

(Annexure-III)

HCC

Conduct of Business Regulations 2004

**HERITAGE CONSERVATION COMMITTEE
CORE-6A, FIRST FLOOR,
INDIA HABITAT CENTRE,
LODHI ROAD,
NEW DELHI-110 003.**

CHAPTER-1 – Preliminary

1. Short title and commencement:

- (i) These regulations may be called the Heritage Conservation Committee (Conduct of Business) Regulations, 2004.
- (ii) They shall come into force on the date of their publication in the official Gazette.

2. Definitions: In these regulations, unless the context otherwise requires :-

- (a) Heritage Conservation Committee shall mean the Committee constituted by the Government in terms of Clause 23.16 of the Public Notice No. K-12016/6/2003-DD-IB dated 19th February, 2004 relating to amendment of Building Byelaws, 1983.;
- (b) 'Member' means a member of the Committee;
- (c) 'Chairman' means the Chairman of the Committee;
- (d) 'Member-Secretary' means the Member-Secretary of the Committee.
- (e) 'Expert' – means an expert appointed by the Committee or by the Ministry of Urban Development and Poverty Alleviation, Government of India.
- (f) 'Consultant' – means a Consultant appointed by the Committee or by the Ministry of Urban Development and Poverty Alleviation, Government of India.

CHAPTER-II

Meetings of the Committee and procedure for Conduct of business thereat

- 3. **Ordinary Meetings:** Ordinary meetings of the Committee shall be held at least once in two months.

- 4. Extraordinary Meetings:** The Chairman may, whenever he thinks fit, call an extra-ordinary meeting of the Committee to consider an urgent matter of importance.
- 5. Place of meetings and notice therefore:-**
- (1) The meetings of the Committee shall ordinarily be held in its office in Delhi or anywhere as decided by the Chairman.
 - (2) Each member shall be given notice of not less than five days in the case of ordinary meetings and not less than two days in the case of extraordinary meetings.
 - (3) The notice shall be under the signature of the Member-Secretary and shall be accompanied by the agenda for the meeting.
 - (4) The notice shall specify the time, date and place of the meeting.
- 6. Presiding at the meetings:**
- (1) The meetings of the Committee shall be presided over by the Chairman and in his absence, by a person elected by the members present from among themselves.
- 7. Quorum:** The quorum to constitute a meeting of the Committee shall be 5 members.
- 8. Association of Experts / Consultants:**
- (1) The Committee may invite upto three Experts/Consultants to participate in its meetings.
 - (2) The experts/consultants so invited shall have the right to take part in the discussions relevant for the purpose for which they are invited but shall not have any right to vote at the meeting and the expert/consultant present shall leave the meeting room before votes are taken.
 - (3) The Committee may constitute a Sub-Committee comprising of Members/Experts under the Chairmanship of a member of the Committee.
- 9. Matters to be included in agenda :** Proposals received, complete in all respects, at least seven days before the date of the meeting of the Committee, may be included in the agenda for an ordinary meeting of the Committee.

Provided that the Chairman may direct the Member-Secretary to include in the agenda for a meeting any proposal(s) which, in the opinion of the Chairman, is urgent, irrespective of any deficiency in regard to particulars or delay in the date of its receipt and the Member-Secretary shall, thereupon, include the same in the agenda.

10. Procedure for decision :

- (1) Proposals placed before the Committee shall, as far as possible, be decided by a broad consensus and if it becomes necessary to take votes, the decision shall be by a majority of the members present and voting.
- (2) In the case of equality of votes,
 - (a) If the Chairman is present, he shall have to exercise a second and casting vote ; and
 - (b) If the Chairman is not present, the decision on the matter shall be postponed to a meeting of the Committee where the Chairman is present within a fortnight.

11. Decision on building or engineering projects : Matters relating to building or engineering projects shall ordinarily not be decided at a meeting of the Committee unless a member or expert/consultant of the concerned discipline is present.

12. Minutes of meetings :

(1) Minutes of the proceedings at each meeting shall be kept by the Member-Secretary in a Minute Book and the names of members and experts/consultants, if any, present at the meeting shall also be recorded therein.

(2) The minutes shall be treated as confirmed after the same have been signed by the Chairman or any of the Members who chairs the meeting in the absence of the Chairman. The minutes shall, thereafter be circulated to the other Members who may offer their comments within seven days, which shall be duly considered by the Committee at its next meeting.

14. Assistance by Local Bodies :

- (a) Local bodies shall provide a detailed conservation report on the condition of all graded buildings duly modified falling within their jurisdiction. This report shall be updated annually. Updating shall be completed within two months of following financial year and submitted to the Committee by 30th June.
- (b) The Member Secretary in consultation with three other Members shall decide buildings for which site visits may be made. Such site visits shall be made by at least three Members of the Committee one of whom shall be the representative of the concerned local body. A report relating to the site visit shall be got prepared and accompany the proposal placed before the Committee.