

The M.P. Janpad Panchayat and Zila Panchayat (Annual Accounts and Administration Report) Rules, 1998

MADHYA PRADESH

India

The M.P. Janpad Panchayat and Zila Panchayat (Annual Accounts and Administration Report) Rules, 1998

Rule

THE-M-P-JANPAD-PANCHAYAT-AND-ZILA-PANCHAYAT-ANNUAL-AC of 1998

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The M.P. Janpad Panchayat and Zila Panchayat (Annual Accounts and Administration Report) Rules, 1998 Published vide Notification No. F. 1-6-A-98-22-P-2, M.P. Rajpatra (Asadharan), dated 4-1-1999 at pages 12 (13-26) In exercise of the powers conferred by the 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 Janpad Panchayat and Zila Panchayat (Annual Accounts and Administration Report) Rules, 1998.

2. Application.

- These rules shall apply to all Janpad Panchayats and Zila Panchayats of Madhya Pradesh.

3. 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 commencing on the first day of April, and ending on the last day of the month of March, of next year;(d)"Form" means a form appended to these rules;(e)"Section" means the section of the Act, and(f)"State Government" means the Government of Madhya Pradesh.

4. Preparation of annual account and administration report of Janpad Panchayat/ Zila Panchayat.

(1)Annual accounts and administration report shall be prepared in the forms specified in sub-rule (3) by the concerned Chief Executive Officer of the Janpad Panchayat/ Zila Panchayat or by the officer authorised by the Chief Executive Officer, in this behalf immediately after the end of every financial year relating to the period of that year and wherever it is necessary the information in the case of Janpad Panchayat relating to Gram Panchayats falling under its jurisdiction and in the case of Zila Panchayats relating to Janpad Panchayat falling under its jurisdiction shall be included with the Administration Report.(2)The report prepared under sub-rule (1) shall be submitted every year by 15th June in the meeting of Janpad Panchayat/ Zila Panchayat, as the case may be. The said report shall be approved by the 30th June by Janpad Panchayat/ Zila Panchayat by passing resolution as it is or with such amendment, as may be deemed necessary.(3)The annual account and administration report prepared under sub-rule (1) shall be appended with the following statements, namely :-(i)Statement showing the receipts of Janpad Panchayat/ Zila Panchayat along with budget estimates and reasons for any changes in Form 1.(ii)Statement showing the expenditure of Janpad Panchayat/ Zila Panchayat along with budget estimates and reasons for any changes in Form 2.(iii)Statement of grant received and distributed or spent by the Janpad Panchayat/ Zila Panchayat during the financial year in Form 3.(iv)Statement showing financial target and achievement of schemes sponsored to the Janpad Panchayat/ Zila Panchayat by the Central Government, State Government and local authorities during the year in Form 4.(v)Statement of works, schemes executed during the year by the Janpad Panchayat/ Zila Panchayat in Form 5.(vi)Statement of loans received from Government and bodies by the Janpad Panchayat/ Zila Panchayat and payment made during the financial year in Form 6.(vii)Statement of floating assets and liabilities of Janpad Panchayat/ Zila Panchayat in Form 7.(viii)Statement of general information of about Janpad Panchayat/ Zila Panchayat in Form 8.(ix)Statement of members of Janpad Panchayat/ Zila Panchayat in Form 9.(x)Statement of standing committees of Janpad Panchayat/ Zila Panchayat in Form 10.(xi)Statement of committees constituted for specific purpose of Janpad Panchayat/ Zila Panchayat in Form 11.(xii)Statement of meetings of Janpad Panchayat/ Zila Panchayat in Form 12.(xiii)Statement of compilation of inspection/audit reports of Janpad Panchayat/ Zila Panchayat in Form 13.(xiv)Statement of servants of Janpad Panchayat/ Zila Panchayat in Form 14.(xv)Statement of payment of retirement benefits to retired employees of Janpad Panchayat/ Zila Panchayat in Form 15.(xvi)Statement of extension/ term appointments of employees by the Janpad Panchayat/ Zila Panchayat in Form 16.(xvii)Statement of physical target and achievement of various schemes of Janpad Panchayat/ Zila Panchayat in Form 17.(xviii)Statement of purchase of vehicles, machineries, instruments etc. by Janpad Panchayat/ Zila Panchayat in Form 18

5. Manner of publication of Annual Accounts and Administration Report.

- A copy of annual accounts and administration report prepared by Janpad Panchayat/ Zila Panchayat shall be published in Hindi by the 15th June every year on the notice board of Janpad Panchayat/ Zila Panchayat.

6. Submission of Annual Accounts and Administration Report.

(1) Annual Accounts and Administration Report of Janpad Panchayat shall be submitted to the Prescribed Authority and concerned Zila Panchayat by the 30th June every year. (2) The Annual Accounts and Administration Report of Zila Panchayat shall be submitted to the Prescribed Authority by the 30th June every year.

7. Repeal and Saving.

- All rules corresponding to these rules in force immediately before the commencement of these rules are hereby repealed in respect of matters covered by the these rules : 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 Clause (i) of Rule 4 (3)] Statement of receipts of Janpad/ Zila Panchayat alongwith budget estimates and showing reasons for changes for the year ending on 31st March.....Janpad Panchayat/ Zila Panchayat Opening Balance Rs. P. (in words)

Heads of receipts	Budget estimates	Actual receipts	Deficit	Surplus	Reasons for changes	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Rs. P.	Rs. P.	Rs. P.	Rs. P.			

(i)(ii)

Total:

Grand Total.....DateChief Executive Officer, Janpad Panchayat/Zila Panchayat.....Form 2 [See Clause (ii) of Rule 4 (3)] Statement of expenditure alongwith budget estimates and showing reasons for changes of Janpad/Zila Panchayat for the year ending on 31st March.....

Heads of receipts	Budget estimates	Actual expenditure	Savings	Surplus	Reasons for changes	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Rs. P.	Rs. P.	Rs. P.	Rs. P.		

(i)(ii)(iii)

Total:

Closing BalanceGrand TotalDateSignature of Chief Executive Officer, Janpad Panchayat/Zila PanchayatForm 3 [See Clause (iii) of Rule 4 (3)] Statement of grants received and distributed during the yearJanpad Panchayat/ Zila Panchayat

Sl. No.	Department	Name of Schemes or Project for which grant is given	Sums received during the year	Amount distributed to the Gram Panchayat/ Janpad Panchayat	Amount spent by Janpad/ Zila Panchayat	Balance	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1.2.3.4.

Total:

Note. - (1) Mention in column (5) the grants distributed to Gram Panchayats in case of Janpad Panchayats and to Janpad Panchayats in case of Zila Panchayat. (2) Mention the reasons for savings in remarks column. Date Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat Form 4 [See Clause (iv) of Rule 4 (3)] Financial targets and achievement for schemes sponsored by Central Government/ State Government/ Local Authorities.

Janpad Panchayat/ Zila Panchayat Year March ending

Sl. No.	Name of Schemes sponsored by Central Government/ State Government/ Local Authorities	Financial targets (sums received)	Achievement (amount spent)	Additional Balance amount	Remarks
Balance amount of last year	Amount received in year	Total			
(1)	(2)	(3)	(4)	(5)	(6) (7) (8)

1. Sponsored by Centre :

1.2.3.4.

2. Sponsored by State :

1.2.3.4.

3. Sponsored by other Authorities :

1.2.3.4.

4. Related to other sources :

1.2.3.4.

Date Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat Form 5 [See Clause (v) of Rule 4 (3)] Statement of works, schemes executed by Janpad Panchayat/ Zila Panchayat Janpad Panchayat/ Zila Panchayat

Sl. No.	Number	Remarks
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Name of work (particulars)			Amount sanctioned	Amount spent during the year	Number of complete works/ schemes	Number of incomplete works/ schemes	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1.2.3.

Total:

Note. - Schemes-wise Statement must be delineated. Date Signature of Chief Executive Officer, Janpad/ Zila Panchayat..... Form 6 [See Clause (vi) of Rule 4 (3)] Statement of loans received from towards Government and other bodies payments made during the year..... Janpad Panchayat/ Zila Panchayat.....

Sl. No.	Name of department with which loan is related	Serial No. and date of sanction	Purpose for which the loan is sanctioned	Dates on which received	Number of Instalments fixed	Amount received
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Amount that became due for repayment during the year including arrears, if any	Amount which has actually been repaid	Balance outstanding	Remarks
(8)	(9)	(10)	(11)

Date Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat Form 7 [See Clause (vii) of Rule 4 (3)] Statement of floating assets and liabilities of Janpad Panchayat/ Zila Panchayat for the year Janpad Panchayat/ Zila Panchayat

Assets Liabilities

(1)	(2)			
1.	Cash balance	1.	Deposits	
	(a) Cash		(a) Security deposits by servant of Panchayat	
	(b) In Bank/treasury		(b) Earnest money deposits	
	(c) Investments		(c) Other deposits	
2.	Recoverable loans	2.	Loans repayable	
	(a) Other bodies		(a) Other bodies	
	(b) Employees		(b) Taken from Janpad/ Zila Panchayat	
			(c) Government loans to the Janpad Panchayat/ Zila	

Panchayat to be used by itself.

3.	Advance outstanding	3.	Outstanding Bills
	(a)		Advance recoverable
	(b)		Permanent advance
	(c)		Advances given to servants of Janpad/ Zila Panchayat
4.	Demands outstanding	4.	Unspent balance of Government grants
	(a)		Arrears
	(b)		Current
5.		5.	Unspent balance of grants received from other bodies.

Total : Total:

Note. - Amount of every grant should be shown separately. Date

.....Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat
Form 8[See Clause (viii) of Rule 4 (3)]General information of Janpad Panchayat/ Zila Panchayat year March ending

1.	Name of Janpad Panchayat/ Zila Panchayat
2.	District
3.	Division
4.	Population of Janpad Panchayat/ Zila Panchayat	Total
	(a)	Scheduled Castes
	(b)	Scheduled Tribes
	(c)	Other Backwards Classes
	(d)	Others
5.	Population of Panchayats in the area of Janpad Panchayat/ Zila Panchayat.	
	(a)	No. of Gram Panchayat ... Election year No. of Members
	(b)	No. of Janpad Panchayat ... Election year No. of Members
	(c)	Zila Panchayat

... Election year No. of
Members

Names of Standing		Secretary (nominated officer on the post of)
6.	Committees of Janpad Panchayat/ ZilaPanchayat	
1.	
2.	
3.	
4.	
	etc.
7.	Name of President of Janpad Panchayat/ Zila Panchayat Category
8.	Name of Vice-President Category
9.	Name of Chief Executive Officer Date of posting
10.	Name of Additional C.E.O. Date of posting
11.	Year of construction of office and status of building of Janpad Panchayat/ Zila Panchayat.	
DateSignature of Chief Executive Officer, Janpad Panchayat/ Zila PanchayatForm 9[See Clause (ix) of Rule 4 (3)]Statement of Members of Janpad Panchayat/ Zila Panchayat Year Expenditure end		
Name of Janpad		
1.	Panchayat/ Zila Panchayat	
2.	Election year	
3.	Statement of elected members	
(1)	Scheduled Castes Male FemaleTotal.....
(2)	Scheduled Tribes Male FemaleTotal.....
(3)	Other Backward Classes Male FemaleTotal.....
(4)	General Category Male FemaleTotal.....

4. Statement of
otherex-officiomembers

(1)	Member of Parliament No. Name of area.....
(2)	Member of Legislative Assembly No. Name of area.....
(3)	Sarpanch/ President No. Name of area.....
(4)	Total of otherex-officiomembers	

5. Statement of vacant posts

(a)	From elected members Males FemalesTotal
	 Males FemalesTotal
	(1) Scheduled Castes Males FemalesTotal
	(2) Scheduled Tribes Males FemalesTotal
	(3) Other Backward Classes Males FemalesTotal
	(4) General Category Grand total Males FemalesTotal
(b)	From otherex-officiomembers	
	(1) Member of Parliament Number Name of Constituency
	(2) Members of Legislative Assembly Number Name of Constituency
	(3) Sarpanch/ President Number Name of Constituency
	(4)	

**Total of
other ex-officio members**

Remarks Date Signature of Chief Executive Officer, Janpad Panchayat/Zila Panchayat Form 10 [See Clause (x) of Rule 4 (3)] Statement of Standing Committees of Janpad Panchayat/ Zila Panchayat Name of Janpad Panchayat/ Zila Panchayat year

Sl. No.	Name of Standing Committee	Name of Chairman	Number of Members	No. of total meetings/ sittings convened in year	Remark
Elected members	MP/ MLAs	Co-opted subject specialist			
(1)	(2)	(3)	(4)	(5)	(6) (7) (8)

Date Signature of Chief Executive Officer, Janpad Panchayat/Zila Panchayat Form 11 [See Clause (xi) of Rule 4 (3)] Statement of Committees of Janpad/ Zila Panchayat constituted for the specific purposes Name of Janpad Panchayat/ Zila Panchayat March ending year

Sl. No.	Name of Committee	Purpose of constituting committee	Period of work	Name of Chairman of Committee	Name of committee members	Date of submitting report of Committee	Remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1.2.etc.

Date Signature of Chief Executive Officer, Janpad Panchayat/Zila Panchayat Form 12 [See Clause (xii) of Rule 4 (3)] Statement of meetings of Janpad Panchayat/ Zila Panchayat Name of Janpad Panchayat/ Zila Panchayat March ending year

Sl. No.	Meetings of Panchayat convened in a year	Remarks
	General Postponed	Special Total
(1)	(2)	(3) (4) (5) (6)

1.2.etc.

Date Signature of Chief Executive Officer, Janpad Panchayat/Zila Panchayat Form 13 [See Clause (xiii) of Rule 4 (3)] Statement of compilation of inspection and audit report of Janpad Panchayat/ Zila Panchayat. Name of Janpad/ Zila Panchayat March ending year Inspection

Sl. No.	Name & Designation of Inspecting Officer	Date of Inspection	Date of receiving inspection note	No. and date of sending compliance report of inspection note	If not complied with show reasons therefor
(1)	(2)	(3)	(4)	(5)	(6)

Audit

Date of audit	Period of which audit is done	Date of receiving audit note	Audit fees	Number and date of sending compliance report of audit note	Remaining Clauses of audit note, if any, which were not complied with	Remarks
(7)	(8)	(9)	(10)	(11)	(12)	(13)

Note. - Mention clear description of serious objection given in audit note in remarks column. Date

Signature of Chief Executive Officer, Janpad Panchayat/Zila Panchayat

Form 14[See Clause (xiv) of Rule 4 (3)]Statement of Employees of Janpad

Panchayat/ Zila Panchayat Name of Janpad Panchayat/ Zila Panchayat year March ending

Sl. No.	Designation	Pay Scale	Total No. of posts	Posts filled up	Reasons for vacancy	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

1.2.etc.

DateSignature of Chief Executive Officer, Janpad Panchayat/Zila

Panchayat.....Form 15[See Clause (xv) of Rule 4 (3)]Statement of retirement benefits to

retired employees in year Name of Janpad Panchayat/ Zila Panchayat March ending year.....

Sl. No.	Name of Employees	Post held	Date of retirement	Description of Payment	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

1.2.etc.

Note. - If any employee gets extension or contract appointment, it must be mentioned in remarks

column. DateSignature of Chief Executive Officer, Janpad

Panchayat/Zila PanchayatForm 16[See Clause (xvi) of Rule 4 (3)]Statement of

re-employment, extension given to retired employees and contract appointment etc. Name of Janpad Panchayat/ Zila Panchayat March ending year.....

Sl. No.	Name of employee	Designation	Date of retirement	Date of re-employment, extension, contract appointment
(1)	(2)	(3)	(4)	(5)

1.2.etc.

Sl. No.	Period	Pay	Reasons for giving re-employment, extension, contract appointment	Remarks
(1)	(6)	(7)	(8)	(9)

1.2.etc.

DateSignature of Chief Executive Officer, Janpad Panchayat/Zila

PanchayatForm 17[See Clause (xvii) of Rule 4 (3)]Statement of achievements of

physical target under various schemes by Janpad Panchayat/ Zila Panchayat Name of Janpad

Panchayat/ Zila Panchayat March ending year

Sl. No.	Name of schemes	Physical Targets fixed	Achievement of targets	Reasons for not achieving	Remarks
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targets

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

1.2.etc.

Note. - Details of scheme-wise targets and achievements, under each programmes should be clearly stated.

Date Signature of Chief Executive Officer, Janpad Panchayat/Zila Panchayat Form 18[See Clause (xviii) of Rule 4 (3)] Statement of Vehicles, Machineries and other instruments purchased by Janpad Panchayat/ Zila Panchayat Name of Janpad Panchayat/ Zila Panchayat March ending year

Sl. No.	Type of vehicle, machinery/ instrument purchased and their Registration No.	Date of purchase	Purchase price	Designation of sanctioning Competent Officer	No. & Date of sanction order	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

1.2.etc.

Date Signature of Chief Executive Officer, Janpad Panchayat/Zila Panchayat