

Haryana Panchayati Raj Rules, 1995

HARYANA

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Rule HARYANA-PANCHAYATI-RAJ-RULES-1995 of 1995

- Published on 16 February 1995
- Commenced on 16 February 1995
- [This is the version of this document from 16 February 1995.]
- [Note: The original publication document is not available and this content could not be verified.]

Haryana Panchayati Raj Rules, 1995 Published vide Haryana Notification No. G.S.R. 17/HA 11/94/209/95 dated 16-2-1995 Last Updated 22nd May, 2019 No. G.S.R. 17/HA 11/94/209/95. - In exercise of the powers conferred by sub-sections (1) and (2) of section 209 of the Haryana Panchayati Raj Act, 1994 (Haryana Act 11 of 1994) and with reference to Haryana Government, Development and Panchayats Department, Notification No. G.S.R. 7/ HA 11/94/Section 209/95, dated the 18th January, 1995, and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules, namely:-

1. Short title.

- These rules may be called the Haryana Panchayati Raj Rules, 1995.

2. Definitions.

- In these rules, unless the context otherwise requires -(i)"Act" means the Haryana Panchayati Raj Act, 1994;(ii)"day" means a calendar day beginning and ending at mid-night;(iii)"dues" means any amount recoverable under the Act including penalty and fines except in criminal cases;(iv)["Examiner" means the Director, Local Audit Haryana.] [Substituted vide Haryana Government Gazette LSP III dated 29.12.1995.](v)"fees" means the fees payable under the Act;(vi)"Form" means a form appended to these rules;(vii)"house" includes courtyard whether walled or not;(viii)"Motion" means a proposal made by a panch, Sarpanch or member for the consideration of Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, and includes a resolution and an amendment to a motion;(ix)"person" includes any company or association or body of individuals whether incorporated or not;(x)"property" means lands, movable and immovable property belonging to, vested in, or under the management of, a Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be;(xi)"Registrar and Sub-Registrar" means the officer appointed with that designation under the Registration Act, 1908;(xii)"Schedule" means a schedule appended to these rules;(xiii)"Section" means the section of the Act;(xiv)"Suit" means a suit by or against or affecting a

Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, or an officer of Gram Panchayat, Panchayat Samiti or Zila Parishad in his official capacity or which is brought or defended by such officer at the expense of Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, and includes an appeal, an application for revision or review or execution of decree and any civil or judicial proceeding in which the Gram Panchayat, Panchayat Samiti or Zila Parishad or an officer in his official capacity, is a party or has any interest;(xv)"year" means the financial year commencing from 1st of April and ending on 31st of March following; and(xvi)Words and expressions used but not defined in these rules shall have the meanings assigned to them in the Act.

3. Administration of oath of allegiance.

[Section 4] - Unless the Government otherwise directs, the oath under section 4 shall be administered by the Block Development and Panchayat Officer to the Panches and Sarpanch, by the Sub-Divisional Officer (Civil) to the members of Panchayat Samiti, Chairman and Vice-Chairman and by the Deputy Commissioner to the members of the Zila Parishad, President and Vice-President.

4. Filling of casual vacancy.

[Section 6] - (1) Whenever a vacancy occurs in a Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, it shall be brought to the notice of State Election Commissioner and concerned District Election Officer (Panchayat) immediately by Block Development and Panchayat Officer concerned in case of Gram Panchayat, by the Executive Officer in case of Panchayat Samiti and by the Chief Executive Officer in case of Zila Parishad respectively. The vacancy shall be filled in accordance with the provisions of the Act and rules made thereunder.(2)The meeting for election of Up-Sarpanch, to fill up a casual vacancy of Up-Sarpanch shall be called and presided over by the Sarpanch following the procedure laid down in rule 75 of the Haryana Panchayati Raj Election Rules, 1994.

5. Meeting and conduct of business of Gram Sabha.

[Section 11] - [(1) The general meeting of a Gram Sabha one during the period commencing on the 15th day of May and ending with the 15th day of June and the other during the period commencing on the 15th day of November, and ending with the 15th day of December shall be held each year in the sabha area at a public place. The time and date of the general meetings shall be fixed by Block Development and Panchayat Officer. The extraordinary general meetings of Gram Sabha shall be held in the sabha area at a public place. The time and date of extraordinary general meeting shall be fixed by the Sarpanch] [Substituted vide Haryana Government Notification No. G.S.R. 70/H.A. 11/94/Section 209/2000, dated 19.10.2000.](2)A notice of at least fifteen clear days shall be given to the members of the Gram Sabha for holding a general meeting of the Gram Sabha.(3)(a)A notice of an ordinary general meetings of Gram Sabha shall state the nature of business to be transacted at the meeting.(b)A requisition for calling an extra-ordinary general meeting of a Gram Sabha and also a notice of such meeting shall state the purpose for which the meeting is being called.(4)A notice of a meeting of a Gram Sabha shall be published -(a)by affixing it at the office of the Gram Panchayat

and other conspicuous places in the Sabha area; and (b) by making an announcement by beat of drum in the Sabha area on the day of issue of the notice under sub-rule (2) and also on the day preceding the meeting; Provided that when a meeting has been called by the Block Development and Panchayat Officer a copy of the notice shall also be affixed at the office of the Block Development and Panchayat Officer. (5) Any member of a Gram Sabha who desires to bring forward any resolution or wishes to ask any question at any meeting of the Gram Sabha shall give notice of his intention to do so to the Sarpanch, at least seven days before the meeting: Provided that the Sarpanch may, in his discretion, permit any question or the discussion of a resolution or transaction of any business for which no previous notice has been given. (6) No subject once finally disposed of by a Gram Sabha shall be reconsidered within three months of its disposal by the Gram Sabha. (7) (a) The Sarpanch may disallow the moving of discussion of any resolution or opposition which he considers to be beyond the scope of the Gram Sabha and in doing so, he shall record his reasons in writing. (b) All resolutions not disallowed by the Sarpanch shall be discussed and passed by a majority vote. (8) On receipt of notices, referred to in sub-rule (5), the Sarpanch shall have the answers prepared to the questions received and collect all relevant information pertaining to subjects proposed to be discussed in the meeting. (9) (a) At the next meeting of the Gram Sabha, the Sarpanch or with his permission a panch shall read answers to the questions duly received before the meeting. (b) A member of a Gram Sabha putting a question may withdraw the same at any time before the answer is read out at the meeting but in any such case, the question shall be expunged from the minutes. (c) If a member of the Gram Sabha, who has given due notice of any question, has not withdrawn it before the meeting is held, and is not present at the meeting, the Sarpanch may allow the question and answer to the same to be read. (10) (i) The order of business at every general meeting of a Gram Sabha may be, as under :- (a) Proceedings of the previous meeting to be read out by the Sarpanch; (b) Report of action taken by the Gram Panchayat on previous discussions of the Gram Sabha; (c) Important decisions of the Gram Panchayat after the last ordinary general meeting to be read out by the Sarpanch; (d) Questions and resolutions by members of the Gram Sabha; (e) Statement of income and expenditure to be read out item by item; (f) Audit report and reply thereto; (g) Consideration of budget prepared by the Gram Panchayat and formulation of future development programme; (h) Any other item which may be raised with the permission of the Sarpanch. (ii) If it is not possible to complete all the items on the agenda on date fixed, the meeting may be continued on any subsequent day; (11) The proceedings of every meeting of a Gram Sabha shall be recorded in Hindi, in the proceeding Book and signed or thumb marked by the Sarpanch and all members of Gram Sabha present in the meeting. (12) It shall be the duty of the Sarpanch to regulate the conduct of business at a Gram Sabha meeting and to preserve order. If any member of the Gram Sabha disregards the authority of the Sarpanch or is guilty of obstructive or offensive conduct during the meeting the Sarpanch may ask him to behave properly and on his failure to do so, direct him to withdraw from the meeting. (13) If a general meeting or extraordinary general meeting is called under sub-section (5) of section 11, the person presiding at such meeting shall be deemed to be "Sarpanch" for the purpose of this rule. Meeting of Gram Panchayat, Panchayat Samiti and Zila Parishad

6. Time and place of meeting and conduct of business of a Gram Panchayat.

[Section 13] - (1) No meeting of a Gram Panchayat shall be held unless a notice of at least three clear days intimating the day, time and place of the meeting and the business to be transacted at the meeting, is given to the Panches and Sarpanch. Such notice shall also be pasted at the office of the Gram Panchayat : Provided that in an emergency, for reasons to be stated in writing, meeting may be called by the Sarpanch at a shorter notice. (2) For purposes of proviso to sub-section (1) of section 13, the concerned Block Development and Panchayat Officer shall be the prescribed authority. (3) The notice and agenda of a meeting of the Gram Panchayat shall be sent by the Gram Sachiv concerned and he shall attend the meeting and, if possible, make suggestions on items relating to development work. (4) The names of the panches at each meeting shall be entered in the proceeding Book of the Gram Panchayat. If a panch leaves the meeting before it is over, the fact shall be recorded in the proceedings at the stage at which he leaves the meeting. (5) The proceedings of a meeting shall be recorded as each item is disposed of by the Gram Panchayat. If a resolution has been passed unanimously the fact shall be so recorded. In other cases the names of the Sarpanch and Panches who vote for or against the resolution, shall be recorded against each resolution. (6) The order of the business as laid down in clause (1) of sub-rule (10) of rule 5 may, as far as may be applicable, apply to the business to be transacted at a meeting of a Gram Panchayat. (7) The proceedings of Gram Panchayat meeting shall be recorded in Hindi, in the Proceeding Book maintained for this purpose.

7. Time and place of meeting and conduct of business of a Panchayat Samiti

. [Section 66] - (1) All the meetings of the Panchayat Samiti shall be held in the office of Panchayat Samiti only. (2) The agenda of meeting of Panchayat Samiti shall be prepared by the Executive Officer in consultation with the Chairman. The notice and agenda of meeting of Panchayat Samiti shall be sent by the Executive Officer through registered letter acknowledgement due at ordinary place of residence of members and through other expedient manners deemed fit. (3) The proceedings of the meeting shall be recorded in the proceeding book as each item is disposed of by the Panchayat Samiti. If a resolution has been passed unanimously the fact shall be so recorded. In other cases the names of the members including Chairman and Vice-Chairman who vote for or against the resolution shall be recorded against each resolution. (4) The order of business shall be prepared in the following manner :- (i) Questions; (ii) Papers to be laid on the table of the Panchayat Samiti for the first time; Note. - No discussion is to be allowed on these papers on the day they are laid on the table. (iii) Any motion regarding change of order of business; (iv) Appointment of members of committees; (v) Matters relating to urgent official business brought forward by the Presiding Authority; (vi) Proceedings of Standing Committees; (vii) Report of Committees; (viii) Resolution; (ix) Other official business. (5) The proceeding of the Panchayat Samiti shall be recorded in Hindi. (6) A copy of every resolution passed by the Panchayat Samiti shall be forwarded, in addition to the Deputy Commissioner, to the Chief Executive Officer concerned within 3 days from the date of meeting.

8. Time, place of meeting and conduct of business of Zila Parishad.

[Section 126] - The provisions of rule 7 for the time, place and conduct of the business of Panchayat Samiti shall, mutatis mutandis, apply for the business of Zila Parishad.

9. General Provisions applicable to meeting of Gram Panchayat, Panchayat Samiti and Zila Parishad.

[Sections 13, 66 and 126] - (1) Every Gram Panchayat, Panchayat Samiti and Zila Parishad shall maintain an attendance register in Form V showing the names of Sarpanch, Panches, members, Chairman, Vice-Chairman, President and Vice-President, as the case may be, with date and description of meeting. Every one of them attending the meeting shall put down/affix his initial or thumb mark in the column against his name in the said register before the beginning of the meeting. Any such person not present shall be marked absent by the presiding authority of the meeting unless he is on leave. In such situation, this fact shall be so recorded.(2)All the meetings of Gram Panchayat, Panchayat Samiti and Zila Parishad, as the case may be, shall be open to public :Provided that the presiding authority may, or at the request of majority of members present, shall in any particular case, for the reasons to be recorded in the proceeding book, direct the public in general or any particular person to withdraw.(3)If, within an hour after the time appointed for a meeting, there is no quorum, the meeting shall stand adjourned, unless all the members present agree to wait longer.(4)No member including panches shall take part in the discussion of or vote on any question, coming up for consideration at a meeting, if the question is one, in which, apart from its general application to the public, he has any direct or indirect pecuniary interest :Provided that the presiding authority may prohibit any member/Panch from voting on or taking part in the discussion of any question, in which he believes such member/panch to have such pecuniary interest or he may require such member/panch to absent himself during the discussion :Provided further that such member/Panch may challenge the decision of the presiding authority, who shall thereupon put the question in the meeting and the decision of the meeting shall be final.(5)If the presiding authority is believed by any member/panch present at the meeting to have any direct or indirect pecuniary interest in any subject under discussion, the presiding authority may, if a motion to that effect is carried, be required to absent himself from the meeting during such discussion.(6)The member concerned shall not be entitled to vote on the question referred to in second proviso to sub-rule (4) of rule 9 and the presiding authority shall not be entitled to vote on the motion referred to in sub-rule (5).(7)The presiding authority may, in case of grave disorder arising in the meeting, suspend any sitting for a time to be specified by him.(8)The presiding authority shall preserve order and shall have all powers necessary for the purpose of enforcing its decisions.(9)(i)A panch, Sarpanch or member, while speaking, shall not :- (a)comment on any matter on which a judicial decision is pending ; (b)make a personal charge against a panch, member or Sarpanch ; (c)use offensive expressions about the conduct of proceedings of Parliament, or of the legislature of any State, or of any other Gram Panchayat, Panchayat Samiti or Zila Parishad; (d)utter defamatory words; or (e)use his right of speech for the purpose of obstructing business of the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be.(ii)No member shall speak more than once on a motion or resolution :Provided that the Panch or member who moves a resolution or motion shall have the right to reply.(10)No speech shall, except with the permission of the presiding

authority, exceed ten minutes in duration :Provided that the member of the Panchayat Samiti or Zila Parishad, as the case may be, who moves a resolution may speak for fifteen minutes in moving the same.(11)The presiding authority of the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, may in case of grave disorder arising in the meeting, suspend any sitting for a time to be specified by him.(12)The Presiding authority of the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, shall preserve order and shall have all powers necessary for the purpose of enforcing its decisions.(13)(i)The members shall sit in such order as the presiding authority may fix and shall speak only from their places.(ii)A member desiring to speak on any matter before the Panchayat Samiti or Zila Parishad, as the case may be, shall rise from his place but shall not speak before the presiding authority calls the name of the speaker, whereupon he shall address the presiding authority. If two or more members rise simultaneously to speak, the presiding authority shall call the member who first caught its eye to speak first. The other member or, members shall immediately resume their seats. If at any time, the presiding authority rises in its seat, any member speaking shall resume his seat.(iii)When a member is called to order by the presiding authority, he shall immediately sit down.(14)(a)A member is guilty of breach of order, if he :- (i)uses objectionable or offensive words and refuses to withdraw or offer any apology;(ii)wilfully disturbs the peaceful and orderly conduct of the meeting;(iii)refuses to obey any order from the Chair; or(iv)does not resume his seat when the presiding authority rises from its Chair or when he is called upon to do so by the presiding authority.(b)Any member may take objection to any offensive words.(c)A member who objects to offensive words should move, "that the words be taken down". If his motion is agreed to, the presiding authority shall direct that the words be taken down.(d)Objection to offensive words shall be taken down when the words are used and not after another member has begun to speak.(e)A member whose words have been taken down shall be guilty of a breach of order.(f)The presiding authority may having called the attention of the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, to the conduct of a member who persists in irrelevant or invidious repetition, either of his own arguments or of the argument used by other panch or member in debate, direct him to discontinue his speech.(g)The presiding authority may direct any panch or member, who, in its opinion, is guilty of breach of order, to withdraw immediately from meeting and any member so ordered to withdraw shall do so forthwith and absent himself during the remainder of the day's meeting. If any member is so directed by the presiding authority for a second time, it may further debar the member concerned from attending one succeeding meeting of the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be.

10. No confidence motion against [-] [The words 'Sarpanch, Up-Sarpanch' omitted vide Haryana Government Notification No. G.S.R. 70/H.A. 11/94/S.209/2000, dated 19.10.2000.]

, Chairman, Vice-Chairman, President, Vice-President. [Sections [-] [The figures and sign '10,' omitted vide Haryana Government Notification No. G.S.R. 70/H.A. 11/94/S.209/2000, dated 19.10.2000.] 62 and 123] - (1) For purposes of [section 123] [Substituted for 'sections 10 and 123' vide Haryana Government Notification No. G.S.R. 70/H.A. 11/94/S.209/2000, dated 19.10.2000.] [-] [Words 'the concerned District Development and Panchayat Officer and the' omitted by Haryana Notification No. S.O. 60/H.A. 11/1994/S. 209/2005. dated 2.8.2005.] Deputy Commissioner respectively shall be the prescribed authority.(2)The notice of meeting for considering motion of no

confidence shall be issued atleast seven days before the date fixed for the meeting, intimating the date, time and place of meeting by proclamation by beat of drum, in the Sabha [areas] [Substituted for 'area' vide Haryana Government Notification No. G.S.R. 70/H.A. 11/94/S.209/2000, dated 19.10.2000.] concerned and by affixing a copy of same on the notice [board of the offices of concerned Gram Panchayats, Panchayat Samiti(s) and Zila Parishad] [Substituted for 'board of Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be' vide Haryana Government Notification No. G.S.R. 70/H.A. 11/94/S.209/2000, dated 19.10.2000.], and at other conspicuous places in the village. [The] [Substituted for 'In case of Panchayat Samiti or Zila Parishad, the' vide Haryana Government Notification No. G.S.R. 70/H.A. 11/94/S.209/2000, dated 19.10.2000.] notice shall also be issued to all the members by registered (A.D.) Post at their ordinary place of residence and also by affixing a copy of the same at the notice board of Office of Block Development and Panchayat Officer, Additional Deputy Commissioner and Deputy Commissioner and through any other expedient manner deemed proper.(3)The presiding authority of the meeting, referred to in sub-rule (2), shall be [-] [The words 'District Development and Panchayat Officer in case of Up-Sarpanch and Sarpanch,' omitted vide Haryana Government Notification No. G.S.R. 70/H.A. 11/94/S.209/2000, dated 19.10.2000.] Additional Deputy Commissioner in case of Vice-Chairman and Chairman and the Deputy Commissioner in the case of Vice-President and President.(4)The voting in the meeting shall be by the secret ballot for which the presiding authority shall make the necessary arrangements. The presiding authority shall also record the proceeding of the meeting, setting forth therein -(a)the names of [-] [The words 'panches or' omitted vide Haryana Government Notification No. G.S.R. 70/H.A. 11/94/S.209/2000, dated 19.10.2000.] members who gave the requisition and the date thereof;(b)the dates on which the notice was issued and served under sub-rule (2);(c)date, time and place of meeting;(d)number of votes polled against the motion;(e)number of votes polled in favour of motion; and(f)result.(5)If within half-an-hour after the time appointed for the meeting there is no quorum, the meeting shall stand dissolved and the notice shall lapse.

11. Duties and functions of Gram Sachiv, Executive Officer and Chief Executive Officer.

[Sections 15, 74 and 134] - Duties and functions of Gram Sachivs, Executive Officer of Panchayat Samiti and Chief Executive Officer of Zila Parishad shall be as following :-(1)Duties and functions of Gram Sachiv. - In addition to the duties as specified in section 15 a Gram Sachiv shall perform the following duties and functions-(a)inform all panches about the date, time and place fixed for holding meeting of the Gram Sabha and Gram Panchayat in accordance with the procedure laid down in the rules;(b)negotiate with the neighbouring Gram Panchayats, Panchayat Samiti or other institutions for carrying out joint works or undertaking such as schools, hospitals, dispensaries, first aid centres, libraries, roads, water supply arrangement etc. which may be beneficial to the residents of Gram Panchayat areas concerned;(c)assist in the special campaigns launched by Government for the eradication of epidemic, family planning, utilization of fertilisers, spraying of insecticides, poverty alleviation and all other schemes launched by the Government;(d)prepare notices in quasi-Judicial proceedings pending before the Gram Panchayat and to assist the Gram Panchayat;(e)produce records for inspection and audit when required by the Inspecting Officer, remove the defects pointed out in the audit and submit annotated copy of the audit note to the authority concerned;(f)issue receipt for all moneys received by Sarpanch on behalf of the Gram Panchayat

under the signature of the Sarpanch and to enter the same in the Cash Book and also ensure that the Gram Panchayat money is credited in the account of the Gram Panchayat in the Bank etc. and the Government dues in the treasury;(g)deposit the old record of Gram Panchayat in the record room meant for the purpose;(h)submit monthly reports to the Block Development and Panchayat Officer showing the amount received by the Gram Panchayat, funds deposited in the Gram Panchayat account, expenditure incurred by the Gram Panchayat and the balance in hand with the Sarpanch or any other panch.(2)Duties and functions of the Executive Officer. - In addition to the duties specified in section 74, the Executive Officer shall perform the following duties and functions :- (a)negotiate with the neighbouring Gram Panchayat, Panchayat Samiti or Zila Parishad or other Institutions for carrying out joint works or undertakings such as schools, hospitals, dispensaries, first-aid centres, library, roads, water supply arrangement etc. which may be beneficial to the residents of the Panchayat Samiti;(b)assist in the special campaign launched by Government for the eradication of epidemics, family planning, executing poverty alleviation and all other schemes launched by Government;(c)produce records for inspection and audit when required by the Inspecting Officer; remove the defects pointed out in audit and submit annotated copy of the audit note to the authority concerned;(d)issue receipt for all moneys received by the Panchayat Samiti and to enter the same in the Cash Book and also ensure that Panchayat Samiti money is credited to the accounts of the Panchayat Samiti in the Bank etc. and the Government dues in the treasury;(e)deposit the old record of the Panchayat Samiti in the record room meant for the purpose;(f)submit monthly report to the Chief Executive Officer showing the amount received by the Panchayat Samiti and all expenditure incurred by it;(g)to maintain up to date record of Panchayat Samiti and its immovable property;(h)to submit monthly statements regarding illegal occupation and rent due to Panchayat Samiti's immovable property to Chief Executive Officer and Deputy Commissioner;(3)Duties and functions of the Chief Executive Officer. - In addition to the duties specified in section 134, the Chief Executive Officer shall perform the following duties and functions :- (a)to inform all members about the date, time and place fixed for holding meetings of the Zila Parishad or any committee in accordance with the procedure laid down in the rules;(b)to negotiate with the neighbouring Gram Panchayats, Panchayat Samiti or other institution for carrying out joint works or undertakings such as schools, hospitals, dispensaries, first-aid centres, libraries, roads, water supply arrangement etc. which may be beneficial to the residents of the Zila Parishad area concerned;(c)to assist in the special campaigns launched by Government for the eradication of epidemic, family planning and execution of poverty alleviation and all other scheme by Government;(d)notices in quasi judicial proceedings pending before the Zila Parishad and to assist the Zila Parishad;(e)produce records for inspection and audit when required by the Inspecting Officer, remove the defects pointed out in audit and submit annotated copy of the audit note to the authority concerned;(f)deposit the old record of Zila Parishad in the record room meant for the purpose;(g)to submit monthly statement regarding illegal occupation or rent due to Zila Parishad's immovable property and any report required by the Government to be submitted to Director and concerned Deputy Commissioner.

11A. [Appointment of Gram Vikas Sahayak. [Rule 11A, inserted vide Haryana Government Notification No. S.O. 95.H.A. 11/1994/S. 209/2003, dated 8.7.2003.]

[Section 14] :- (1) Gram Panchayat shall be the appointing authority of Gram Vikas Sahayak.(2)At the request of the Gram Panchayat, for the office of Gram Vikas Sahayak the concerned Sub-Divisional Officer (Civil), having jurisdiction of the sabha area, shall invite applications from amongst the inhabitants of sabha area who are graduates and not less than [32] years of age.(3)Notice of atleast 10 days will be given for inviting such applications. The selection to the office of Gram Vikas Sahayak shall be made by a selection committee consisting of the Sub-Divisional Officer (Civil), [Chairman of Panchayat Samiti concerned] [Inserted vide Haryana Government Notification No. S.O. 106/H.A. 11/1994/S. 209/2003, dated 12.8.2003.] and the Sarpanch concerned after interviewing the candidates/applicants.(4)The Collector of the district shall be appellate authority against the order of the selection committee.(5)The decision of the Collector in the appeal shall be final and no further appeal shall lie against the decision of the Collector.(6)If a Gram Vikas Sahayak wants to contest any election to any of the Panchayati Raj Institutions or Vidhan Sabha etc, he shall have to resign of his office.(7)The Gram Vikas Sahayak will discharge his duties upto an age not exceeding 60 years.]

11B. [Removal of Gram Vikas Sahayak. [Rule 11B, inserted vide Haryana Government Notification No. S.O. 95.H.A. 11/1994/S. 209/2003, dated 8.7.2003.]

[Section 14.] - (1) A Gram Vikas Sahayak shall be removed from his office by the Sub-Divisional Officer (Civil) concerned, after giving him an adequate opportunity of being heard if -(i)sentenced for an offence involving moral turpitude; or(ii)he neglects to discharge his duties or is otherwise found incompetent; or(iii)owing to age or physical or mental incapacity, or absence from the sabha area, he is unable to discharge the duties of his office; or(iv)he takes part in any kind of agitation against the Government or fails to give his active support to the Government or the Gram Panchayat in the maintenance of law and order; or.(v)a case against him in respect of any criminal offence is under investigation, enquiry or trial, if in the opinion of the competent authority, the charge made or proceeding taken against him, is likely to embarrass him in the discharge of his duties.(2)If there is any loss, waste or misapplication of Gram Fund or to the property belonging to the Gram Panchayat due to his negligence or misconduct while working as Gram Vikas Sahayak, he shall be liable for such loss, waste or misapplication of Gram Fund or property belonging to the Gram Panchayat and Gram Panchayat shall be competent to assess and recover amount due from him on account of such loss, waste or misapplication of such Gram Fund or property after following the principles of natural justice.]

11C. [Duties and functions of Gram Vikas Sahayak. [Rule 11C, inserted vide Haryana Government Notification No. S.O. 95.H.A. 11/1994/S. 209/2003, dated 8.7.2003.]

[Section 14.] - (1) Gram Vikas Sahayak shall maintain liason between the Government, the Gram Panchayat and the inhabitants of the sabha area.(2)He will assist the Government in effecting recoveries of dues relating to electricity bills or any other dues and disbursement of old age, handicap and widow pension etc. on commission basis to be determined by the Government.(3)He

will be paid an honorarium of Rs. 3000/- per month or at such rates as may be determined by the Government from time to time by the Gram Panchayat concerned.]

11D. [Formation of group of Gram Panchayats. [Rule 11D, inserted vide Haryana Government Notification No. S.O. 95.H.A. 11/1994/S. 209/2003, dated 8.7.2003.]

[Section 15.] - For purpose of section 15 the group of Gram Panchayats shall be formed by the concerned Block Development and Panchayat Officer.]

11E. [Applicability of service rules. [Rule 11E, inserted vide Haryana Government Notification No. S.O. 95.H.A. 11/1994/Section 209/2003, dated 8.7.2003.]

Section 15 - The Haryana Panchayats Department State Service Group C Rules, 1979, applicable to Gram Sachivs shall mutatis mutandis apply to the Circle Supervisors.]

12. Record of Gram Panchayat.

[Section 15] - Gram Panchayat shall maintain and use the following records, registers, books and forms :-(i)Cash Book in Form I(ii)Proceedings Book in Form II(iii)Inspection Book in Form III(iv)Receipt Book in Form IV(v)Attendance Register in Form V(vi)Register showing the demand and collection of taxes, duties, cesses and fees in Form VI(vii)Register of court cases by and against the Gram Panchayat in Form VII(viii)Application for acquisition of land in Form VIII(ix)Register of fees and fine in Form IX(x)Stock Register of material in Form X(xi)Works Register in Form XI(xii)Muster Roll Register in Form XII(xiii)Register of immovable property (other than shamlat deh) in Form XIII(xiv)Stock Register of furniture in Form XIV(xv)Library Book Register in Form XV(xvi)Library issue Register in Form XVI(xvii)Security Deposit Register in Form XVII(xviii)Stock Register of Receipt Books in Form XVIII(xix)Despatch Register (account of stamps also to be maintained in this register) in Form XIX(xx)Receipt Register in Form XX

13. Publication of orders.

[Section 25] - An order made under section 25 shall be published in the following manner :-(a)copies of the order shall be exhibited at some conspicuous places within the Sabha area;(b)one copy of the order shall be affixed on or near the property, if any, affected by the said order; and(c)one copy of the order shall be served on the person who is required to take any action in pursuance thereof :Provided that if the order is applicable to the residents of the Sabha area in general, the publication shall be made by the beat of drum as well.

14. Preparation of map of abadi-deh.

[Section 26] - (1) The abadi deh map prepared under section 26 shall be published for inviting objections in the following manner :-(a)a copy each of the map shall be kept in the offices of Revenue Patwari, Gram Panchayat and Block Development and Panchayat Officer for inspection by the residents of the village;(b)notice shall be displayed outside office of the Patwari and Panchayat Ghar and at any other conspicuous place in the Sabha area giving the following particulars :-(i)name of the Sabha area;(ii)mohallas, streets, chowks and abadies in the village in respect of which the map has been prepared;(iii)name of the person who has prepared the map;(iv)places where the map can be inspected on payment of inspection fee of five rupees;(v)place and the name of the Sarpanch, or any other Panch with whom the objections, if any, may be filed;(vi)date of publication of the notice; and(vii)last date for filing of objections, if any, and(c)Publicity to the notice shall also be given in the Sabha area by beat of drum through village Chowkidar, record of which duly authenticated by village Lambardar and Sarpanch shall be kept by the Gram Panchayat.(2)As soon as the objections are considered and the map is finalised by the Gram Panchayat, a notice under sub-section (4) of section 26 shall be displayed outside the office of the Gram Panchayat and at two other conspicuous places in the Sabha area giving the following particulars :-(i)name of the Sabha area;(ii)Mohallas, streets, abadies and Chowks in the village in respect of which the map has been prepared;(iii)name of the person from whom the map has been got prepared;(iv)date on which the map has been finalised and the places/offices from where a copy of the map can be obtained on payment of fee; and(v)publicity to the notice shall also be given through village Chowkidar by beat of drum, record of which duly authenticated shall be maintained by the Gram Panchayat.(3)A copy of the map may be obtained by any person by paying a fee of one hundred rupees per copy to the Gram Panchayat or Block Development and Panchayat Officer.(4)All fees received for inspection and supply of the copies of maps shall be credited to the Gram Fund.

15. Power of Gram Panchayat, Panchayat Samiti and Zila Parishad to take over management of institutions.

[Section 36] - If a Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, undertakes to receive from any person any property vested in him or the management of any institution or the execution or maintenance of any work or the performance of any duty within its area, it shall satisfy itself that it is free from all encumbrances so that it will not in any way be a burden on the Gram Fund, Panchayat Samiti fund or Zila Parishad fund, as the case may be, or involve or incur any liability.

16. Help in maintenance and improvement of schools, hospitals and dispensaries.

[Section 37] - A Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, shall, if so required by the Government subject to funds at its disposal, give help to -(a)the educational institutions recognised by Government or affiliated to any University in Haryana State;(b)the department concerned for the buildings of hospitals or dispensaries and provision for medicines,

water supply and diet and other necessities to needy patients.

17. Establishment of primary schools, hospital or dispensaries for a group of Panchayats.

[Section 38] - (1) The Panchayat Samiti concerned shall be prescribed authority for the purpose of section 38.(2)When a group of neighbouring Gram Panchayats combines to help in establishing a school, hospital, or Ayurvedic or Unani dispensary, a joint committee shall be formed.

18. Power to suspend action of Gram Panchayat.

[Section 47] - (1) Any person aggrieved by an order or by any resolution of a Gram Panchayat, other than one relating to judicial functions of the Gram Panchayat, may prefer an application to the District Development and Panchayat Officer or Sub- Divisional Officer (Civil) within 30 days of the order or the resolution, setting forth concisely the grounds of objection to the order or resolution, as the case may be, together with a certified copy of the order or resolution :Provided that the District Development and Panchayat Officer or Sub- Divisional Officer (Civil), as the case may be, may condone any delay in preferring the application for sufficient reasons.(2)On receipt of the application in accordance with sub-rule (1), the District Development and Panchayat Officer or Sub-Divisional Officer (Civil), as the case may be, shall appoint time and place for hearing of the application.(3)The District Development and Panchayat Officer or the Sub-Divisional Officer (Civil), as the case may be, shall give reasonable opportunity to the Gram Panchayat concerned to explain the view point of the Gram Panchayat on the date, time and place fixed for the hearing of the application before suspending the execution of any resolution or order in dispute or before prohibiting the doing of any act which is about to be done or is being done by the Gram Panchayat :Provided that nothing in this rule shall be construed to curtail the power of the District Development and Panchayat Officer or the Sub-Divisional Officer (Civil), as the case may be,when the acts suo motu fall under section 47.

19. Access to records of Gram Panchayat, Panchayat Samiti or Zila Parishad.

[Section 46] - (1) Any person who is a voter of Gram Panchayat, Panchayat Samiti or Zila Parishad, and every resident of the Sabha area, Panchayat Samiti area or Zila Parishad area, may after making an application in writing and with the permission of the Sarpanch, Chairman or President, as the case may be, inspect the non-judicial records of Gram Panchayat, Panchayat Samiti or Zila Parishad, after making a payment of Rs. 25, 50 or 100 respectively on each occasion.(2)The Sarpanch, Chairman or President, as the case may be, shall on the application of any party, to any proceeding, allow inspection of the record to the said party or its duly recognised agent on payment of fee at the rate laid down in sub-rule (1) on each occasion.(3)The Sarpanch, Executive Officer or Chief Executive Officer shall, on the application in writing of any voter or any resident of area concerned, supply him with a copy of the relevant non-judicial record or entry in the register or any portion thereof on payment of a fee of rupees five per page or part thereof.(4)The Sarpanch, Executive Officer or Chief Executive Officer, as the case may be, shall, on the application of any party to

proceedings, supply him with a copy of the relevant record or entry in the register or any portion thereof on payment of a fee of rupees five per page or part thereof.(5)The said copy shall be signed by Sarpanch, Executive Officer or Chief Executive Officer, as the case may be.(6)The provisions of section 76 of the Indian Evidence Act, 1872, shall apply, in so far as they are applicable to all public documents in the custody of Gram Panchayat, Panchayat Samiti and Zila Parishad.

20. Acquisition and transfer of property by Gram Panchayat, Panchayat Samiti and Zila Parishad.

[Sections 206 and 207] - (1) No movable property shall be purchased, sold or transferred by a Gram Panchayat, Panchayat Samiti or Zila Parishad without a prior resolution of Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be :Provided that the Sarpanch may in an emergent case purchase or sell movable property of a value not exceeding Rs. 500 :Provided further that all transactions relating to movable property shall be reported to the Gram Panchayat at its next meeting for its approval.(2)All contracts by or on behalf of the Gram Panchayat, Panchayat Samiti or Zila Parishad, shall be entered into in the name of Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, and all documents executed in this connection shall be signed by the Sarpanch and Block Development and Panchayat Officer in case of Gram Panchayat, Chairman and Executive Officer in case of Panchayat Samiti and President and Chief Executive Officer in case of Zila Parishad, as the case may be, after obtaining the prior approval of Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be.

21. Sale, lease and other alienation of property or public place by Panchayat Samiti or Zila Parishad.

[Sections 144, 206 and 207] - (1) (a) A Panchayat Samiti may lease out any property or public place.(b)A Zila Parishad may lease out immovable property subject to the provisions contained in section 144.(c)All leases shall be by open auction after giving publicity as laid down in sub-rule (3) and shall be for a period not exceeding three years:Provided that the possession of the property so leased out shall be delivered only after execution of lease deed duly between the parties. The lease deed shall be signed by Chairman and Executive Officer or President and Chief Executive Officer, as the case may be:Provided further that if in any case the last bid is less than that at the next preceding auction, the bid shall be accepted after approval of the same by the Zila Parishad in case of Panchayat Samiti and that of Director in case of Zila Parishad.(2)(a)A Panchayat Samiti or a Zila Parishad shall not ordinarily sell any property or public place belonging to, vested in or managed by it, if it can be leased out or profitably maintained.(b)All sales shall be by auction after giving wide publicity as laid down in sub-rule (3).(3)When any property or public place is to be sold or given on lease, the Panchayat Samiti or the Zila Parishad, as the case may be, shall publicise an auction notice in atleast one regional language newspaper and by displaying the auction notice at conspicuous places in the Panchayat Samiti/Zila Parishad area and on the notice boards of offices of the Zila Parishad, Panchayat Samitis and in such other manner as may be considered useful by the Chairman or President, as the case may be.(4)If a Panchayat Samiti proposes to dispose of any property or public place in any manner otherwise than by way of lease, it shall obtain the previous

sanction of the Government.(5)The Government shall not accord sanction for the sale, lease or other disposition of the property or public place, under this rule if such sale, lease or other disposition is not in the interest of the Panchayat Samiti or Zila Parishad, as the case may be, or causes inconvenience to the public.

22. Suspension of Chairman and President.

[Sections 64 and 160] - The provisions of sections 60 and 121 shall mutatis mutandis apply for election of Chairman and President during suspension of any Chairman and President under sub-section (1) of section 64 and sub-section (1) of section 160 respectively.Explanation. - The person elected under this rule shall hold office only during suspension period.

23. Refusal to hand over charge.

[Section 125] - (1) The Deputy Commissioner concerned shall be the authority empowered by the Government to direct the President, Vice-President or a Member, as the case may be, by order in writing, to forthwith hand over the charge of his office and all papers or property, of the Zila Parishad, if any, in his possession as such to the new President, Vice-President or a member under sub-section (2) of section 125.(2)Under sub-section (3) of section 125 the City Magistrate shall be authorised to issue a search warrant.(3)Cognizance of an offence punishable under sub-section (4) of section 125 shall not be taken, save on a complaint made by the Chief Executive Officer concerned.

24. Suit by or against Gram Panchayat, Panchayat Samiti or Zila Parishad.

[Section 205] - (1) A Gram Panchayat, Panchayat Samiti or Zila Parishad shall, by a resolution to be recorded in the proceedings book, appoint its Sarpanch, Chairman or President or any other Panch or member, as the case may be, or any of its officers to contest any suit filed by or against the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be. The person so appointed shall file a copy of the said resolution duly attested by the Sarpanch, Executive Officer or Chief Executive Officer, as the case may be, under the seal of the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, in the court alongwith other documents.(2)The actual expenditure incurred in institution or defence of the suit shall be chargeable to the fund of the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be.(3)When any such suit is decided at any stage, the person so authorised shall without any avoidable delay, in writing inform the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, about the decision.(4)The counsel contesting the suit for and on behalf of the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, shall, without avoidable delay, send a report to the concerned Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, about the decision of the suit at any stage and his opinion about further course of action to be taken to defend the overall interest of Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be.(5)The person so appointed shall not be competent to compound or admit claim of the party suing the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, without prior authorisation by the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, by a resolution in writing passed in a meeting

specifically called for the purpose by a majority of not less than 2/3rd of its panches or members, as the case may be.(6)If any decree or order is passed by the court as a result of fraud, misrepresentation, concealment of facts, collusion with the other party or lack of proper pairvi, the Sarpanch, Chairman or President, panch, members or officer so authorised as the case may be, shall be personally liable for the loss caused to the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be.

25. Employment of other employees.

[Section 16] - (1) (i) Subject to the prior approval, of the Panchayat Samiti, and, to the availability of the funds in the budget, a Gram Panchayat may, by a resolution, passed by ¾ majority of the panches, prepare a list of employees required by it and shall also decide salary and allowances to be paid to them and the duties to be assigned to each of them :Provided that the salary and allowances of employees appointed under this rule shall not exceed to that as admissible to their counterparts in Government service :Provided further that the terms and conditions of appointment and service rules shall be got approved by the Government.(ii)No person shall be employed by the Gram Panchayat if he is a near relative of Sarpanch or any of its Panches or he has been convicted of any offence involving moral turpitude.Explanation. - For the purpose of this clause, the expression 'near relative' shall mean son, daughter, grand-son, grand-daughter, husband, wife, brother, sister, father, mother, grand-mother, wife's brother, wife's sister, wife's father, wife's mother, husband's mother, husband's sister, son-in-law and daughter-in-law.(iii)No employee of the Gram Panchayat shall be retained in service after he has attained the age of 58 years.(2)A Gram Panchayat may for good and sufficient reasons impose the following on its employees :-(i)Censure;(ii)recovery of whole or part of any pecuniary loss caused to the Gram Panchayat by negligence or breach of orders of the Gram Panchayat;(iii)removal or dismissal from service :Provided that before imposing any penalty the employee shall be informed of the specific charge(s) against him and shall be given a reasonable opportunity to explain his position or produce any evidence. In case the reply to charge(s) is found to be unsatisfactory an enquiry shall be got conducted following the procedure laid down in Haryana Civil Services (Punishment and Appeal) Rules, 1987.(3)An employee who has been punished under sub-rule (2), may prefer an appeal within 30 days of communication of the order of punishment to the employee, to the Panchayat Samiti, whose decision shall be final.(4)The services of any employee of a Gram Panchayat can be terminated by giving him one month's notice or in lieu thereof one month's pay or pay for the period by which the notice falls short of one month.

26. [Prescribed authority. [Substituted vide Haryana Government Notification No. S.O. 70/H.A. 11/1994/Section 209/2003, dated 5.3.2003.]

[Sections 44, 175 and 215-A] - (1) For purposes of section 44 the concerned District Development and Panchayat Officer shall be the prescribed authority.(2)For purpose of clauses (o) and (p) of sub-section (1) section 175 the Deputy Commissioner concerned shall be the prescribed authority in cases of Sarpanch, [-] [The words 'Up-Sarpanch' omitted vide Haryana Government Notification No. G.S.R. 70/H.A. 11/94/Section 209/2000, dated 19.10.2000.] and Panch and in cases of Chairman, Vice-Chairman, member, President and Vice-President, the Government shall be the prescribed authority.(3)[For purpose of section 215A(i) if the bodies at dispute are situated within one and the

same district, Deputy Commissioner of the concerned district shall be the prescribed authority; (ii) if the bodies at dispute are situated in more than one district but within one and the same division, the Divisional Commissioner shall be the prescribed authority; and (iii) if the bodies at dispute are situated within more than once divisions, Financial Commissioner, Revenue, Government of Haryana, shall be the prescribed authority.]

27. Procedure regarding committees.

[Sections 22, 83 to 85, 139 and 140] - (1) If a committee constituted under section 22 wants to appoint a member of farmers clubs, mahila mandals, yuvak mandals and other similar bodies as a member of the committee, it shall pass a resolution to that effect and request the concerned body by sending a copy of the said resolution to the concerned body. Similarly the production Committee, through a resolution duly passed by it, shall request the concerned societies to sponsor the name of a representative of co-operative societies in the Panchayat area to be appointed in the Production Committee. On receipt of such name he shall be appointed as a representative of co-operative societies in the panchayat area in the Production Committee. (2) Gram Sachiv shall be ex-officio Secretary of each Committee constituted by the Gram Panchayat. (3) The Gram Panchayat, Panchayat Samiti and Zila Parishad shall appoint members of Committee by a resolution in writing. (4) Gram Panchayat, Panchayat Samiti and Zila Parishad shall decide the terms of the office of each committee and shall assign function, duty and extent thereof to it. (5) The proceedings of each committee shall be recorded in a separate proceeding book kept for the purpose by the Secretary concerned and each member shall put down/affix his signatures/thumb impression therein at the end of meeting of such committee. (6) The Gram Panchayat, Panchayat Samiti and Zila Parishad shall have a right to retire a member and to appoint a new member in his place on a reasonable ground. (7) The members shall be appointed by virtue of their qualifications, experiences, social service and special knowledge on particular subject. (8) A person may be a member of more than one committee and sub-committees. (9) All members shall have a right of vote. The decisions shall be taken by majority of vote and the Chairperson of the committee shall have a casting vote in case of equality of votes. (10) If at any meeting of committee, Chairperson is absent the members present shall elect one of the members to be the Chairperson of such meeting. (11) A Committee shall perform such functions, as may be assigned to it under the Act or by Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be. (12) Each committee shall meet at least once a month. (13) All the record of any committee shall be a part of record of concerned Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be. (14) Each committee, at any level, shall be empowered to require attendance at its meeting of any official/officer who is connected with the work of committee. (15) The Secretary of the Committee shall issue notices of the meeting under the instructions of the committee and ensure that the notices are served upon the members of the committee and officials/officers concerned. (16) The Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, may call for proceedings of any committee, and may for sufficient reasons to be recorded revise any decision of that committee or sub-committee, as the case may be. (17) Each committee shall submit the detailed report of its functions to the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, and the Gram Panchayat, Panchayat Samiti or Zila Parishad, as the case may be, shall take final decision on it, in its meeting. (18) The rights and liabilities of the appointed members shall be similar to those of other members of the concerned

committee or sub-committee, as the case may be.(19)The provisions of this rule shall mutatis mutandis, apply to local committee constituted under section 22.(20)[Amenities sub-committee in respect of public works shall consist of one woman panch, one panch representing the area comprising the site of public work to be undertaken and two residents of the concerned locality. In case of public work relating to school the headmaster of the concerned school and in case of Chaupal, the representative of the concerned community, shall be a member of the Amenities sub-community. The Junior Engineer, Sub Divisional Officer and Executive Engineer, as the case may be, shall be technical member of the committee undertaking works up to Rs. 1,25,000, Rs. 3,00,000 and Rs. 5,00,000 respectively.(21)After completion of the work majority of the members, including technical member and sarpanch of the Amenities sub-committee, referred to in preceding sub-rule (20), shall certify the completion thereof in writing.] [Added vide Haryana Government Notification No. G.S.R. 37/H.A. 11/94/S. 209/2000, dated 13.7.2000.]

28. Report on work of Gram Panchayat.

[Section 20] - (1) The report, required by sub-section (1) of section 20, shall contain the complete details and description, including the amount of expenditure workwise, source of income and list of functionaries, regarding the work done during the previous year and the work proposed to be done during the following year and shall be submitted to the Block Development and Panchayat Officer and the Panchayat Samiti concerned by the end of February next following in connection with the previous year and by the end of November next preceding in connection with the work proposed to be done during the following year.(2)The reports prepared under sub-rule (1) and sub-rule (2) of section 20 shall be published by affixation on the notice board of the Gram Panchayat and on the conspicuous places within the territorial jurisdiction of the Gram Panchayat and also on the notice board of Panchayat Samiti and Zila Parishad.(3)For purposes of section 20 the concerned Block Development and Panchayat Officer shall be the prescribed authority.

29. Technical supervision and Inspection.

[Section 156] - The Government or any other officer appointed in this behalf, may inspect works or development schemes under the control of Parishad and also the relevant records pertaining to such works or development schemes on any day.

30. Consignment or records.

[Section 209] - All the records including registers and books, maintained by a Gram Panchayat, Panchayat Samiti and Zila Parishad shall be kept by the concerned body for five years after which it shall be consigned to the general record room of the District Officer incharge of the Panchayats at the district headquarter, for being preserved in perpetuity except the record destroyable which shall be destroyed in accordance with the Destruction of Records Act, 1917.Provided that if for any reason audit for these bodies has not been carried out or audit objections relating thereto have not been met with such record shall be consigned within one month after such objections have been met with.

18	19	20	21	22	23		
Serial No.	Date	Name of payee	Nature of payment	Amount transferred to Government Treasury	Compensation		
24	25		26	27	28	29	
Amount paid to witnesses as expenses	Other expenditure		Signature or thumb impression of payees	Total	Signature of Sarpanch	Balance	

1	2	3
Date	Name of Panches present	Business transacted

1	2	3	4	5
Serial No.	Date of inspection	Name and designation of the person making the inspection	Note of Inspection, with signature of the person recording it	Action taken by the Gram Panchayat to remove the defects, if any

Form IV
(See rule 12)

Receipt Book

(1) Name of Gram Panchayat.....

Receipt Book

(1) Name of Gram Panchayat.....

{|

{|

(2) Serial No. of| Civil SuitCriminal Case

|}|{|-||{|-| (2) Serial No. of| Civil SuitCriminal Suit|}|-||-||-| (3) Date of Payment

.....|| (3) Date of payment||-| (4) Name of payer.....|| (4)

Name of payer.....||-|| Amount paid|| Amount paid|-|| Rs. P.|| Rs. P.-| (1) Fees|| (1)

Fees||-| (2) Fines|| (2) Fines||-| (3) Taxes|| (3) Taxes||-| (4) Compensation|| (4) Compensation||-|

(5) Voluntary contributions|| (5) Voluntary Contribution||-| (6) Grants from Government or Local

Bodies|| (6) Grants from Government or Local Bodies||-| Total_____||

Total_____||-| Signature of Sarpanch| Signature of Sarpanch|}Form V(See rule

12)Attendance RegisterGram PanchayatBlock District

Serial No. Date of meeting Description of Meeting Name of Sarpanch

Initial or thumb impression

Name of Panch

Initial or thumb

impression

Name of Panch

Initial or thumb

impression

Name of Panch

Initial or thumb

impression

Name of Panch

Initial or thumb

impression

Form VI(See rule 12)Register of Demand and Collection of Taxes, Duties, Cesses and FeesGram

Panchayat Block Tehsil District

1	2	3	4	5	6	7
Serial No.	Name and parentage etc. of the assessee	Nature of Tax	Balance of last year	Amount assessed	Remission of Tax	No. and date of resolution remitting the tax
			Rs. P.	Rs. P.		
8	9	10	11	12	13	
Total amount to be realised	Result of appeal, if any	Amount collected	Date of collection with Receipt No.	Balance at the end of the year	Remarks	
Rs. P.		Rs. P.		Rs. P.		

Form VII(See rule 12)Register of Court Cases

Name of Applicant and description of plaintiff/applicant	Name and description of respondent/Defendant	Details of matter involved in case	Area of land, if involved	Date of institution	Name of the Court and case number	Date of decision
1	2	3	4	5	6	7

Brief description of judgment/order filled by whom with date	Date of application for certified copy Decision with date	Date of delivery of certified copy	Appeal Revision	Review High Court	Final position	Remarks, if any
8	9	10	11	12	13	14

Form VIII(See rule 12)Application for Land AcquisitionName of Gram Panchayat _____ Block _____ Tehsil _____ District _____

Description of land	Purpose of acquisition	Whether Private negotiations to purchase the land were madeand have failed
1	2	3

Signature of SarpanchForm IX(See rule 12)Register of Fees and FinesGram Panchayat _____ Block _____ Tehsil _____ District _____

Fee paid/Fine imposed

Amount recovered

Serial No.	Case Number	Name of accused	Amount	Date	Number of receipt	Amount	Date
1	2	3	4	5	6	7	8

Rs.

Rs.

Serial Number of General cash book challan	Amount	Number and Date of Treasury Amount	Initial of Sarpanch Credited	Remarks
9	10	11	12	13

Rs.

Form X(See rule 12)Stock Register of MaterialGram Panchayat _____ Tehsil _____ District _____ Block _____ Description of Material

Date	Opening Balance	Number or quantity of articles received	Total	To whom issued	Number or quantity of articles issued	Balance	Signature of the person in acknowledgement of his havingreceived the articles	Remarks
1	2	3	4	5	6	7	8	9

Form XI(See rule 12)Works RegisterName of BlockName of villageName of workAmount of Administrative approvalAmount of Technical sanction

Sr. No.	Date	Particulars of item	Reference to stock register	Quantity	Value	Total	Signature	Remarks
1	2	3	4	5	6	7	8	9

Form XII(See rule 12)Register of Muster Roll

Serial No.	Name of Gram Panchayat and person incharge of work	Date of issue	Date of return	Remarks
(i)	(ii)	(iii)	(iv)	(v)

Form XIII(See rule 12)Register of Immovable Property (other than Shamlat Deh)Gram Panchayat

_____ Block _____ District _____

1. Serial No.

2. Particulars and location of the property (Plinth area of accommodation available in the building and other such information)

3. Name and address of previous owner

4. How acquired or purchased (by gift, sale, transfer or otherwise with date of transaction)

5. Purpose for which acquired, purchased or gifted

6. Cost price Rs. Paise

7. No. and date of Gram Panchayat resolution and approval by the Competent Authority

8. How disposed of or utilized with authority and date of disposal or sale, if any

9. No. and date of Gram Panchayat resolution about disposal or utilization of the building

10. Sale price, if any.

11. Remarks (Name and address of the person, body or institution to whom the property is sold and other such information)

12. Signature of the Sarpanch.

Form XIV(See rule 12)Stock Register of Furniture and other articlesGram Panchayat

_____Block_____Tehsil _____District _____

Sr. No.	Particulars, number (if any) and description of articles	Date and Cost of purchase of article	Signature of Sarpanch when entry is made in the register	Condition on 1st April, 19	Manner and other particulars of final disposal of the articleand date of disposal with date of its removal from the record	Particulars of authority authorising disposal	Signature of Sarpanch when the articles struck off theregister	Remarks
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Form XV(See rule 12)Stock Register of Library BooksGram Panchayat _____ Tehsil _____
Block _____ District _____

Serial No.	Name of the Book	No. of volumes	Author/ Publisher	Price per copy	Date of receipt or purchase	Remarks
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Form XVI(See rule 12)Issue Register of Library BooksGram Panchayat _____ Tehsil _____
_____Block _____ District _____

Date of issue	Name of book, its script and the serial No. of the stockRegister	Name and address of the person to whom issued	Signature of the person to whom issued	Date on which received back	Initial of the Sarpanch	Remarks
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Form XVII(See rule 12)Register of Security DepositsGram Panchayat _____ Tehsil _____
_____Block _____ District _____

Serial No.	Number and date of order under which deposited	Date of deposit	Name of depositor	Purpose of deposit	Amount deposited	Signature of Sarpanch
1	2	3	4	5	6	7

				Rs. P.		
Number and date of order sanctioning return or lapse of deposit	Date of return or lapse	Name of payee	Amount paid	Balance	Signature of payee	Remarks
8	9	10	11	12	13	14

Rs. P.

Form XVIII(See rule 12)Register of Receipt BooksGram Panchayat Tehsil
District Block

Receipt				Issue			
1	2	3	4	5	6	7	8
Total number of books received		Serial number of books	Number of forms in the book referred to in column 3	Signature of Sarpanch	Date	Serial number of book removed from stock	Signature of Sarpanch

Form XIX(See rule 12)Despatch Register (Account of Stamps also to be Maintained in this Register)Gram Panchayat TehsilDistrict Block

Issue No.	Date	To whom sent	Subject	Amount of stamp utilized	Balance of amount of stamps
1	2	3	4	5	6

Form XX(See rule 12)Receipt RegisterGram Panchayat Tehsil District Block

Serial No.	From whom	No. and date of letter	Subject	Brief description of the action taken
1	2	3	4	5