

# The Punjab Gram Panchayat Rules, 1965

PUNJAB

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### Rule THE-PUNJAB-GRAM-PANCHAYAT-RULES-1965 of 1965

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#### 1. Short title and extent.

(1)The rules may be called the Punjab Gram Panchayat Rules, 1965.(2)They shall come into force at once.

#### 2. Definitions.

- In these rules, unless the context otherwise requires :-(a)'Act' means the Punjab Gram Panchayat Act, 1952;(b)'Form' means a form appended to these rules;(c)'Section' means section of the Act;(d)"Zila Parishad" mean a Zila Parishad constituted under the Punjab Panchayat Samitis an Zila Parishads Act, 1961 having jurisdiction over the Sabha area;

#### 3. Disposal of assets and liabilities of Gram Sabha [Section 4(3)].

- If the whole of the Sabha area is included in a municipality, cantonment, [city, urban estate] [Added vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] or notified, area, all rights, obligations, property assets and liabilities if any, whether arising out of any contract or otherwise shall vest in the Municipal Committee, Cantonment Board[Municipal Corporation, Chief Administrator] [Added vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] or Notified Area Committee, as the case may be.[ - ] [Proviso omitted by Punjab Notification No. GSR1/PA4/53/Section 101/Amd. (6)/76 dated 7.1.1976.]

#### **4. Acquisition and transfer of property by Gram Panchayat Section 8 and 10.**

(1) No property movable or immovable shall be purchased or sold by a Gram Panchayat without a formal resolution of the Gram Panchayat. Provided that the Sarpanch [-] [Words 'or in his absence the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] may in emergent cases purchase or sell movable property of a value not exceeding fifty rupees : Provided further that all such transactions shall be reported to the Gram Panchayat at its next meeting for its approval. (2) All contracts on behalf of a Gram Panchayat shall be entered into in the name of the Gram Panchayat and all documents executed in this connection shall be signed by the Sarpanch [-] [Words 'or in his absence the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] and one other Panch. The draft of all documents to be executed by or in favour of a Gram Panchayat shall, before execution, be scrutinized and approved by the Block Development and Panchayat Officer and the Gram Fund shall not be liable under any contract not so approved.]

#### **4A. [ [Inserted vide Punjab Notification No. GSR98A/PA4/53/Section 101/Amd. (8)/76 dated 4.8.1976.]**

- The Director or any officer not below the rank Block Development and Panchayat Officer authorised by him shall be the prescribed authority under clause (o) of sub-section (5) of Section 6.] Meetings and Conduct of Business of Sabha

#### **5. Time and place of meeting and conduct of business of Sabha. [Section 12(1) and 101(2)].**

(1) The general meeting and the extraordinary general meetings of a Sabha shall be held in the Sabha area at a public place. The time and place of the Sawani and Hari meetings, and the time, date and place of the extraordinary general meetings shall be fixed by [the Sarpanch or Panchayat Samiti as the case may be] [Substituted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] (2) A notice of at least fifteen [clear] [Inserted vide Punjab Notification No. GSR47/PA4/53/Section 101/Amd. (3)/72 dated 12.6.1972.] days shall be given to the members for holding a general meeting of the Sabha. (3) (a) A notice of an ordinary general meeting of Sabha shall state, the nature of business to be transacted at the meeting. (b) A requisition for calling an extraordinary general meeting of a 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 Sabha shall be published - (a) by affixing it at the office of the 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 [Panchayat Samiti] [See Legislative Supplement Part III Notification dated 8.6.1979.] a copy of the notice shall also be affixed at the office of the [Panchayat Samiti] (5) Any member of a Sabha who desires to bring forward any resolution or wishes to ask any question at any meeting of the Sabha shall give notice of his intention to do so to the [Sarpanch] at least seven days before the meeting. [Provided that the [Sarpanch] [Proviso substituted vide Punjab Notification No.

GSR46/PA4/53/Section 101/Amd. (5)/74 dated 27.8.1974.] may for reasons to be recorded by him allow any question, or the discussion of a resolution or transaction of any business with a notice shorter than seven days.].(6)No subject once finally disposed of by a Sabha shall be reconsidered within three months for its disposal by the Sabha.(7)(a)The [Sarpanch] [Substituted for the word 'Chairman' vide Notification No. GSR/76/PA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] may disallow the moving of discussion of any resolution or opposition which he considers to be beyond the scope of the Sabha and in doing so, he shall record his reasons in writing.(b)All resolutions [admitted] [Substituted for the words 'not disallowed' vide Punjab Notification No. GSR46/PA4/53/Section 101/Amd. (5)/74 dated 27.8.1974.] by the [Sarpanch] [Substituted for the word 'Chairman' vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] 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 question received and collect all relevant information pertaining to subjects proposed to be discussed in the meeting.(9)(a)At the next meeting of the Sabha, [Sarpanch] or with his permission a Panch, shall read answers to the questions duly received before the meeting.(b)A member 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 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 Sabha may be, as under:- (a)Proceedings of the previous meeting is to be read out by the [Sarpanch]; (b)Report of action taken by the Panchayat on previous discussions of the Sabha; (c)Important decisions of the Panchayat after the last ordinary general meeting to be read out by the [Sarpanch]; (d)Questions and resolutions by members; (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 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 Sabha shall be recorded and the same shall be signed by the [Sarpanch] [Substituted vide Punjab Notification No. GSR46/PA4/53/Section 101/Amd. (5)/74 dated 27.8.1974.].(12)It shall be the duty of the [Sarpanch] [Substituted for the word 'Chairman' vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] to regulate the conduct of business at a Sabha meeting and to preserve order. If any member disregards the authority of the [Sarpanch] [See Legislative Supplement Part III dated 8.6.1979.] or is guilty of obstructive or offensive conduct during the meeting, the [Sarpanch] [See Legislative Supplement Part III dated 8.6.1979.] may ask him to behave properly and on his failure to do so direct him to withdraw from the meeting.

## 6. Time and place of meeting of a Gram Panchayat [Section 101(2)(1).

(1)No meeting of 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; Provided that in an emergency for reasons to be stated in writing a meeting may be called by the Sarpanch [-] [Words 'or in his absence the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] at a shorter notice. [(1-A). The

communication of the notice of the meeting shall be made by :- (i) pasting of a copy of the notice and agenda of the meeting of Gram Panchayat at a conspicuous place in the office of Gram Panchayat or if there be no office, at a common place where the meeting is scheduled to be held; and (ii) service of notice to the Panches through village chowkidar or any other person deputed by the Sarpanch [-] for the purpose and to get the notice acknowledged by the Panch on the copy of the notice or agenda book]. (2) The Sarpanch [-] [Words 'or in his absence the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] when required in writing by a majority of the Panches to call a meeting, shall do so within three days failing which these Panches shall, with the previous approval of the [Block Development and Panchayat Officer] [Substituted for the words 'Panchayat Samiti' vide Punjab Notification No. GSR/47/PA4/53/Section 101/Amd. (3)/72 dated 12.6.1972.] be entitled to call a meeting after giving a week's notice to [Sarpanch and other Panches] [Substituted for the Words 'Sarpanch, Naib Sarpanch and other Panches' vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.]. (2A) [At every meeting of a Gram Panchayat, the Sarpanch or in his absence, such Panch as the Panches present may elect, shall preside :-] [Inserted vide Punjab Notification No. GSR/47/PA4/53/Section 101/Amd. (3)/72 dated 12.6.1972.]. (3) The notice and agenda of a meeting of the Gram Panchayat shall be sent to the Gram [Sewak] in whose jurisdiction the Sabha area is situated so that he can attend the meeting if possible and make suggestions on items relating to development work. (4) (a) The names of the Panches at each meeting shall be entered in the Proceedings 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. (b) The proceedings of the 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 [-] [Words 'the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] and Panches who vote for or against the resolution shall be recorded against each resolution. (5) The order of the business as laid down in clause (i) of sub-rule (10) of rule 5 may, as far as may be applicable, apply to the business to be transacted at meetings of a Gram Panchayat. (6) The proceedings of the Sabha or Panchayat meeting shall be recorded in [Punjabi in Gurmukhi Script] [Substituted for the words 'shall be in the regional language' vide Punjab Notification No. GSR/47/PA4/53/Section 101/Amd. (3)/72 dated 12.6.1972.]. [6A. Attendance Register. - Every Panchayat shall keep an attendance register in Form III A showing the names of the Sarpanch, [-] [Inserted by vide Punjab Notification No. GSR/48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.] and the Panches with date and description of the meeting. The Sarpanch, [-] [Words 'the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] and every Panch attending the meeting shall put his initial or thumb mark in the column of his name in the said register. The Sarpanch, or any Panch not present shall be marked absent by the Sarpanch, or other Panch, as the case may be, presiding over the meeting] [Inserted vide Punjab Notification No. GSR/47/PA4/53/Section 101/Amd. (3)/72 dated 12.6.1972.]. [7. Maintenance of Panchayat records. - (1) A Gram Panchayat shall cause the records, registers, books and forms maintained and used and in the manner as hereinafter mentioned in sub-rule 3(2) and (3).] [Substituted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.]. (2) The Sarpanch shall be responsible for the maintenance of - (i) Proceedings Book in Form II in which the brief account of business transacted by the Gram Panchayat or Sabha in respect of its general and administrative functions, shall be entered. The record of proceeding by

a Gram Panchayat shall be signed by the Sarpanch, if present, or in his absence by the Panch elected for presiding the meeting, and all other Panches attending the meeting of the Panchayat. Provided that the proceedings of the meeting shall be recorded on an ordinary paper and later brought on the Proceedings Book of the Gram Panchayat if the Sarpanch does make available the proceedings book in the meeting of the Gram Panchayat or the Gram Sabha, as the case may be :-(ii) Inspection Book in Form III, in which shall be entered the inspection notes and other remarks by the Director, the Deputy Director of Panchayats, the Deputy Commissioner, the Sub-Divisional Officer, Chairman of the Zila Parishad or Panchayat Samiti concerned the District Development and Panchayat Officer, Block Development and Panchayat Officer and the Social Education and Panchayat Officer, or any person or officer so authorised in writing by the Director, Deputy Director of Panchayats, Deputy Commissioner, District Development and Panchayat Officer or the Sub Divisional Officer concerned, who may inspect the books, proceedings, records, property or works of any Panchayat; (iii) Attendance Register in Form III-A. (iv) Register of Civil Suits in Form VI. (v) Register of criminal cases in Form VIII. (vi) Register of Revenue Suits in Form VIII. (vii) Summons for accused in Criminal case in Form IX. (viii) Summons for defendants in Civil cases in Form X. (ix) Summons for witnesses in Form XI. (x) Decree Sheet in Form XII. (xi) Application for acquisition of land in Form XIII. (xii) Register of processes and summons in Form XIV. (xiii) Register of diet money in Form XV. (xiv) Index of papers of the Panchayat file and abstract of orders in Form XVI. (xv) Stock Register of material in Form XVIII. (xvi) Stock and Furniture Register in Form XIX. (xvii) Library Stock Register in Form XX. (xviii) Library issue Register in Form XXI. (xix) Despatch Register (account of stamps also to be maintained in this Register) Form XXII. (xx) Receipt Register in Form XXIII. (xxi) Stock Register of Receipt Book in Form XXIV. (xxii) Register of immovable property (other than Shamlat Deh) in Form XXV. (3) The Panchayat Secretary shall be responsible for the maintenance of, -(i) Cash Book in Form I, in which an account of all income of the Panchayat from whatever source and all expenditure out of the Gram Fund shall be maintained. The Cash Book shall be closed on the last working day of each month and the cash balance in hand and the balance with the Co-operative Union or the Co-operative Credit Society or Central Co-operative Bank or the Post Office Saving Bank shall be struck and verified by actual count and by comparison with the balance shown in the pass book, as the case may be. A certificate to this effect shall be recorded under the signatures of the Panchayat Secretary at the end of the month in the Cash Book. (ii) Receipt Book in Form IV. (iii) Register showing the Demand and Collection of Taxes, duties cesses in Form V. (iv) Register of Fees and Fines in Form XVII. (v) Provident Fund Registers in Form XXVII and all other records, registers and forms not covered by sub-rule (2).

## **8. [ Employment of Panchayat Secretaries.] [Substituted vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.]**

(1) The Panchayat Secretaries who have not been appointed to the Punjab Panchayat Secretaries Service shall be deemed to be the members of the Punjab Panchayat Samitis and Zila Parishads Service and will in respect of matters enumerated in Section 6 be governed by the Punjab Panchayat Samitis and Zila Parishads Service Rules, 1965; Provided that the Panchayat Samiti may levy contribution from the Gram Fund concerned of a proportionate or a suitable contribution (depending on workload) from the funds of a group of Gram Panchayats where the Panchayat Secretary is appointed for two or more Panchayats, for making payment on account of

remuneration, leave salary, allowances and Provident Fund of such Panchayat Secretaries.(2)The Panchayat Samitis may transfer a Panchayat Secretary referred to in sub-rule (1) from one Panchayat or group of Panchayats to another Panchayat or group of Panchayats.

## **8A. [ Duties of Panchayat Secretaries.] [Substituted vide Punjab Notification No. GSR46/PA4/53/Section 101/Amd. (5)/74 dated 27.8.1974.]**

- It shall be the duty of the Secretary under the general supervision of the [Sarpanch] [Substituted for the words 'Sarpanch or in his absence Naib Sarpanch' vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.](a)[ maintain the accounts, records, registers and other property of the Gram Sabha and the Gram Panchayat;] [Added vide Punjab Government Notification No. GSR 99/PA4/53/Section 101, dated 16.11.1984.](b)issue notices of meetings and carry out resolutions passed by Gram Panchayats and the Gram Sabha in his circle;(c)receive all money on behalf of Gram Panchayat and the Gram Sabha issue receipts therefor, in the prescribed form and maintain accounts of receipts and expenditure in the cash book and other relevant records;(d)operate bank accounts of the Gram Panchayat alongwith the Sarpanch [-] [Substituted for the words 'Sarpanch or in his absence Naib Sarpanch' vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] according to the resolution passed by the Gram Sabha or Gram Panchayat subject to the conditions if any, contained in the instructions issued by the Director of Panchayats from time to time, in this behalf;(e)consign records of every case, criminal, civil and revenue, decided by the Panchayat to the General Record Room as provided in rule 29;(f)supply copies of the judicial and non-judicial records of Gram Panchayat and to arrange the inspection of records by the parties after charging the prescribed copying or inspection fees;(g)arrange inspections of Gram Panchayats by the Officers, audit of accounts by the Auditors of the Local Funds Accounts Departments and to remove objections raised in the audit and inspection notes;(h)prepare assessment of house tax and other taxes and fees imposed by the Gram Panchayat periodically and to arrange recovery thereof in accordance with the provisions of these rules; and(i)assist the Gram Panchayat in the discharge of the duties and functions under this Act or under any other law for the time being in force.(j)assist the Gram Panchayat and the officials of the Directorate of Rural Development and Panchayats in the implementation and execution of all the programmes and schemes relating to the development of rural area;(k)carry out and abide by any instructions issued by the Director of Panchayats from time to time.

## **9. Employment of other employees [Section 17(1)(a)].**

(1)(a)Subject to the approval of the Panchayat Samiti, and to the availability of funds in the budget, a Gram Panchayat may, by a resolution, prepare a list of employees required by it and shall also decide the salary and allowances to be paid to them and the duties to be assigned to each one of them.(b)No person shall be employed by a Gram Panchayat if he is a near relative (brother, father, grand-father, wife's brother and wife's father, son, son-in-law, [wife, sister, mother, grand-mother, husband's brother and husband's father, daughter and daughter-in-law] [Substituted for the words 'son-in-law' vide Punjab Notification No. GSR/47/PA4/53/Section 101/Amd. (3)/72 dated 12.6.1972.] of any of its members or if he has been convicted of any criminal offence involving moral turpitude. No employee of the Panchayat shall be retained in service after he has attained the age of

58 years.(2)A Panchayat may for good and sufficient reasons impose the following penalties on its employees :-(i)Censure;(ii)Recovery of whole or part of any pecuniary loss caused to the Panchayat by negligence or breach of orders of the Panchayat;(iii)Removal or dismissal from service;Provided that before imposing any penalty the employee shall be informed of the specific charges against him and shall be given a reasonable opportunity to explain his position or produce any evidence.(3)[ An employee who has been punished under sub-clause (2) may prefer an appeal within 30 days of communication of the order of punishment to the employee, to the Executive Officer of the Panchayat Samiti whose decision shall be final] [Substituted by vide Punjab Notification No. GSR/47/PA4/53/Section 101/Amd. (3)/72 dated 12.6.1972.](4)The services of an 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.(5)The employee of the Gram Panchayat will be entitled to the same leave to which they would have been entitled if they were members of the Panchayat Samitis and Zila Parishad Service :[Provided that a Gram Panchayat and its Sarpanch will be competent to sanction as much leave to the employees of Gram Panchayat as the Chairman and Executive Officer, of a Panchayat Samiti are respectively competent to sanction to the employee of the Panchayat Samiti under the provisions of the Punjab Panchayat Samitis and Zila Parishad (Leave) Rules, 1970.] [Substituted vide Punjab Notification No. GSR/47/PA4/53/Section 101/Amd. (3)/72 dated 12.6.1972.](6)The [Government Employees Conduct Rules, 1966] [Substituted vide Punjab Notification No. GSR46/PA4/53/Section 101/Amd. (5)/74 dated 27.8.1974.] as amended from time to time shall apply to the servants of a Gram Panchayat in so far as they are inconsistent with the provisions of the Act and these rules :Provided that the word "Government" and the words [Government employees] [Substituted vide Punjab Notification No. GSR46/PA4/53/Section 101/Amd. (5)/74 dated 27.8.1974.] wherever they occur in the aforesaid rules, the words "Gram Panchayat" and the words "employees of Gram Panchayat" shall be deemed to have been substituted, respectively.

## **10. Provident Fund and Gratuity for Servants [Section 18].**

- A Gram Panchayat may -(a)establish and maintain a Provident Fund on behalf of its servants and may call upon the servants to contribute thereto and may supplement such contribution out of the [Gram Fund] [Substituted vide for the words 'Sabha' Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.];(b)grant a gratuity to any servant subject to the previous approval of the Director :Provided that terms and conditions for the grant of Gratuity and Provident Fund shall not be more favourable than those prescribed for persons in the service of Government.

## **11. Publication of orders [Section 20].**

- An order made under Section 22 of the Act 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 said order; and(c)one copy of the order shall in accordance with the procedure laid down in Section 73 of the Act 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. Power to contract for the collection of taxes and other dues

**12. Collection charges for land revenue, tax or dues payable to Government or [Local authority] [Section 25]. [Substituted for the words 'Local body' Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.]**

- When a Gram Panchayat enters into contract with Government or a [Local authority] to collect land revenue or any tax or dues payable to the Government or the [Local authority] [Substituted for the words 'Local body' Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.] it shall be allowed collection charges at the rate of 5 per cent of the amount collected.

**13. Transfer of Forest area or irrigation work [Section 29]. [Substituted for the words 'Sabha Fund' Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.]**

- When a Panchayat wishes to take over the management and maintenance of a forest and Government waste land within and near the boundaries of its jurisdiction or the protection of any irrigation works and its extensions and the regulation or the distribution of water from as such work it shall satisfy itself that such transfer is free from all encumbrances and that it will not be a burden on the [Gram Fund] in any way or involve the Panchayat to incur any liability.

**14. Functional Sub-Committees and Local Committees of the Panchayat [Section 33].**

(1)(a) The Functional Sub Committees formed by a Panchayat for the discharge of its administrative functions shall consist of Panches and other persons co-opted by virtue of their qualifications or experience. The total number of members in a functional Sub Committee shall not be less than three or more than five. (b) A person may be the member of more than one Functional Sub Committee. (2)(a). One of the Panches serving on a Functional Sub Committee may be nominated by the Panchayat to serve as Chairman of that sub-Committee. The decision shall be taken by majority of votes and the Chairman shall have a casting vote in case of equality of votes. (b) If at any meeting of a Functional Sub-Committee the Chairman is absent, the members present shall elect one of the members to be the Chairman of such meeting. (3) A Functional Sub-Committee shall perform such functions as may be assigned to it by the Gram Panchayat. (4) The Panchayat may call for the proceedings of a Functional Sub-Committee and may, for sufficient reasons to be recorded, revise any decision of that Sub-Committee. (5) The provisions of sub-rules (2) to (4) shall also apply to Local Committees formed by the Panchayat under Section 33(3).



## **15. Help in maintenance and improvement of schools and hospitals or dispensaries [Section 34].**

- A Panchayat may and shall, if so required by the Government or Panchayat Samiti concerned subject to funds at its disposal, arrange to assist the Department concerned in the matter of (a) school buildings, furniture, water supply, first aid boxes and books, stationery, fees prizes and stipends to deserving students; (b) buildings for dispensaries or hospitals, medicines, water supply and diet and other necessities to needy patients; (c) providing rent free accommodation or payment of house rent in lieu thereof to the employees drawing salary not exceeding Rs. 200.00/- (all told) and serving in the school, dispensary, Hospital, Health Centre or Sub-Centre thereof according to the conditions, if any, agreed upon between the Panchayat and the department concerned subject to previous approval of the Director.] [Inserted vide Punjab Government Notification No. GSR 266/PA4/53/Section 101 dated 25.10.1966.]

## **16. Establishment of primary schools, hospitals or dispensaries for a group of Panchayats [Section 35].**

(1)- The Panchayat samiti concerned shall be the prescribed authority under Section 35. (2) When a group of neighbouring Gram Panchayats combine to help in establishing a school, hospital, or ayurvedic or Unani Dispensary, a joint committee in the manner laid down in Section 112 shall be formed.

## **17. Power to take over management of institutions etc. [Section 37]. [Substituted for the words 'Sabha Fund' Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.]**

- The Gram Panchayat undertaking 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 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] or involve the Gram Panchayat to incur any liability. [17A. Power to start, manage and regulate the fairs and markets. - A Gram Panchayat may, with the consent and subject to the supervision of the Zila Parishad concerned start, manage and regulate such fairs and markets other than the fairs and markets held under the Punjab Cattle Fairs (Regulation) Act, 1967 as may be specified by the Government from time to time through a notification published in the Official Gazette. Seventy five per cent of the income derived from such fairs and markets shall be retained by the Gram Panchayat and the remaining twenty-five per cent shall be credited to the Zila Parishad Fund] [Added vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.]. [18. Cognizance of criminal cases [Section 43] [Substituted vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.]. - A complaint lodged under Section 43 shall give therein the name, parentage and residence of the complainant and the accused along with allegations regarding the offence. The Sarpanch [-] [Words 'Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] or the Panch receiving the complaint shall immediately make it a

part of the judicial record maintained by the Panchayat. It shall be heard at the next meeting of the Panchayat].

**19. Execution of decree. [Section 64(3)]. [Substituted vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.]**

- [(a) Any person in whose favour a decree has been passed by Panchayat may make an application to the [Sarpanch] [-] and Panch for its execution on payment of the fee specified in Schedule III of the Act and the same shall be included in the costs.](b)The Panchayat shall issue a notice to the opposite party to pay up the decretal amount or to comply with the decree within thirty days or such further period not exceeding three months as it may deem fit to allow after the notice is served. If the amount is not paid or the decree is not complied within the specified period the decree shall be sent to the Civil or Revenue Court having jurisdiction which shall thereupon proceed to execute the decree as if it were a decree passed by such Court.

**20. Attendance of witnesses. [Section 72 and Section 101(2)(m)].**

(1)(a)The Panchayat shall pay diet money which consists of a daily allowance and travelling allowance to a witness for the reasonable expenses for attendance before the Panchayat but no diet money shall be paid to any person who resides in the jurisdiction of the Panchayat.(b)Subject to the provisions of clause (c) of the proviso to sub-section (1) of Section 72, the scale of the diet money shall be as under :-(i)Daily allowance at the rate of 75 paise to Rs. 1.50 paise per day;(ii)Travelling allowance for a journey by road equivalent to actual expenses incurred;(iii)Travelling allowance for a journey by rail not exceeding 1/2 rail way fare at III or II Class rate according to the statutes of the witness :Provided that if a servant or officer of the Government or [Local authority] [Substituted vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.] is summoned as witness, his daily and travelling allowances shall be governed by the rules of the Government or the [Local authority] as the case may be, or if there are no such rules for the [Local authority] such daily and travelling allowances as may be determined by the Panchayat :-(c)Whenever diet money is deposited, the Panchayat shall give a receipt in Form IV to the person depositing it and shall forthwith enter in the register of diet money, in Form XV, the name of the depositor and the amount deposited. On payment to the witness the Sarpanch [-] [Words 'the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] or panch in whose presence the amount is paid, shall sign the entries in the register.(2)The Panchayat may depute the Sarpanch [-] [Words 'the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] or Panch (preferably its women panch) to examine the women witness at her residence in the panchayat area or the residence of her relatives or friends in the Panchayat area. The statement so recorded shall be signed or thumb-marked by the woman witness and attested at least by one identifying witness and shall form part of the record of the case, suit or proceeding concerned.

## **21. Processes. [Section 73].**

(a) Every summons issued by a panchayat shall be in duplicate in Forms IX, X or XI, as the case may be and shall specify the time, date and place at which the person is required to attend and also whether his attendance is required as an accused, a defendant, a judgment debtor or other party or a witness or for the purpose of giving evidence or to produce a document or for any other purpose. If any particular document is to be produced it shall be described in the summons with reasonable accuracy. (b) The summons shall be signed by the Sarpanch [-] [Words 'or in his absence the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] and shall bear the seal of the panchayat.

## **22. Custody of money. [Section 78]. [Substituted for the words 'two hundred and fifty rupees' vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.]**

(1) All moneys creditable to the consolidated fund of the State when realised by the Gram Panchayat shall be deposited or transmitted by money order to the nearest Government Treasury at the earliest opportunity by the [Sarpanch or a person duly authorised by him] and shall be so deposited or transmitted forthwith when the total amount exceeds [five hundred rupees]. (2) When such money is transmitted by money order, the money order fee shall be chargeable to the [Gram Fund] [Substituted for the words 'Sabha Fund' Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.].

## **23. [Section 80] [Substituted for the words 'Sabha Fund' vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.].**

- [(1)(i) The Gram Fund shall be [operated upon jointly by Sarpanch and a Panch authorised by the Panchayat under Section 15] [Substituted by Punjab Government Notification dated 7.7.2000.] All expenditure shall be supported by a resolution of the Panchayat. No amount of the Panchayat shall be withdrawn from the Co-operative Union, Co-operative Bank or the Post Office by the Sarpanch, or the Panch, as the case may be without the express permission of the Panchayat accorded in a resolution passed for the purpose. Provided that in case of emergency, the Sarpanch [-] [See Legislative Supplement Part III dated 8.6.1979.] may spend upto [Rs. 1000] [Substituted by Punjab Government Notification dated 7.7.2000.] from the cash in hand or by withdrawing the required amount from the (Co- operative Union, Co- operative Bank, or the Post Office even without a resolution by the Panchayat. Once such an expenditure has been incurred no further withdrawal or expenditure will be allowed till the Sarpanch [-] [See Legislative Supplement Part III dated 8.6.1979.] has put the amounts before a meeting of the Panchayat.](ii) Entries in the Cash Book shall be made simultaneously with each item of income and expenditure and for each item of income a separate receipt in form IV shall be issued. For each item of expenditure a receipt shall be obtained and maintained on the appropriate register or file. (iii) All moneys received on behalf of the Gram Panchayat shall be deposited in the post officer, a Co-operative Union, a Co-operative Credit Society or a Central Co-operative Bank or any other Bank approved by Government : Provided that the

Union or Society operates within the Sabha area and is approved by the Registrar of Co-operative Societies, Punjab and that Society is classed A. Provided further that a sum not exceeding [Rs. 2000] [Substituted for Rs. 500 by Punjab Government Notification dated 7.7.2000.] may be kept in the custody of the Sarpanch [-] [Words 'or in his absence the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] for urgent expenditure to be incurred by him under his authority. (2) The expenditure incurred by a Gram Panchayat on the performance of the duties and functions under the Act shall be valid charge on the [Gram Fund] [Substituted for the words 'Sabha Fund' vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.]. For the purpose of this rule, expenditure on the following items shall be deemed to be a legitimate charge on the [Gram Fund] :- (a) Purchase of portraits of high personages. (b) Purchase and hoisting of National Flag. (c) Refreshment to those offering Shramdan. (d) Distribution of sweets to children on National Festivals and at the time of the visits of high dignitaries to the Sabha area. (e) Publicity of Panchayat activities. (f) Making contributions for holding seminars of panches. [Provided that the total expenditure by a [Gram Panchayat] [See Legislative Supplement Part III dated 27.9.1972.]] [during the year on any one of the items (a) to (f) above shall not exceed the following limits :-] [Substituted for the words 'Gram Sabha' vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.]

- |   |              |
|---|--------------|
| (i) [Gram Panchayat]* with annual income of Rs. 3,000 or more                             | upto Rs. 100 |
| (ii) [Gram Panchayats]* with annual income of more than Rs. 1,000 but less than Rs. 3,000 | upto Rs. 50  |
| (iii) [Gram Panchayat]* with annual income of not more than Rs. 1,000                     | upto Rs. 25  |
- \* Substituted for the words "Gram Sabha" vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977. (3) [Actual travelling expenses not exceeding 3 paise per kilometre in ordinary and special hilly tracts beyond a radius of 5 kilometres and daily allowances at the rate of five rupees per diem may be paid to the Sarpanch [-] [Substituted vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.] or Panch, even if he returns to headquarters on the same day, for a journey undertaken by him in pursuance of a resolution passed by the Panchayat.]
- Sarpanch .....Rs. 5 per diem
- Panch .....Rs. 4 per diem

[23A. Rate of interest. - The rate of interest payable under sub-section (1) of Section 105 shall be fifteen per cent.] [See Legislative Supplement Part III dated 9.4.1978.]

## 24. Power of taxation [Section 82].

- [(1) A Panchayat shall pass a resolution for the imposition of house tax under clause (A) of sub-section (1) of Section 82 on the categories of persons mentioned in column 1 of the Schedule given below at rates not exceeding those mentioned in column 2 of the said Schedule :-] [Sub-section (1) substituted by vide Punjab Notification No. GSR24/PA4/53/Section 101/Amd. (7)/76 dated 29.3.1976.]

## Schedule

1	2
(i) Occupier or owner, of a house, who is the landowner or shopkeeper.	Rs. 7/- per annum
(ii) Occupier or owner of a house, who is tenant of land or an artisan	Rs. 5/- per annum]
(2)(a) Where a Gram Panchayat proposes to levy a fee under sub-section (2) of Section 82 it shall, by a notice specifying the rate of fee, invite objections to its proposal within 30 days from the date of issue of notice. (b) The notice under clause (a) shall be published by beat of drum in the Sabha area and by posting its copies at conspicuous places in such area. (c) After considering the objections made under clause (a), the Gram Panchayat shall pass final orders which shall also be published in the manner laid down in clause (b). (3)(a) If a Panchayat resolves to impose a tax, duty or cess under clauses (b), (c) and (d) of Section 82(1) of the Act, it shall proclaim the purport of a resolution imposing such tax, duty or cess for the information of the persons concerned either by beat of drum or by written notices affixed at some conspicuous places in the Sabha area or by both and invite their objections and suggestions within a fortnight from the date of such proclamation. The resolution, with the objections and suggestions if any received shall be considered by the Panchayat at a meeting to be held for the purpose. If it is decided to impose the tax, duty or cess the proposal shall be submitted to the Panchayat Samiti who shall, with such comments as it may like to make forward the same to Government. (b) Government on receiving the proposal under clause (a) may sanction the same or refuse to sanction it or return it to the Panchayat for further consideration. (c) When the proposal of a Panchayat in respect of tax is sanctioned, Government shall notify the imposition of the tax, cess or duty in the Gazette specifying the date on which the tax, duty or cess shall come into force. (4)(a) An appeal against the assessment of house tax or any other tax, fee or duty shall lie to the Deputy Commissioner or [District Development and Panchayat Officer] [Substituted for the words 'Sub-Divisional Officer' vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.]. (b) The appeal shall be preferred by means of a written memorandum within 30 days of the publication of the assessment. The appellate authority shall pass orders after such enquiry as it may deem fit. (c) The assessment lists shall be amended in the light of the decision of the appellate authority. (5)(i) A Panchayat may appoint one or more agents to collect any tax, duty, cess or fees levied under the Act on payment of five per cent of the amount so collected as collection charges. (6) After the close of each financial year, the Panchayat shall prepare a list of defaulters showing the amount due from each such defaulter and forward a separate case of each defaulter to the collector who shall recover the same as arrears of land revenue under Section 85. The amount thus recovered shall be handed over to the Panchayat. Writing off irrecoverable amounts	

### 25. Power to exempt from taxes and write off irrecoverable amounts [Section 83].

- A Panchayat may write off any irrecoverable amount within the meaning of Section 83, if it does not exceed the sum of ten rupees in each individual case. If it exceeds ten rupees it may be written off. (a) with the approval of the Panchayat Samiti concerned provided it does not exceed fifty Rupees. (b) with the approval of the Zila Parishad concerned if it exceeds fifty rupees but does not

exceed two hundred rupees.(c)with the approval of Government in other cases.

## **26. Expenses of Gram Panchayats. [Section 84].**

- The [District Development and Panchayat Officer shall be the prescribed authority under Section 84.

## **27. Power to borrow. [Section 86].**

- A Panchayat may borrow money for carrying out any of the purposes of the Act subject to the conditions laid down in the Local Authorities Loan Act, 1914 and rules made thereunder. Inspection of Judicial Records and Registers

## **28. Access of Records of Gram Panchayat. [Section 10(2)(h) and 96].**

(1)The Sarpanch [-] [Words 'or in his absence the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] shall, on the application of any party to a judicial proceedings, allow the inspection of the record of the said party or its duly recognised agent on payment of fee of one rupee on each occasion.(2)The Sarpanch [-] [Words 'or in his absence the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] shall, on the application of any party to judicial 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 25 paise for the first two hundred words or part thereof and fifteen paise for every subsequent hundred words, or part thereof.(3)Every person who is entitled to vote and every resident of the Sabha area may, after making an application and with the permission of the Sarpanch [-] [Words 'or in his absence the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] inspect the non-judicial records of the Panchayat after payment of a fee of one rupee on each occasion.(4)The Sarpanch [-] [Words 'or in his absence the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] shall on the application of any voter or any resident of the Sabha area, 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 twenty five paise for the first two hundred words or part thereof and fifteen paise for every subsequent hundred words or part thereof.(4A)[ Notwithstanding anything contained in the foregoing sub-rules of this rule a [Sarpanch or in his absence a Panch] [Substituted by vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] as the case may be shall permit any person referred to in these sub-rules to have an access to the Panchayat record if such person is duly authorised by the Director, Deputy Director or the Deputy Commissioner for this purpose.](5)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 a Panchayat.

## **29. Consignment of records of judicial cases, registers and books [Section 10(2)(g)].**

(1)Records of every case criminal, civil or revenue decided by a Panchayat shall be consigned to the General Record Room at District or Sub- Divisional Headquarters from the 1st June, to 30th September, every year. Such record shall be kept and destroyed in accordance with the Destruction of Record Act, 1917 and the rules made thereunder.(2)All judicial and non-judicial registers and books maintained by a Panchayat shall, when finished, be kept in the Panchayat office for two years after which they shall be consigned to the General Record Room of the Deputy Commissioner's Office for being preserved in perpetuity.

### **30. Penalty for tempering with the property [Section 109(2)].**

- Any sum due to a Gram Panchayat under sub-section (2) of Section 109 shall be recoverable in the manner as laid down in sub-section (3) of Section 48.

### **31. Disputes [Section 111].**

- The prescribed authority under Section 111 shall be the Deputy Commissioner.

### **32. Joint works or undertaking [Section 112].**

- A Panchayat may unite with any other body or bodies being a Gram Panchayat, local authority, institution or branch of an institution established for the development of Panchayats and recognised by Government to undertake a joint work if the estimated cost of the work is less than five thousand rupees if it is between five thousand rupees, and ten thousand rupees, approval of the Panchayat Samiti, and if it is more than thousand rupees, approval of the Director would be necessary.Audit of Accounts

### **33. Audit of Account [Section 101(1)].**

- The accounts of the Gram Panchayat having an annual income of five hundred rupees or more shall be audited as far as possible once in two years by a Junior Auditor at the rate of fifteen rupees for every or part of the day.Note. - For the purpose of this rule day shall mean a working day of eight hours.(2)The Sarpanch [-] [Words 'or in his absence the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] shall deal promptly with the audit note and the objection. He shall, within a month of the receipt of the note, convene special meeting of the Panchayat to consider the objections and suggestion made by the Auditor and to decide the action to be taken in regard thereto. The decision so taken shall be indicated on the inter leaved copy or on the margin of the audit note which shall be forwarded to the Examiner, Local Fund Accounts, within three months of the date of the receipt of the note. An annotated copy shall be kept by the Sarpanch [-] [Words 'or the Naib Sarpanch as the case may be' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.] and produced for information before the Inspecting Officer at his next visit. Any outstanding objection will be attended to by the Panchayat in the aforesaid manner. Report of action taken shall be sent to the Panchayat at Samiti and to the Deputy Commissioner.

### 34. Power to suspend action of Gram Panchayat [Section 97].

(1) Any person aggrieved by an order or by any resolution of a Panchayat, other than one relating to the judicial functions of the Panchayat may prefer an application to the Deputy Commissioner or [District Development and Panchayat Officer] [Substituted for the words 'Sub-Divisional Officer' vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.] as the case may be, 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 the regulation; provided that the Deputy Commissioner or [District Development and Panchayat Officer] 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 Deputy Commissioner or [District Development and Panchayat Officer] [Substituted for the words 'Sub-Divisional Officer' vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.] as the case may be, appointed time and place for hearing of the application. (3) The Deputy Commissioner or [District Development and Panchayat Officer] [Substituted for the words 'Sub-Divisional Officer' vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.] as the case may be, shall give reasonable opportunity to the Social Educational and Panchayat Officer or the Block Development and Panchayat Officer or a counsel appointed by the Panchayat of the Panchayat Samiti concerned to explain the view point of the 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 any act which is about to be done or is being done by the Panchayat. Provided that nothing in this rule shall be construed to curtail the power of the Deputy Commissioner or the [District Development and Panchayat Officer] [Substituted for the words 'Sub-Divisional Officer' vide Punjab Notification No. GSR48/PA4/53/Section 101/Amd. (9)/76 dated 6.5.1977.] as the case may be, when he acts suo motu section 97.

### 35. Reappeal.

- The Punjab Village Panchayat Rules, 1940, and the Pepsu Panchayat Raj Rules, 1952, are hereby repealed : Provided that anything done or any action taken under the rules hereby repealed shall be deemed to have been done or taken under the provisions of these rules. Form ICash BookYear

Gram Panchayat..... Tehsil..... District.....

....

1

Serial No.

2

Receipt  
Payme  
Income  
deposi  
into  
Govern  
Treasu

3

Date Name of  
person



11	12	13	14	15	16	17	18	19	20
Taxes	Voluntary contribution	Grants from Government or Local Bodies	Other receipts	No. and date of receipt	Grand Total	Signature of Sarpanch	Serial No.	Date	Name and payee
21	22	23	24	25	26	27	28	29	
Nature of payment	Amount transferred to Government Treasury	Compensation	Amount paid to witnesses as expenses	Other expenditure	Signature or thumb impression of payee	Signature of Sarpanch	Total of Sarpanch	Balance	
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

Notes. - (1) Every entry must be signed by the Sarpanch [-] [Words 'or in his absence by the Naib Sarpanch' omitted vide Notification No. GSR/76/EA4/53/Section 101/Amd. (12)/79 dated 8.6.1979.](2)In the case of money transferred to the Government Treasury, the money orders coupons or the receipted copies of the challans should be pasted in the column (26) "Signature or thumb-impression of payee."(3)At the end of every month the total income and expenditure of the month should be calculated and the balance struck. In the column for 'balance' (29) details of the amount in hand with he Sarpanch [-] [Words 'or Naib Sarpanch' deleted by PG Notification No. GSR/76..../79, dated 8.6.79.] and the amount deposited in the Saving Bank, etc. should be given.

Form II Proceeding Book of the Panchayat of \_\_\_\_\_ Tehsil \_\_\_\_\_ District

1 2 3

Date Name of Panches Present Business transacted

\_\_\_\_\_  
Signature of the Sarpanch and of other Panches  
present Form III Inspection Book Panchayat \_\_\_\_\_ Tehsil \_\_\_\_\_ District

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

Form IV

Receipt

(1) Name of Panchayat \_\_\_\_\_

Civil Suit

(2) Serial No. of \_\_\_\_\_

Form IV

Receipts

(1) Name of Panchayat \_\_\_\_\_

Civil Suit

(2) Serial No. of \_\_\_\_\_

Criminal Case

(3) Date of payment \_\_\_\_\_

(4) Name of payer \_\_\_\_\_

Amount paid

Rs. P.

(1) Fees ...

(2) Fines ...

(3) Taxes ...

(4) Compensation ...

(5) Voluntary contributions....

(6) Grants from Government or ....Local Bodies

Total

Signature of Sarpanch

Form V Register of Assessment and Collection of Taxes and Duties, Cesses and Fees Panchayat

\_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

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

Form III-A(See Rule 6-A) Attendance Register Panchayat \_\_\_\_\_

Block \_\_\_\_\_ District \_\_\_\_\_

Sr. 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 Register of Civil Cases of the Panchayat of \_\_\_\_\_ Year \_\_\_\_\_ 19\_\_\_\_ Tehsil  
District \_\_\_\_\_

1	2	3	4	5	6	7	8
					Claim		Judgment

S. No.	Date of presentation of the plaint	Name & description of the plaintiff	Name & description of the defendant	Description of the suit for purposes of classification	Amount or value	For whom	Brief description of the relief granted and the order as to costs and date of order
9	10	11	12	13	14	15	16
	Modification of the decree on Revision or under section of the Act			Adjustment of the decree			
Date	Nature of the order and the authority by which the order was passed	Purport of the order	Date of satisfaction	Amount of money or details of property transferred	Date of despatch of record to the General Record Room at district Headquarters	Date of consignment to the Record Room and number of the case in the Record Room Register	Remarks

Notes. - (1) The serial number shall ordinarily represent the number of the suit. When, however, a suit is restored after remand or dismissed in default, it should be restored to its original number. The old number should be noted in red ink under the serial number at which the case is re-entered in the register, and it will continue to be the number of the suit. In the remarks column of the old entry relating to the suit the serial number at which the case is re-entered after remand or dismissal should be noted. (2) In columns (3) and (4) description includes, parentage, caste and residence. When there are more than one plaintiff or defendant the name and description of each must be given. Form VII Register of Criminal Cases of the Panchayat \_\_\_\_\_ Year \_\_\_\_\_ 19\_\_\_\_\_

1	2	3	4	5	6	7	8
		Instituted (a) upon					
Sr. No.	Cognizable or non-cognizable (enter kabil dakhil andazi or nakabil dakhil andazi, as the case may be)	complaint or received by transfer or (b) on police report (enter alif or be, as the case may be)	Date of complaint of police report	Date of offence	Name and village where the offence was committed	Name of the police station	Name and description of complaint
9	10	11	12	13	14	15	16
Name and description	Nature of	Whether accused	Order and	Result of revision	Date of despatch of record to General	Date of consignment to	Remarks

of accused offence has been date Record Room at the Record  
arrested of districtheadquarters Room and  
order number of the  
casein the  
Record Room  
Register

Notes. - (1) The serial number shall ordinarily represent the number of the case. When, however, a suit is restored after remand or dismissed in the default, it is to be restored to its original number. The old number should be noted in red ink under the serial number at which the case is re- entered in the register, and it will continue to be the number of the suit. In the remarks column of the old entry relating to the case the serial number at which the case is re-entered after remand or dismissal should be noted.(2)When the case entered as cognizable in column No. is subsequently found to be non-cognizable, the words kabil dakhla andazi should be altered to nakabil dakhla andazi. Form VIII Register of Civil Cases of the Panchayat of \_\_\_\_\_ Year \_\_\_\_\_ 19\_\_\_\_ Tehsil

District _____															
1	2	3	4	5	6	7	8								
					Claim			Judgment							
S. No.	Date of presentation of the plaint	Name & description of the plaintiff	Name & description of the defendant	Description of the suit for purposes of classification	Amount or value	For whom	Brief description of the relief granted and the order as to costs and date of order								
9	10	11	12	13	14	15	16								
				Adjustment of the decree											
Date	Nature of the order and the authority by which the order was passed	Purport of the order	Date of satisfaction	Amount of money or details of property transferred	Date of despatch of record to the General Record Room at district Headquarters	Date of consignment to the Record Room and number of the casein the Record Room Register	Remarks								

Form IX Summons to a person against whom a criminal complaint has been made before the Panchayat \_\_\_\_\_ Serial No. of case \_\_\_\_\_ Date of institution \_\_\_\_\_ To \_\_\_\_\_, son (daughter/wife/widow of \_\_\_\_\_)

\_\_\_\_\_ caste \_\_\_\_\_ village \_\_\_\_\_. [Whereas your attendance is necessary to answer to a charge of] [State nature of offence, amount of property involved, if any, and name of person injured, if any] \_\_\_\_\_ under section \_\_\_\_\_ of \_\_\_\_\_ Act \_\_\_\_\_ you are hereby required to appear in person before the Panchayat of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_. The Complainant is \_\_\_\_\_, son/daughter/wife/widow of \_\_\_\_\_, caste \_\_\_\_\_, village \_\_\_\_\_ The notice that if you do not appear on the day fixed proceedings under section 46 of the may have to be taken. Dated \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ (Signature of Sarpanch) Panchayat \_\_\_\_\_ Seal of the Gram Panchayat. Form X Summons to a person against whom a civil suit has been instituted before the Panchayat \_\_\_\_\_ Serial No. of the Suit \_\_\_\_\_ Date of institution \_\_\_\_\_ To \_\_\_\_\_, son/daughter/wife/widow of \_\_\_\_\_, caste \_\_\_\_\_, village \_\_\_\_\_ has instituted a suit against you for \_\_\_\_\_, you are hereby summoned to appear in person or by a duly authorised agent before this Panchayat on the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ to answer the suit. And you are directed to produce on that day all the evidence whether documentary or oral on which you intend to rely in support of your defence. Take notice that if you do not appear as directed on the day fixed the suit may be heard and determined in your absence. Date \_\_\_\_\_ date of \_\_\_\_\_ 19 \_\_\_\_\_ (Signature of the Sarpanch) Panchayat \_\_\_\_\_ Seal of Gram Panchayat Form XI Summons to a person called as a witness in a civil suit \_\_\_\_\_ Criminal Case Before the Panchayat \_\_\_\_\_ To \_\_\_\_\_, son/daughter/wife/widow of \_\_\_\_\_ caste \_\_\_\_\_, village \_\_\_\_\_ Whereas your attendance is required to depose about certain facts and to produce the documents set out below on behalf of the Plaintiff/defendant \_\_\_\_\_ in the above noted case, you are hereby required to complainant/accused appear personally before this Court on the \_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_ at \_\_\_\_ O'clock in the forenoon and to bring with you the following documents :-

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_ 6. \_\_\_\_\_

A sum of Rs. \_\_\_\_\_ being your travelling and other expenses and subsistence allowance for one day lies in deposit with the Panchayat and shall be paid to you when you appear. If you fail to comply with this order without lawful excuse, you will be liable to a fine of Rs. 25. Date this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ (Signature of Sarpanch) Panchayat \_\_\_\_\_ Seal of the Panchayat Notes : (1) If you are summoned only to produce a document and not to give evidence you shall be deemed to have complied with the summons if you cause such document to be produced before this Panchayat on the day and hour aforesaid. (2) If you are detained beyond the day aforesaid, a sum of Rs. \_\_\_\_\_ will be paid to you for each day's attendance beyond the day specified. (3) You are not go away until you are discharged by the Panchayat. Form XII Decree in Civil suit decided by the Panchayat \_\_\_\_\_ Plaintiff Versus \_\_\_\_\_ Defendant Claim for \_\_\_\_\_ This suit coming on this day for final disposal before the Panchayat \_\_\_\_\_ in the Plaintiff Defendant presence of the ----- and/or the ----- it is ordered that Plaintiff's Mukhtar defendant's Mukhtar \_\_\_\_\_ do pay to the \_\_\_\_\_ the sum of Rs. \_\_\_\_\_

Given under my hand and seal of the Panchayat this \_\_\_\_\_ day of \_\_\_\_\_  
19\_\_\_\_ (Signature of Sarpanch) Panchayat \_\_\_\_\_ Costs of  
the Suit

Plaintiff

Defendant

Rs. P.

1 Stamp for plaint	1 Stamp for power of attorney
2 Stamp for power of attorney	2 Stamp for petition
3 Stamp for exhibit	3 Subsistence for witnesses
4 Subsistence for witnesses	4 Service of process
5 Commissioner's fee	5 Commissioner's fee
Total	Total

Form XIII Application for Land Acquisition Name of Gram

[Panchayat \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_]

Description of land	Purpose of acquisition	Whether private negotiation to purchase the land were made and have failed
1	2	3

[Signature of Sarpanch] [See Legislative Supplement Part III Notification dated 22.12.76.] Form  
XIV Register for Processes and Summons Gram Panchayat \_\_\_\_\_ Tehsil  
\_\_\_\_\_ District \_\_\_\_\_

S. No.	Number of cases	Name of person on whom process is issued	Amount of process fee realized	Date of despatch	Name of person to whom sent for service	Amount of remuneration paid to the server	signature of Sarpanch	Remarks
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Form XV Register of Diet Money Gram Panchayat \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

Number of the case	Date of Deposit	By whom deposited	Amount paid	To whom paid	Date of payment	Signature of sarpanch or member before whom payment is made
1	2	3	4	5	6	7

Form XVI Index of Papers of Panchayat File and Abstract of Order Gram Panchayat

\_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

1	2	3	4	5
Case No.	Nature of case	Nature of cause or crime	Date final order	Abstract of final order

Civil -----Revenue -----Criminal Plaintiff  
----- (Full name and address) Complainant versus  
Defendant ----- (Full name and address) Accused

Record Rooms

Page Number Nature of papers Remarks

1 2 3

Total number of pages(Signature)Sarpanch \_\_\_\_\_ Panchayat. Form XVII Register of Fees and FinesGram Panchayat \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

Fee paid/Fine imposed

Amount recovered

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

Amount Credited

Serial Number of General Cash Book challan	Amount	Number and Date of Treasury	Initial of Sarpanch	Remarks
9	10	11	12	13

Rs.

Form XVIII Stock Register of MaterialGram Panchayat \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ Description of Material

Date	Opening balance	Number or quantity of articles received	To Total	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 XIX Stock Register of Furniture and other ArticlesGram Panchayat \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

S.No.	Particulars, number (if any) and description of articles	Date of cost of purchase articles	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	Signatures of Sarpanch when the article is struck off theregister	Remarks
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Form XX Stock Register of Library BooksGram Panchayat \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

S. No.	Name of the book	No. of volumes	Author	Publisher	Price per copy	Date of receipt or purchase	Remarks
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Form XXII Issue Register of Library Books Gram Panchayat \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_

Date of issue	Name of book, its script and the Serial No. of the Stock Register	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 XXIII Despatch Register (Account of Stamps also to be Maintained in this Register) Gram Panchayat \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

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

FORM XXXIII Receipt Register Gram Panchayat \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_

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

FORM XXVI Register of Receipt Books Gram Panchayat \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_

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

Form XXV Register of Immovable Property (Other Than Shamilat Deh) Gram Panchayat \_\_\_\_\_ Block \_\_\_\_\_ District \_\_\_\_\_

S. No.	Particulars and location of the property (plinth area accommodation available in the building and other such information)	Name and address of previous owner	How acquired or purchased (by gift, sale, transfer or otherwise with date of transaction)	Purpose for which acquired, purchased or gifted	Cost Price Rs. Paise
1	2	3	4	5	6
No. and date of Gram Panchayat resolution and	How disposed of or utilized with authority	No. and date of Gram [Panchayat resolution about	Sale price, if any	Remarks (Name and address of the person, body or institution to	Signature of the Sarpanch



approval by the Competent Authority	and date of disposal or sale, if any	disposal or utilization of the building	whom the property is sold and other such information)		
7	8	9	10	11	12

Form XXVI Register of Security Deposits Panchayat \_\_\_\_\_  
Block \_\_\_\_\_ District \_\_\_\_\_

S.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.				Rs. P.		

Form XXVII Register of Provident Fund Account Panchayat \_\_\_\_\_  
Block \_\_\_\_\_ District \_\_\_\_\_ Number of Account \_\_\_\_\_ Name of  
Subscriber \_\_\_\_\_ Designation \_\_\_\_\_ Year in which the account was started \_\_\_\_\_

Year 19 _____	Monthly contribution Deposits	Amount	Date	Progressive total for the year after each transaction
1	2	3	4	5
Opening balance on 1st April	- Rs. P.	Rs. P.		
1. April	-			
2. May	-			
3. June	-			
4. July	-			
5. August	-			
6. September	-			
7. October	-			
8. November	-			
9. December	-			
10. January	-			
11. February	-			
12. March	-			

Total for the year Interest for 19

Balance on 31st March, 19

Note : Separate page should be reserved for each subscriber for a year. Signature of Sarpanch