Nature of qualification under Section.
5. Registration number of candidate.
6. Address with Revenue District.
7. Registration number, name and signature of proposer.
8. Registration number, name and signature of seconder.

I hereby declare that I am willing to serve as a Member of the Council of if I am elected. I am furnishing herewith receipt No.....dated..... from the Registrar in token of having remitted Rs. 50 towards deposit under rule 8 sub-rule 2.

Signature of candidate.

Returning Officer.

Instructions.

Nomination papers which are not received by the Returning Officer.....will be invalid.

FORM II (see Rule 10) Voting paper

Election to the Travancore-Cochin Council of
.....under clause.....of sub-section.....
.....of Section.....of the Travancore-Cochin Medical Practitioners' Act 1953 (Act IX of 1953)

Serial Number. Name of candidate duly nominated Vote
Returning Officer.

Instructions

1. The number of vacancies to be filled is.
2. Place a cross mark thus 'X' against the name of the candidate (or each of the candidates) for whom you wish to vote.
3. A voting paper will be invalid if.
 - (a) it does not bear the Returning Officer's initials or facsimile signature or
 - (b) a voter signs his name or writes a word or makes any mark on it by which it becomes recognisable or
 - (c) no vote is recorded thereon, or
 - (d) the number of votes recorded therein exceeds the number of vacancies to be filled or
 - (e) it is void for uncertainty of one or more votes exercised.

FORM III
(See Rule II)

Letter of intimation

Sir/Madam,

The persons whose names are printed on the voting paper sent herewith have been duly nominated as candidates for election to the Travancore-Cochin Council of..... Should you desire to vote at the election I have to request that you will.

- (a) fill up and sign the declaration paper.
- (b) mark your vote in the column provided for the purpose in the voting paper as directed on the voting paper.
- (c) Enclose the voting paper in the smaller cover and stick it up and.
- (d) Enclose the smaller cover and declaration paper in the outer envelope addressed to me and return the same to me by registered post so as to reach me not later than..... p. m. on the..... day of..... or deposit or cause to be deposited the envelope addressed to me in the ballot box provided for the purpose at the office of the Returning Officer between 11 a. m. and 5 p. m. on or before.....

Note:— Every elector should send the cover containing his or her election papers by registered post individually if the same cannot be deposited in the ballot box on or before the above date.

2. Voting papers will be rejected if:—

- (a) The outer envelope enclosing the voting paper cover, sent by registered post, is received later than the hour fixed for the closing of the poll or if the same is not deposited in the ballot box at the office of the Returning Officer on or before the date and between the hours fixed, or
- (b) the outer envelope contains no declaration paper outside the smaller cover or

- (c) the voting paper is not enclosed in the voting paper cover or
- (d) the declaration paper is not the one sent by the Returning Officer to the voter or
- (e) more than one declaration paper or cover containing voting paper have been enclosed in one and the same envelope or
- (f) the declaration is not in order or
- (g) the voting paper is invalid.

3. A voting paper will be invalid if

- (i) it does not bear the Returning Officer's initials or facsimile signature or
- (ii) a voter signs his name or writes any word or makes any mark by which it becomes recognisable or
- (iii) no vote is recorded thereon or
- (iv) the number of votes recorded therein exceeds the number of vacancies to be filled in, or
- (v) it is void, for uncertainty of one or more votes exercised.

4. Declaration papers need not be attested but in the case of a voter who is incapacitated from blindness or by other physical cause from voting in the manner prescribed it shall be competent for him to record his vote by the hand of any of the following persons:—

Magistrates (as defined in the Code of Criminal Procedure) Judges of and above the rank of District Munsiffs and District Registrars.

Such person shall on the declaration paper certify the incapacity and attest the fact on his having been requested by the voter to mark the ballot paper for him and of its having been so marked by him in the presence of the voter.

5. If a voter inadvertently spoils a ballot paper he can return it to the Returning Officer who will if satisfied of such inadvertence issue to him another voting paper.

6. The Scrutiny and counting of votes will begin on

7. No person shall be present at the scrutiny except the Returning Officer and such other persons as the Returning Officer may appoint to assist him and the candidates who may be assisted by not more than two representatives duly authorised by them in writing.

Office of the Registrar,
Travancore-Cochin Medical Councils,
Trivandrum.

Returning Officer.

FORM IV
(See Rule 11)

Declaration Paper

Election to the Travancore-Cochin Council of
.....under clause..... of sub section
.....of Section.....of the Travancore-Cochin
Medical Practitioners' Act 1953 (Act IX of 1953).

Serial No.

Father's name.

Number on the electoral roll if any.

Elector's Declaration

I..... (Name in full, and designation, if any) declare that I am an elector for the election of a member to the Travancore-Cochin Council of by the Registered Medical Practitioners under clause of sub-section.....of Section of the Travancore-Cochin Medical Practitioner Act 1953 and have signed no other voting paper at the election.

Signature.

Station with Revenue District..... Address with
Dated..... Revenue District.

APPENDIX B
FORM I
(Rule 49)

Registration Certificate

Part A/B

Office of the Travancore-Cochin Council of.....
Certificate No.....

I hereby certify that Sri.....has been
registered under the Travancore-Cochin Medical Practitioners'
Act 1953, as on.....at Trivandrum.
Qualifications.

Address with Revenue District

Note:—This certificate remains evidence of Registration only
until the publication of the printed Register for 19...

Councils Seal,

Signature of holder.

Registrar.

Important Notice

Every Registered Practitioner should be careful to send to the Registrar immediate notice of any change in his address and also to answer all inquiries that may be sent to him by the Registrar, in regard thereto in order that his correct address may be duly inserted in the Register; otherwise under Section 20 (4) of the Travancore-Cochin Medical Practitioners' Act 1953 such Practitioner is liable to have his name removed from the Register.

A copy of the published Register wherein the name first appears registered will be supplied on payment of a nominal price of Rs. 2 to every registered practitioner; provided that before the end of the year of publication, application be made for such copy to the Registrar accompanied by stamps for postal and other charges.

APPENDIX C
(Rule 50)

Part A/B

Office of the Travancore-Cochin Council of.....
Certificate No.

Sri.....has been registered under the Travancore-Cochin Medical Practitioners' Act 1953 as.....
.....on.....at Trivandrum.

Qualification.

Address with Revenue District.

Note:—This certificate remains evidence of registration only until the publication of the printed Register for 19..... it is not, nor must it be used as evidence of the identity of the holder with the person named herein.

Signature of holder.

Registrar.

APPENDIX D (See Rule 51)

No.

Office of the Registrar,
Travancore-Cochin Medical Councils

From

The Registrar,
Council of.....Medicine.

To

Sri

Sir/Madam,

Ref:

Your name has been entered in the list of practitioner ofsystem of Medicine maintained in this office as per Section 25 of the Travancore-Cochin Medical Practitioners' Act.

Yours faithfully,

Registrar.

Note:—This letter of intimation is evidence of your eligibility to practise.....system of medicine in Travancore-Cochin State. You are not entitled to any of the privileges referred to in Section 32 of the Act.

APPENDIX E (Rule 64)

Notice to a registered practitioner to attend proceedings for removal of his name from the Register under Section.....of the Travancore-Cochin Medical Practitioners' Act 1953.

Sir,

On behalf of the Travancore-Cochin Council of.....
Trivandrum I give you notice that information and
 evidence have been laid before it by which the complainants make
 the following charge against you namely; (here set out the
 circumstances briefly) and that in relation thereto you have been
 guilty of infamous conduct in a professional capacity.

And I am directed further to give you notice that on the
 day of.....19.....a meeting of the Council
 will be held at.....O' clock in the.....
 to consider the above mentioned charges against you, and decide
 whether or not they should direct your name to be removed from
 the Register pursuant to Section.....of the Travancore-Cochin
 Medical Practitioners' Act 1953. You are invited and required to
 answer in writing the above charges and to attend before the
 Council at the above mentioned time and place to establish
 any denial or defence that you may have to make to the above
 mentioned charges and you are hereby informed that if you do not
 attend as required without proper cause the Council shall proceed
 to hear and decide upon the said charges in your absence.

Any answer or other communication or other application which
 you may desire to make respecting the said charges, or your defence
 thereto, must be addressed to me and transmitted so as to reach
 me not less than.....days before the day appointed for
 the hearing of the case.

A copy of section of the Travancore-Cochin
 Medical Practitioners' Act. 1953 and of certain Rules of the
 Council to which your particular attention is invited, is enclosed
 for your information.

Signed.
Registrar.

APPENDIX F
 FORM No. I
 (Rule 8o)

"Statutory declaration by applicant for re-entering his name in
 the Register.

"To the Travancore-Cochin Council of Trivandrum.

"(i) I, the undersigned/.....(I) now holding the qualification/
 (2) do solemnly and sincerely declare that the following are the

facts of my case in reasons of which I seek re-entry of my name in the Register.

1. *Insert full name.*

2. *Insert qualifications if any,*

“(ii) In the year/.....(3) was duly registered in the Register in respect of the following qualifications namely/.....(4) and at the date of the removal of my name hereinafter mentioned I was registered in respect of the same qualifications.

3. *Insert date.*

4. *Insert original qualifications.*

(5) and also in respect of the same following qualifications, namely(5)

5. *To be added, if necessary.*

6. *Insert date of inquiry.*

“(iii) At an inquiry held on the (6) day of the Travancore-Cochin Medical Council directed my name to be removed from the Register on a complaint made to it by..... (7) of.....and the offence for which the Council directed the removal of my name was..... (8)

7. *Insert name and address of the complainant.*

8. *Insert charge on which name was removed.*

“(iv) Since the removal of my name from the Register I have been residing at..... (9) and my occupation has been

9. *The blanks in this paragraph must be filled in according to circumstances.*

“(v) It is my intention if my name is re-entered in the Register to.....(10)

10. *Insert particulars as to proposed future professional occupation.*

“(vi) The grounds of application are.....(11)

11. *All facts and grounds on which the application is made should be clearly and concisely stated.*

(Signed on)

“Declared at before me.”

Magistrate or Two qualified registered practitioners of the appropriate system of medicine.

FORM No. 2

Certificate in support of Application

I certify as follows:

“(i) I am (1).....

1. *State whether a Magistrate or Registered Practitioner.*

“(ii) I have read paragraphs...(iv) and (v) of the application

of..... and say that I have been and am well acquainted with the said both before and since his name was removed from the Register, that I believe him to be now a person of good character, and that the statements in the said paragraphs are to the best of my knowledge, information and belief, true.

“Signed”

“Name”

“Address and qualification”

FORM No. 3

Certificate of Identity

I hereby certify that the aforesaid applicant is one above specified whose name formerly stood in the Register with the following address and the qualification.

**Here insert applicant's former address and registered qualifications.*

Name*

Address*

Registered qualifications

Date

Here insert name and address of Person certifying.

**Rules relating to financial and account matters.
Council's Fund.**

1. There shall be a common fund for the Travancore-Cochin Medical Councils called “The Travancore-Cochin Medical Council's Fund”.

2. All fees, fines, penalties etc. realised under the Act or rules or regulations thereunder and all contributions and other payments made to the Councils shall constitute the fund, and shall be applied

and disposed of in accordance with law to carry out the purposes of the Act.

3. The fund shall be lodged in a Scheduled Bank in a personal deposit account in the name of the Travancore-Cochin Medical Councils and shall be operated by the Registrar on behalf of the Councils. All orders of cheques against the fund shall be signed by the Registrar.

4. **Budget.** Every year in the month of January, the Registrar shall prepare a budget showing the probable receipts and expenditure of the Councils for the ensuing financial year and submit the same to a joint sitting of the Councils for sanction. The budget estimate sanctioned by the Councils shall be forwarded to Government for their approval not later than the 1st March in every year. The budget estimate shall make provision for the fulfilment of the liabilities of the Councils and for effectually carrying out their objects. At any time during an year for which an estimate has been sanctioned, the Councils may cause to prepare and submit to Government for sanction a supplemental estimate providing for any modifications which they may deem advisable and necessary to make in the distribution of the amount to be raised and expended during that year.

5. In cases of emergency the Registrar may incur expenditure in excess of the budget sanctioned for any one head, if equal savings under other heads are available to balance the budget. The expenditure so incurred in excess of the budget allotment shall be reported immediately to the Councils in joint session for sanction and to Government.

6. *Receipts.* For all moneys received on behalf of the Councils, receipts in Form I shall be given by the Registrar or by the person authorised by him in that behalf.

7. All moneys received shall be entered in a register of receipts maintained for the purpose in form No. 2 as soon as received. The daily totals of the receipts shall be struck in the Register of Receipts and carried over to the appropriate columns in the cash book.

8. No money received on behalf of the Councils shall be utilised for its expenditure without first being remitted into the bank.

9. Remittances into the Bank shall be made daily or weekly as may be most convenient, provided all the moneys in hand on the closing day of each month shall be remitted on that day. The Registrar shall be authorised to retain in his hands a sum not exceeding Rs. 50.

10. The Registrar shall examine the pass book from time to time and in any case at least once a week and shall immediately call the attention of the Bank to any discrepancy that may appear between the credits and debits as shown therein and those shown in the books of office of the Councils.

11. The cash book shall be in Form No. 4. The daily totals of the Register of Receipts and Register of Payments shall be carried over to the cash book.

12. The Cash Book shall be balanced at the close of every month and signed by the Registrar in token of the correctness of every entry made therein. The balanced worked out in the cash book shall be agreed with the balance shown in the Bank pass book of the Councils as shown under:—

Balance as per cash book	..	—
<i>Deduct.</i>		
(i) Unremitted balance in hand	..	—
(ii) Cash in hand as imprest	..	—
Net balance	..	—
<i>Add.</i>		
Amount of uncashed cheques	..	—
Balance as per Pass Book	..	—

Expenditure.

13. The following shall be the authorised expenditure of the Councils:—

- (i) Fees and other allowances payable to the President, Vice-President and other members of each Council under Section 17.
- (ii) Pay and other allowances of the Registrar and other officers and servants under Section 19.

The pay and allowances of the Registrar may be drawn by the Registrar by self cheques.

14. All payments out of the Council's fund in respect of bills presented to the Councils shall be made only after the bills are passed by the Registrar.

15. All payments amounting to Rs. 25 and above shall be made only by cheques drawn on the bank in which the funds of the Councils are lodged. The cheques shall be in favour of the person to whom the money is to be paid. But payment on account of pay and allowances to the Council's employees shall be made by self cheques drawn by the Registrar, the amount so drawn being disbursed on obtaining acquittances. The pay and allowance of the Registrar may be drawn by the Registrar by self cheques.

16. Every payment made either in cash or by cheque shall be supported by a voucher duly receipted, stamped if necessary and signed by the person to whom the money is due and to whom it has actually been paid.

17. All bills presented for payment shall be entered in a register of bills in form No. 5 and the bills remaining unpaid at the close of a year shall be carried forward to the Register of the next year.

18. Every item of expenditure shall be entered in a bill of one of the following kinds—the bills being in the forms prescribed for the respective charges in the Financial and Account Code.

- (a) A Salary Bill.
- (b) An Establishment Pay Bill.
- (c) A T. A. Bill.
- (d) A Contingent Bill.
- (e) Work Bill.

19. All bills and vouchers that have been paid shall be numbered consecutively for a month in the order of payment and shall be stamped 'Paid' or 'cancelled' as the case may be and filed carefully for check and audit.

20. Sub-vouchers for payments made out of the office imprest i.e., petty payments below Rs. 25 shall be filed separately and shall be attached to the respective Contingent Bills drawn for recoupment of imprest.

21. The payment as per each voucher shall be entered in the Register of payments in form No. 6 and the entries in the payment register shall be attested by the Registrar as soon as the order for payment is signed by him.

22. The daily totals of the payments shall be struck in the Register of payments and carried over to the appropriate column in the cash book.

Imprest Account

23. The Councils may authorise to the Registrar a sum of Rs. 50 as imprest to meet petty expenditure. All claims below Rs. 25 shall be paid from the imprest and all payments from the imprest shall be entered in an imprest register in Form No.7.

24. The imprest amount may be recouped whenever necessary after drawing a contingent bill for the expenditure met from the imprest since last recoupment. The total expenditure as per the contingent bill so drawn shall be classified headwar and posted in the payment register.

Sanctions for expenditure

25. No expenditure exceeding Rs. 50 shall be incurred and no articles the value of which exceeds Rs. 50 shall be purchased without the previous sanction of the Council or Councils as the case may be. Previous sanction of Government shall be obtained for all expenditure exceeding Rs. 200.

Monthly accounts

26. The Registrar shall prepare a statement showing the receipts and expenditure of the Councils every month in Form No. 8 and shall submit the same to the Councils for their approval before the end of the succeeding month.

Stock Register

27. A stock Register of all articles and properties of the Council shall be maintained by the Registrar and shall be checked by the Registrar once in six months.

Audit

28. The accounts of receipts and expenditure of the Councils shall be audited by the Examiner and staff of the Local Fund Audit Department. The Registrar shall submit the accounts to the auditors as required by them.

29. The auditors may

(a) by summons in writing require the production of any document, the perusal or examination of which they believe necessary for the elucidation of accounts.

(b) by summons in writing require any person having the custody or control of any such document or accountable for it to appear in person before them.

(c) require any person so appearing to make and sign a declaration with respect to such document or to answer any question or to prepare and furnish any statement relating thereto.

30. The auditors through the Examiner of Local Fund Accounts shall submit to the Councils a statement of audit of the accounts of the Council for a year or such other period as may be required and a duplicate copy thereof to Government or within such period as Government may notify.

31. The audit report shall specify all cases of irregular, illegal or improper expenditure or of failure to recover money or other property due to the fund or of loss or waste of money or other property thereof caused by neglect or misconduct.

32. The auditors shall also report on any other matter relating to the accounts as may be prescribed or on which the Government may require them to report.

33. The Registrar shall forthwith remedy any defects or irregularities that may be pointed out by the auditors and report the same to the Councils and to the Examiner Local Fund Audit Department.

FORM I

RK. No.

Rt. No.

(See Rule 6)

Travancore-Cochin Medical Councils

RECEIPT

Name and address of party.

On what account.

Amount.

Date

Signature

FORM 2

(See Rule 7)

Register of Receipt of Travancore-Cochin Medical Councils

<i>Receipt Date.</i>	<i>From whom No. received.</i>	<i>Head of Account</i>	<i>Total of each receipt.</i>	<i>Daily total carried over to cash book.</i>
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FORM 3

(See Rule 10)

PASS BOOK

The Bank in account current with the Travancore-Cochin Medical Councils Cheque Book No

CREDIT				DEBIT			
<i>Date.</i>	<i>No. of chalan</i>	<i>Amount</i>	<i>Initials of</i>	<i>Date.</i>	<i>No. of chalan</i>	<i>Amount</i>	<i>Initials of</i>

FORM No. 4

(See Rule 11)

CASH BOOK

RECEIPTS				PAYMENTS			
<i>Date</i>	<i>Particulars as Per Register of Receipts.</i>	<i>Amount</i>	<i>Head of Account</i>	<i>Date</i>	<i>Particulars as per pay- ment register</i>	<i>Amount</i>	<i>Head of Account</i>

Total for the month
Opening balance
Grand total

Total for the month
Closing balance.

FORM No. 5

(See Rule 17)

REGISTER OF BILLS

<i>Sl. No.</i>	<i>Amount of</i>	<i>Payment</i>	<i>Balance out-</i>	<i>Reasons or</i>
<i>Sl. No of Vr. Particulars.</i>	<i>bills.</i>	<i>Date Amount</i>	<i>Standing on</i>	<i>withholding</i>
			<i>the last day</i>	<i>payments.</i>
			<i>of the year.</i>	

FORM No. 6

(See Rule 21)

REGISTER OF PAYMENTS

<i>Date.</i>	<i>Sl. No.</i>	<i>No. of</i>	<i>To whom</i>	<i>Head of Accounts</i>	<i>Total</i>	<i>Daily</i>
	<i>of Vr.</i>	<i>Cheque by</i>	<i>paid</i>		<i>of each</i>	<i>total</i>
		<i>which paid</i>			<i>Vr.</i>	<i>carried</i>
						<i>to cash</i>
						<i>book.</i>

FORM No. 7

(See Rule 23)

IMPREST REGISTER

<i>Date.</i>	<i>Sl. No.</i>	<i>To whom</i>	<i>Particulars of</i>	<i>Amount.</i>	<i>Remarks.</i>
	<i>of S. Vr.</i>	<i>paid.</i>	<i>payment.</i>		

Total
Balance
Drawn from Bank
as per cheque No.
dated (Cont. Bill No.)
Total

FORM No 8

(See Rule 26)

Classified Abstract of receipts and expenditure of Travancore-Cochin Medical Councils.

RECEIPTS

<i>Head of account with Budget estimate.</i>	<i>Total receipts during the month</i>	<i>Total including receipts of previous month.</i>
--	--	--

Total for the month		
Opening balance		
Grand Total		

EXPENDITURE

<i>Budget estimate</i>	<i>Head of accounts with budget estimate</i>	<i>Total expenditure during the month</i>	<i>Total including expenditure of previous month.</i>	<i>Budget estimate.</i>
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Total expenditure for the month.

Closing Balance

Details of closing balance.

Imprest

Unremitted balance in hand

Balance in Bank as per pass book.

Total

Deduct uncashed cheque

Balance

Details of uncashed cheques.

Cheque No. & date

Amount.

By order of His Highness
the Raj Pramukh,

(Sd.)

K. K. RAMANKUTTY,
Education Secretary.Government Secretariat,
Medical & Public Health,
Department (Medical)
Trivandrum, October 1956.