

**2.1 The Tamil Nadu Grama Sabha (Procedure for convening and conducting of meeting) Rules, 1998****(G.O. (Ms) No. 150, Rural Development (C-1) Department, Dated 17<sup>th</sup> July 1998)**

In exercise of the powers conferred by sub – section (5) of section 3 read with sub – section (1) of section 242 of the Tamil Nadu Panchayats 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 Grama Sabha (Quorum and Procedure for Convening and Conducting of Meetings) Rules, 1998.

**2. Venue and day of the meeting** – The Grama Sabha in every Village Panchayat shall meet at a public place within the limits of the Village Panchayat. Meeting shall be held on official working day. No meeting shall be held on public holidays, unless specially notified by the Inspector, or by the Government.

**3. Notice** – For holding meeting of the Grama Sabha not less than seven clear days notice prior to the date and time of the meeting and of the subjects to be deliberated shall be given in the manner specified below -

- (a) by beat of drum in all the habitations of the Village Panchayat announcing the place, date, hour and agenda of the meeting;
- (b) by a written intimation of the meeting to be displayed by affixure in the office of the Village Panchayat and in a few other conspicuous public places such as school building, noon – meal center, television room, Village temple, over – head tank and so on; and
- (c) a copy of the notice and the agenda shall be sent to the Inspector not less than seven clear days before the date of the meeting.

**4. Quorum for a meeting** – No subject shall be taken up for deliberation at a meeting of the Grama Sabha unless there be present one/tenth of the total number of the members of the Grama Sabha.

**5. Adjournment of the meeting** – If within half an hour after the time appointed for the meeting, the requisite quorum is not available, the meeting shall stand adjourned to a date and time to be notified to the members by the presiding officer.

**6. Agenda** – The agenda for the meeting shall be prepared by the President in consultation with the Village Panchayat. It shall include a report on the action taken on the decisions of the previous meeting of the Grama Sabha.

**7. Presiding Officer to preserve the orders in the meeting** – The presiding officer of the meeting of the Grama Sabha shall preserve order at the meeting and decide all points of order arising at or in connection with the meeting. There shall be no discussion on any point of order if decided by the presiding officer and his decision shall be final.

**8. Observer of the meeting** – Where the meeting of the Grama Sabha has been convened by the Inspector, the Inspector shall have right to send an officer not below the rank of Block Development Officer as observer who shall submit a report to Inspector within seventy two hours of the completion of the Grama Sabha meeting.

**9. Attendance register** – The attendance of the members of the Grama Sabha shall cause to be recorded in a register maintained for this purpose by the presiding officer of the meeting.

**10. Minutes** – The minutes of the meeting shall be recorded in the same register by the presiding officer and it shall be read out before the conclusion of the meeting and the presiding

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officer shall then sign it. The minutes of the Grama Sabha meeting shall be placed before the Village Panchayat at its next meeting for consideration and further action.

**11. Submission of the minutes** – A copy of the minutes of the meeting shall be submitted to the Inspector within three days of the date of the meeting.

**RAMESH CHANDRA PANDA**  
SECRETARY TO GOVERNMENT