

1. PANCHAYAT ADMINISTRATION

1.6 Tamil Nadu District Panchayats (Submission of Annual Reports) Rules, 1999

(G.O. (Ms) No. 23 Rural Development (C4) Department dated 1st February 1999)

In exercise of powers conferred by subsection (1) of Section 165 read with sub-section (1) of Section 242 of the Tamil Nadu Panchayat Act, 1994 (Tamil Nadu Act 21 of 1994), The Governor of Tamil Nadu hereby makes the following Rules -

RULES

1. Short Title – These Rules may be called the Tamil Nadu District Panchayat (Submission of Annual Reports) Rules, 1999.

2. Definition – In these Rules, unless the context otherwise requires - “Act” means the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994)

3. Submission of Annual return - Every District Panchayat shall prepare and furnish in the format specified in Appendix-A, an Annual report consisting of the following particulars, namely.

- i) Name of the District Panchayat area, population, demographic features, Village Panchayats and Panchayat Unions in the District;
- ii) Composition of District Panchayat and its Committees functioning of the District Panchayat and Committee including important resolutions passed;
- iii) Sectoral planning and District Planning undertaken under sub-section (3) of section 240 of the Act;
- iv) Powers and functions exercised under section 163 & 164 of the Act, nature of advice tendered by District Panchayat to Government and Panchayats;
- v) Exercise of powers and responsibilities entrusted under section 257 of the Act and other powers exercised under the Act;
- vi) Details of schemes executed by District Panchayat for the Government and Government of India and for any other agency including its aim specifically and poverty alleviation Rural Development and other Programmes and schemes implemented in any of the subjects assigned under section 257 of the Act;
- vii) Statement of income and expenditure of District Panchayat during the year, funds received as per State Finance Commission devolution from State Government, grants received from the Government and Government of India, scheme funds received for the development programmes – their sources, use and applications during the year schemes implemented under Government of India, Finance Commission grants;
- viii) Audit of Accounts, Audit certificate including observation made;
- ix) District Panchayats interaction with District Administration, District Collector, District Rural Development Agency, Lead Banks, Co-operatives, Panchayat Unions, Village Panchayats and Development Departments;
- x) Studied, consultation undertaken and reports prepared for the development and welfare schemes of the District; and
- xi) Analysis of past performance, current status and future of the District in the overall economic Development of the State.

4. Particulars of elected member - Every District Panchayat shall furnish particulars of its elected members as specified in **Appendix-B**.

5. Income and Expenditure statement - Every District Panchayat shall furnish income and Expenditure statement specified in **Appendix-C**.

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6. Activities - Every District Panchayat shall furnish its activities taken during the year reported upon as specified in **Appendix-D**.

7. Preparation of Annual Reports - District Panchayat shall prepare the annual report referred to under Rule 3 for the previous financial year before the 30th day of September in the succeeding financial year with audit certificate and statement as required by the Director of Local Fund Audit. The District Panchayat shall approve the annual report before the 30th day of October in the succeeding financial year. After approval of annual report, the same shall be signed and sealed by the Chairman and Secretary respectively.

8. Submission of Annual Report to Government - Every District Panchayat shall send 500 copies of annual reports in Tamil and English to Government before the 30th day of November. Two sets of annual reports shall also be sent to District Collector / Inspector and two sets of annual reports shall be transmitted to the Director of Rural Development before 30th day of November in the succeeding financial year. The Director of Rural Development shall forward the annual reports of the District Panchayats with his views thereon before the 31st day of December in the succeeding financial year to the Government. After scrutiny, the Government shall lay all such reports with in reasonable times with their comments thereon on the Table of the Legislature as provided in sub-section(2) old Section 165 of the Act.

RAMESH CHANDRA PANDA
SECRETARY TO GOVERNMENT

APPENDIX-A

(See Rule 3)

ANNUAL REPORT ON DISTRICT PANCHAYAT FOR THE
YEAR _____ (YEAR TO BE MENTIONED)

1	Name of the District	
2	Total geographical area of the District	
3	Population of the District Male..... Female..... SC..... ST..... BC/MBC.....	Total
4	Number of Panchayats Unions / Taluks.	
5	Number of Villages	
6	Number of Village Panchayats	
7	Name of the Panchayat Unions	
8	Composition of District Panchayat (Details to be given in Annexure-I)	
	(i) Total number of members in the District Panchayat ST/SC/ST(W)/SC(W)/Women/General	
	(ii) Name of the Chairman	
	(iii) Name of the Vice- Chairman	
	(iv) Whether any casual vacancy for any post occurred during the period under report	
	(v) Action taken to fill it up	
	(vi) Number of meeting held	
	a) Ordinary	
	b) Urgent	
	c) Special	

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	(vii) Whether the meetings have been conducted regularly (60 Days shall not lapse between two meetings)	
	(viii) Follow up action taken on the resolution of the District Panchayats	
9	Number of Standing Committees according to subjects.	
10	12Number of members of each Committee.	
11	Function of each Committee.	
12	Brief on the proceedings of each of the Committees.	
13	Details of sectoral programmes enumerated in Schedule IV of the Act being implemented by the District Panchayat along with staff and financial outlay during the year...	
14	Details of the State Sector Schemes (other than mentioned in Column (13) if any, being implemented by the District Panchayat.	
15	Details of entrustment of powers in respect of 29 items to the District Panchayat (relevant Government Orders to be indicated) and action taken in pursuance of entrustment (separate report of be annexed)	
16	Personnel - a) Transferred to District Panchayat from each of the Departments.	
	b) Personnel working on deputation basis	
17	Role of District Rural Development Agency and District Panchayat in the District Development efforts.	
18	Role of MPs and MLAs in District Panchayat (Minutes of the meetings to be scrutinised to examine their role)	
19	Methodology for the preparation of annual plan for the District (A simple copy of the plan prepared by the District Panchayat for the current or preceding year to be attached).	
20	Budget estimate - i) Whether the budget has been prepared by the District Panchayat and duly passed in its meeting?	
	ii) Has the Inspector scrutinised the budget and returned it with comments if any?	
	iii) Has the budget finally been passed by the District Panchayat in its meeting duly incorporating the suggestion and remarks of the Inspector?	
21	Duties of Secretary (Job chart to be attached)	
22	Duties of other officers of the District Panchayat (Job chart to be enclosed)	
23	Powers of Chairman (Functional distribution of powers to be enclosed).	
24	Party-wise affiliation of the District Panchayat members.	
25	Number of elected representatives trained so far.	
26	Number of officials trained so far.	

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27	General power of the District Panchayat (Copy of the order to be attached)	
28	Statement of income and expenditure of District Panchayat during the year....	
	i) Details of receipts and expenditure to be furnished separately as Annexure.	
29	(a) Financial devolution as per State Finance Commission report (otherwise)	
	(b) The devolution of Tenth Finance Commission Grant to District Panchayat	
30	Amount of Grants devolved to the..... District Panchayat (Rs. in Lakhs) in each year.....	
31	District Panchayat Fund (Detailed to be furnished):	
	(a) What is the percentage of expenditure from District Panchayat Funds of the District Panchayat-	
	(i) for maintenance:	
	(ii) on capital items:	
	(iii) any other terms:	
32	Can District Panchayat raise loans? If any , provide details	
33	Management of common property resources of the District Panchayat (Give details).	
34	Mechanism for supervision and control of the Government over the District Panchayat (Furnish Rules and Government orders).	
35	Composition of District Planning Committee and role of the Chairman, District Panchayat.	
36	Functions of District planning Committee (Copy of the order to be enclosed).	
37	Maps, statistics, District profile, etc., to be attached	
38	Activities performed by District Panchayat during the year	
39	Particulars of different departments operating at the District level where District Panchayat has interactions (example Electricity Board, Banks, Public Works Department, Highways, Forest, etc.)	
40	Particulars of different departments which are functioning under the direct control of District Panchayat	
41	Organisational chart of all administrative units with staffing pattern functioning at the District Panchayat	
42	Annual administration reports (attach copies for two years)	
43	Role and involvement of District Panchayat in the implementation of the various Rural Development and Poverty Alleviation Programmes.	
44	Interaction between District Panchayat with District Rural Development Agencies (DRDAs)	
45	District level plan aggregation activities undertaken for last two years	
46	Any other items (please specify and furnish details)	

APPENDIX-B

(See Rule 4)

Sl.No	Name	Sex	Age	Caste	Education	Occupation	Size of holding	Monthly Income Rs.

APPENDIX-C

(See Rule 5)

INCOME AND EXPENDITURE OF DISTRICT PANCHAYAT

Sl.No	Source of Income	Year	Year

Sl.No	Source of Expenditure	Year	Year

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APPENDIX-D

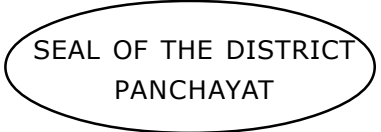
(See Rule 6)

ACTIVITIES OF THE DISTRICT PANCHAYAT _____ (YEAR)

Sl.No	Activity	Total value of works	Value contribution obtained from Panchayat Fund	People's contribution

Place:

Date :



Secretary.....

..... District Panchayat.