

ANDAMAN AND NICOBAR ISLANDS PANCHAYATS ADMINISTRATION RULES 1997



azu Nicobar G Andallall Alld No.33/97 Publãhed By Authority PORT BLAIR, MONDAY THE 3RD MARCH, 1997. ANDAMAN & NIOCOBAR ADMINISTRATION, SECRETARIAT. F.No.3-21/96-PR. PORT BLAIR THE 3RD MARCH, 1997. No.33/97. As required under sub-section I of section 202 of the Andaman and Nicobar Islands (Panchayats) Regulation, 1994, (No I of 1994), the Lieutenant Governor (Administrator), A & N Islands hereby publish the Dran "ANDAMAN AND NICOBAR ISLANDS (PANCHAYAT ADMINISTRATION) RULES, 1997" for information of the general public. Any objection or suggestion received from the general public within 25 days from the date of this publication in the official Gazette shall be considered before final publication of the said Rules. Such objections/suggestions may be addressed to the Secretary(Panchayats), Andaman & Nicobar Administration, Port Blair. Copies of the said draft Rules will be available for inspection by the general public in the following Offices:-• 2. 4. 5, The Directorate of Panchayats, Port Blair. The Assistant Secretary (Panchayats), Secretariat. The Zilla Parishad Office, Port Blair. The District Office, Port Blair. The Panchayat Samiti Officers at Port Blair/Ferrargunj/ Little Andaman/Rangat] Campbell Bay/Mayabunder and Diglipur. I.P.GUPTA LIEU'rENANT GOVERNOR By Order and in the name of the Lieutenant Govemor, (M.R8Jendran)

Assistant Secretnry(Panchayats) PRICE RUPEES ONE AND TWENTY FIVE PAISE ONLY 2 ANDAMAN AND NICOBAR ADMINISTRATION, SECRETARIAT. Port Blair, Dated the 3rd March, 1997. In exercise of the powers conferred by section 202 of the Andaman & Nicobar Islands(Panchayats) Regulation, 1994, the Lieutenant Governor (Administrator) is pleased hereby to make, after previous publication, the following rules, namely,- THE ANDAMAN & NICOBAR ISLANDS (PANCHAYATS ADMINISTRATION) RULES, 1997. I.Short title and Commencement:- (i).-These rules may be called the Andaman & Nicobar Islands (Panchayat Administration) Rules, 1997. (ii) They shall come into force on the date of their publication in the Official Gazette. 2.Definitions and interpretation.- (I) In these rules, unless the context otherwise requires,- (a) "Chairperson" means the head of a Panchayati Raj Institution (PRI) namely, Pradhan, Sarpanch, Pramukh, Adhyaksha or the head of a Committee or sub- committee, as the case may be, of the said institutions. (b) "Form" means a Form appended to these rules and includes a translation thereof in Hindi; (c) "Gram Sabha" means the Gram Sabha of a Gram Panchayat; (d) "Panchayat" means a Gram Panchayat, a Panchayat Samiti or a Zilla Parishad as the case may be. (e) "Regulation" means the Andaman & Nicobar Islands (Panchayats) Regulation, 1994; (f) "Section" means a section of the Regulation; 3 (g) "Secretary" means the Secretary of a Gram Panchayat and also include the Executive officer of a Panchayat Samiti and the Chief Executive Officer of a Zilla Parishad. (h) "Vice-chairperson" means the Up-Pradhan, Up-Pramukh, Up-Adhyaksh and also includes the Up-Sarpanch of a Gram Panchayat. (i) Words and expressions used but not defined in these rules shall have the meanings respectively assigned to them in the Regulation. (2) The General Clauses Act, 1897, shall apply for the interpretation of these rules as it applies for the interpretation of a Regulation of a Union Territory. PART- 11 PANCHAYAT ADMINISTRATION CHAPTER - 11 Leave of Chairpersons, Vice-chairpersons and other elected members. 3.Leave - A Panchayat, by resolution at a meeting, may grant leave of absence to its Chairpersons, Vice-chairpersons or any other elected member for a period not exceeding one month in a year reckoned according to the British Calendar. Sanction of such leave shall forthwith be reported to the Executive Officer of the Panchayat Samiti, the Chief Executive Officer and the Director of Panchayat. During such leave the incumbent shall be entitled to honorarium at the rate at which he drew the same immediately before proceeding on leave. Provided that the absence (other than the absence from the meetings of the Panchayat) of an incumbent for not more than five consecutive days from his duties without intimation shall not be construed to mean his absence without leave. 4 CHAPTER m Meetings of a Panchayat (Section 25,121and 160) 4.Preparation of list of business. -The list of business to be transacted at every meeting of a Panchayat, except at an adjourned meeting, shall be prepared by its Secretary, under instructions of the Chairman or in his absence by the Vice-Chairman and shall be entered in the book of agenda to be maintained for the purpose and countersigned by the Chairman or the Vice Chairman as the case may be. 5.Notice of meeting to members. - (1) At least seven days notice of the list of business to be transacted at every meeting, except an emergent or special meeting, of a Gram Sabha shall be sent to each member of the Panchayat, Panchayat Samiti Member, the Zilla Parishad Member and the Executive Officer of the Panchayat Samiti concerned in

Form 1. An emergent or special meeting may be called after giving five days notice in Form 1, superscribing "EMERGENT" or "SPECIAL" MEETING, as the case may be. The place and time of the meeting shall be written in the notice. (2) Notice of list of business to be transacted at every meeting except an emergent or special meeting of a Panchayat shall be sent to each member of the Panchayat in Form 1A. The period of notice shall be, - (a) five days in respect of Gram Panchayat; (b) seven days in respect of a Block Panchayat; and (c) fifteen days in respect of a Zilla Panchayat. An emergent or special meeting may be called after giving, - (a) three days notice in respect of a Gram Panchayat; (b) five days notice in respect of a Block Panchayat; and (c) seven days notice in respect of a Zilla Panchayat. The notice shall be in Form 1A. The place and time of the meeting shall be written in the notice. (3) A copy of the budget of a Panchayat along with the list of works proposed to be undertaken by the Gram Panchayat, Panchayat Samiti, Zilla Parishad and any other agency if required to be considered at a meeting of the Panchayat specially called for the purpose, shall be enclosed with the list of business for such meeting.

6. Service of notice to members and its display. - (1) The notice of the list of business to be transacted at a meeting or an emergent meeting of a Gram Sabha in Form 1 shall be sent by the Secretary of the Gram Panchayat to each member of the Panchayat and also to the Panchayat Samiti Member and the Zilla Parishad Member representing the Gram Panchayat in the same manner as prescribed in sub-rule (2). The notice shall also be affixed in conspicuous places in all the villages under the jurisdiction of the Gram Panchayat and shall also be sent to the Executive Officer of the concerned Panchayat Samiti. Wide publicity shall be given for the Gram Sabha meeting through bit notices, by beat of drum or by announcement through loudspeakers etc. as may be found suitable and convenient. The date and time of the meeting of the Gram Sabha shall be chosen preferably on a non-working day with the intension of larger participation of the members. (2) The notice of the list of business to be transacted at a meeting or an emergent meeting of a Panchayat in Form-1A, shall be sent by the Secretary of the Panchayat to each member of the Panchayat by a messenger or by means of a message through wireless or by other means. The messenger of the Panchayat or of the agency through whom the message is sent shall deliver the notice to the member to whom it is addressed. In the absence of the member, the notice may be delivered to an adult member of his family residing with him. The messenger shall obtain the signature of the member or the adult member of his family residing with him, as the case may be, in the office copy of the notice as a token of the receipt thereof. If the member is absent and there is no other adult member of his family to whom the notice may be delivered, it shall be served by affixing on the outer door or some other conspicuous part of the house of the member in the presence of a witness. A note of such service shall be made in the office copy of the notice. (3) Every notice under rule 5 shall be displayed on the notice board of the Panchayat at least five days before the time fixed for a meeting except an emergent meeting. In the case of an emergent meeting, such notice shall be displayed three days before the time fixed for such meeting.

7. Presiding member to verify the service-return of the office copy of the notice of list of business. - On the date of meeting the Chairperson, the Vice-chairperson or the Presiding member, as the case may be, shall verify the service return of the office copy of the notice and of the list of business and on being satisfied that the notice has been duly served on all the members, the business shall be taken up by him for discussion. If the notice is not served on any of the members, the meeting shall be adjourned and shall be held on another date to be fixed by the Presiding member, and for such adjourned meeting a fresh notice of not exceeding three days shall be served on all the members in Form 3.

8. Attendance Register. - An attendance register in Form 2 shall be maintained by the Secretary of the Panchayat. The register shall be kept in the meeting place at the time fixed for each meeting. Every member shall sign his name in the register as soon as he enters the meeting place. Where a member is unable to sign his name, he shall put his thumb impression in the presence of the Pradhan, the Up-Pradhan or the Presiding member, who shall make the necessary attestation.

9. Quorum. - The following shall be the quorum required for meetings of Gram Sabha, Gram Panchayat, Panchayat Samiti, Zilla Parishad for the kinds of meetings in each Panchayat:-

6 (1) Gram Sabha. (a) For an ordinary meeting as well as a requisitioned meeting under proviso to sub-section (1) of section 9, one-tenth of the total number of members of the Gram Sabha. (b) (c) (d) For a special meeting under sub-section (4) of section 21, a quorum of not less than fifteen percent of the total membership of the gram sabha is necessary. If a special meeting of the Gram Sabha called to move a no confidence motion against the Pradhan in a Gram Panchayat fails to acquire a quorum, no notice shall be served for another meeting within a period of one year from the date on which the recommendation of the

Panchayat could not be considered for lack of quorum. The Zilla Parishad Member and the Panchayat Samiti Member representing the Gram Panchayat shall also be represented in the general, special or emergent meeting of the Gram Sabha who shall have the right to vote in the meeting. The Zilla Parishad Member, if he is not a member of the Gram Sabha, shall not be entitled to cast his vote in deciding a no confidence motion. (2) Gram Panchayat: - (a) Two-thirds of the total membership of a Gram Panchayat shall be sufficient quorum for a meeting including a special meeting called under sub-section (2) of section 21 of the Regulation. However, to carry a motion of no confidence under sub-section (3) of section 21, a majority of the total membership of the Gram Panchayat present and voting is necessary. For an adjourned meeting of an ordinary meeting, no quorum shall be necessary. (b) For a special meeting, including the special meeting called under sub-section (2) of section 21, a majority of the total membership of a Gram Panchayat is necessary. (3) Panchayat Samiti - (a) Two-thirds of the total membership of a Panchayat Samiti shall be sufficient quorum for an ordinary meeting of a Panchayat Samiti. (b) Not less than two-thirds of the total membership is necessary for a special meeting called for the purpose under sub-section (1) of section 117 of the Regulation to move a motion of no confidence against the Pramukh and Up-Pramukh. However, to carry the motion under sub-section (2) of section 117, a majority of not less than two-thirds of the membership of the Panchayat Samiti present and voting is necessary. 4) Zilla Parishad: - (a) Two-thirds of the total membership of a Zilla Parishad shall be sufficient quorum for an ordinary meeting. No quorum shall be necessary for a meeting adjourned for want of quorum. (b) For a special meeting called for the purpose under sub-section (1) of section 156 of the Regulation not less than two-thirds, of total number of members of the Zilla Parishad is necessary. However, to carry a motion of no confidence under sub-section 7 (2) of section 156, a majority of not less than two-thirds of the total membership of the Zilla Parishad present and voting, is necessary. 10. Adjournment of meeting for want of quorum. - (1) If, within one hour from the time appointed for holding a meeting of a Panchayat, quorum is not present, the meeting may be adjourned and may be held on another date to be fixed by the Chairperson or the Vice-chairperson or the Presiding member as the case may be. The members shall be informed of the date, place and time of the adjourned meeting by a fresh three days' notice in Form 2. No quorum shall be necessary for such adjourned meeting. No business other than that included in the list of business for transaction at the original meeting shall be brought before an adjourned meeting. (2). In determining the quorum, fraction of one half and above be counted one, and less than half shall be ignored. 11. Note to be kept of the failure to hold meeting for want of quorum. - When a meeting of a Panchayat is not held for want of quorum, the Chairperson or the Vice-chairperson or the Secretary of the Panchayat shall make a note to that effect in the attendance register referred to in rule 8. 12. Minute Book of meeting - Minutes of every meeting of a Panchayat shall be entered in a minute book to be kept for the purpose and shall be read out before the meeting is concluded. The person who presides over the meeting shall then sign it. 13. Motions and Resolutions pressed for division. - If there is difference of opinion on any motion or resolution, it shall be put to vote. Every such motion or resolution shall be recorded in full in the Minute Book together with the number of members voting for or against the motion or resolution. 14. Manner of voting. - When a question is put to vote, the presiding member shall decide the manner in which the members shall cast their votes

15. Voting by proxy prohibited. - No vote shall be given by proxy and no member shall vote if he is not present in person at the time of voting. 16. Decision by majority of votes. - Subject to provision of quorum required for various meetings prescribed in the rules, all questions at any meeting shall be determined by a majority of votes of the members present and voting. The presiding member shall have and exercise a casting vote in the case of an equality of votes. 17. Language in which minutes are to be recorded. - The minute of the proceedings of a meeting shall be recorded either in Hindi or in English

18. Person responsible to record the minute.- The proceedings of a meeting shall be recorded by the Secretary of the Panchayat or, in his absence, by such officer or employee of the Panchayat or, in the absence of officers and employees of the Panchayat, by such member of the Gram Panchayat as may be authorised by the presiding member in this behalf. CHAPTER - Iv. MOTION OF NO CONFIDENCE AGAINST CHAIRPERSON AND VICE-CHAIRPERSON. (Section 21922, 117 and 156) 19.Pradhan: (I)A motion of no confidence against the Pradhan may be moved by any member of a Gram Panchayat, after giving 7 days notice. The notice shall be in



Form 4. The notice shall be addressed to the Pradhan and shall be delivered to him and in his absence to the Up-Pradhan or in the absence of both, to the Secretary of the Panchayat. The Pradhan or in his absence the Up-Pradhan or in the absence of both, the Secretary shall call a special meeting of the Gram Panchayat within 15 days from the date of moving the notice of no confidence by serving notice to the Pradhan, Up-Pradhan and all the members of the Panchayat in Form I-A. A copy of the notice of no confidence motion moved by the member shall be enclosed therewith. (2) The meeting shall be presided over by the Up-Pradhan or in his absence, the members assembled shall elect one from among themselves to preside over the meeting. A quorum of a majority of the total membership of the Gram Panchayat is necessary for the meeting. Within one hour from the appointed time, if there is no quorum, the no confidence motion shall be deemed to have not been carried and the meeting shall be dissolved. The Secretary shall send the report of the dissolution of the meeting for want of quorum to the concerned Executive Officer of the Panchayat Samiti the Assistant Commissioner, the Deputy Commissioner, the Chief Executive Officer of the Zilla Parishad and also the Secretary (Panchayat) of the Administration. (3) If the motion is carried by a majority of the total membership of the Gram Panchayat, the Presiding Officer shall call a special meeting of the Gram Sabha with a quorum of not less than fifteen percent of the total membership of the Gram Sabha giving not less than 7 days notice and recommend to the Gram Sabha, the removal of the Pradhan from his office. The notice shall be in Form No.4. If the Gram Sabha approves the recommendation by a majority of the members present and voting, the Pradhan shall cease to hold office after a period of three days from the date of such approval, unless he has resigned earlier.

20. Up-Pradhan: (1) A motion of no confidence against the Up-pradhan may be moved by any member of a Gram Panchayat, after giving 7 days notice. The notice shall be in Form 4. The notice shall be addressed to the Pradhan and shall be delivered to him and in his absence to the Up-Pradhan or in the absence of both, to the Secretary of the Panchayat. The Pradhan or in his absence the Up-Pradhan or in the absence of both, the Secretary shall call a special meeting of the Gram Panchayat within 15 days from the date of moving the notice of no confidence by serving notice to the Pradhan, Up-Pradhan and all the members of the Panchayat in Form I-A enclosing therewith a copy of the no confidence motion moved by the member. (3) If the motion is carried by a majority of two-thirds of the total membership of the Gram Panchayat present and voting, the Up-Pradhan shall cease to hold office after a period of three days from the date on which the motion is carried unless he has resigned earlier.

21. Pramukh and Up-Pramukh: (1) A motion of no confidence against the Pramukh or the Up-pramukh may be moved by any member of a Panchayat samiti, after giving 7 days notice. The notice shall be in Form 4. The notice shall be addressed to the Pramukh and shall be delivered to him and in his absence to the Up-Pramukh or in the absence of both, to the Executive Officer. The Pramukh or in his absence the Up-Pramukh or in the absence of both, the Executive Officer shall call a special meeting of the Panchayat Samiti within 15 days from the date of moving the notice of no confidence by serving notice to the Pramukh, Up-Pramukh and all the members of the Panchayat Samiti, in Form I-A enclosing therewith a copy of the no confidence motion moved by the member. (2) The Pramukh or the Up-Pramukh shall not preside over the meeting but shall have a right to speak or otherwise take part in the proceedings of the meeting. The meeting shall be presided over by the Pramukh if the motion is against the Up-Pramukh and if the motion is against the Pramukh the meeting will be presided over by the Up-Pramukh. In the absence both the Pramukh and Up-Pramukh, the members assembled shall elect one from among themselves to preside over the meeting. A quorum of not less than two-thirds of the total membership of the Panchayat Samiti is necessary for the meeting. Within one hour from the appointed time, if there is no quorum, the no confidence motion shall be deemed to have not been carried and the meeting shall be dissolved. The Executive Officer shall send the report of the dissolution of the meeting for want of quorum to the concerned Assistant Commissioner, the Deputy Commissioner, the Chief Executive Officer of the Zilla Parishad and also the Secretary (Panchayat) of the Administration. (3) If the motion is carried by a majority of not less than two-thirds of the total membership of the Panchayat Samiti present and voting, the Pramukh or the Up-Pramukh or both, as the case may be, shall cease to hold office after a period of three days from the date on which the motion is carried unless the Pramukh or the Up-Pramukh has resigned earlier.

22. Adhyaksha and Up-Adhyaksha: (I)A motion of no confidence against the Adhyaksh or Up-Adhyaksh may be moved by any member of a Zilla Parishad, after giving 15 days notice. The notice shall be in



Form 4. The notice shall be addressed to the Adhyaksha and shall be delivered to him or in his absence to the Up-Adhyaksha or in the absence of both, to the Chief Executive Officer of the Zilla Parishad. The Adhyaksha or in his absence the Up-Adhyaksha or in the absence of both, the Chief Executive Officer shall call a special meeting of the Zilla Panchayat within 21 days from the date of moving the notice of no confidence by serving notice to the Adhyaksha, Up-Adhyaksha and all the members of the Zilla Parishad, in form I-A enclosing therewith a copy of the no confidence motion moved by the member. (2) The Adhyaksh or the Up-Adhyaksh against whom the no confidence motion is moved shall not preside over the meeting but shall have a right to speak or otherwise take part in the proceedings of the meeting. The meeting shall be presided over by the Up-Adhyaksh, if the motion of no confidence is against the Adhyaksha, and the Adhyaksh shall preside over the meeting, if the motion of no confidence is against the Up-Adhyaksh. In the absence of both, the members assembled shall elect one from among themselves to preside over the meeting. A quorum of not less than two-thirds of the total membership of the Zilla Parishad is necessary for the meeting. Within one hour from the appointed time, if there is no quorum, the no confidence motion shall be deemed to have not been carried and the meeting shall be dissolved. The Chief Executive Officer shall send the report of the dissolution of the meeting for want of quorum to the Deputy Commissioner, the Director of Panchayats and the Secretary (Panchayat) of the Administration. (3) If the motion is carried by a majority of not less than two-thirds of the total membership of the Zilla Parishad present and voting, the Adhyaksha or the Up-Adhyaksh or both, as the case may be, shall cease to hold office after a period of three days from the date on which the motion is carried unless the Adhyaksha or the Up-Adhyaksha or both, as the case may be, have resigned earlier. 22A. If any of the Chairperson or Vice-Chairperson refuses to vacate the office, as provided for in the rules in this Chapter, the Assistant Commissioner or the Deputy Commissioner, as the case may be, remove him from office through an order issued

CHAPTER V CONDUCT OF BUSINESS (Section 25, 121 and 160) 23. Convening the meeting of a Panchayat.-(1) The notice of the meeting of Panchayat shall contain the place, date, time and also the business of the meeting. (2) A notice of resolution sent within the time prescribed in these rules shall be invariably included in the business proposed for the meeting. 11 (3) The Chairperson of the Panchayat or in his absence, the Vice-chairperson of the Panchayat shall preside over the meeting. (4) In case both the Chairperson or in his absence the Vice-Chairperson is absent either willfully or otherwise, the members assembled shall elect one from among them to preside over the meeting, provided there is quorum for such meeting

24. Powers of the Chairperson.-(1) Seats for the members shall be such as may be allotted by the chairperson. The members shall speak from the place of seats allotted to them. (2) The Chairperson may suspend any member from voting or otherwise taking part in the proceedings of the meeting, if the member is found guilty of rule 25

25. Rules to be observed while speaking.-(1) A member while speaking shall not - (a) comment on any matter which is sub-judice; (b) make personal charge or accusation against a member or official of a Local Self Government, the UT Administration, any State Government or Central Government. (c) use offensive language about the conduct or proceedings of the Parliament, of the Legislature of any State, UT Administration or any Local Self Government. (d) utter defamatory words; (e) use unfairly his right of speech for the purpose of obstructing the business of the Panchayat. (f) A member who has once addressed the meeting on a motion shall not subsequently move or second an amendment thereto. (g) A member shall sit down and refrain from speaking if called to order by the Chairperson

26. Resolution.-(1) A notice of resolution shall be in writing in form 4-A. The notice should be sent to the Secretary any day. A resolution received after issue of notice for a meeting shall be included only in the next meeting, unless its inclusion for the present meeting is approved in writing by the Chairperson. (2) A member may move a resolution, at the appointed time for moving the resolution in the meeting, provided it is included in the business of the meeting. 12 Subject to admission of the resolution, the member may put questions to the (3) Chairperson on all matters connected with the administration of the Panchayat, and the answer shall be given by the Chairperson or by the person concerned authorized by him. (4) A member may also discuss in the meeting and take part in general discussions about the developmental activities taking place under the jurisdiction of the Panchayat. (5) All questions shall be put to the Chair and all

answers shall also be given to the Chair. (6) No resolution shall be moved nor adopted in the meeting of a Panchayat concerning the service matters of personnel of the UT Administration, the armed forces and of the Andaman Police force. (7) Copies of all resolutions adopted concerning the Panchayats shall be sent among others to- (a) the Assistant Commissioner concerned, the Panchayat Samiti concerned, the Director of Panchayat and the Zilla Parishad - if adopted by a Gram Panchayat; the Assistant Commissioner, the Deputy Commissioner, the Director of (b) Panchayats and the Zilla Parishad - if adopted by a Panchayat Samiti; and the Deputy Commissioner, The Director of Panchayats and the Secretary (c) (Panchayat) of the Administration - if adopted by the Zilla Parishad



27. No matter other than the business notified in the notice for the meeting shall be discussed in the meeting, unless specifically permitted in writing by the chairperson **CHAPTER VI ANNUAL ADMINISTRATION REPORT AND BUDGET (Section 45,136 and 178)**

28. Report on the work of the previous year and the proposed work of the following year. - (A) Gram Panchayat :- (1) A Gram Panchayat shall prepare and place before the Gram Sabha at its meeting before 15th October, an Annual Administration report in Form- 5 along with the actual expenditure under different heads incurred during the previous financial year and also the budget estimate for the next financial year in the manner prescribed in the Andaman and Nicobar Islands (Finance & Accounts) Rules 1996. The Panchayat Samiti Member concerned and the Zilla Parishad Member concerned shall invariably attend the Gram Sabha. All expenditure and estimates of the works proposed to be carried out by the Gram Panchayat, Panchayat Samiti or the Zilla Parishad within the 13 geographical area of a Gram Panchayat shall be placed before the Gram Sabha for approval. No work shall be undertaken by the Gram Panchayat, Panchayat Samiti or the Zilla Parishad without the approval of the Gram Sabha. If any work or project has been undertaken for meeting any emergent situation on public demand or on directions of the Administrator, the same shall be got ratified by the Gram Sabha specially convened for the purpose or in the immediate next meeting of the Gram Sabha. If any work or project so undertaken by the Panchayat Samiti or by the Zilla Parishad for the benefit of one or more contiguous Gram Panchayats and if any of the Gram Panchayat disputes for carrying out the work/project in that Gram Panchayat, the matter shall be referred to the "Joint Committee" referred to in rule 38, whose decision shall have the force of approval of the Gram Sabha. The budget estimate shall be realistic based on the last years performance. The annual administration report shall show the work done during the previous year under different heads, the receipts from different sources and the expenditure incurred for each type of work. Any work done which cannot be classified under any specific head shall be shown under the head "Miscellaneous work". The report shall show the amount of fund placed at the disposal of the Gram Panchayat under section 30,34,35,36 and the taxes collected under section 37 and the amount spent for the performance of any function under section 28 and 29 or for making any provision under section 30. The amount spent on miscellaneous work, if any, shall be shown separately in the report. The report shall also show a detailed account of all the Rinds and other assistance received from each source. The receipts and expenditure of each head of account / each assistance/grants received together with its balance left over should be tallied. (2) The annual administration report shall also specify in brief on the reports of the committees and the sub-committees of a Panchayat and number of meetings and inspections, if any conducted by the committees and sub-committees. (3) The Gram Panchayat shall also prepare a list of works in

Form-6, grouping them separately for the Gram Sabha, Panchayat Samiti, Zilla Parishad or by any other agency, proposed to be carried out -during the following year, indicating therein the anticipated realistic receipts from different sources for carrying out the work, estimated cost of each work and fund available during the year for the work, and send the list on its approval by the Gram Sabha, to the Panchayat Samiti and the Zilla Parishad. A copy of the list shall also be sent to the Chief Planning Officer of the Zilla Parishad and the Secretary of the District Planning Committee. (4) The reports mentioned in sub-rule (1), (2) and (3) above prepared by the Pradhan shall be submitted to the Panchayat Samiti concerned after having brought before a meeting of the Gram Panchayat and adopted through a resolution, before 30th October, each year. A copy of the report along with a copy of the resolution, among others shall also be forwarded to the Assistant Commissioner concerned. (B) Panchayat Samiti:- (1) A Panchayat Samiti shall place at its meeting before 10th November each year, an annual administration report in the same manner as for a Gram Panchayat mentioned in sub-rule (1) to (3) of rule 28A and submit the same to the Zilla Parishad.. The report shall show the amount of fund placed at the disposal of the Panchayat Samiti under section 125, 127, 129, 130 and also the taxes collected under section 28, 30, 34, 35, 36 and the taxes collected under section 128 and the amount spent for the performance of any and all functions entrusted to it under the Regulation. A report along with the budget estimate of income and expenditure in the like manner, shall be submitted to the Zilla Parishad before 30th November each year. The budget estimate of both income and expenditure shall be realistic. The report shall also accompany a list of work approved by each Gram Sabha and proposed to be undertaken by the Panchayat Samiti in Form-7. (2) The report shall be prepared by the Pradhan and after it is approved by the Panchayat Samiti shall be forwarded to the Zilla Parishad along with a copy of the resolution. A copy of the report along with copy of the resolution shall also be forwarded to the Deputy Commissioner, the Chief Planning Officer of the Zilla Parishad and the Secretary of the District Planning Committee. (C) Zilla Parishad: (1) The Zilla Parishad shall consolidate the Annual reports of all the Panchayat Samitis containing the reports of the Gram Panchayats, of the Panchayat Samitis and its own annual Administration report, the income and expenditure budget for the previous and the ensuing financial year, and the list of works proposed to be carried out during the next financial year in Form-8 to the Administrator before 31st December each year. (2) The report shall be prepared by the Adhyaksha and after it is approved by the Zilla Parishad, it shall be forwarded to the Chief Secretary of the A&N Administration along with a copy of the resolution of the Zilla Parishad, thereon

29. Approval of the Administrator.-(1) The Administrator shall cause the Annual Administration report and the budget examined by the Administration and shall either approve or direct the Zilla Parishad for modification of the budget as he may choose. (2) If the budget is returned by the Administrator to the Zilla Parishad, it may either revise the budget as directed or may send down within 15 days to the Panchayat Samitis for modification. The Panchayat Samiti may modify the budget of the Gram Panchayat as directed by the Zilla Parishad or return the budget to the Gram Panchayat for modification within 7 days thereon. (3) The modified consolidated budget of the Zilla Parishad shall then be sent to the Administrator for approval, before 20th January each year. (4) The Administrator may, according to availability of funds under various heads of developments approve and allocate funds for each head or may sanction lump sum funds in one or more instalments. As far as practicable, the Administrator shall indicate to the Zilla Parishad, the total amount being allocated to the PRIs subject to observance of conditions prescribed thereon. (5) When lump sum fund is allotted for one or more heads of development, the Zilla Parishad, after retaining the share of the Zilla Parishad shall distribute the balance to each Panchayat Samiti, who in turn after retaining their share allocate the shares meant for the Gram Panchayats under its jurisdiction. (6) The Zilla Parishad shall evolve necessary criteria for allotment of funds to the Zilla Parishad, the Panchayat Samitis and the Gram Panchayats from time to time based on the criteria of population, remoteness, wealth of each PRI, availability of basic amenities in the village etc. Such criteria shall be revised every 5 years after conducting proper study and survey. (7) If the Zilla Parishad fails to give intimation about the budget sanctioned by the Administrator to a Panchayat Samiti or the Panchayat Samiti fails to intimate the approval to a Gram Panchayat within one month from the date of approval of the budget by the Administrator, the Panchayat Samiti or the Gram Panchayat, as the case may be, proceed to implement the budget as proposed by it, subject to availability of funds and intimate the same to the Panchayat Samiti and or the Zilla Parishad, as the case may be. (8) The Panchayat Samiti or the Gram Panchayat, as the case may be, in such circumstances, shall keep a record of the facts of the incident and

get its action ratified from the Zilla Parishad and the Secretary (Panchayat) of the Administration. (9) The decision of the Secretary (Panchayat) of the Administration in such cases shall be final (IO) No expenditure shall be incurred by a Gram Panchayat, a Panchayat Samiti or the Zilla Parishad unless the budget is approved by the Administrator



30. Inspection of works.-(1) The Zilla Parishad, through its Officers and also through Committees authorised shall inspect the works in all the Gram Panchayats, Panchayat Samitis and its own works. (2) The Panchayat Samiti through its Officers and also through Committees authorised shall inspect the works in all the Gram Panchayats under its jurisdiction and also its own works. 16 CHAPTER - Control of Building Operations 31.Application in



Form 9. - (1) Subject to the provisions of rule 33, any person intending to erect a new structure or a new building or to make any addition to an existing structure or building in any area within the jurisdiction of a Gram, shall, for obtaining prior permission in writing of the concerned Gram Panchayat, make an application, in duplicate, in Form 9 to the Gram Panchayat. The Secretary or any other employee of the Gram Panchayat authorised by the Pradhan in this behalf, shall receive the application, in duplicate, retain one copy of it and return the other copy noting thereon the date of receipt under his signature and the seal of the Gram Panchayat. (2) An application in Form 9 shall be submitted along with a plan, in duplicate, of the proposed structure or building, a site plan, in duplicate, copy of records of right, and copy of such other records showing title and interest of the applicant in respect of the land as may be necessary. Such applications shall be scrutinized by a sub-committee called "Sub-Committee (3) on control of Building operation" appointed by the Panchayat under these rules. The Committee may recommend or reject the application, for reasons to be recorded in and forward the same to Gram Panchayat. (4) Copies of Form 9 shall be supplied on demand by the Gram Panchayat to any intending applicant at a non-profit making price to be fixed by the committee referred to in sub-rule (3) the Secretary shall maintain the accounts of the stock of Form 5. (5) Notwithstanding anything contained in sub-rule (4) any person may submit his application in Form 9 under sub-rule (1) in manuscript, type-written or otherwise mechanically prepared copy of the Form

32. Payment of fees.- (1) No application under rule of 31 shall be considered by a Gram Panchayat unless such application is accompanied by a receipt granted by the Gram Panchayat against fee paid by the applicant at such rate as may be applicable under rule 36M. The Secretary or any other employee of the Gram Panchayat, authorised by the Pradhan in this behalf, shall receive the fee tendered in cash and shall immediately grant a formal receipt therefor. (2) The fee referred to in sub-rule (1) shall not be refunded to the applicant under any circumstance

33. Exemption from permission.- (1) No permission of the Gram Panchayat shall be necessary for erection of any new thatched structure, tin shed, or tile shed, without brick wall, covering an area not exceeding eighteen square metres, and such structure or shed 17 does not cover more than three fourth of the total area of the land including appurtenant land. (2) Permission of the Gram Panchayat shall not be necessary for repair of an existing structure or building unless- (i) any structural change is involved, or such repair brings any change in existing covered area, or (ii) such repair includes any addition of a projection from the existing (iii) structure or building at ground level or upper level. (3) Permission of a Gram Panchayat shall not be necessary for erection a boundary wall unless it is made of brick or cement concrete and unless the bounded area is not kept as vacant land but is used or likely to be used as stockyard or for any commercial or institutional purpose either on open space or by erecting temporary shed

34. Construction proposal to pre-suppose civic amenities.- (1) With effect from such date and with respect to such Gram or Grams as may be specified by the Administration by notification, a plan for new structure or building within the jurisdiction of a Gram Panchayat shall have reasonable provision for- (a) adequate drainage facility by means of access and passage leading to existing public drains or drainage channels or by means of soak-pit having adequate capacity, sanitary facilities including garbage disposal facility, and (b) (c) access road or passage to the plot as referred to in rule 33. (2) If a Gram Panchayat -is of opinion that for the purpose of proper sanitation in a locality, any premises should have its drainage facility through a private drain owned by another plot-holder, the Gram Panchayat may, by a written notice to the owner of such premises as also of such private drain, require - the owner of such premises to connect his house drain with such private drain, and (ii) the owner of such private drain to permit such connection with the private drain. (3) When a connection is made under sub-rule (2) maintenance, repair and clearing of the private drain from the point of such connection up to the public drain shall be the joint responsibility of the owners of such premises and private drain: 18 Provided that if any dispute arises between the owners in the discharge of the joint responsibilities, it shall be referred to the Pradhan, and his decision in such dispute shall be final and binding on the owners. Explanation :- For the purposes of this rule, "public drain" means a drain maintained by the Government of India, the Administration or any local authority where the owner or the occupier of a building or land may cause his drains to empty

35. Approach road or passage for building.- (1) With effect from such date, and with respect to such Gram or Grams, as may be specified by the Administration by notification, every structure or building

shall have an approach road or passage from a public road, and the minimum width of such passage or road shall be one and eight-tenth meter. (2) If an existing passage or road over which the public have a right of way, is less than one and eight-tenth meters wide, the plot-holders on either side of such passage or road shall keep a front set-back in such manner as to allow a front set-back of nine-tenth metre on either side of the road after leaving in the middle a clear passage of one and eight-tenth metres: Provided that if a Gram Panchayat is of the opinion that an existing building or part thereof should be set-back to allow a regular passage or road of not less than one and eight-tenth meter in pursuance of any development plan, the Gram Panchayat, after giving the owner of such building an opportunity of being heard, may, by a notice in writing, require that owner to pull down that building or any part thereof within such time as may be specified in the notice, and on receipt of such notice, the owner shall be bound to Regulation accordingly • Provided further that when the plot-holders on either side of an approach passage or road allow front set-back in such manner that on leaving a front set-back of nine-tenth metre in front of each house along the passage, a continuous width of five meters for the passage or road is obtained, such passage or road may be taken over and maintained by the Gram Panchayat. (3) Whenever there is a service road or approach passage available, no direct access from a building shall be permitted to a public road. Explanation :- For the purposes of this rule, 'public roads" means The Andaman Trunk Road, or a road maintained by the Zilla Parishad or by the Port Blair Municipal Council, any other road normally used for vehicular traffic and maintained by the APWD. 36A. Restriction on construction over tank and water body. - A Gram Panchayat shall not give permission for any erection or construction by filling up any tank, pond, or other 19 waterbody, marshy land or abandoned brickfield, and shall take such steps as may be considered appropriate to maintain them - (a) for use as public waterbody, or (b) for drainage facility in the locality, or (c) For fire fighting purposes, or (d) from environmental and ecological point of view, or (e) for promotion of pisciculture, or (f) for any other use of public interest: Provided that subject to any direction or order issued by a competent authority under any law for the time being in force, a Gram Panchayat may, for reasons to be recorded in a resolution adopted in this behalf, give permission under special circumstances for any such erection or construction. 36B. Maximum coverage of residential building. - The maximum building coverage of an individual plot shall be two-third of the total area for a residential building: Provided that one-third of the total plot area that shall be kept vacant, shall include front, side and rear set-back spaces Provided further 'that in the case of any application for any addition to an existing structure or building, the Gram Panchayat shall refuse permission if the existing coverage added with the proposed addition exceeds two-third of the total plot area. 36C. Regulations for construction of residential building. - (1) Subject to such order as may be issued by the Administration in this behalf, structure or a building or a boundary wall made of brick or cement concrete within the jurisdiction of a Gram Panchayat shall be erected or constructed with a setback of at least nine-tenth meters from each side of the plot Provided that there shall be a minimum perpendicular distance of one and eight- tenth meter from the side of any proposed new building to the side of an existing building. (2) Subject to the maximum height of fifteen meter, the height of a new or existing structure shall be one and half times the width of the approach road added with the width of the front set back of that building- Provided that no set-back in the building shall be allowed. (3) The area of a habitable room shall be not less than six square meter with a minimum width of two and one-fifth meter. (4) The area of a kitchen shall be not less than three square meter with a minimum width of one and half meter. 20 (5) The area of an independent water-closet or an independent bathroom shall be not less than eight-tenth square meters with a minimum width of seventeen-twentieth meter if a water-closet is combined with bathroom, its floor area shall not be less than one and a half square meter with a minimum width of nine-tenth meter. (6) The height of all habitable and multipurpose rooms shall not be less than two and six-tenth meter from the surface of the floor to the lowest point of the ceiling the height of the kitchen, water-closet, bathroom, corridor or passage shall not be less than two and one-tenth meter from the surface of the floor to the lowest point of ceiling. Explanation In this rule, "habitable room" means a room meant for human habitation other than a kitchen, bath, water-closet or store-room. 36D. Prohibition of dry latrine. - A Gram Panchayat shall not accord permission for erection or construction of a dry latrine either in an existing building or as a part of a new construction. 36E. Classification of land for construction. - If any structure or building is proposed to be erected or constructed on any land recorded otherwise than as homestead land, the Gram Panchayat shall withhold permission for such erection or construction until the applicant produces an order allowing

change of classification of the said land by the collector or any other competent authority having jurisdiction under any law for the time being in force. 36F. Manner of processing of application. - (1) On presentation of an application under sub-rule (1) of rule 31, and upon recommendation by the Sub-Committee under sub-rule (3) of rule 31, the Pradhan or the Up-Pradhan or any other member authorised by the Gram Panchayat in this behalf, shall also examine the right, title and interest of the applicant in respect of the land on which the structure or the building is proposed to be erected, the building plan and the site plan, and, after such inquiry as may be considered necessary, shall within a period of thirty days from the date of receipt of the application, place it before the Gram Panchayat for granting or, as the case may be, refusing permission for the erection or construction applied for. (2) A Gram Panchayat shall, when granting permission under sub-rule (1) specify a reasonable period within which the structure or the building is to be completed and if the erection or construction is not completed within the period so specified, it shall not be continued thereafter without fresh permission unless the Gram Panchayat, on an application made in this behalf, allows an extension of such period: Provided that the Gram Panchayat may, if it considers necessary in view of changed circumstances, require a modification of the building plan for reasons to be recorded in writing in case of delay in completion of the work. (3) When a Gram Panchayat refuses permission under sub-rule (1), - (i) the applicant shall be given an opportunity of being heard; (ii) grounds for refusal shall be recorded in writing and communicated to the applicant; (iii) the applicant may be allowed to submit modified proposal removing the grounds for refusal in a fresh application form or in a plain paper as may be appropriate, with two copies of modified building plan and other records as may be relevant, within a period of one year from the date of communication of such refusal such proposal shall not be taken as a new proposal and the applicant shall not be required to deposit any fee as referred to in rule 36M. (4) As soon as may be after the Gram Panchayat grants or refuses permission under sub-rule (1), the Pradhan or the Up-Pradhan or the person authorized in this behalf shall communicate in writing to the applicant of the permission granted for the construction sought for or the refusal in this behalf, as the case may be. Provided that - (i) in the case of permission, one approved copy of the building plan and of the site plan shall be returned to the applicant, and the date within which the erection or construction should be completed, shall be communicated; (ii) in the case of refusal, the applicant shall be informed of the grounds therefore and communicated in writing. (5) Subject to the provisions of rule 36G and rule 36H, communication to the applicant under sub-rule (2) shall be made by the Gram Panchayat within a period of sixty days from the date of receipt of the application under sub-rule (1) of rule 31. 36G. Construction within Port Blair Municipal Council area. - (1) Notwithstanding anything contained in these rules, any application under sub-rule (1) of rule 31 pertaining to the Port Blair Municipal area as defined in the Andaman & Nicobar Islands (Municipal) Regulation, 1994 shall be subject to the provisions of any rule made, or any order or direction of a competent authority issued, under the Andaman & Nicobar Islands (Municipal) Regulation, 1994 or any rules made there under. (2) An application under sub-rule (1) shall, within a period of thirty days from the date of receipt of the application, be forwarded by the Gram Panchayat with its comments to the Zilla Parishad having jurisdiction and the Zilla Parishad, on receipt of such application and comments of the Gram Panchayat, shall, on a reference of the matter to the Port Blair Municipal Council Authority, if necessary, return the application and other documents within a period of thirty days from the date of such receipt, with its approval or comments as the case may be, to the Gram Panchayat for consideration under sub-rule (4) of rule 22 36F within a period of ninety days from the date of receipt of the application under sub-rule (1) of rule 31. 36H. Restriction for construction in the vicinity of airport or prohibited area. - No person shall erect near or in the vicinity of any airport or of a prohibited area notified as such by a competent authority under any law for the time being in force, any structure or building tending to hazard aviation or security, as the case may be. The Gram Panchayat, on receipt of such an application under sub-rule (1) of rule 31, shall cause an examination and inquiry under sub-rule (1) of rule 36F, and forward the application on the date of its receipt to the Zilla Parishad with comments; the Zilla Parishad on receipt of the application and the comments of the Gram Panchayat shall - (a) approve the proposal and the plan with or without any modification, or (b) refuse to approve the proposal and the plan, and return the application and the other papers within a period of thirty days from the date of their receipt by the Zilla Parishad to the Gram Panchayat for appropriate regularisation under sub-rule (4) of rule 36F within a period of ninety days from the date of receipt of the application under sub-rule (1) of rule 31

361. Right of applicant if the permission or refusal is not communicated within time-limit.- If permission or refusal under sub-rule (5) of rule 36F, rule 36G or rule 36H, as the case may be, is not communicated by the Gram Panchayat within the time-limit as prescribed, it shall be presumed that the Gram Panchayat has accorded such permission and it shall be lawful for the applicant to erect any structure of building conforming to the building plan and the site plan furnished by him with the application without waiting for such permission.

36J. Permission for construction of building for commercial or institutional purposes. - (1) Gram Panchayat shall not accord permission for erection of a structure or construction of a building for commercial or institutional purposes or for establishing a Factory or workshop or warehouse or godown - (a) in a predominantly residential area, or (b) on a road or an approach passage having a width measuring less than five meter. (2) There shall be a front set back of not less than one and one fifth metre for a structure or building referred to in sub-rule (1). (3) The maximum allowable building coverage of a structure or building -referred to in sub-rule (1) shall be three-fifth of the total plot area. (4) In the case of a proposed building on a total land measuring between four thousand square metres, and twenty five thousand square metres, the Gram Panchayat shall be handed over management and control of not less than one-sixteenth of the total land accommodating public facilities like power sub-station, public transport terminal, garbage vat and such other facilities; for plots measuring more than twenty five thousand square meters, the Gram Panchayat shall be handed over one-tenth of the total land for such purposes. (5) Subject to the provisions of this rule, erection or construction of a building for commercial or institutional purposes, shall be governed by the rules applicable for construction of a building for residential purposes.

36K. Grounds for withholding or refusing permission. - (1) A Gram Panchayat may withhold or refuse permission under sub-rule (1) of rule 36F to 36J if- (a) the site plan, building plan, elevation, section or specification contravenes any provision of the Regulation or any rule framed thereunder or any other law for the time being in force; (b) the application for permission does not contain required particulars or has not been prepared in the manner laid down in these rules; (c) any information or document required by the Gram Panchayat under the Regulation or the rules thereunder has not been duly furnished. (d) the proposed structure or building shall, or is likely to, disturb environmental sanitation of the locality; the proposed structure or building is an encroachment on Government (e) land or any land vested with the Gram Panchayat or any other local authority. (2) When a Gram Panchayat takes a decision under sub-rule (1), the procedure laid down in sub-rules (3), (4) and (5) of rule 36F shall, in so far as they are applicable, be followed.

36L. Inspection of structure or building under construction. - (1) The Pradhan or the Up-Pradhan or any other person authorised by the Pradhan in this behalf, may, at any time and without notice, inspect any structure or building in respect of which permission under sub-rule (1) of rule 36F has been given, while the work is in progress. (2) if, on making an inspection under sub-rule (1), the Pradhan or any other person as aforesaid is satisfied that the structure or building is being erected. (a) otherwise than in accordance with the building plan as approved, or (b) in such way as to contravene any of the provisions of the Regulation or these rules, the Pradhan may, after giving the owner of such structure or building an opportunity of being heard, make an order directing the owner to make such alterations within such time as may be specified in the order, with the object of bringing the structure or building in conformity with such plan or provisions, as the case may be, and the owner shall be bound to carry out the direction. (3) Without prejudice to the provisions of section 37 or any other law for the time being in force, the Pradhan, in any case in which the erection or construction of any structure or building or any work connected therewith has been commenced or is being carried on unlawfully may, with the assistance of the police or any employee of the Gram Panchayat, if necessary, take such steps as he may deem fit to stop the continuance of such unlawful erection or construction Provided that if the Pradhan, in order to prevent continuation of the unlawful work, deposes any police or any employee of the Gram Panchayat to watch the premises, the cost of providing the same shall be borne by the person undertaking such erection or construction.

36M. Rate of fee for application. - Any person who makes an application under sub-rule (1) of rule 31, shall pay or cause to be paid a fee in cash to the Gram Panchayat at the rate shown in the table below.

Nature of structure or building	Rate of fee
(a) Thatched, tin, tile or asbestos shed without brick wall covering an area of more than 18 square meters but not more than 40 square meters.	...
(b) Thatched, tin, tile or asbestos shed with brick wall covering area of more than 40 square meters.	...
(c) Boundary wall made of brick or cement concrete if the bounded area is not kept as vacant plot but is used or likely to be used as stockyard or for any commercial or institutional purpose, either on open	...

space or by erecting temporary shed, when the bounded area is- Fee to be paid. (in Rupees) 25.00 50.00 25

(i) not more than 40 square meters (ii) more than 40 square meters (d) Any brick-walled one-storied structure or building covering an area of not more than 40 square metres. (e) Any brick-walled one storied building or structure covering an area of more than 40 square meters (f) (h) (i) Any brick-walled two-storied structure or building covering an area of not more than 40 square meters on the ground floor (ii) Additional fee for each floor above first floor (i) Any brick-walled two-storied structure or building covering an area of more than 40 square meters on the ground floor (ii) Additional fee for each floor above first floor (i) Any one storied workshop or structure or building covering an area of not more than 100 square meters (ii) Additional fee for each floor above the ground floor (i) (i) Any workshop, shed or one-storied Structure or building for commercial or business purpose covering an area of more than 100 square mtrs. (ii) Additional fee for each floor above the ground increasing the existing area of the structure or building- (i) by one-fifth of the existing covered area (ii) by more than one-fifth of the existing covered area 25.00 40.00 70.00 100.00 150.00 50.00 250.00 100.00 200.00 100.00 500.00 200.00 50.00 100.00

36N. Construction of Park and Garden. - With effect from such date and with respect to such Gram or Grams as may be specified by the Administration by notification, a Gram Panchayat shall endeavor to construct at least one Park and Garden in a vested land in every constituency of the Gram Panchayat and, for the said purpose, the Gram Panchayat shall submit proposal to the competent authority for earmarking a particular vested land.

26 360. Building of public drain. - With effect from such date and with respect to such Gram or Grams as may be specified by the Administration by notification, a Gram Panchayat shall endeavor to build and maintain, where it considers necessary, a system drainage within its predominantly residential area and sufficient out fall in or outside such residential area and, for this purpose, the Gram Panchayat may make use of any vacant land either under its management or as a result of set-back of any structure or building Provided that the Gram Panchayat shall not build any super-structure on any vacant land as a result of set-back of any structure or building • Provided further that for building a system of drainage, a Gram Panchayat shall ensure unhindered use of any approach passage or road.

36P. Collection and disposal of solid waste. - (1) With effect from such date and with respect to such Gram or Grams as may be specified by the Administration by notification, a Gram Panchayat shall endeavor to build and maintain, where it considers necessary, a system of collection, removal and disposal of solid wastes from residential, commercial or institutional buildings. (2) The Gram Panchayat may provide or appoint in convenient situations, including the situation arising out of any vacant land as a result of set-back of any structure or building, public receptacles, depots or places for the temporary deposit of- (a) rubbish, (b) offensive matters, (c) domestic and trade refuse, (d) carcasses of dead animals, and (e) excreted and polluted matters. It shall be the duty of the owners or the occupiers, as the case may be, of all (3) premises to cause all matters referred to in clauses (a) to (e) of sub-rule (2) to be collected from their respective premises and to be deposited in public receptacles, depots or places. Provided or appointed under sub-rule (2), at such time and in such manner as the Pradhan may, on giving adequate publicity, specify. The Gram Panchayat shall make adequate provision for preventing receptacles, (4) depots or places from becoming sources of nuisance. (5) All matters deposited in public receptacles, depots or places as aforesaid and all solid wastes collected shall be the property of the Gram Panchayat. (1) If, on receipt of an appeal against the decision of the Gram Panchayat. - application under sub-rule (1) of rule 31, which has not been referred to the Zilla Parishad under rule 36G or rule 36H, as the case may be, a Gram Panchayat refuses to grant permission to the erection of any structure or building, an aggrieved person may prefer an appeal to the Executive Officer of the Panchayat Samiti within ninety days from the date of communication of such order of refusal the Executive Officer shall decide the matter after giving notice to the parties concerned, and his decision in the matter shall be final. (2) If, on receipt of an application under sub-rule (1) of rule 31, which has been referred to the Zilla Parishad under rule 36G or rule 36H as the case may be, a Gram Panchayat or a Zilla Parishad, as the case may be, refuses to grant permission for the erection or construction of any structure or building, an aggrieved person may prefer an appeal to the Deputy Commissioner having jurisdiction within ninety days from the date of communication of the refusal to grant such permission and the Deputy Commissioner shall decide the matter after giving notice to the parties concerned, and his decision in the matter shall be final.

36R. Direction by the Administration. - The Administration may issue such general or special directions, not inconsistent with the provisions of the Regulation or these rules, as may, in its opinion, be necessary for the purpose of giving effect to these

rules. CHAPTER - vm Disposal of appeal against the order of the Gram Panchayat regarding sanitation, etc.; 37.Manner of disposal of appeal by the prescribed authority. When an appeal has been preferred under the provisions of rule 36Q, the prescribed authority shall give at least 15 days' notice of the appeal to the Gram Panchayat before disposing of the same. CHAPTER - IX Joint Committee 38.Appointment of Joint Committee and its duties. - (1) Subject to the previous approval of the Panchayat Samiti or Zilla Parishad concerned, two or more Gram Panchayats or Gram Panchayats and Panchayat Samitis or Gram Panchayats, Panchayat Samitis and Zilla Parishad may combine to appoint a Joint Committee consisting of such representatives as may be chosen by the respective Gram Panchayats, Panchayat Samiti and Zilla Parishad for the purpose of transacting any business or carrying out any work in 28 which they are jointly interested or when one or more Gram Panchayat refuse for such a work or project within its geographical area. (2) The Gram Panchayats/ Panchayat Samiti/ Zilla Parishad which combine to form the Joint Committee shall subscribe to a written instrument which shall be drawn up for this purpose. The Chairpersons shall sign the instrument. (3) The-written instrument, referred to in sub-rule (2), shall contain the following:- (a) the specific purpose for which the Joint Committee is formed and the conditions on which the Joint Committee may frame schemes binding on the constituent Panchayats. (b) the period for which the Joint Committee is to function (c) the number of members to be sent to the Joint Committee by each of the m Panchayats intending to form the Joint Committee and the term of office of such members; (d) the financial and administrative powers, including the power to supervise the construction of any joint work, which the Joint Committee shall exercise (e) the power which the constituent Panchayats shall exercise in relation to any joint scheme. (4) The Joint Committee shall, from time to time, make such report of progress of work to the constituent Panchayats as may be required by them. (5) The constituent Panchayats may frame or modifr rules regarding the constitution of the Joint Committee and the term of office of the members thereof and the method of conducting business

39. Manner of resolving the difference of opinion between the constituent Panchayats.- If any difference of opinion arises between the constituent Panchayats



forming the Joint Committee, it shall be referred to such officer as the Administration may prescribe, and the decision of such officer thereon shall be final and binding on each of the constituent Panchayats. 29

CHAPTER - X Delegation of functions by Zilla Parishad and Panchayat Samitis and of financial powers by Gram Panchayat 40. Delegation of functions to Gram Panchayat by Zilla Parishad and Panchayat Samitis. - (1) The functions of the Zilla Parishad/Panchayat Samiti which it may delegate to a Gram

Panchayat shall relate to the area of the Gram Panchayat concerned. (2) Before delegating any of its functions to a Gram Panchayat the Zilla Parishad or the Panchayat Samiti shall communicate its intention in this regard to the Gram Panchayat concerned. The Gram Panchayat after receiving such communication from the Zilla Parishad/Panchayat Samiti shall intimate its willingness or otherwise to discharge the function on behalf of the Zilla Parishad/Panchayat Samiti. The Zilla Parishad/Panchayat Samiti shall delegate the function only when the Gram Panchayat expresses its willingness in writing. (3) The Zilla Parishad/Panchayat Samiti shall make available the necessary funds and technical assistance to the Gram Panchayat for performing the function delegated by it. (4) The Zilla Parishad and the concerned Panchayat Samiti shall have the power to supervise the work undertaken by the Gram Panchayat in performing any function delegated to it under this rule and the Gram Panchayat shall abide by the direction of the Panchayat Samiti concerned or the Zilla Parishad concerned as the case may be. (5) The delegation of function by the Panchayat Samiti and the Zilla Parishad shall be subject to such restrictions and conditions as may be mutually agreed upon. (6) The order of delegation shall be communicated by the Pramukh/Adhyaksha to the Pradhan. A copy of such communication shall be sent to the Chief Executive Officer of the Zilla Parishad and the Executive Officer of the Panchayat Samiti

41. Delegation of financial powers to Chairperson by Panchayat.- The Panchayat shall, while delegating any financial power to a Chairperson or while withdrawing or modifying such power, forthwith give intimation thereof to the Assistant Commissioner, Executive Officer, Chief Executive Officer, Deputy Commissioner, and the Director of Panchayat. The Secretary (Panchayat) of the Administration and any other concerned authority which the Panchayat feels it necessary shall also be informed of the position besides recording the minutes in the minute book of the Panchayat.. 30 CHAPTER - XI Powers, functions and duties of Chairperson and Vice-Chairperson

42. Powers, functions and duties of Chairpersons and Vice-Chairpersons:- (1) The Chairperson shall have, in addition to the powers and functions conferred and imposed on him by or under the Regulation, the following powers and functions:- (a) The Chairperson shall be responsible for custody of the seal of the Panchayat, (b) Subject to the prior approval of the Panchayat, the Chairperson shall have the power to enter into any contract relating to works and expenditure of the Panchayat, (c) The Chairperson shall have the power to suspend any officer or employee appointed by the Panchayat for misconduct or negligence of duty • Provided that the Chairperson shall report the same for approval at the next meeting of the Panchayat. (d) The Chairperson may, subject to the approval of the Panchayat, give three months' notice or three months' pay in lieu thereof to any officer or employee appointed by the Panchayat whose services are not required by the Panchayat, (e) The Chairperson may, subject to the approval of the Panchayat, give order for the forfeiture of the salary for a period not exceeding one month of any officer or employee appointed by the Panchayat who may be absent from his duties without leave or without giving previous notice of such absence, (f) The Chairperson shall, if so required by the Panchayat, ask such officers or employees of the Panchayat to furnish such security as the Panchayat or any other authority may, from time to time, determine. (2) The Vice-Chairperson shall exercise such of the powers and perform such of the functions of the Chairperson as the Chairperson may, from time to time, delegate to him by order in writing : Provided that no financial power or function shall be delegated to the Vice-Chairperson by the Chairperson without the approval of the Panchayat: Provided further that the Chairperson may at any time withdraw all or any of the powers and functions delegated to the Vice-Chairperson. 31 Note:- The terms "Chairperson" in this chapter applies to the "Pradhan" of a Gram Panchayat, "Pramukh" of a Panchayat Samiti and "Adhyaksha" of a Zilla Parishad and the term "Vice-Chairperson" applies to the "Up-Pradhan" of a Gram Panchayat, "Up- Pramukh" of a Panchayat Samiti and "UP-Adhyaksha" of a Zilla Parishad. It shall not apply to a Chairperson or Vice-chairperson of a Committee or a Sub-committee or a meeting of a Gram Panchayat, Panchayat Samiti or Zilla Parishad etc.

CHAPTER - XII Secretary and staff of a Panchayat

43. Method of recruitment, conditions of service, and duties of Secretary of a Panchayat. (1) The Secretary of the Panchayat shall be appointed by the Administrator, as provided for in the Regulation. (2) The Secretary shall be appointed by the competent authority of the Andaman and Nicobar Administration as provided for in the Andaman & Nicobar Islands (Panchayat Secretary) Recruitment Rules, 1995 as amended from time to time and any other Recruitment rules prescribed by the Administrator from time to time..

44. Duties of Secretary of a Panchayat. - (1) The Secretary of a Panchayat shall be in charge of the office of the Panchayat. He shall work under the direct supervision of the Chairperson or the Vice-Chairperson and shall be responsible to the Panchayat through the Chairperson or the Vice-Chairperson as the case may be. (2) Notwithstanding anything contained in any other rules, the Secretary shall- (a) (b) (c) (d) (f) (g) (h) prepare the assessment list in due time; prepare the budget in due time; be responsible for maintaining the cash book and other books of accounts. He shall also be responsible for preparing the monthly and quarterly statements of accounts and placing the same before the Panchayat; be responsible for keeping all records of the Panchayat in safe custody; be responsible for producing all records before the auditors or inspecting officers as and when directed by the Chairperson; be responsible for maintaining all registers relating to Choudhary and Chowkidars; be responsible for preparing and sending to the appropriate authority necessary reports and returns relating to Choudhary and Chowkidars be responsible for bringing to the notice of the Chairperson all important information furnished by Choudhary and Chowkidars; (j) (k) 32 be responsible for submission to the appropriate authority in due time all grant-in-aid bills be responsible for allotting duties to Choudhary and Chowkidars when they report to the Panchayat office for duty; perform such other duties in respect of the work of the Panchayat and of the Administration as the Chairperson, the Vice-Chairperson or the Administrator may direct from time to time. perform all other duties and functions assigned in the Andaman and Nicobar Islands (Panchayats) Regulation, 1994. Staff of Panchayat

45. Appointment of officers and employees by Panchayat and conditions of service of such officers and employees. -(1) A Panchayat may, with the prior approval of the Administrator, create such posts of officers and employees as may be necessary for carrying out the work of the Panchayat and may make appointments to such posts: Provided that no such post shall be abolished and no revision of the scale of pay of any such post shall be made by the Panchayat without the prior approval of the Administrator. (2) The salary of the officers and employees of the Panchayat shall be paid out of the Panchayat Fund accrued

to the Panchayat from their own income or provided specifically by the Government for the purpose of appointing such officers and staff of a Panchayat. (3) The staff of any department or organisation transferred under the charge of the Panchayats, such department or organisation shall also transfer funds for the payment of salary and allowances etc. to the PRIs. Such staff will be paid out of such funds transferred or alternatively, the department concerned may make payment to the staff by cheque/cash/demand draft, through the Panchayats. (4) The Panchayat, while submitting any proposal to the Administrator through the Director of Panchayat for the creation of any post shall give justification for, and state the duties, qualifications and scale of pay of the proposed post, and also indicate how the pay and allowances for the posts are proposed to be met. (5) The Director shall forward the proposal to the Administrator with his findings for disposal. (6) The candidates for appointment to the posts of officers and employees under sub-rule (1) shall be between 18 and 35 years of age, the upper age limit being relaxing upto 35 years in the case of the Scheduled Castes, Scheduled Tribes candidates. 33 (7) Any appointment of an officer or employee under sub-rule (1) shall be made in accordance with the policy laid down by the Administrator from time to time, and shall be made only on approval by the Administrator. Expenditure for such posts shall not be made out of funds provided for purposes other than the funds mentioned in sub-rule (2). (8) In the matter of superannuation and re-employment of the officers and employees appointed under sub-rule (1), the provisions of Govt. rule shall apply mutatis mutandis. 46. Discipline and control of officers and employees appointed by a Panchayat.- (1) The Panchayat may take disciplinary action against any officer or employee appointed under sub-rule (1) of rule 45 by removing or dismissing him from service or by forfeiting his salary for a period not exceeding one month. The Panchayat may also recover from the pay of any such officer or employee the whole or part of any pecuniary loss caused to the Panchayat by negligence or breach of orders. (2) Before any disciplinary action referred to in sub-rule (1) is taken against any officer or employee, the Panchayat shall give him a reasonable opportunity of being heard. (3) The Panchayat may place any officer or employee under suspension where a disciplinary proceeding against him under this rule is contemplated or is pending and shall record in writing the circumstances in which the order of suspension is made. (4) An appeal shall lie to the Director of Panchayat against any disciplinary action under this rule. The appeal shall be preferred by the officer or the employee concerned within thirty days of receipt of the order regarding such disciplinary proceedings. The decision of the Director of Panchayat on such appeal shall be final. 47. Relaxation. - Nothing in rules 45 and 46 shall be construed to limit or abridge the power of the Administration to dispense with or relax the requirement of any of these rules to such extent and subject to such conditions as it may consider necessary for dealing with a case in a just and equitable manner. 34

FORM 1 [See rule #Form of notice of Ordinary/Special/Emergent meeting of Gram Sabha. By Special Messenger/Through Police Wireless/ By beat of drum/Announcement *(All elected members of the Gram Panchayat, Panchayat Samiti /Zilla Parishad member concerned through Special Messenger and to all Members of the Gram Sabha by affixing the notice in conspicuous places in all villages/ important public offices/ by beat of drum/announcement over loudspeaker etc) Notice is hereby given that to transact under mentioned business, the next meeting of the Gram Sabha will be held at day of (place) at am/pm. on the 19

Kindly make it convenient to attend the said meeting. List of business to be transacted:- 1. 2



3. Dated this the day of etc.Secretary, 19 . ..Gram Panchayat. * To be sent to the Zilla Parishad Member/Panchayat Samiti Member and the Executive Officer concerned and all elected members of the Gram Panchayat individually in the manner prescribed in rule 6 and to all the members of Gram Sabha by affixing the notice at all conspicuous places/by beat of drum/announcement through loudspeaker etc. # score out whichever is not applicable. 35



FORM IA [See rule 5(1)] *Form of notice of General/Ordinary/Special\Emergent meeting of a Panchayat
By Special Messenger/Through Police Wireless. To *Notice is hereby given that an
Emergent/Special/Ordinary meeting of the ..(write the name of Gram Panchayat/ Panchayat Samiti/ Zilla
Parishad) at.. (Place of meeting) on... .. (date) ..(am/pm) to transact the undermentioned business. at..
Business 1



2. He is requested to make it convenient to attend the said meeting. Dated this day of . 19
Secretary/Executive Officer/Chief Executive Officer., Gram Panchayat/Samiti/Zilla Parishad. 36



FORM 2 [See rules 7 & 9] Form of notice of adjourned meeting of Panchayat By Special Messenger
 .Gram Panchayat/ Samiti /Zilla Parishad. To Notice is hereby given that the meeting of the Samiti/Zilla Parishad which was adjourned on the Gram Panchayat day of . a.m./p.m. 19... will be held at on the .day of 19 were on the agenda of the meeting, dated . (place) at . to transact the items of business which He is requested to make it convenient to attend the said adjourned meeting. Dated this... day of. 19 Secretary .Gram Panchayat, SamitiJZilla Parishad, 37 FORM 3. [See rule 8] Form of attendance register for meeting of Panchayat .Name of Panchayat/ Samiti/ Zilla.. (1)Date of meeting . (2)Place of meeting . (3) Time of meeting : (4)Nature of meeting : Ordinary/Emergent Serial No



1. Name of the member 2. Signature or LTI of the member 3. Time of Arrival 4. Attested by (ip case of LTI on W) 38



FORM 4 [See rule 19 to 22] NOTICE (To be delivered in person in the office of the Gram Panchayat/Panchayat Samiti/Zilla Parishad concerned and an acknowledgment obtained on the office copy) To * The Pradhan, * The Pramukh, * The Adhyaksha, (Name of Gram Panchayat/ Panchayat Samiti/Zilla Parishad. ..(name), Member, 1,. (name of Gram Panchayat/Panchayat Samiti/Zilla Parishad)hereby move a motion of no . . . (name and confidence against Shri.. UP-Pradhan/ Pramukh [Up-Pramukh/ Adhyaksha [Up- designation of *Pradhan/ Adhyaksha of the concerned Panchayat). Place.. Date.. Signature Name of Member. Name of ** Panchayat * score out whichever is not applicable. ** Write the name of Gram Panchayat/Panchayat Samiti/Zilla Parishad as the case may be. 39 FORM 4-A (See rule 23) To * The Pradhan, *Pramukh * Adhyaksha of GP/PS/ZP) 1.. .(Name), Member of... ..(Name of Gram Panchayat/ Panchayat Samiti/Zilla Parishad hereby move a resolution as detailed below for adoption in the next meeting of the Panchayat. Place Signature: Name of Member Date. Name of Panchayat. *Score out whichever is not applicable. THE RESOLUTION. (Here write or type the full text of the resolution. Append separate sheet if required) 40 FORM 5. (See rule 28) Annual Administration Report on the work of a Panchayat for the year Heads of receipts (1) Actual receipt during the year (2) Anticipated during the year (3) 1. Receipt, Expenditure and Closing Balance. Opening balance Contribution by the Administration- (a) for maintenance of - (i) Dafadars and Chowkidars. (ii) Secretary and other officers and employees. (b) for development work. (c) in the form of incentive grant. (d) in the form of matching grant (e) for fixed travelling allowance for members of Gram Panchayat. (f) for honorarium for Pradhan and Up-Pradhan , etc. Contribution/Grant from Central/Administration 41 Heads of receipts (if (a) (b) (c) 4. Tax Revenue. (a) Tax on- Actual receipt during the year (2) Anticipated receipt during the year (3) (i) land and buildings under section 46(1 (ii) professions, traders, callings and employment under section 46(1)(b) (b) Rates and fees- (i) fees on registration of vehicles under section 47(1)(a) (ii) fees on plaints and petitions and other processes in suits and cases instituted before the Nyaya Panchayat concerned under section 47(1 (iii) fees for providing sanitary arrangements under section 47(1)(iii) (iv) water rate under section 47(1)(iv) (v) lighting rate under section 47(1)(v) (vi) conservancy rate under section 47(1)(vi) 41 (c) Additional stamp duty on- (i) transfer of immovable property under section 46(5)(a) (ii) payment for admission to any entertainment under section 46(5)(b) 5. Receipts from Administration under section 22 for performance of functions assigned to the Gram Panchayat or for making provision for duties of the Gram Panchayat- (a) (b) (c) 6. Receipts in respect of management of estates and all interest therein vested in the State

7. Receipts from properties and remunerative assets created by the Gram Panchayat

8. Contribution/ Grant by Zilla Parishad, Panchayat Samitis or any other local authority.(1) (2) (3)

9. Receipts from gifts and contributions and income from trust or endowment. 10. Receipts on account of fines and penalties. 11. Receipts on account of recovery of cost of demolition of building

12. Receipts on account of recovery of cost of works carried out

13. Receipts for acting as the agent of the Zilla Parishad

14. Fines realised by the Nyaya Panchayat

15. Loans and advances- (i) from Central/Administration (ii) from financial institution and other sources (iii) on miscellaneous items (iv) receipts on Deposits and Advances - 16.Miscellaneous receipts, if any, not classified above. Total income . 1

11. Expenditure of the Panchayat for the year Cost of its own administration.(a) Salary and allowances, etc., of- (i) Secretary (ii) other officers and employees (iii) Dafadars and Chowkidars (b) Contingency. (c) Travelling allowance of- (i) Officers and employees 42 (ii) Members/office bearers (d) Honorarium. (e) Collection charges for rates, fees, etc

2. Cost of administration of Nyaya Panchayat.(1) (2) (3) 3, Expenditure on obligatory duties under section 19. (a) (b) (c) 4. Expenditure on mnctions assigned to the Gram Panchayat under section 20. (a) (b) (c) 5, Expenditure on discretionary duties under section 21. (a) (b) (c) 6. Control of building operations. 7.Maintenance and repair of public streets, waterways, etc. 8.Improvement of sanitation, etc., under section 24. 9.Epidemic control. 10.Performance of functions delegated by the Zilla Parishad. 1 1 .Management of estates and all interests therein vested in the State. 12.Miscellaneous Work Loans and Advances. 13.Repayment of loans, interest, etc. 14.Refund of Deposit and Advance. 1 5 .Miscellaneous expenditure. Total Expenditure Closing Balance: Ill. Report on the works sof the Committees and sub-committee. (a) Committees: (b) Sub-Committees. 43 IVO Report on Inspections carried out by Committees and Sub-Committees.. V. Report on the functioning of the Nyaya Panchayat. VI. General report on the activities of the Panchayat. Certified that the report has beenplaced before the Gram Sabha, General Body meeting of the Panchayat Samiti/Zilla Parishad and adopted in its meeting held Signature. Chairperson of the Panchayat/ Place Date. 44



FORM 6 (Rule 28-A) List of works proposed to be carried out in * Gram Panchayat as approved by the Gram Sabha in its meeting held on Sl. Name of work No. Esttd. Cost. Anticipated Availability
Expdr.during of fund and the year. Head of a/c A. Proposed to be executed by the Gram Panchayat I.
Roads, Briddle/Foot paths, Bridgesaculverts etc. 1. 2. 3. 4

5. SUB-TOTAL 11.BUILDINGS including offices, residential ors. shopping complexes, Primary schols. Anganwadis Dispensaries, Tourist cottages etc. etc. 1. 2. 3. 4. 5 6 SUB-TOTAL III.Parks, Playgrounds, Burial ground, Social Forestry etc. 1. 2. 3. 4 SUB-TOTAL 45 IV. Irrigation, Soil conservation, Water supDlyz Sanitation etc, 1 2 3 4 SUB-TOTAL V.General Works 1 2 3 4 SUB-TOTAL TOTAL (GRAM PANCHAYAT) B. Proposed to be executed by the Panchayat Samiti I. Roadsa Briddle/Foot paths, Bridges.culverts etc. 1. 2. 3. 4

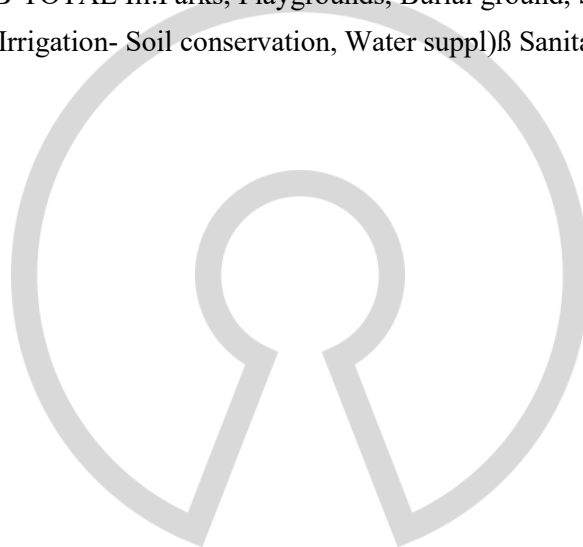
5. SUB-TOTAL 11.BUILDINGS including offces, residential Qrs. shopping complexesa Primary scholsa Anganwadis Dispensaries: Tourist cottages etc.etc. 1. 2. 3. 4. 5 6 SUB-TOTAL 46 III.Parks, Playgrounds, Burial ground, Social Forestry etc. SUB-TOTAL IV. Irrigation, Soil conservation, Water supply, Sanitation etc. SUB-TOTAL V. General Works SUB-TOTAL TOTAL (PANCHAYAT SAMITI) C. Proposed to be executed by the Zilla Parishad I. Road* Briddle/Foot paths, Bridges,culverts etc. SUB-TOTAL 47 11. BUILDINGS including offices, residential Qrs. shopping complexes, Primary scholsa Anganwadis Dispensaries, Tourist cottages etc.etc. 1. 2



3. SUB-TOTAL III. Parks, Playgrounds, Burial ground, Social Forestry etc. 1. 2. 3. 4 SUB-TOTAL IV. Irrigation, Soil conservations Water suppl% Sanitation etc. 1 2 3 4 SUB-TOTAL V. General Works 2 3 4 SUB-TOTAL ZILLA PARISHAD GRAND TOTAL (A+B+C) Certified that all the above works have been approved for execution in the Gram Panchayat by the Gram Sabaha in its meeting held on Pradhan, Panchayat. Place Date. Seal of the Gram Panchayat. Note:- Any number of works may be approved by the Gram Sabhas. The works shall be serially numbered in order of preference. The works shall be taken up for execution in order of preference, according to availability of funds. More heads of development such as "Social Welfare" "LabourWelfare" etc. can be added but works of one head of development should not be split and added to another head of development. 48



FORM 7 (Rule 28-B) List of works proposed to be carried out by Panchayat Samiti in various Gram Panchayats. (As approved by concerned Gram Sabhas). Sl. Name of work No. Name of Gram Esttd. Anticipated Availability Panchayat Cost. Expdr. during of fund and the year. Head of a/c I. Roads, Briddle/Foot paths, Bridges, culverts etc. 1. 2. 3. 4. 5. 6 7 SUB-TOTAL 11. BUILDINGS including residential Qrs. shopping complexes, Primacy scholsa Anganwadis Dispensaries, Tourist cottages etc.etc. 1. 2. 3, 4. 5 6 7 8 SUB-TOTAL III. Parks, Playgrounds, Burial gound, Social Forestry etc. 1. 2. 3. 4 5 6 SUB-TOTAL 49 IV. Irrigation, Soil conservation, Water supply, Sanitation etc. 1 2 3 4 5 6 7 SUB-TOTAL V. General Works 1 2 3 4 5 6 7 8 9 10 SUB-TOTAL TOTAL PANCHAYAT SAWTI. Certified that the above works as proposed and approved by the concerned Gram Sabhas have also been approved by the Panchayat Samiti in its meetipg held on Place Date. Pramukh Panchayat Samiti. Seal of the Panchayat Samiti Note:- Any number of works may be approved by the Gram Sabhas. The works shall be serially numbered in order of preference. The works shall be taken up for execution in order of preference, according to availability of funds. More heads of development such as "Social Welfare" "Labour Welfare" etc. can be added but works of one head of development should not be split and added to another head of development. 50 FORM 8 (Rule 28-C) List of works proposed to be carried out by Zilla Parishad in each Panchayat Samiti area as approved by the concerned Gram Sabhas. NO. Name of Work 1. Roads Bnddle/F00t 1. 2. 3. 4 5. SUB-TOTAL Name of Gram Estimated Anticipated Fund available and Name of Pmāayn cost. Samiti cmcemed Rs. E'Fditure and during the Head of a/c etc. Rs. year 11. BUILDINGS including residential Qrs. shopping complexes, PrimaU schols, Anganwadis Dispensaries, Tourist cottages etc.etc. 1. 2. 3. 4. 5 6 SUB-TOTAL III. Parks, Playgrounds, Burial ground, Social Forestry etc. 1. 2. 3. 4. 5 6. SUB-TOTAL c 51 IV. Irrigation- Soil conservation, Water suppl)ß Sanitation etc. 1 2 3 4 5



6. SUB-TOTAL V. General Works 1 2 3 4 SUB-TOTAL TOTAL ZILLA PARISHAD. Certified that the above works as proposed by the concerned Zilla Parishad members in the concerned Gram Sabhas and approved by them have also been passed by the Zilla Parishad in its meeting held on . Adhyaksha Zilla Parishad, Port Blair. Place Date. Seal of Zilla Parishad. Note:- Any number of works may be approved by the Gram Sabhas. The works shall be serially numbered in order of preference. The works shall be taken up for execution in order of preference, according to availability of funds. More heads of development such as "Social Welfare" "Labour Welfare" etc. can be added but works of one head of development should not be split and added to another head of development. 52



FORM 9 (See rule 31) Form for application for permission to erect structure or building in a Gram. (To be submitted in duplicate) To The Pradhan Gram Panchayat I hereby apply for permission to erect a structure/building as mentioned in column I of the table below in the place covered by cadastral plot Nos. of mauza of jurisdiction list Nos. the boundaries of which are given below, on payment of the fee indicated in column -2 of the said table. Column 11 (a) (b) (c) (d) (e) THE TABLE Column I Thatched/tin/tile shed without brick-wall covering an area measuring between twenty square metres and forty square metres Thatched/tin/tile shed without brick-wall covering an area above forty square metres Brick-walled one-storeyed Structure covering an area up to five square metres Brick-walled one-storeyed building or structure covering an area above five square metres Rs. Rs. Rs. (i) Brick-walled structure or building of more than one storey Rs. (ii) Shop/shed where more than ten persons are proposed to be employed Rs. (iii) other structure to be used for commercial or business purpose Rs. 2 4 6 15 25 25 25 Boundaries East West Nonh South 2. I hereby undertake to raise the walls of the proposed structure/building at a distance of at least three feet from all sides of boundaries. 53 I hereby declare that I have undisputed right, title and interest in the land on which 3. the structure/building is proposed to be constructed. I hereby declare that I am not erecting any structure or building either near or in 4. the vicinity of any aerodrome tending to hazard aviation or near any prohibited area. Signature Address Date (Strike off the words which are not applicable.) To The Pradhan, Gram Panchayat dated . paid (vide receipt No.. Kindly refund the fee of Rs. on account of permission to erect a structure/building (vide application, dated which has since been refunded). Pay Rs to Shri Signature Address Date of.. Signature of Pradhan, -Gram Panchayat. Order of Gram Panchayat Permission is hereby accorded to Shri 1. structure/building in the place covered by plot No... to erect a . of mauza (vide meeting, dated as per his application, dated Permission is hereby refused to erect a structure/building in the place covered by 2. ...) for ..(vide meeting, dated of plot No. the reason stated below: 1. 2

3. Dated Pradhan, .Gram Panchayat. (Strike off which is not applicable.)