

# **Gujarat Village Panchayat Secretary (Functions and Duties) Rules, 2013**

GUJARAT

India

## **Gujarat Village Panchayat Secretary (Functions and Duties) Rules, 2013**

### **Rule**

### **GUJARAT-VILLAGE-PANCHAYAT-SECRETARY-FUNCTIONS-AND-DUTIES of 2013**

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Gujarat Village Panchayat Secretary (Functions and Duties) Rules, 2013 Published vide Notification No. KP/02/2014/PRR/102013/1911/KH, dated 7.1.2014 Last Updated 5th November, 2019 No. KP/02/2014/PRR/102013/1911/KH. - In exercise of the powers conferred by section 274 (5) read with clause (d) of sub-section (2) of section 114 of the Gujarat Panchyats Act, 1993 (Gujarat 18 of 1993), the Government of Gujarat hereby make the following rules, namely:-

#### **1. Short title and extent.**

- These rules may be called the Gujarat Village Panchayat Secretary (Functions and Duties) Rules, 2013.

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

- In these rules, unless the context otherwise requires, (i) "Act" means the Gujarat Panchayats Act, 1993; (ii) "Panchayat" means a Village panchayat; (iii) "Secretary" means the Secretary of that Panchayat.

#### **3. Additional Functions and duties of Secretary.**

(1) In addition to the functions and duties assigned to him by the Act, a Secretary shall, - (a) carry out all the executive order of the panchayat and shall be responsible for the supervision, direction and control of the servants of the panchayat; (b) take prompt measures for the recovery of taxes and other

dues of the panchayat, and also the collection of land revenue and other Government dues if the panchayat is entrusted with the collection thereof;(c)take prompt measures to remove any irregularity pointed out by the Auditor or the taluka Panchayat or district Panchayat, as the case may be;(d)promptly report to the Chairman or, as the case may be Sarpanch, of the panchayat all cases of fraud, embezzlement, theft or loss of money including sums collected on account of land revenue and other Government dues or property of the panchayat. He shall also send copies of such reports to the taluka panchayat,(e)stay at the place of the head quarters fixed for him unless a residential accommodation is not available to him at such place and the Taluka Development Officer has permitted him to stay at other place on the recommendation of the panchayat;(f)report to the panchayat all cases of neglect, illegality, breach of rules and disobedience on the part of his subordinates, or of contracts;(g)bring to the notice of the controlling authority concerned all cases in which repairs, improvements, new works or other measures appear desirable and all acts contravening to the provisions of the Act, rules, bye-laws and standing orders;(h)watch over all panchayat property.(2)The Secretary shall also be the Secretary of each of the Committee of panchayat as constituted under the Act.(3)It shall be the duty of the Secretary to attend every meeting of the Gram Sabha, the panchayat and every Committee thereof. He shall furnish information or any clarification necessary to answer- questions put or resolutions moved at any such meeting and shall also furnish such information as is obtainable from the file and records of the panchayat as may from time to time, be required by the Sarpanch, Upa-Sarpanch, Chairman, Vice-Chairman, or a member of the panchayat, or the Taluka Development Officer, or the District Development Officer, the Mamlatdar or the Collector.(4)The Secretary shall record the minutes of the proceedings of each such meeting and shall forward copies of such minutes or extracts therefrom to such officers as may be specified in this behalf by the taluka panchayat, or as the case may be, district panchayat.(5)The Secretary may, if so authorized by the panchayat, file complaints and suits on behalf of the panchayat and shall attend to the proceedings of any complaint or suit so filed.

#### **4. Repeal.**

- The Gujarat Gram and Nagar Panchayats Secretaries (Functions and Duties) Rules, 1963 and any other rules corresponding thereto in force immediately before the coming into force of these rules are hereby repealed:Provided that such repeal shall not affect the things done or actions taken under any of the rules so repealed.