CHHATTISGARH GRAM PANCHAYAT (ANNUAL ACCOUNTS AND ADMINISTRATION REPORT) RULES, 1998.

1 e- go it •e so to at es ela he he of .a- ad n- ss be t; or ANNUAL ACCOUNTS & ADMIN. REPORT RULES, 1998 (PR)445 (e) is not in arrears of Panchayat dues; (f) has not been convicted for any offence involving moral tur- pitude; (g) possesses such other qualifications as may be specified by the State Government. (2) The nomination of representatve under rule 3 shall be in writing addressed to the Chief Executive Offiær of the panchayat. (3) The nomination shall be valid only for the meeting for which it is made: Provided, that a nomination may be valid for more than one meeting, if the inability of the Member of Legislative Assembly or Member of Parliament, as the case may be, to attend the meeting persists or is likely to persist, for the subsequent meetings. (4) The Chief Executive Officer of the Panchayat shall on receipt of the nomination acknowledge the same in writing. (5) Any dispute with regard to tlr qualifications of a representative shall, within a period of 15 days from the date of receipt of nomination, be brought to the notice of the Member of the Legislative Assembly or Member of Parliament, as the case may be, in writing by the Chief Executive Officer, specifying the reasons thereof. (6) The Member of the Legislative Assembly or the Menlber of Parlia- ment shall on receipt of communication under sub-rule (5). either change the låommåtion or refer the dispute to -the State -Government and"the decision of the State Government thereon shall be final

5. Conduct of Representative.-(l) The representative shall be eligible to attend the meeting and take part in the deliberations therein, but shall not be eligible to cast his vote in the meeting. (2) The representative shall not be entitled for any travelling allowance or remuneration for attending the meeting. (3) The representative shall at all time during the meeting conduct himself in a manner be fitting the members present at the meeting, and shallnot violate the rules prescribed under-Chapter V df the Act and the— procedures laid down by the person presiding the meeting. MADHYA PRADESH JANPAD PANCHAYAT AND ZILA PANCHAYAT (ANNUAL ACCOUNTS AND AD- MINISTRATION REPORT) RULES, 1998 [No. F.-1-A-98-EC11-P-2.dated 4th January 4999 published in M,P. Raj- patra Asadharan, dated 4th January 1999 p. 12 In exercise of the powers conferred by the sub-section (1) of Section 95 read with sub-sec- tion (3) of Section 73 of the Madhya Pradesh Panchayat Raj Adhiniyam, 1993 (No. 1 of 1994), the State Government hereby makes the following rules, the same having been previously published as required by sub-sec- tion (3) of Section 95 of the said Act, namely:— 1. Short title.- These rules may be called the Madhya Pradesh Janpad Panchayat and Zila Panchayat (Arnual Accounts and Administration I (PR)446 ANNUAL ACCOUNTS & ADMIN. REPORT RULES, 1998 Report) Rules, 1998

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

3. Definitions.- In these rules, unless the context otherwise re- quires:— (a) "Act" means the Madhya Pradesh Panchayat Raj Adhiniyam, 1993 (No. 1 of 1994);- (b) "Central Government" means the Government of Republic of India; (c) "Financial Year" means the year commencing on the first day of April, and ending on the last day of the month of March, of next year; (d) "Form" means a form appended to these rules; (e) "Section" means the Section of the Act; and (f) "State Government" means the Government of Madhya Pradesh

4. Preparation of annual account and administration report of Janpad Panchayat/ Zila Panchayat.- (l) Annual Accounts and ad- ministration report shall be prepared in the forms specified jn sub-rule (3) by the' concerned Chief Executive Officer of the Janpad Panchayat/ Zila Panchayat or by the Officer authorised by the Chief Executive Officer, in this behalf immediately after the end of every financial year relating to the period of that year and wherever it is necessary the information in the case of Janpad Panchayat relating to Gram Panchayats falling under its juris- diction and in the case of Zila Panchayats relating to Janpad Panchayat falling under its jurisdiction shall be included with the Administration Report. (2) The report prepared under sub-rule (1) shall be submitted every year by 15th June in the meeting of Janpad Panchayat/ Zila Panchayat, as the case may be. The said report shall be approved by the 30th June by Janpad Panchayat/ Zila Panchayat by passing resolution as it is or with such amendment, as may be deemed necessary. (3) The annual account and administration report prepared under sub-rule (1) shall be appended with the following statements namely:- (i) (ii) (iii) (iv) (v) (vi) Statement showing the receipts of Janpad Panchayat/Zila Panchayat along with budget estimates and reasons for any changes in

Form 1. Statenwnt showing the expenditure of Janpad Panchayat/ Zila Panchayat along with budget estimates and reasons for any changes in Forrn 2. Statement of grant received and distributed or spend by the Janpad Panchayat/Zila Panchayat during the financial year in Form 3. Statement showing financial target and achievement of schexnes sponsored to the Janpad Panchayat/ Zila Panchayat by the Central Gwernment, State Government and local authorities during the year in Fonn 4. Statement of works, schemes executed during the year by the Janpad Panchayat/Zila Panchayat in Form 5. Statement of loans received from Government and bodies by the Janpad Panchayat/Zila Panchayat and payment made during the financial year in Form 6. ANNUAL ACCOUNTS & ADMIN. REPORT RULES, 1998 (PR)447 (vii) (viii) (ix) (x) (xi) (xii) (xiii) (xiv) (xv) (xvi) (xvii) (xviii) Statement of floating assets and liabilities of Janpad Panchayat/ Zila Panchayat in Form 7. Statement of general information of about Janpad Panchayat/ Zila Panchayat in Form 8. Statement of members of Janpad Panchayat/ Zila Panchayat in Form 9. Statement of standing committees of Janpad Panchayat/ Zila Panchayat in Form 10. Statement of committees constituted for specific purpose of Janpad Panchayat/ Zila Panchayat in Form 11. Statement of meetings of Janpad Panchayat/ Zila Panchayat in Form 12. Statement of compilation of inspection/ audit reports ofJanpad Panchayat/ Zila Panchayat in Form 13. Statement of servants of Janpad Panchayat/ Zila Panchayat in Form 14. Statement of payment of retiremental benefits to retired employees of Janpad Panchayat/ Zila Panchayat in Form 15. Statement of extension/ term appointments of employees by the Janpad Panchayat/ Zila Panchayat in Form 16. Statement of physical target and achievement of various schemes of Janpad Panchayat/ Zila Panchayat in Form -17. Statement of purchase of vehicles, machineries instruments etc. by Janpad Panchayat/ Zila Panchayat in Form 18

5. Manner of Publication of Annual Accounts and Administration Report.- A copy of annual accounts and adrninist ration report prepared by Janpad Panchayat/ Zila Panchayat shall be published in Hindi by the 15th June every year on the notice board of Janpad Panchayat/ Zila Panchayat

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

7. Repeal and Saving.- All rules corresponding to these rules inforce immediately before the commencement of these rules are hereby repealed in respect of matters covered by these rules: Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the cor- responding provisions of these Rules.

FORM 1 [See Clause (i) of Rule 4 (3)1 Statement of receipts of Janpad/Zila Panchayat alongwrith budget estimates and showing reasons for changes for the year ending on 31st March (PR)448 Heads of receipts (1) (i) (ii) (iii) Total... ANNUAL ACCOUNTS & ADMIN. REPORT RULES, 1998 Janpad Panchayat/Zi.la Panchayat Opening Balance Rs.....P Budget timates (2) Rs. P. Actual receipts (3) Rs. P. Deficit (4) RS. p. (in words) Surplus (5) Rs. P. Reasons for chan- ges (6) Remarks (7) Grand Total Date Chief Executive Officer, Janpad Panchayat/ Zila Panchayat FORM 2 [See Clause (ii) of Rule 4 (3)1 Statement of expenditure alongwith budget estimates and showing reasons for changes of Janpad/Zila Panchayat for the year ending on 31st March Janpad Panchayat/Zila Panchayat Heads of ex- pendi- - ture (1) (1) (2) (3) Total... Budget timates Rs. • P. Actual expendi- ture (3) Rs. P. Savings (4) Rs. P. Surplus (5) Rs. P. Reasons for chan- ges (6) Remarks (7) Closing Balance Grand Total Da•te Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat ANNUAL ACCOUNTS & ADMIN. REPORT RULES, 1998 FORM 3 [See Clause (iii) of Rule 4 Statement of grants received and distributed during the year Janpad PanchayatÆila Panchayat (PR)449 (8) z (1) 1. 2. 3

4. Total ... (2) Name of Schemes or Project for which grant is given (3) (4) Amount dis- tributed to the Gram Panchayat/ Janpad Panchayat (5) (6) (7) *Note.- (1) Mention in column (5) the distributed of grants to Gram Panchayat in case -of Janpad Panchayat in case of Zila Panchayatv (2) Mention the reasons for savings in remarks column. Signature of Chief Executive Officer. Janpad Panchayat/ Zila Panchayat Date

FORM 4 [See Clause (iv) of Rule Financial targets and achievement for schemes sponsored by Central Government/State Government/ Local Authorities. Janpad Panchayat/Zila Panchayat Year.....March ending (1) Name of Scheme sponsored by Central Govern- ment/State Govern- ment/Local Authorities (2) Financial targets (sums received) o (3) O (4) (5) (6) (7) (8) 1. Sponsored by Centre: 1. (PR)450 2

3. ANWAL ACCOUNTS & ADMIN.REPORT RULES, 1998 2. 3

4. Sponsored by State: 1.2

3. Sponsored by other Aut I l' irit ies•.1. 2

3. Related to other sources: 1.2

3. Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat Date FORM 5 [See Clause (v) of Rule 4(3)1 Statement of works, schemes executed by Janpad Panchayat/Zila Panchayat. Janpad Panchayat/Zila Panchayat S.N0. (1) 1 2 3 4 5. 'l'otal Name Num- of work (par- ticulars) (2) ber (3) Amount sanc- tioned (4) Amount spent during the year (5) Num- ber of com- plete works/sc hemes (6) Num- ber of incom- plete works/sc hemes (7) marks (8) Note.- Schemes udse Statement must be delineated. Date Signature of Chief Executivé Officer, Janpad Panchayat/ Zila Panchayat ANNUAL ACCOUNTS & ADMIN. REPORT RULES, 1998 FORM 6 [See Clause (vi) of Rule 4(3)] (PR)451 Statement of loans received from towards Government and other bodies payments made during the year Janpad Panchayat/Zila Panchayat S.N0. (1) Name of department with which loan is re- lated (2) Serial No. Purpose for and date of which the sanction (3) loan is sanctioned (4) Amount which has actually bæn repaid (9) Dates on which received (5) Balance out- standing (10) Number of Irstall- ments fixed (6) Remarks Amount received (7) Date Amount that be- come due for repayment during the year including arrears, if any. (8) Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat FORM 7 [See Clause (vii) of Ryle 4(3)1 Statement of floating assets and liabilities of Janpad Panchayat/Zila Panchayat for the year Janpad Panchayaüila Panchayat l. ASSETS Cash Balance (a) cash (b) In Ba IoTreasury (c) Inves ments LIABILITIES 1. Deposit (a) Security deposits by servant of Panchayat (b) Earnest money deposits (c) Other deposits (PR)452 ANNUAL ACCOUNTS & ADMIN. REPORT RULES, 1998 2. 3. 4

5. ASSETS Recoverable loans (a) Other bodies (b) Employees. Advance outstanding (a) Advance recoverable (b) Permanent advance (c) Advances given to servants of Janpad Par-chayat/Zila Panchayat. Demands outstanding (a) Arrears (b) Current Total . . . 2. 3. 4

5. LIABILITIES Loans, repayable (a) Other bodies (b) Taken from Janpad/Zila Panchayat (c) Government loans to the Janpad Panchayat/Zila Panchayat to be used by itself Outstanding Bills Unspent balance of Government grants. Unspent balance of grants received from other bodies. Total ... Notec Amount cf every grant should be shown separately. Date 1. 2. 3. 4. 5. (a) (b) (c) Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat

FORM 8 [See Clause (viii) of Rule 4(3)1 General information of Janpad Panchayat/Zila Panchayat March ending year Name of Janpad Panchayat/ Zila Panchayat District Division Population of Janpad Panchayat/ Zila Panchayat (a) Scheduled Castes (b) Scheduled Tribes (c) Otlrr Backward Classes (d) Others Population of Panchayats in the area of Total Janpad Panchayat/Zila Panchayat. No. of Gram Panchayat No. of Janpad Panchayat Zila Panchayat . Election year ... No. of Members Election year ... No. of Members Election year ... No. of Members ANNUAL ACCOUNTS & ADMIN. REPORT RULES, 1998 (PR)453 6. 7. 8. 9. IO. Jl. Date 1. 2. 4

5. Names of Standing Committees ofJan- pad Panchayat/ Zila Panchayat etc.. Name of President of Janpad Panchayat/ Zila Panchayat. Name of Vice-President Name of Chief Executive Officer Name of Additional C.E.O. Year of construction of office and status of Building of Janpad Panchayat/ Zila Panchayat. Secretary (Ncminated Offcer on the post of) Category Catego--y Date of Posting..... Date of Posting Signature of Chief Executive Officer, Janpad Panchayat/Zila Panchayat...

FORM 9 [See Clause (ix) of Rule 4(3)1 Statement of Members of Janpad PanchayatJZila Panchayat.....year expenditure end Name of Janpad Panchayat/Zila Panchayat Election year Elected Members (1) Scheduled Castes (2) Scheduled Tribes (3) Other Backward Classes (4) General Category Male. Male Male.... .....Female....-.Total .....Female.....Total Male.... .. Female.....TotaI Female. ..Total Statement of other ex-officio members 1. Member of Parliament 2. Member of Legislative Assembly 3. Sarpanch/ President 4. Total of other ex-officio members No.... .Name of area No.... .Name of area No.....Name of area Statement of vacant posts (a) From Elected Members (1) Scheduled Castes (2) Scheduled Tribes (3) Other Backward Classes (4) General Category .. ...Female.....Total ....Ma1e . .. ..Female.....Total Male .. Male.....Female.....Total .....Female.. .....Female.....Tota1 Male Male. ...Total... (PR)454 ACCOUNTS & ADMIN. REPORT RULES, 1998 Grand Total... (b) From other ex-officio members (1) Member of Parliament (2) Members of Legislative Assembly (3) Sarpanch/ President (4) Total of others ex-officio members ....Male Female. ....Total... Number....Name of Constituency Number....Name of Constituency Number....Name of Consetuency REMARKS• Date Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat FORM 10 [See Clause (x) of Rule 4(3)1 Statement of Standing Committees of Janpad Panchayat/ Zila Panchayat. Name of Janpad Panchayat/Zila Panchayats.....year S.N0. Name Name of Chair man (3) Number of Members of Stand- ing Com- mittee (2) Elected MP/ No. of total Re- meeting/ sit- marks Mem- bers (4) MLAS (5) Co-opted subject specialise (6) ting con- vened in year (7) (1) Date (8) Signature of Chief Executive Officer, Janpad Panchayat/Zila Panchayat... FORM 11 [See Clause (xi) of Rule Statement of Committees Janpad/Zila Panchayat constituted for the specific purposes. Name of Janpad PanchayatiZila Panchayat March ending year S.N0. (1) 1. 2. 3.etc. Name of Committee (2) Purpose of constituting Committee (3) Period of work (4) ANNUAL ACCOUNTS & ADMIN. REPORT RULES, 1998 (PR)455 Name of Chairman of Committe (5) Date Name of Commit- tee Mem- bers (6) Date of submitting report Remarks of Committee (7) (8) Signature of Chief Executive Officer, Janpad Panchayat/Zila Panchayat... FORM 12 [See Clause (xii) of Rule Statement of meetings of Janpad Panchayat/Zila Panchayat. Name of Janpad PanchayatJZila Panchayat March ending year Meetings of Panchayat convened in a year S.N0. (1) 1. 2. 3.etc. Date General (2) Postponed (3) Special (4) Total (5) Remarks (6) Signature of Chief Executive Officer, Janpad Panchayat/Zila Panchayat... FORM 13 [See Clause (xiii)• of Rule 4(3)1 Statement of compilation of inspection and audit report of Janpad Panchayat/Zila Panchayat. Name of Janpad Panchayat/Zila Panchayat. March ending year S.N0. (1) INSPECTION Name & Designation of Inspct- ing Officer (2) Date of Inspection (3) (PR)456 ANNUAL ACCOUNTS REPORTRULES, 1998 Date of receiving inspec- tion note INSPECTION No. and date of sending compliance report of in- spection note (5) AUDIT If not complied with show reasons therefor Date of Audit (7) (4) Period of which audit -s done (8) Date of receiv- ing audit note (9) Audit fees (10) Number and date of send- ing com- pliance report of audit note (11) (6) Remaining Clauses of audit note, if any, which were not com- plied with (12) Remarks (13) Note.- Mention clear description of serious objection given in audit note in remarks column. Date Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat FORM 14 [SeeClause (xiv) of Rule Statement of Employees of Janpad Panchayat/Zila Panchayat. Name af Janpad Panchayat/Zila Panchayat year.....March ending S.N0. (1) 1. 2. 3. etc. Designa- tion (2) Pay Scale (3) Total No. of posts (4) Posts filled up (5) Reasons Remarks for vacancy (6) (7) Date ANNUAL ACCOUNTS & ADMIN. REPORT RULES, 1998 (PR)457 Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchåyat FORM 15 [See Clause (w) of Rule 4(3)1 Statement of retirement benefits to retired employees in year. Name of Janpad Panchayat/Zila Panchayat March ending year S.N0. (1) 1. 2. 3. 4. etc. Name of Post held Employees (2) (3) Date of retirement (4) Descrip- tion of Payment (5) Remarks (6) Note.- If any employee gets extention or contract appointment, itmust be mentioned in remarks column. Date Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat FORM 16 {See Clause Statement of re-employment, extension given to retired employees and contract appointment etc. Name of Janpad Panchayat/Zila Panchayat March ending year S.N0. (1) 1. 2. 3. etc. Name of Employee (2) Designation (3) Date of retire- ment (4) Date of re- employment, extension, con- tract appoint- ment (5) (PR)458 ANNUAL ACCOUNTS & ADMIN. REPORT RULES, 1998 11 Period (6) 1. 2. 3. 4. 5. etc. Date Pay (7) Reasons for giving re- employ- ment, extension, contract appoint- ment. (8) Remarks (9) Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat FORM 17 [See Clause (xvii) of Rule 4(3)1 Staten•ient of achievements of physical target under various schemes by Janpad Panchayat/ Zila Panchayat.' Name of Janpad

Panchayat/Zila Yanchayat March ending year S.N0. (1) 1. 2. 3. 4. 5. 6. 7. etc. Name of Schemes (2) Physical Targets fixed (3) Achieve- ment of targets Reasons for not achieving targets Remarks Note.- Details of schemewise targets and achievements. under each programmes should be clearly stated. Date Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat REGISTRN OF COLONISER TERMS ... RULES, 1999 FORM 18 [See Glause (xrviii) of Rule 4(3)1 Name of Janpad Panchayat/Zila Panchayat March ending year (PR)459 S.N0. (1) 1. 2. 3. 4. 5. etc. Date 1. 2. 3. 4. 5. 6. 7. 8. 9. 11. 12. 13

14. Type of vehicle, machinery/in- strument pur- chased and their Registra- tion No.(2) Date of Pur- chase (3) Pur- chase Price (4) Designa- tion of sanction- ing Com- petent Officer (5) No. & Remarks Date of sanc- tion order (6) (7) Signature of Chief Executive Officer, Janpad Panchayat/ Zila Panchayat MADHYA PRADESH GRAM PANCHAYAT (REGISTRATION OF COLONISER TERMS AND CONDITIONS) RULES, 1999 CONTENTS Short title, commencement and extent. Definitions. Registration of the coloniser. Registration and Renewal Fee. Disqualifications for Registration. Maintenance of Register. Cancellation of Registration Certificate. Application for the development of the colony and permission fee. No objection certificate to be obtained. In residential colonies, availability of plots/ houses for the weaker sections of the society. Availability of the urban land and its optimal use. Permission for the development works of the colony. Period for completion of the internal development works of the colony. Effect of non-compliance of Rule- 12.