

Rules Regarding Returns of Establishments

MADHYA PRADESH

India

Rules Regarding Returns of Establishments

Rule RULES-REGARDING-RETURNS-OF-ESTABLISHMENTS of 1966

- Published on 13 May 1966
- Commenced on 13 May 1966
- [This is the version of this document from 13 May 1966.]
- [Note: The original publication document is not available and this content could not be verified.]

Rules Regarding Returns of Establishments Published vide Notification No. 170-U-18, dated 13-5-1966, M.P. Rajpatra, Part 2, dated 27-5-1966 at pp. 957-973

1. Definitions.

- In these rules, unless the context otherwise requires-(a)"Act" means the Madhya Pradesh Municipalities Act, 1961;(b)"Form" means a form appended to these rules;(c)"Section" means a section of the Act.

2. Statement of taxes.

- At the close of each quarter, viz., 31st March, 30th June, 30th September and 31st December, a statement in Form 1 showing (he demands, collections, remissions and balances of taxes and revenue shall be prepared and submitted to the Collector, so as to reach him by the 15th of the month following.

3. Annual Returns of Establishments.

- A detailed statement of the permanent establishment existing on the 1st April shall be prepared annually in Form 2 and transmitted to the Collector and the Examiner Local Fund Accounts not later than the 15th May. In preparing the statement the following instructions should be carefully observed :-(a)The name, designation and pay of every servant holding a permanent appointment, whether he he on duty, on leave or under suspension, should he entered.(b)The date of birth by the Christian era, or if exact date is not known the approximate date should be given.(c)The name of any person acting in an appointment, as well as the acting allowance paid to him, should be shown in the column "Name of incumbent" beneath the name of the absentee for whom he is officiating.(d)If the acting incumbent holds a permanent appointment upon another establishment the fact should be

stated.(e)Detailed statement in Forms 3 and 4 shall be attached to the original return (Form 2).These returns constitute the authoritative record of the service of permanent employees, and it is of importance to both municipal councils and their servants that there should be no discrepancies between them and the service books. The following certificate should, therefore, be recorded on them by the Chief Municipal Officer "Compared with service books and bound to agree".Note. - The Statement referred to in this rule shall contain information only in respect of such employees who have decided to remain under the Municipal Council pension scheme or under contributory pension scheme under Article 802, Civil Service Regulations. For the employees whose pension is payable wholly out of the funds of the Municipal Councils and for those whose pension is payable wholly or partly out of the State Revenues two separate statements shall be prepared.

4. Statement showing the calculation of pay of the establishment.

- A statement in Form 3 showing the calculation of pay of the establishment, shall be prepared on the 1st April of each year and produced before the Auditor for check.

5. Annual Report.

(1)After the close of the financial year the Chief Municipal Officer shall prepare annual report on the activities of the Municipal Council during that year. The report shall be submitted by the Chief Municipal Officer to the Council not later than 30th May for consideration and by the Municipal Council to the Collector not later than 15th July.(2)The Collector shall scrutinize and forward the report with his comments to the State Government not later than 15th August.(3)The annual report shall deal with every branch of the activities of the Municipality, including so far as may be relevant, the subjects mentioned in the skeleton form of report appended to this rule, and shall be arranged, as far as possible in the order given in the form.(4)(a)The annual report shall be accompanied by the following statements :-I. Statement showing the constitution in Form 5.II. Statement showing the income of the Municipality in Form 6.III. Statement showing the expenditure of the Municipality in Form IV. Statement relating to octroi in Form 8.V. Statement relating to notified area in Form 9.VI. Statement relating to elections and selections in Form 10.VII. Statement relating to election of President etc. in Form 11.VIII. Statement relating to collection of taxes in Form 12.IX. Statement relating to receipts and expenditure on water-supply in Form 13.X. Statement relating to receipts from and expenditure on conservancy in Form 14.(b)Duplicate copies of all the statements shall also be sent to the Collector which after scrutiny in his office shall be transmitted to the State Government by the 15th July for the preparation of consolidated statements for the State.Skeleton form of Municipal Annual Report(i)Introduction.(ii)Establishment-Alteration in the limits of a Municipality amalgamation or splitting up of a Municipality,(iii)Constitution.(iv)Elections and Selections-General elections-period occupied by them-Selections-bye-election-total number of voter-number of voters who attended polls-number of seats remaining vacant for want of candidates-election or appointment of President or Vice-President Committees-election-representation of minorities-general remarks.(v)Disposal of business-Total number of meetings of the Council and its Committees-abortive meetings-attendance at meetings-municipalities not holding prescribed number of meetings and reasons therefor-reasons for non-attendance-action taken against habitual absentee members-unduly large number of

meetings-disposal of business by Committees.(vi)General Financial condition-opening balance-total receipts and expenditure-General financial conditions to be exhibited in the following form:-

Departmental head	Income	Expenditure	Excess receipts [Col. (2), Col. (3)]	Excess expenditure Col. (3)] Col. (2)]
(1)	(2)	(3)	(4)	(5)
	Rs.	Rs.	Rs.	Rs.

1. General

Administration

2. Water-supply

3. Conservancy

4. Markets

5. Roads

6. Education

7. Medical and Public

Health

8. Extraordinary & debt

9. Balance

Total

Note. - Heads which do not fall specifically under items 2 to 9 will be included in item 1.-General Administration-(a)General Administration. - Receipts and Expenditure-the extent to which expenditure is incurred on object for which no specific direct taxation is levied.(b)Imposition of new taxes. - details thereof.(c)Octroi and Terminal Taxes. - Variation in income and reasons therefor-Percentage of collection expenses to actual collections-Revision or abolition of taxes-whether services are made self-supporting before revising these taxes.(d)Property and Haisiyat Taxes. - Variation in income and reasons therefor-Revision or abolition of the taxes-whether the total amount to be raised from the haisiyat tax has been increased or the rate of property tax.(e)Drainage. - Expenditure on drainage-Capital outlay and other expenditure-Variations with reasons-amount spent on underground and surface drains-Any new Scheme sanctioned, investigation of projects undertaken either by municipal agency or Public Works Department-State Government grant of loan given, if any, and expenditure therefrom.(f)Water-supply. - Receipts and expenditure as disclosed by Form 13-if the service is not self-supporting reasons therefor-Revision of Rates-Capital outlay-New schemes undertaken for improvement of Water-Supply-Water-Supply Investigation schemes-State Government grant of loan for improvement of water-supply and the expenditure incurred out of it-Whether loan instalments have been paid regularly, or whether provision has been made for a sinking fund to meet cost of depreciation or replacement-removal of temporary water-scarcity.(g)Conservancy. - Receipts and expenditure as disclosed by Form 14-Whether the rates were revised-If the service is not self-supporting or if no latrine tax is imposed, reasons therefor.(h)Markets. - Income from cattle sale registration fee or taxes, fee from markets and slaughter-houses, fees from brokers and weighmen. cotton weighing fees, and amount spent on markets-Charges for collection of market dues and fees-Any new market buildings constructed-Variations in income and

expenditure.(i)Roads. - The income from the tax and animals, passengers and vehicles, tolls on roads and ferries, fees from hackney carriages, fees for licensing vehicles plying for hire and expenditure on collection of tax or toll, public works establishment for roads, construction of roads, and stores for roads-Arbiculture-any new roads constructed-Length of Public Works Department and municipal roads in the municipality according to classes-Whether there are any thorough roads in the municipal limits and whether the municipal council incurs any expenditure on their maintenance.(j)Collection of taxes. - Whether assessment lists were prepared on due dates-Whether collection was satisfactory-Percentage of collection to demand-If less than 90 per cent reasons therefor, action taken for recovery-whether any Councillors or office-bearers are, defaulters and, if so, to what extent-whether provisions of Sections 167 to 170 are applicable to the Municipality and, if so, whether full use was made of the powers if so. with what result-If powers not utilised reasons therefor.(k)Education. - The income from fees from educational institutions-interest on investments for educational purposes, grants from State Government.for educational purposes, grants from local bodies for educational purposes, grant and colleges-Contributions to schools, libraries, museums and menageries-Variations in receipts and expenditure-Causes therefor-Whether compulsory primary education already introduced in any wards-New wards in which introduced-Proportion of expenditure on education to total expenditure-State Government grant for compulsory education-New School buildings constructed-New Schools opened and total number of Schools-Enrolment, average attendance, substitution of trained or untrained teachers-Education of girls and depressed classes-industrial education.(l)Medical and Public Health. - The income from fees and revenue from medical institutions interest on investment for medical purposes, grants from Government, local bodies and other sources for medical purposes and the expenditure on the maintenance of hospitals and dispensaries, plague charges, vaccination, other sanitary requirements-Variations in receipts and expenditure and causes therefor-Number of transferred dispensaries-Receipts from and expenditure on transferred dispensaries-Ayurvedic dispensaries arid their work-Number of indoor and outdoor patients treated at transferred dispensaries-Work done at other municipal dispensaries-Epidemics, if any, and steps taken to prevent them. Welfare work done, steps taken to secure milk supply, efficiency of vaccination and number of offences prosecuted and compounded under the Act and the sanitary' bye-laws made thereunder. Steps taken for the training of dais, expenditure on antirabic treatment and steps taken to destroy ownerless dogs, measures taken to destroy rates, and the number destroyed.(m)Grants. - Details of grant-in-aid received from State Government-Utilisation thereof.(n)Fire. - Number of fires-loss of property-condition anti capacity of fire brigade-improvement in fire-brigade.(o)Extraordinary and Debt. - Variations in receipts and expenditure and causes thereof-Details of State Government or non-Government loans raised-Expenditure incurred out of loans.(p)Closing balance. - Whether prescribed minimum has been maintained. If not reasons therefor-Whether the closing balance includes any unspent balances' of State Government grants or earmarked items.(q)Legislation. - Rules and Byelaws-Rules or byelaws framed or proposed-Rules or byelaws rejected by the Government with reasons therefor-Comments on the enforcement of the law, rules and bye-laws.(r)Financial Irregularities. - Action taken on Audit Reports Disciplinary measures regarding irregularities-Supervision and checkover the account staff-Whether special audit by the Local Audit Department was rendered necessary and its result. All charges made by the Divisional Commissioner under Section 10 of the C.P. and Berar L.F.A. Act, 1933, as required by Section 11 of that Act.(s)Supervision and control. - All matters provided tor under Chapter XII of the Madhya

Pradesh Municipalities Act, 1961, Government's order in revision under Section 330 or 331.(t)Development Activities under Plan Schemes.(u)General.(v)Notified Areas. - Change in constitution-Now Notified Area established-Attendance at meetings-General Financial results-Variations in receipts and expenditure-New Taxes imposed-New Schemes of improvement such as water-supply, drainage, compulsory primary education undertaken-Whether minimum closing balance is maintained after excluding unspent balances of Government grant and earmarked items.(w)Staff. - Pay and prospects-qualifications-Conditions of services-Whether provident fund or the pension contribution system is in force-Whether provident fund contribution due arc paid whether the fund with interest thereon is kept separate and up to date and invested with a bank or it is included in the general balance-Number of dismissals ordered and representations made to Government against departmental punishments-Notice of employees-appeals.

6. Replies in respect of accounts and finances.

- The presidents or in his absence, the Vice-Presidents of the Municipal Council shall send in the month of April complete and correct replies after personal verification, to the questionnaire issued by the Local Fund Department dealing with the State of Accounts and Finance of the Municipal Council.

7. Sanitary report.

- The Municipal Council shall submit to the Civil Surgeon before the end of April a statement in Form 15 showing information regarding expenditure on sanitary improvements within a municipal area. Only new work should be entered in this statement, details of money spent on existing establishments and on maintenance and ordinary repairs being omitted. The figures in the statement should be explained by brief remarks describing the nature of the improvement effected.

8. Vaccination Report.

- Municipal Council shall submit to the Civil Surgeon not later than the 15th of April each year a report on vaccination in such form that officer requires.

9. Report on water-works.

- Each Municipal Council which is managing its own water works shall submit to the Public Health Engineer, through the Executive Engineer, the annual report on the management of water works and send a copy of the same to the Director of Health Services, through the Collector so as to reach those officers by the 15th September. The report should contain information on the following points :- (1)Description of source of supply and class of the schemes, i.e., gravitation, pumping, etc. etc.(2)Detailed report on the condition of the source and its component parts.(3)Detailed report on the condition of the pumping plant, filter plant, etc.(4)Detailed report on the condition of supply of sluices, meters and main.(5)Detailed report on service reservoir (if any) and the service main, town standards and taps.(6)Establishment maintained with cost thereof.(7)Supply available as compared

with previous years and rainfall statistics.(8)Consumption in litres per head.(9)Cost of maintenance compared with three previous years.(10)Cost of pumping or supply compared with three previous years.(11)Report of original works carried out.(12)Half-yearly reports on the bacteriological analysis of water in May and December.(13)General-giving remarks on changes in control; also on abnormal incidents such as Hoods, damage to waterworks and plants, accidents, etc., and(14)Report on buildings and roads connected with water works and electric connections, If any.

10. Monthly Vital Statistics and Sanitary Report.

- Municipal Council shall submit each month to the Civil Surgeon a vital statistics and sanitary report in Form 16 not later than the 10th of the month following that to which it relates.

11. (a) Reports and Returns in respect of dispensaries transferred to Municipal Councils for management.

- Municipal Council shall submit the following reports and returns to the officers and on the date mentioned against each-

Reports and Returns	To whom to be submitted	Date on which to be submitted
(1)	(2)	(3)
Monthly		
1. Epidemic reports-plague, cholera, smallpox influenza, etc.	Civil Surgeon	2nd of the following month.
2. School Inspection reports	Civil Surgeon	10th of the following month.
Half-Yearly		
3. Dispensary Inspection notes	Civil Surgeon	Immediately after inspection.
4. Inspection of sanitation	Civil Surgeon	Civil Surgeon Immediately after inspection.
Yearly		
5. Statement of Railway Patients treated	Civil Surgeon	1st January
6. Inspection Report on poison shops	Civil Surgeon	15th January
7. Consumption of opium and morphine	Civil Surgeon	5th January
8. List of medical practitioners who are willing to work infamine camps	Civil Surgeon	5th March
9. School Inspection reports	Civil Surgeon	5th March
10. Forecast of quinine	Civil Surgeon	5th September
11. Report on the administration of the dispensaries takeover for management	Civil Surgeon	1st January

(b)The Municipal Councils, shall also from time to time submit to the Director of Health Services such reports and returns and information in such manner as he may prescribe by general or special order.

12. Rules to be general.

- These rules shall be general for all Municipalities. Form 1 (See Rule 2) Statement showing the Demands, Collection, Remission and Balances of Taxes and Revenue of the..... Municipality for the quarter ending.....

Serial No.	Source of income	Demand of previous year, i.e.,19....19....	Demand of current year, i.e.,19....19....	Amount of demand in column (4) up to date
(1)	(2)	(3)	(4)	(5)

Outstanding Balance of previous year, i.e.,19.....	Remitted during the year
19..... and intecedent year	
On account of demand shown in column (4)	On account of balance of previous years column(6)
(6)	(7) (8)

Collections	Balance	Remarks	On
On account of demand of the year column (4)	On account of balance of previous years column(6)	On account of column (4)	account of column (6)
(9)	(10)	(11)	(12) (13)

Directions for filling up the statement (do be printed on the back of the statement - Form I)-(a)Column (3) - This column has been introduced in order to show how the demand of the year compares with that of the preceding year.(b)Columns (3) and (4) - In these columns the word "demand" means, in the case of sources of income which are framed, the amount of the farm, and in other cases the amount, which either was or should have been realized, As a rule in the case of sources of income which are not framed, collection, and demand are convertible terms, and balances are, therefore, impossible. But cases sometimes occur in which this does not hold good; for instance, if slaughter-house fees are collected direct, the karkun in charge may have allowed the butcher to run in debt for fees which he ought to have realized when animals were slaughtered; in such cases the demand column will show the amount which ought to have been realized and the collection column the amount actually realized.(c)A footnote should be added to the form to show the entries in columns (6), (8), (10) and (12) according to the year to which they appertain.(d)Column (2) - Every permanent source of income should be separately shown with a head "Miscellaneous" for items of a casual nature. Form 2 (See Rule 3) (To be printed on double foolscap, both sides) Detailed statement of the permanent Establishment of the..... Municipality as it stood on 1st April

19.....

Orders of competent authority creating the post	Present incumbent, date of	Name of section and post	Date of incumbent's birth (as near as possible)	
Appointment to present post or of commencement on present time-scale	Promotion to present pay			
(1)	(2)	(3)	(4)	(5)
Serial number of appointments in each class	Name of incumbent		Pay of post	
Minimum	Rate of periodical increment whether annual, biennial, etc.		Maximum	
(6)	(7)		(8)	(9) (10)
Pay of present incumbent and total of each section	Date of next increment	Remarks (including note of efficiency bar where applicable)		
(11)	(12)	(13)		

Compared with service books and found correct.....Signature of the Head of the OfficeAt foot of the return should be detailed all items of establishment sanctioned, but not yet incurred. The personal pay should be stated on a separate line immediately below the pay of the officer who received it, the orders of competent authority sanctioning it being quoted in the first column. The rule about entry of orders of competent authority may be stated generally thus; the general order is to be entered once only, any other will be entered against every entry' which it supports. In the case of establishments on time-scale of pay, the names of all temporary men in service of the date to which the return relates should be included indicating the vacancies whether permanent or temporary in which they are officiating. Other instructions for filling up the form are contained in Rule 87, Section VI, Chapter 5 of the Madhya Pradesh Financial Code, Volume I. Form 3 (See Rules 3 and 4) Detailed statement showing the calculation of pay of the establishment of the Municipal Council Notes-

1. Date of introduction of the time-scale.

2. Details of scale.

3. Authority-

Name of incumbent	Date of appointment from which service in time-scale counts	Total period of service rendered in the appointment which	Pay-drawn on 1st April	Date of next increment	Remarks
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counts for increments

(1) (2) (3) (4) (5) (6)

Verified with service books and found correct.(N.B.- The statement is to be prepared on 1st April of each year and produced before the Auditor for check).....Chief Municipal OfficerForm 4(See Rules 3 and 4)(To be printed on foolscap breadthways, on both sides)List of officials employed under the.....municipality, who will attain the age of 55 years or whose extensions of service after attainment of that age will expire during the next official year

Name of office	Name of incumbent	Designation	Date of Birth	Date of attaining Superannuation age
(1)	(2)	(3)	(4)	(5)

Extension	Remarks
No. and date of orders	Period of extension Date of expiry of extension
(6)	(7) (8) (9)

Form 5[See sub-rule (4) of Rule 5]Statement showing the Constitution of a Municipality in M.P during the year 19..... 19.....

1. Name of Municipality.....

2. Name of District.....

3. Name of Division.....

4. Class of Municipality.....

5. Area in Sq. Miles.....

6. Population (1961) census.....

7. Year in which established.....

8. No. of elected Councillors.....

9. No. of elected Councillors fixed.....

Actual No. of Councillors

10.

.....Elected.....

11. Selected.....

Seats reserved for

12. Scheduled Castes.....

13. Schedule Tribes.....

14. Number of wards.....

President

15. Elected Councillor.....

16. Selected Councillor.....

17. Non-Councillor.....

Vice-President

18. Elected Councillor.....

19. Selected Councillor.....

Appointment by Government

20. President.....

21. Vice-President.....

**22. Number of members of Standing
Committee.....**

23. Name of the Executive Committees.....

- 24. Consultative Committee appointed.....**
- 25. Total number of meetings of the Standing Committee.....**
- 26. Total number of meetings held including those specified in columns 27 and 28.....i.....**
- 27. Number of meetings out of the total in column 26 which proved abortive for want of quorum.....**
- 28. Number of meetings out of the total in column 26 which were adjourned.....**
- 29. Average percentage of Councillors present at each meeting.....**
- 30. Number of officers who attended the meetings.....**
- 31. Period of dissolution or supersession of a Municipal Council (date from and to).....**
- 32. Alteration in the limits of a Municipality.....**

Note. - The average percentage of attendance of Councillors to be given in column 29 should be calculated as follows :-Let X denote the average percentage of Councillors present at each meeting, i.e., total of Councillors present at all meetings divided by the number of meetings and Y denotes total number of Councillors in the Council. Then the average percentage of Councillors to be shown in column 29 will be,-

$$X \times 100Y$$

.....Chief Municipal Officer..... MunicipalityForm 6[See sub-rule (4) of Rule 5]Statement showing the income of the Municipality in Madhya Pradesh during the year ending the 31st March 19...I-General

- 1. Name of District.....**
- 2. Name of Municipality.....:**

3. Class of Municipality.....

4. Balance in hand at the close of the year.....

II-Municipal Taxes

5. Property tax.....

6. Tax on animals, vehicles, boats used for riding, driving, drought or burden.....

7. Tax on vehicles, or boats and animals used as aforesaid entering the limits of Municipality.....

8. Tax on profession, art trade or calling.....

9. Octroi.....

10. Tax on houses, etc., according to circumstances and property (Haisiyat) tax.....

11. Market fees on persons exposing goods for sale.....

12. Fee on registration of cattle sold within municipal limits.....

13. Tax on dogs.....

14. Latrine or conservancy tax.....

15. Tax for construction and maintenance of public latrine.....

16. Scavenging tax.....

17. Water rate.....

18. Lighting tax.....

19. Drainage tax.....

20. Terminal tax on goods or animals.....

21. Tax on pilgrims.....

22. (i) Terminal tax on passengers carried by road or inland water.....

(ii) Terminal tax on passengers carried by rail.....

23. Betterment tax.....

24. Theatre or show tax.....

25. Tax on advertisement.....

26. Tolls on new bridges.....

27. Any other tax not included above-

(i).....(ii).....(iii).....

28. Total of all taxes, etc.....

III-Realisation under special Acts

29. From Cattle pounds.....

30. From Hackney Carriages.....

31. From other sources.....

32. Total.....

IV-Revenue derived from Municipal Property and powers apart from tax

33. Rents of lands, houses, shops, sarais, rest houses, etc.....

- 34. Sale proceeds of land and produce of land.....**
- 35. Conservancy receipts (other than taxes and rates).....**
- 36. Fees and revenues from educational institutions.....**
- 37. Fees and revenues from medical institution.....**
- 38. Fees and revenues from Veterinary institutions.....**
- 39. Fees and revenues from markets and slaughter houses.....**
- 40. Fees from brokers, weighmen, etc.....**
- 41. Licence fees for places of dangerous trades.....**
- 42. Cotton weighing fees.....**
- 43. Cattle registration fees.....**
- 44. Other kinds of licence fees -**
(i).....(ii).....
- 45. Fisheries.....**
- 46. Other kinds of fees-**
(i).....(ii).....(iii).....
- 47. Total.....**

V-Grants and Contributions

- 48. General purposes.....**
- (i)From
Government.....Grant-in-aid.....(ii)Other
sources.....

49. Specific Purposes.....

Grant-in-aid.....

50. Grant in lieu of additional Stamp Duty.....

51. Contribution of amount realised as lines under Municipal and other Acts.....

52. Grant for Educational purposes.....

(i)From Government.....(ii)From other sources.....

53. Grant for dispensaries.....

(i)From Government.....(ii)From other sources.....

54. Grant for other medical purposes.....

(i)From Government(ii)From other sources.....

55. Total.....

VI-Interest on Investment

56. Securities.....

57. Fixed deposits in Banks.....

58. Other savings.....

59. Premium on loans

60. Total.....

VII-Miscellaneous

61. Recoveries on account of service rendered to private Individuals.....

62. Other items-

(i).....

63. Total.....

64. Total Income of the year including opening balance.....

VIII-Extraordinary and debt

65. Sale proceeds of Government securities and withdrawal from savings Banks.....

66. Loans-

(i)From Government(ii)From other sources.....

67. Realisation of sinking fund for repayment of loans.....

68. Advances-

(i)Permanent.....(ii)Others.....:

69. Deposits.....

70. Total of VIII.....:

General

71. Total receipts excluding opening balance.....

72. Total receipts including opening balance.....

73. Incidence of taxation (column 28) per head of population.....

74. Incidence of income (column 64) per head of population.....

75. Remarks.....

Chief Municipal Officer Municipality Form 7[See sub-rule (4) of Rule 51]Statement showing the expenditure of the Municipality in Madhya Pradesh for the year ending 31st March, 19.....I-General

1. Name of District.....

2. Name of Municipality.....

3. Class of Municipality.....

II-General Administration and Collection Charges

4. General Administration (Office establishment. Inspection etc.)

5. Collection of taxes including bounded warehouse establishment, purchase of accounts books and paper, money houses, repairs to outpost, etc.....

6. Collection of loll on roads and ferries.....

7. Collection charges on account of octroi or terminal tax.....

8. Survey of land.....

9. Refunds other than octroi.....

10. Pensions and gratuities.....

11. Provident fund contributions.....

12. Total (II).....

III-Public Safety

13. Fire-

(Establishment, purchase of fire engines, buckets, repairs, etc.)..

14. Lighting-

(Establishment, purchase of lamps, oils, repairs, etc.).....

15. Watch and Ward (Establishment, purchase of clothing, lanterns, etc. repairs to out-posts).....

16. Rewards for destruction of wild animals and snakes, etc.

17. Miscellaneous.....

18. Total (III).....

IV-Public Health and Conveniences

19. Water supply-

(i)Capital outlay.....(ii)Establishment and repairs
etc.....

20. Drainage-

(i)Capital outlay.....(ii)Establishment and
repairs.....

21. Conservancy (including road cleaning, watering and latrines)

22. Charges on account of Health Officers and Sanitary Inspectors

- 23. Hospitals and dispensaries.....**
- 24. Plague charges.....**
- 25. Cholera and other epidemics.....**
- 26. Vaccination.....**
- 27. Other Sanitary requirements.....**
- 28. Markets and slaughter-houses.....**
- 29. Ponds.....**
- 30. Dak Bungalows and sarais.....**
- 31. Aboriculture, public gardens and experimental cultivation**
- 32. Veterinary' charges.....**
- 33. Registration of births and deaths and marriages.....**
- 34. Miscellaneous.....**
- 35. Total (IV).....**

V-Public Works

- 36. Establishment.....**
- 37. Buildings.....**
- 38. Roads.....**
- 39. Stores.....**
- 40. Total (V).....**

VI-Public Instructions

41. Schools.....

42. Contributions.....

**43. Libraries, reading rooms, museums, menageries,
etc.....**

44. Total (VI).....

VII-Miscellaneous

45. Contributions for general purposes.....

46. Interest due on account of previous years.....

47. Interest due on account of current year.....

48. Discount.....

49. Actual cost of work done for private individuals.....

50. Printing rewards, etc.....

51. Public exhibitions.....

52. Public reception, ceremonies.....

53. Other Miscellaneous.....

54. Total (VII).....

55. Total expenditure.....

VIII-Extraordinary and debt

56. Investments-

(i)In securities (other than sinking fund).....(ii)In Saving
Bank.....

57. Payments to Sinking Fund.....

58. Repayment of loans.....

59. Advances-

(i)Permanent.....(ii)Others.....

60. Total.....

61. Total disbursement.....

62. Balance-

(i)Amount of cheques remained uncashed at the close of the year.....(ii)Deposits-(a)Investment, actual value.....(b)Other deposits, if any.....(iii)Actual balance.....(iv)Total.....

63. Grant Total.....

64. Remarks.....

.....Chief Municipal Officer..... MunicipalityForm 8[See sub rule (4) of Rule 51]Statement showing the quantity or value of the principal articles imported into and taxed by the Municipality is the Madhya Pradesh during the year ending the 31st March 19..... the average consumption or expenditure per head and the incidence of taxation per head of population

Division	District	Name of Municipality	class of Municipality	Population
(1)	(2)	(3)	(4)	(5)

Grain

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption per head of population
(6)	(7)	(8)	(9)	(10)
Q.Kg. Gr.	Rs. P.	Q.Kg. Gr.	Rs. P.	Q.Kg. Gr.

Refined Sugar Refined Sugar

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption per head of population
Q.Kg. Gr.	Rs. P.	Q.Kg. Gr.	Rs. P.	Q.Kg. Gr.
(11)	(12)	(13)	(14)	(15)

Unrefined sugar

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption per head of population
Q.Kg. Gr.	Rs. P.	Q.Kg. Gr.	Rs. P.	Q.Kg. Gr.
(16)	(17)	(18)	(19)	(20)

Ghee

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption per head of population
Q.Kg. Gr.	Rs.P	Q.	Rs.	Q.
(21)	(22)	(23)	(24)	(25)

Class I - Including grain, sugar, ghee and articles used as food and drink for men and animals.

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption per head of population
(26)	(27)	(28)	(29)	(30)
Q	Rs.	Q	Rs.	Q

Class II - Animals for Slaughter

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption per head of population
(31)	(32)	(33)	(34)	(35)
	Rs.		Rs.	Q.

Oil

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption per head of population
Q.Rs.	Rs.	Q.	Rs.	Q.
(36)	(37)	(38)	(39)	(40)

Class III - Including oil and oil seeds and articles used for fuel lighting and washing

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption per head of population
(41)	(42)	(43)	(44)	(45)
Q.	Rs.	Q.	Rs.	Q.

Class IV - Articles used in the construction of buildings

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption or expenditure per head of population
(46)	(47)	(48)	(49)	(50)
Q.	Rs.	Q.	Rs.	Q. Rs.

Class V - Drugs, gums, spices and perfume

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption or expenditure per head of population
(51)	(52)	(53)	(54)	(55)
Q. Rs.	Rs.	Q. Rs.	Rs.	Q. Rs.

Class VI - Tobacco

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption or expenditure per head of population
(56)	(57)	(58)	(59)	(60)
Q.	Rs.	Q.	Rs.	Q. Rs.

Cloth and piece-goods and article of clothing
Gross imports

Rules Regarding Returns of Establishments

	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption or expenditure per head of population
(61)	(62)	(63)	(64)	(65)
Rs.	Rs.	Q.	Rs.	Q. Rs.

Class VII- Including cloth,
piece-goods and articles of
Clothing

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net consumption or expenditure per head of population
(66)	(67)	(68)	(69)	(70)
Q. Rs.	Rs.	Q. Rs.	Rs.	Q. Rs.

Class VII
Metals and
articles of metal

Gross imports	Gross amount of tax collected	Net imports	Net amount of tax collected	Net average consumption or expenditure per head of population	Composition for octroi
(71)	(72)	(73)	(74)	(75)	(76)
Q. Rs.	Rs.	Q. Rs.	Rs.	Q. Rs.	Rs.

Incedence oftaxation

Class I (netcollection) Total octroi (netcollection)

(77)	(78)
Rs.	Rs.

Form 9[See sub-rule (4) of Rule 5]Statement showing the Income and Expenditure of the Notified Area in the Madhya Pradesh during the year ending the 31st March 19.....

Name of district	Serial No. of Notified Area	Name of Notified Area	Population	Closing balance
(1)	(2)	(3)	(4)	(5)

Income

From taxes	From other	Total Income excluding balance	Extra-ordinary
(6)	(7)	(8)	(7)
Rs.	Rs.	Rs.	Rs.

Income

Total receipts excluding opening balance	Total receipts including opening balance	Incidence of taxation (column 6) per head of population	Incidence of income (column 8) per head of population
(10)	(11)	(12)	(13)
Rs.	Rs.	Rs.	Rs.

Expenditure

Ordinary	Extraordinary	Total disbursement	Closing balance
(14)	(15)	(16)	(17)
Rs.	Rs.	Rs.	Rs.

Form 10[See sub-rule (4) of Rule 5]Statement relating to general elections and selection held in the Municipality during the year 19.....

1. Name of District.....

2. Name of Municipality.....

3. Class of Municipality.....

4. Number of Wards.....;

5. Population.....

6. Number of persons entitled to vote.....

7. Number of persons who actually voted.....

8. Percentage of votes who actually attended the poll.....

9. Classification of elected Councillors-

(i)Ladies.....(ii)Scheduled Castes and

Tribes.....(iii)Others.....(iv)Total.....

.....,t.....

10. Number of candidates who forfeited their deposit for failure to secure the minimum number of votes.....

11. Date of selection of Councillors.....

12. Classification of Selected Councillor.....

(i)Ladies.....(ii)Scheduled Castes and Tribes.....(iii)Others.....

13. Remarks.....

.....Chief Municipal Officer..... MunicipalityForm 11[See sub-rule (4) of Rule 5]Statement relating to election of President and Vice-President during the year 19....

1. Name of District.....

2. Name of Municipality.....

3. Class of Municipality.....

4. (i) Date of election of President.....

(ii)Name of President.....

5. (i) Date of election of Vice-President Senior-Junior

(ii)Name of Vice-President Senior-Junior.....

6. Mid-term election of President or Vice-Presidents and their names

.....

7. President or Vice-President appointed by Government

(i)Date.....(ii)Name.....
Municipal Officer..... MunicipalityForm 12[See sub-rule (4) of Rule 5]Statement showing the amount of taxes due and recovered in the year 19 19....for which there is a fixed demand in Municipality

Serial number	Name of Municipality	Names of taxes	Arrear due for previous years	Current Years demand	Total amount of taxes to be recovered [total of columns (4) & (5)]
(1)	(2)	(3)	(4)	(5)	(6)
			Rs.	Rs.	Rs.

Amount remitted or written off, if any, out of that shown in column (6)	Balance to be recovered [column (6) minus column (7)]	Total amount collected during the year out of that shown in Column (7)	Percentage of collection to demand [Column (9) x100/ Col. (8)]
(7)	(8)	(9)	(10)
Rs.	Rs.	Rs.	

(1) Tax on houses and lands
(2) Haisiyat tax
(3) Tax imposed under Section 127
(1) (ii) (4) Tax on Professions, trades etc.
(5) Water rate
(6) Latrine or conservancy tax
(7) Scavenging tax
(8) Dog tax

*Total

*The figures in this column may also be worked out. Form 13 [See sub-rule (4) of Rule 5] Statement showing the receipts and expenditure on water-supply in the Municipality for the year 19.....-19.....

Name of district	Name of Municipality	Receipts			
Water-rate	Other water works receipts, if any	Total receipts			
Arrears	Current				
(1)	(2)	(3)	(4)	(5)	(6)
		Rs.	Rs.	Rs.	Rs.

Expenditure	Total Expenditure	Percentage of receipts to Expenditure [col. (6) X100/ col. (11)]		
Water supply	Loan instalment, if any	Cost of collecting water rate	other Expenditure, if any	
(7)	(8)	(9)	(10)	(11) (12)
Rs.	Rs.	Rs.	Rs.	Rs.

Note - The figures should be shown in whole rupees. Form 14 [See sub-rule (4) of Rule 5] Statement showing the receipts and expenditure on conservancy for the year 19.....-19....

Name of district	Name of Municipality	Receipts	Total receipts		
Private latrine tax	Public latrine tax	Other conservancy receipts, if any			
(1)	(2)	(3)	(4)	(5)	(6)
		Rs.	Rs.	Rs.	Rs.

Expenditure	Total Expenditure	Percentage of receipts to Expenditure [col. (6)
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X100/col. (12)]

Private latrines	Public latrines	Road cleaning and watering	Cost of collecting latrine tax	Other charge in any	
(7)	(8)	(9)	(10)	(11)	(12) (13)
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

Note. - The figures should be shown in whole rupees. Form 15 (See Rule 7) Statement showing improvement sanitary improvements effected by municipality during the year ending the 31st March 19.....

Name of municipality	Water-Supply		
Nature of work	Amount spent during the year	Amount granted by State Government during the year	
(1)	(2)	(3)	(4)

Drainage	Conservancy				
Nature of work	Amount spent during the year	Amount granted by State Government during the year	Nature of work	Amount spent during the year	Amount granted by State Government during the year
(5)	(6)	(7)	(8)	(9)	(10)

Other sanitary works	Remarks		
Nature of work	Amount spent during the year	Amount granted by State Government during the year	
(11)	(12)	(13)	(14)

Notes - 1. Only new works or improvements should be entered in this statement. Money spent on excising establishments on maintenance and on ordinary repairs not be entered.

2. It is necessary to show in separate detail works costing over Rs. 500. Works costing under this amount can be lumped together under the appropriate heading.

Form 16 (See Rule 10) Vital statistics and sanitary report from Municipality for..... 19...I - Vital statistics events as recorded by-

Conservancy staff	Police
(1)	(2)

Births.....
Still-births.....
Deaths.....
Deaths among infants under one year of age..
Discrepancies, if any, between the Municipality and Policefigure	
II - Enforoement of sanitary bye-laws-(a)No. of persons dealt with for neglect of sanitary bye-laws.(b)No. of cases compounded.....(c)Amount of fines inflicted.....	
III - Evidence of epidemic mortality-	
Cases	Deaths
(1)	(2)
Plague.....
Cholera.....
Small-pox.....
Influenza.....
Relapsingfever.....
IV - Evidence of suspicious nature regarding epidemics-(a)High mortality in a particular ward.....(b)High infant mortality.....(c)Presence of any particular sickness.....(d)Diseases amound animals	
.....(e)Arrival of pilgrims, etc.....General remarks-The..... 19.....Sanitory Inspector	