

1.9 Tamil Nadu Panchayats (Preparation and submission of Administration Reports, Panchayat Union Councils and District Panchayats) Rules, 1999

(G.O. (Ms) No. 247 Rural Development (C-4) Department, dated 3rd December 1999)

In exercise of the powers conferred by sub-section (2) of Section 95, Section 99 and sub-section (1) of Section 242 of the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994) and in supersession of the Rules relating to the submission of Administration Reports of Panchayat Unions, the Governor of Tamil Nadu hereby makes the following Rules -

RULES

1. Short Title – These Rules may be called the Tamil Nadu District Panchayat (Preparation and submission of Administration Reports of Panchayat Union Councils and District Panchayat) Rules, 1999.

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

3. Preparation of consolidated administration report - The Commissioner of every Panchayat Union Council shall, as soon as may be not later than 30th June every year, prepare a consolidated report on the administration of the Panchayat Union Council and on the administration of all Village Panchayats in the Panchayat Union during the preceding year in two parts, namely, (a) embodying the particulars specified in the **Appendix A** and (b) the annual account indicating income and expenditure of the Panchayat Union during the year in Appendix B.

4. Prescribed date for submission of report: - Once the Administration Report along with audit report is ready, their copies shall be supplied to the members of the Panchayat Union Council in advance before they meet to consider the report. Ten copies of the report together with a copy of the resolution of the Panchayat Union Council shall be submitted to the District Panchayat not later than the 30th September of the year following that to which the report relates. The report and the resolution of the Council thereon shall be kept in places accessible to the public, one such copy being affixed to the notice board of the office of the Panchayat Union Council.

5. Prescribed date for submission of general report on the administration by District Panchayats - The date before which the District Panchayats shall submit the general report on the administration of Panchayat Union Councils and Village Panchayats of the Panchayat District to the Government, with a copy to the Inspector referred to in sub-section(3) of Section 99 of the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994) shall be the 30th October of the year following that to which the report relates.

6. Publishing the general report on the administration - The general report and the resolution of the District Panchayat shall be published in the District Gazette and be kept in places accessible to the public in the District, copies being affixed in the notice board of the office of the District Panchayat and Inspector.

RAMESH CHANDRA PANDA
SECRETARY TO GOVERNMENT

1. PANCHAYAT ADMINISTRATION

APPENDIX – A

(See Rule 3)

CONSOLIDATED REPORT ON THE ADMINISTRATION OF THE _____ PANCHAYAT UNION COUNCIL AND VILLAGE PANCHAYATS IN THE SAID PANCHAYAT UNION IN THE _____ DISTRICT PANCHAYAT FOR THE YEAR _____

I. Constitution and Management

1. Jurisdiction

- (i) The area of the Panchayat Union as on 31st March of the year to which the report relates in square kilometers.
- (ii) Changes in the jurisdiction of the Panchayat Union during the year under report, if any.
- (iii) Total number of wards.
- (iv) Number and names of Village Panchayat coming within the Panchayat Union.
- (v) Details of population (as per latest available census figures), (a) Male; (b) Female; (c) Total; (d) Density of population per square meter; (e) Scheduled Caste / Scheduled Tribe population; (f) Percentage of women population in total population and (g) Percentage of Scheduled Caste / Scheduled Tribe population in total population.

2. Personnel

- (i) The Council break up details of members: (a) Number of Scheduled Caste and Scheduled Tribe members including women; (b) Number of other women members; (c) others; (d) Vacancy, if any and (e) Total number of members items (a) + (b) +(c) + (d).
- (ii) Changes, if any, in the total strength.
- (iii) Number of seats fell vacant (with Ward members and category of reservation) and date from which they are / were vacant.
- (iv) Was election of members ordinary or casual, held during the year and if so date of election?
- (v) Whether elections have been held and seats filled up within six months from the date of vacancy?
- (vi) Date of first meeting of the ordinary election.

3. Holders of Different Office

- (i) Chairman and Vice-Chairman – Briefly state on each of them mainly on the following:
 - (a) Name and party affiliation;
 - (b) Date of election and Ward he represents;
 - (c) Date of taking oath and date of first meeting after ordinary election; and
 - (d) Removal of Chairman, if any.
 - (e) No Confidence motion, if any, moved.
- (ii) Panchayat Union Commissioner, Block Development Officer (Panchayats), Deputy Block Development Officer. Extension Officers: - Indicate names, date of joining, etc., on each of them.

4. Election

- (i) Ordinary Election;
- (ii) Casual Elections; and
- (iii) Election disputes.

Provide brief on the members and election disputes, if any.

5. Panchayat Union Council meeting provides details of meeting conducted, ordinary, urgent, special with dates and subjects decided, attendance of members at meetings

- (i) Average percentage of attendance; and of meetings adjourned if any for want of quorum with dates;
- (ii) Total number of subjects-
 - (a) Taken up in Agenda;
 - (b) Number disposed of;
 - (c) Number of times adjourned once or more with reasons therefore; and
 - (d) Number of items on which action needs to be initiated, number disposed of and number pending.

6. Committees - Details of statutory Committees and other Committees formed, meeting held, with summary of working of the Committees. Furnish details on Joint Committees, if any and the work done by them

7. Establishment

What is the sanctioned strength? What is the cost of establishment? Expenditure incurred on plaints and suits and on law charges. Location of the Panchayat Union Office and was the building repaired during the year and if so, the expenditure incurred. Are the prescribed Forms and Registers maintained?

8. Roads, bridges, ferries and buildings

(A) Roads

- (i) Provide details on road density and facilities of-(a) National Highways; (b) State Highways; (c) Major District roads; (d) Other District roads; (e) Panchayat Union roads; and (f) Village Panchayat roads;

Furnish the following information on Panchayat Union Roads -

- | | |
|---------------------|-----------------|
| (a) Cement Concrete | No _____ length |
| (b) B.T | No _____ length |
| (c) Metalled | No _____ length |
| (d) Garvelled | No _____ length |
| (e) Earthen | No _____ length |

Total	No	length
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- (ii) Bus route roads _____ No _____ length, Number of hamlets covered by route buses and town buses;
- (iii) The expenditure on the maintenance of Panchayat Union roads, with comparative figures for the last three years;
- (iv) Whether a programme has been drawn up for black- topping of metalled roads and un-metalled roads.

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- (v) Was any road transferred to the control of State Government and if so the length? Was any road taken over from Village Panchayat and if so, the number and length;
- (vi) Any encroachments of roads and the condition of roads;
- (vii) Details of Gang-mazdoors and Road Inspectors employed and expenditure incurred on them;

(B) Bridges

- (i) Details of capital works such as bridges, causeway and culverts incurred in the year. Percent of such as expenditure to the total amount spent on roads.
- (ii) Number of bridges, culverts, causeways, etc., improved, repaired and the expenditure incurred during the year;
- (iii) amount spent on: (a) New works; and (b) repairs

(C) Ferries: What is the total receipt and charges, the rate of charges, the method of collection and the convenience offered?

(D) Panchayat Union buildings and other Assets

- (i) The building and other assets that are maintained by the Panchayat Union;
- (ii) Any work of improvement and maintenance like white washing, colour washing, painting carried out and the expenditure thereon;
- (iii) Whether any maintenance grant received under any scheme, give details;
- (iv) Was any new asset created or new building completed and if so, under which scheme?

9. Choultries, rest sheds, bus shelters and water sheds

- (i) Number of choultries, rest sheds, bus shelters and water sheds maintained, the receipt and charges therefrom.
- (ii) Endowments, if any, for choultries and water shed and their condition.
- (iii) Cost of free feeding if any, and number of persons fed.

10. Tools - Plant, Machinery and Stores -

- (i) Total ordinary expenditure on tools, plants and stores;
- (ii) Percentage of such expenditure on communication; Capital expenditure on tools, plants and machinery or vehicle; and expenditure on repair charges, petrol, oil and lubricant charges and their maintenance.

11. Lighting - Number of street lights installed, under different categories. Expenditure incurred on new installation and cost of maintenance of existing street lights.

12. Medical

- (i) Number of PHCs, Rural Dispensaries and other public medical Institutions in Union area, the average population served by each Institution;
- (ii) Number of Medical Officers and other para medical and contingent staff of Panchayat Union;
- (iii) Number of Private Medical Institutions, Hospitals, Dispensaries and Practitioners in the Panchayat Union area.

13. Health Service

- (i) Number of patients treated for minor ailments by the Rural Dispensary and the expenditure per patient, expenditure on doctors, non-medicals staff and medicines;

- (ii) Is there any maternity ward, or in-patient facility available and if so the number treated as in- patients and deliveries in the maternity ward; and
- (iii) accommodation, equipment, etc, details may be given.

14. Maternity relief and family welfare

- (i) Number of Maternity and Child Welfare Centres functioning. Does they workout to one Centre for every 10,000 population. Do they have own building and facilities. Number of Panchayat Union staff employed for these Centres and the expenditure incurred by the Panchayat Union; and
- (ii) Family Welfare-
 - (a) What is the birth rate, death rate, net population growth rate, infant mortality rate, maternity mortality rate in the Panchayat Union area.
 - (b) Number of vasectomy and sterilization done in the Union area.

15. Endemic and epidemic diseases

- (i) The steps taken on the preventive measures to control diseases affecting pregnant women, mother and children and on communicable diseases.
- (ii) Value of medicines, vaccines and other materials supplied to the public health staff for prevention of diseases.

16. Sanitation

- (a) Number of houses and per cent of houses having house flush-out toilets and school toilets. What is the general sanitary condition in the Panchayat Union? Name the Village were all houses have toilets.
- (b) Food Adulteration:
 - (i) Steps taken to control food adulteration by means of licensing of hotels, sweet, meat shop, etc.,
 - (ii) Whether the Food Adulteration Act has been extended to the Union area?
 - (iii) Whether the conditions of licence enforced?
- (C) Dangerous and offensive trades:
 - (i) What are all the trades identified and number of licences issued trade-wise, amount collected by way of fees Village Panchayat wise and furnish other details.
 - (ii) Indicate details on industrial pollution affecting the environments and if so what steps taken by the Union to prevent such pollution.

17. Water Supply

- (i) Total number of habitation having 300 population and above and of which how many have piped water supply and 40 liters per capita water supply;
- (ii) Total number of habitation having bore-well pumps, hand-pumps;
- (iii) Number of water supply installations available in the Union; hand-pumps; power-pumps, ground level reservoir, Over Head Tank, etc;
- (iv) Number of houses having water supply connections and water charges collected by Village Panchayats during the year.

18. Fairs and festivals

Notified Fairs and Festivals controlled by the Panchayat Union, dates of such Festivals, estimated number of persons visiting the Festivals, special arrangements made for the health and

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comfort of such persons, the expenditure incurred for such arrangements and the receipt by way of auctionery and issuing licences to shops in the fairs and the other receipts.

19. Veterinary service and dairy development

- (i) Number of veterinary dispensaries functioning with location, number of animals, were treated?
- (ii) Artificial insemination centres and sub-centres functioning;
- (iii) Is the veterinary relief adequate?
- (iv) Number of milch animals in the Panchayats Union Dairy Co-operative and furnish information on the same.

20. Eradication of untouchability

- (i) Protection of Civil Rights Act, 1955, state the steps taken to eradicate un-touchability in the Union, with special reference to service of tea in tea-stalls and meals in hotels, and
- (ii) Number of prosecution filed under the Protection of Civil Rights Act and the result of prosecution?

21. Markets

- (i) Panchayat Union and Village Panchayat markets, location, periodicity, receipt and charges from the markets, improvements carried in the year and the development needed for better services and income;
- (ii) Private markets, number, licence fee realised, enforcement of licence conditions;
- (iii) Factories and industries located in the Panchayat Union;
- (iv) Industrial units run by the Panchayat Union, production, sales, expenditure and profit and loss may be furnished;

22. Social Forestry

- (i) Number and variety of trees available in Panchayat Union roads and tanks;
- (ii) What is the auction amount fetched by way of leasing the enjoyment of the usufructs of such trees for three years;
- (iii) Steps taken to plant more trees on vacant road sides and tank beds;
- (iv) Whether forest department has been permitted to raise social forestry in tanks and if so, the name of tank, extent covered;
- (v) Number of prosecutions launched for illicit tree cuttings.

23. Land Encroachment

- (i) Road side stalls are those obstructing traffic flow? What is the receipt by way of collection of fees from such stalls?
- (ii) Encroachments:
 - (a) Number of encroachments existing licenced and depending;
 - (b) Number of encroachment found to be objectionable on inspection by Commissioner; and
 - (c) Number of encroachments reported by Village Administrative Officer and action taken to remove such encroachments;

24. Land utilization and irrigation - Extent of land cultivated

- (i) Extent of land: (a) wet (b) dry;
- (ii) Net cultivated area: (a) wet (b) dry;
- (iii) Gross cultivated area: (a) wet (b) dry;
- (iv) Source of irrigation: (a) wells (b) tanks (c) channels (Length in Kilometers) (d) others.
- (v) Tanks vests with Panchayat Union and Village Panchayat;
- (vi) Number improved or desilted during the year and expenditure incurred in execution of Kudimaramath. Amount of excess Kudimaramath grant sanctioned by Government. Number of sources taken up for Kudimaramath, number completed and area covered, amount of Kudimaramath fees levied by Panchayats.

25. Financial Position - Income -

- (1) (i) Land revenue; (ii) Rate of local cess surcharge; (iii) Rate of local irrigation fees;
- (2) The opening and closing balances and the extent of the total receipt and expenditure during the year.
- (3) Balance pertaining to remunerative enterprises, Government grants and loans due by the Union.
- (4) Ways and means of position during the year;
- (5) (i) Receipts and expenditure on all accounts; and
(ii) Receipts and expenditure under general account ordinary.

26. Capital Expenditure -Total Expenditure on capital works-

- (i) On development works entrusted;
- (ii) Other items;
- (iii) Government grant received on the development works and contribution, if any, paid from Panchayat Union Funds; and
- (iv) Expenditure incurred from loans.

27. Debt

Debt in the beginning of the year, incurred during the year, repaid during the year and balance at the close of the year. Total interest paid on debt on account of the arrears of previous year and for the year under reports.

28. Investment

Details of amount invested, year of investment, nature of securities, interest, date of maturity, etc.

29. Audit

Inspection remarks of Assistant Director of Local Fund Account.

30. Furnish details of Assets and Liabilities.**31. Visit of distinguished persons, notable activities of the Panchayat Union Council during the year.**

1. PANCHAYAT ADMINISTRATION**APPENDIX – B**

(See Rule 3)

INCOME AND EXPENDITURE OF PANCHAYAT UNION

Sl.No	Source of Income	Amount
(1)	(2)	(3)
		Rs.

Head of Account for expenditure	Year	Amount
(4)	(5)	(6)
		Rs.