

**The Tamil Nadu Panchayats (Grant of copies of proceedings or records)
Rules, 1999**

(G.O.(Ms) No.190, Rural Development (C4), dated 14th September, 1999)

In exercise of the powers conferred by clause (xxviii) of sub-section (2) of Section 242 of the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994) and in supersession of the Rules relating to Grant of Copies of Proceedings or Records, the Governor of Tamil Nadu hereby makes the following Rules: -

RULES

1. Short title.- These Rules may be called the Tamil Nadu Panchayats (Grant of Copies of Proceedings or Records) Rules, 1999.

2. Application for grant of copies of proceedings or records. – (1) A person requiring copies or extracts of the proceedings or records of a Panchayat shall submit an application giving his full name and address and an accurate description of the proceedings or records as possible to the Executive Authority or Commissioner or Secretary, as the case may be. When the proceedings or records of which the copies or extracts are applied for belong to any year prior to the calendar year in which the application is made, a search fee according to the scale specified below shall be remitted to the Panchayat as soon as the application has been admitted: -

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| (a) for searching records of any one year | |
| for a single document or entry | Ten rupees. |
| (b) for searching the records of every | |
| additional year | Five rupees. |

Explanation. – For the purpose of these Rules, the term “person” includes a Member, Vice-President or President of the Village Panchayat, Vice-Chairman or Chairman of a Panchayat Union or District Panchayat, as the case may be.

(2) Separate application need not be presented in respect of each proceeding or record of which a copy or extract is required.

(3) Enclosures or annexures to letters, accounts or other documents form part of the documents to which they appertain and shall not be reckoned for the purpose of search as separate documents.

3. Rejection of application.- If the Executive Authority or Commissioner or Secretary, as the case may be, considers that the grant of the copy or extracts of any proceeding or record objectionable, he shall reject the application by an endorsement stating briefly the reasons for doing so.

4. Issue of certificate for proceedings or records not found.- If the record is not found, the fee paid shall not be refunded by the applicant but shall be furnished with a certificate stating that the document applied for cannot be found.

5. Receipt for search fee or copying fee.- If the record is found and the Executive Authority or Commissioner or Secretary, as the case may be, decides to grant copies or extracts thereof, the applicant shall deposit in cash, a fee to be fixed by the Panchayat which shall not be less than five rupees for every page or part thereof.

(2) In the case of maps or plans, a reasonable fee shall be fixed by the Executive Authority or Commissioner or Secretary, as the case may be, in consultation with the Engineering staff incharge of Panchayat works and in any case the fee shall not be less than twenty-five rupees per copy of a map or plan, as the case may be. A receipt signed by the Executive Authority or Commissioner or Secretary, as the case may be, or any person empowered by him in this behalf, shall be furnished to the person depositing search fees or copying fees.

6. Fees chargeable for copy of extracts. – The Executive Authority or Commissioner or Secretary, as the case may be, shall intimate to the applicant the fees chargeable for the copy or extract from the proceeding or record. On receipt of the fee, he shall have the copies, extracts or tracing prepared. Typed or photo copy of such proceeding or record shall be permissible. The copies or extracts shall then, be certified by him as true copy, after scrutiny and furnished to the applicant if he appears in person to receive them, or sent by post if the applicant has deposited necessary postage stamps for the purpose.

RAMESH CHANDRA PANDA
SECRETARY TO GOVERNMENT