

# **The M.P. Gram Panchayat (Annual Accounts and Administration Report) Rules, 1998**

MADHYA PRADESH

India

## **The M.P. Gram Panchayat (Annual Accounts and Administration Report) Rules, 1998**

### **Rule**

### **THE-M-P-GRAM-PANCHAYAT-ANNUAL-ACCOUNTS-AND-ADMINISTR of 1998**

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The M.P. Gram Panchayat (Annual Accounts and Administration Report) Rules, 1998Published vide Notification No. F-1-A-98-22-P-2, M.P. Rajpatra (Asadharan), dated 11-1-1999 at page 44(7)In exercise of the powers conferred by sub-section (1) of Section 95 read with sub-section (3) of Section 73 of the Madhya Pradesh Panchayat Raj Adhiniyam, 1993 (No. 1 of 1994), the State Government hereby, makes the following rules, the same having been previously published as required by sub-section (3) of Section 95 of the said Act, namely :-

#### **1. Short title.**

- These rules may be called the Madhya Pradesh Gram Panchayat (Annual Accounts and Administration Report) Rules, 1998.

#### **2. Definitions.**

- In these rules, unless the context otherwise requires :-(a)"Act" means the Madhya Pradesh Panchayat Raj Adhiniyam, 1993 (No. 1 of 1994);(b)"Central Government" means the Government of Republic of India;(c)"Financial Year" means the year beginning on 1st April and ending on 31st March following;(d)"Form" means the form appended to these rules;(e)"Section" means a section of the Act; and(f)"State Government" means the Government of Madhya Pradesh.

### **3. Annual Accounts and Administrative Report.**

- After the end of every financial year, the account and administrative report shall be prepared up to 30th April every year by the Secretary of Gram Panchayat or in his absence by the officer or servant of Gram Panchayat authorized by the Gram Panchayat in this behalf.

### **4. Annual Account.**

- For the year ending on 31st March, a statement showing the receipts of Gram Panchayat, budget estimates and reasons for variation in Form-1 and a statement showing expenditure, budget estimates and reasons for variation in Form-2, shall be prepared. The following statements shall accompany with the annual accounts, namely :-(1)Statement showing demand, collection, remission and balance of the revenue of Gram Panchayat for the financial year in Form-3.(2)Statement of Grant-in-aid received and spent during the financial year in Form-4.(3)Statement of amount received and spent during the financial year in the schemes sponsored by Central Government/State Government in Form-5.(4)Statement of physical targets and achievements relating to schemes sponsored by the Central Government or State Government for the Financial year in Form-6.(5)State of loans received from State Government, District Panchayat, Janpad Panchayat or other institution and payment made during the period of financial year in Form-7.(6)Statement of floating assets and liabilities of Gram Panchayat during the period of Financial year in Form-8.

### **5. Administrative Report.**

- The administrative report shall contain the following information's, namely :-(1)Statement of vacancies of members of Gram Panchayat, in Form-9.(2)Statement of meeting of Gram Sabha, Gram Panchayat and Standing Committees in Form-10.(3)Statement showing the position of staff in Form-11.(4)Statement showing targets achieved under the annual plan in Form-12.(5)Statement showing peoples co-partnership in Form-13.

### **6. Approval of Annual Accounts and Administration Report by the Gram Panchayat.**

- The annual accounts and administration report shall be placed before the Gram Panchayat for its approval upto 30th April every year by the Secretary of Gram Panchayat or in his absence by its any officer or servant authorised by the Gram Panchayat. After receiving the same, the Gram Panchayat shall approve it by the 31st May every year.

### **7. Submission of Annual Accounts and Administration Report.**

- The annual account and administration report shall be placed before the Gram Sabha in the annual meeting and shall also be submitted to the prescribed authority and concerned Janpad Panchayat by the 1st day of June every year.

## 8. Repeal.

- All rules corresponding to these rules in force immediately before the commencement of these rules are hereby repealed in respect of matters covered by these rule :Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules. Form-1(See Rule 4)Statement showing receipts, budget estimates and reasons for variations of Gram Panchayat for the financial year ending on 31st March, 199.....

Head of Receipt with Sub-Heads	Opening Balance					
Budget Estimate	Actual Receipts	Savings	Excess	Reasons for variations	Remarks	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Rs. P.	Rs. P.	Rs. P.	Rs. P.		
1.						
2.						
3.						
4.						
5.						
Grand Total .....						

Note. - Only in cases where excess or savings is more than ten percent, reasons therefor be recorded. Dated .....Signature of Secretary/ Authorized Officer or Servant. Form-2(See Rule 4)Statement showing the expenditure, budget estimates and reasons for variations of the .....Gram Panchayat for the financial year ending on 31st March, 199.....

Head of Receipt with Sub-Heads	Budget Estimates	Actual Expenditure	Savings	Excess	Reasons for variations	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Rs. P.	Rs. P.	Rs. P.	Rs. P.		
1.						
2.						
3.						
4.						
5.						
Closing Balance						
Grand Total ..... Rs. P.						

Note. - Only in cases where excess or savings is more than ten percent, reasons therefor be recorded. Date .....Signature of Secretary/ Authorized Officer or Servant. Form-3[See Rule 4 (1)]Statement showing demands, collection, remission and balance of revenue of the Gram Panchayat.....for the financial year ending on 31st March, 199.....

S.No.	Source of Income	Demand of Previous Year 199...	Demand of Current Year 199...
(1)	(2)	(3)	(4)

Outstanding balance of previous year i.e. 199..... and antecedent years

Remitted during the year 199....

On account of demand for current year shown in Column (4)

On account of balance of previous year in Column(5)

(5)

(6)

(7)

Collections	Balance	Remarks
On account of current year in Column (4)	On account of previous year in Column (5)	On account of current year in Column (4) On account of previous year in Column (5)
(8)	(9)	(10) (11) (12)

Dated .....Signature of Secretary/ AuthorizedOfficer or Servant.Form-4[See Rule 4 (2)]Statement of Grants-in-aid received and spent during the financial year 199.....

S.No.	Name of Schemes or Project for which Grant-in-aidis given	Amount received during the year 199...	Amount spent during the year 199...	Balance.
(1)	(2)	(3)	(4)	(5)

Estimated cost of construction work	Expenditure till date on the work	State of work	Remarks Particulars about certificate ofcompletion of work
(6)	(7)	(8)	(9)

Note. - Columns 6, 7, 8 and 9 should be filled only in case of construction works.Date .....Signature of Secretary/ AuthorizedOfficer or Servant.Form-5[See Rule 4 (3)]Statement of sums received and spent in schemes enforced by Central Government/ State Government for the financial year 199...Gram Panchayat ..... Janpad Panchayat ..... District .....

S.No.	Name of Scheme	Sums received in the year	Sums actually spent in the year	Balance, if any	Surplus/ Deficit, if any	Reasons for surplus or deficit
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Total .....

Balance of previous year

Grand Total

Dated.....Signature of Secretary/AuthorizedOfficer or ServantForm-6[See Rule 4 (4)]Statement of physical target and achievement relating to schemes sponsored by Central Government/ State Government during period of financial year 199...Gram Panchayat ..... Janpad Panchayat ..... District .....

S.No.	Name of Scheme	Physical target	Achievement against the target	Target Excess/ shortfall in achievement	Reasons for short-fall in achievement
(1)	(2)	(3)	(4)	(5)	(6)

Dated .....Signature of Secretary/ Authorized Officer or Servant. Form-7[See Rule 4 (5)]Statement of loans received from Government/ Janpad Panchayat/ Zila Panchayat/ other institution and repayment during the financial year....Gram Panchayat.....

S.No.	Name of department to which loan relates	Serial No. and date of sanction	Purpose for which the loan is sanctioned
(1)	(2)	(3)	(4)

Date on which received	Number of installments fixed	Amount received	Amount, which has become due for repayment during the year including arrears, if any
(5)	(6)	(7)	(8)

Amount actually repaid	Balance of unpaid installments if adjusted out of Grant-in-aid	Balance outstanding	Remarks
(9)	(10)	(11)	(12)

Dated .....Signature of Secretary/ Authorised Officer or Servant. Form-8[See Rule 4 (6)]Statement of floating assets and liabilities of Gram Panchayat for the financial year 199....

Assets	Liabilities
1.	Cash Balance - 1.
	Deposits -
	Security deposits by servant of Panchayat
	(a) Cash in hand
	(b) in bank/account
	(c) investments
	(c) Other deposits
2.	Loans Recoverable 2.
	Loans Repayable
	Janpad Panchayat Loan
	(a) Employees
	Loans raised by Gram Panchayat
	(b) from others
	(c) Loans from Government

3.	Advances outstanding -	3.	Outstanding Bills -
	(a)		(a)
	(b)		
	(c)		
4.	Taxes not recovered -	4.	Unspent Balance -
	(a)		
	(b)		
5.	Demand outstanding -		
	(a)		
	(b)		

Total  
.....

Note. - (i) Only such arrears of taxes and other demands as are not time barred and for the recovery of which the Panchayat is not precluded from taking legible steps shall be shown as assets.(ii)Amount of every grant should be shown separately.Dated

.....Signature of Secretary/ Authorized Officer or Servant.Form-9[See Rule 5 (1)]Position of posts of Sarpanch/ Panchas at the end of yearGram Panchayat ..... Janpad Panchayat ..... District .....

Class of Member	Number of members prescribed										
SC	ST	OBC	Other	Total							
M	F	M	F	M	F	M	F	M	F		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	

1. Sarpanch2. Panch

Class of Member	Number of members at the end of the year										
SC	ST	OBC	Other	Total							
M	F	M	F	M	F	M	F	M	F		
(1)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	

1. Sarpanch2.  
Panch

Class of Member	Number of Vacancies										
SC	ST	OBC	Other	Total							
M	F	M	F	M	F	M	F	M	F		
(1)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	

1. Sarpanch2. Panch

Dated.....Signature of Secretary/ AuthorizedOfficer or Servant.Form-10[See Rule 5 (2)]Meetings convened in the year at the end of the year .....Gram Panchayat ..... Janpad Panchayat ..... District .....

Name	Total number of Meetings				
General Meeting	Postponed Meetings	Special Meetings	Total Remarks		
(1)	(2)	(3)	(4)	(5)	(6)
1. Gram Sabha.					
2. Gram Panchayat.					
3. Standing Committee -					
(i) General Administration Committee.					
(ii) Construction and Development Committee.					
(iii) Education, Health and Social Welfare Committee.					

.....Signature of Secretary/ AuthorizedOfficer or Servant.Form-11[See Rule 5 (3)]StaffFinancial Year .....

Name of Category	Number of each Category	Honorarium/ remuneration	Total payment during the year
(1)	(2)	(3)	(4)
1.2.3.4.5.			

.....Signature of Secretary/ AuthorizedOfficer or Servant.Form-12[See Rule 5 (4)]Statement showing target under Annual Plan and AchievementsGram Panchayat .....

S. No.	Programme Head	Physical Target	Achievement
(1)	(2)	(3)	(4)

.....Signature of Secretary/ AuthorizedOfficer or Servant.Form-13[See Rule 5 (5)]Gram Panchayat ..... Janpad Panchayat ..... District ..... Statement showing peoples participationFinancial Year .....

S. No.	Name of work	Total Cost	Government grant, if any	Peoples participation
Cash	Materials	Labour		
(1)	(2)	(3)	(4)	(5) (6) (7)

.....Signature of Secretary/ AuthorizedOfficer or Servant.