

**1.14 The Tamil Nadu Panchayats (Preparation and Submission of Administration Reports of Village Panchayats) Rules, 1999.**

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**(G.O. (Ms) No. 248 Rural Development (C-4) Department dated 3<sup>rd</sup> December, 1999)**

In exercise of the powers conferred under Section 98 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 preparation and submission of Administration Reports, the Governor of Tamil Nadu hereby makes the following Rules -

**RULES**

**1. Short title** – These Rules may be called the Tamil Nadu Panchayats (Preparation and Submission of Administration Report of Village Panchayats) 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 Administration Report of Village Panchayats** – The Executive Authority of every Village Panchayat shall, after the close of each financial year, prepare the administration report of the Village Panchayat concerned in two parts, namely -

- a. the report embodying the particulars specified in **Appendix – A**; and
- b. the annual account indicating income and expenditure for the year as per audited accounts as specified in the **Appendix – B**.

**4. Procedure of submission and Processing** – The administration report shall be placed before the Village Panchayat which shall consider the report and pass a resolution thereon. The President shall sign the report with seal and send three copies of the administration report to the Panchayat Union concerned through the Deputy Block Development Officer (Panchayats) concerned not later than the 30<sup>th</sup> June of the year following year to which the report relates.

**RAMESH CHANDRA PANDA**  
SECRETARY TO GOVERNMENT

## 1. PANCHAYAT ADMINISTRATION

### APPENDIX – A

(See Rule 3)

ADMINISTRATION REPORT OF \_\_\_\_\_ VILLAGE  
PANCHAYAT WITHIN PANCHAYAT UNION \_\_\_\_\_  
DISTRICT FOR THE YEAR \_\_\_\_\_

#### I. Constitution and management –

- (1) (a) What is the number and date of order constituting the Village Panchayat.  
(b) What is the area of the Village Panchayat? Was there any change in jurisdiction during the year? Quote the number and the date of order.  
(c) What is its population according to the latest census figures available.
- (2) (a) What is the total sanctioned strength of the Village Panchayat?  
(b) Was there any change in its strength during the year?  
(c) Was any revision of Wards ordered during the year?  
(d) The number of seats, if any, reserved for Scheduled Caste/ Scheduled Tribe Women. Was this number changed during the year? State the Ward members to which these seats are allotted.  
(e) The number of elected women members Scheduled Caste/ Scheduled Tribe/ General;  
(f) Is there any vacancy and if so how long?  
(g) Was any election of members, ordinary or casual held during the year and was there any election dispute?
- (3) President, Vice – President and members** – (a) Is the office of the President reserved. If so, to whom Scheduled Caste/ Scheduled Tribe Women?  
(b) Was there any election of President or Vice – President during the year and was there any election dispute? If so, what was the result?  
(c) Was the President or Vice – President removed from office during the year? If so, reasons for the same and details may be furnished.  
(d) Was any motion expressing want of confidence in the Vice – President passed?  
(e) Was the Vice – President in-charge of the office of President or whether any temporary President appointed, and if so, for what period?  
(f) Was any member disqualified during the year?  
(g) Was any member restored to office during the year?
- (4) Meetings of Gramasabha and Village Panchayat –**  
(a) Did Gramasabha meet on 4 occasions as stipulated by Government? If yes, provide briefs about the resolution passed and action taken thereon. If no, what are the reasons. Did Women, Scheduled Caste and Scheduled Tribe members participate – give members of participants.  
(b) Number of Village Panchayat meetings held during the year with dates and how many meetings were ordinary, urgent and special? How many were adjourned for want of a quorum and date of such meeting.
- (5) How many committees are functional?** Was any committee formed during the year; and if so, for what purpose? How many times the committees meet and nature

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of discussion. Are there any joint committees with other Village Panchayats? if yes, furnish details.

- (6) Management** – (a) Where is the Village Panchayat office located? Is the building owned or rented? If rented, what is the amount paid? Is it accessible to all communities?
- (b) Are the prescribed registers and forms maintained?
- (c) Establishment : (i) State the number of ministerial and contingent staff employed (both full time and part time) and what is the salary paid to them and annual expenditure for the same?
- (ii) Are the number of ministerial staff and contingent staff and salary of pay/honorarium is paid in accordance with the orders of the Inspector or Government?
- (iii) Has the Village Panchayat, alongwith any other Village Panchayat employed any common staff? If so, furnish details of such staff with information regarding the proportion of cost thereof met by the other Village Panchayat (s).

### II. Communications –

- (1) (a) Any road newly formed or bridges and culverts constructed during the year and at what cost? How were they financed?
- (b) What is the total length of roads and streets maintained by the Village Panchayat? Give break – up details in respect of Cement Concrete / Black Topped / Metalled/ Gravelled / Earthen;
- (c) Number of encroachments pending at the beginning of the year, detected during the year, evicted during the year and pending at the close of the year;
- (d) What is the general condition of roads?
- (e) What is the budget provision and the percentage to the total budget of the Village Panchayat for road maintenance ?
- (2) Are there any canals and ferries in the Village and is the management of such ferries entrusted to the Village Panchayats? What is the income derived form the source?
- (3) Is the right to collect the usufruct of avenue trees leased out? What is the income and expenditure?

**III. Lighting** – State the number of electric lights. Details of lights maintained ordinary, tube lights, sodium vapour lamp, mercury lights. What is the total expenditure on street lighting?

### IV. Education

- (1) (a) What are the number of Primary, elementary, secondary and higher secondary schools in the Panchayat Village?
- (b) By whom are they maintained?
- (c) Are the schools adequate? Are the buildings adequate?
- (d) What is the total number of boys and girls attending the schools?
- (2) How many Scheduled Caste/ Scheduled Tribe girls are studying in the schools?
- (3) Is there any reading room in the Village Panchayat? Give details of journals supplied.
- (4) (a) Is there any Adult Literacy Centre in the Village Panchayat? If so, how many and by whom they are conducted? What is the literacy percent in the Village?
- (b) What was the strength of these Adult Literacy Centre during the year?
- (c) Where any illiterate adults turned literate in the Village Panchayat during the year; and if so, how many?

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### V. Public Health – (1) Streets – (a) Are streets swept regularly?

- (b) What is the number of sweepers employed and at what cost?
- (c) What is the budget provision and percent to the total budget?

### (2) Sanitary Latrines –

- (a) How many houses are there in the Village Panchayats? How many of those have household flush - out toilets? How many families constructed Toilets during the year?
- (b) Are there any public latrines? If so, how many? For how many Latrines water supply connection has been given? How many are put under use? Are they maintained properly ? As a result of abolition of private scavenging, the living conditions and working conditions of the sweepers in the employment of the Village Panchayat are satisfactory? Whether as a result these improvements any scavenger was thrown out of employment. If so, how many of them have been absorbed in any other suitable work of employment under the control of Village Panchayat ?

### (3) Water Supply -

- (a) What are the drinking water sources and are they adequate? Give details of sources – Public open-wells-power pumps, hand-pumps, tube-wells, bore wells, ground level reservoirs, over head tanks, with number of public water taps provided.
- (b) How many house service connections have been given and the amount collected as water charges? Are there any irregular connection? If so, what action has been taken?
- (c) Have measures been taken to prevent water sources from pollution? Where any prosecution launched, and if so, the number and the result?
- (d) What is the total expenditure on drinking water supply and total receipt on water charges? What is the budget provision and the percentage to the total budget.

**(4) Drainage.** – Are there any drain in the Village Panchayat and are they cleaned regularly and maintained properly? If there are no drains, what arrangements are made for the disposal of sullage?

### (5) Burial and Burning grounds –

- (a) Is there any common burial ground? Is the space adequate?
- (b) Is there a common burning ground?
- (c) What is the expenditure incurred in improving and maintaining them? What is the budget provision and state the percentage to total budget.

**(6) Fairs and Festivals** – What are the principal fairs and festivals in the Village Panchayat? Where sanitary arrangements made during such fairs and festivals? If so, by whom and at what cost?

### (7) Medical Relief for Epidemics

- (a) Is there any hospital or dispensary in the Village Panchayat? How they are maintained? How many medical and para medical personnel working and the annual expenditure on these?
- (b) were there any epidemics during the year and what preventive measures were taken by the Village Panchayat?

**(8) Dangerous and offensive trades** – Has the Village Panchayat notified any industrial area? What are the trades controlled by the Village Panchayat? What are the trades controlled by the Village Panchayat? How many licenses were issued during the year and what is the income derived from them ? Has the Village Panchayat framed any bye – laws?

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**(9) What is the income derived from public Resort Act license fees.** – What is the income derived from entertainment tax?

(10) How many new building licenses were issued during the year and of which how many houses were completed? What is the total income derived from building license fees? Was there any layout approved and if so, the extent and number of plots? Is there any housing scheme? If so, the number of houses constructed for Scheduled Caste, Scheduled Tribe, Backward, Most Backward and others.

**(11) Irrigation Source Maintenance** – How many Village Panchayat tanks and other irrigation sources are there and how are they maintained?

**VI. Remunerative enterprises** – Did the Village Panchayat open any new markets, bus stands, cart-stands or slaughter houses during the year?

**(2) Markets** –

- (a) How many public markets are there in the Village Panchayat? Is the Village Panchayat maintaining any market and has it constructed any stalls? What is the income therefrom?
- (b) Is the Village Panchayat receiving contribution from the Panchayat Union Council on account of markets classified as Panchayat Union markets?
- (c) Furnish details on private Markets, their number and income derived by way of license fees levied on them?

**(3) Cart - stands or Bus Stand** – Is the Village Panchayat maintaining any bus stand or cart – stand? What is the method of collecting fees? What is the income there from and the cost of establishment ?

**(4) Slaughter – houses** – State the number of slaughter-houses maintained by the Village Panchayat and private and the revenue derived therefrom.

**(5) Cottage Industries** – What are all Cottage Industries in the Village Panchayat? Describe the steps taken, if any, by the Village Panchayat? Describe the steps taken, if any, by the Village Panchayat to improve them.

(6) Is any rent paid for the un-reserved forest and social forest under the control of the Village Panchayat, and if so, state the income realised and other expenditure incurred.

(7) Is compost manufactured in the Panchayat Village? If so, state the income derived therefrom and expenditure incurred ?

(8) How many trees were planted during the year? Give details of programme under which such trees were planted? What is the expenditure on maintenance and revenue realised.

(9) (1) Number and name of public parks and gardens maintained.

- (i) expenditure incurred on their maintenance;
- (ii) Income, if any, derived from them; and
- (iii) Proposal, if any, to open new parks or gardens.

(2) How many private parks and gardens are there in Panchayat Village? Furnish information briefly.

**VII. General Revenues – Taxes** - (a) Give particulars of rates at which House – tax, Profession – tax and Advertisement tax are levied and the amount collected during the year under each head.

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- (b) State the number of coercive processes taken for the recovery of tax;
- (c) Is any tax levied on agricultural land for specific purpose under sub - section 3 of section 17 of the Tamil Nadu Panchayats Act, 1994, and if so, what is the income derived from it?

### (2) Other Income – State the following :

- (a) The amount of local cess credited to the Village Panchayat account;
  - (b) Income from Duty on transfers of property;
  - (c) Income from Fisheries;
  - (d) Income from Communal Porambokes;
  - (e) Income from Endowments and Trusts;
  - (f) Any ex–gratia Grants paid by Government;
  - (g) Government Grants under section 183 of the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu act 21 of 1994); and
  - (h) Any other Income.
- (3) (a) The amount of contribution, if any, paid by the Panchayat Union Council and on what account;
- (b) The amount of contribution, if any, paid by private individuals and for what purpose.

### VIII. Accounts and Audit –

- (a) State the name of the Co-operative Bank, Regional Rural Bank, Post Office Savings Bank, Nationalised Bank in which the Funds of the Village Panchayat are maintained.
- (b) Is the Village Panchayat maintaining separate bank accounts and separate cash books? Give details of the accounts opened and maintained as specified by the Government.
- (c) Give details of investment, if any, of Village Panchayat Fund, quoting the authority in support of such investment.
- (d) When were the accounts of the Village Panchayat last audited and what is the result of the audit? Give a brief abstract of receipts and charges separately under all accounts during the year together with the opening and closing cash balance. (The heads and the amounts furnished in the audit report for the year under report to be entered here if audit has been completed already? This information should be in consonance with the facts furnished in **Appendix – B**.)

### IX. Miscellaneous function –

- (1) Was any un-reserved forest withdrawn from the control of the Village Panchayat during the year?
- (2) Are there any Institutions or works transferred to the management of the Village Panchayat?
- (3) Are there any Charitable Endowments or Inams under the management and superintendence of the Village Panchayat?
- (4) Was any donation accepted during the year? If so, state details.
- (5) Are there any Trusts under the management of the Village Panchayat?

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- (6) Is protection and maintenance of any Village Irrigation work, management of turns of Irrigation or regulation of distribution of Irrigation water transferred to the Village Panchayat?
- (7) Was any Poromboke grazing ground, threshing floor, burning and burial ground, cattle –stand, bus stand, cart–stand and Tope excluded by the Collector from the operation of the Act during the year?
- (8) Was any Kudimaramat work executed?
- (9) What are the steps taken for improving of the economic status and control of population in the Village Panchayat? What are the steps taken for effecting family welfare in the Village Panchayat?
- (10) What are the steps taken for eradicating of un-touchability and communal harmony?
- (11) Was Village plan prepared and sent to the Panchayat Union Council?

**X. Implementation of Schemes and Programmes** – (a) How many works were under State Government and Government of India sponsored programmes and schemes? How many are completed? Provide details of physical and financial aspects of each scheme and programme.

- (b) How many houses are constructed under State and Government of India Schemes (IAY)? What is the total amount spent on this scheme? How many houses are completed?
- (c) How many toilets are taken up under CRSP and How many completed? What is the total expenditure under this scheme?
- (d) How many Villagers got the benefit under SGSY Scheme and what is the total subsidy involved? Are there self–help groups? If yes, give details.
- (e) Give details of State Plan schemes implemented in the Panchayat Village, Namakku Naame Thittam, Anna Marumalarchi Thittam, Minister of Legislative Assembly constituency Development Scheme and Scheme of other departments implemented in the Village should be provided.
- (f) How many household have got bio–gas plants and are they working well?

### **XI. General Administration –**

1. Was the Village Panchayat dissolved during the year? If so state the period.
2. Was there any occasion for the Executive Authority or the Inspector to exercise emergency powers under section 86 or section 203 of the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994) ? If so, furnish details.
3. Was any resolution, license or permission cancelled during the year? If yes, give details.
4. Was there any occasion for the Inspector or other Competent Authority to direct the performance of any duty in default of the Village Panchayat President, Executive Authority performing the the same?
5. Are weights and measures tested in the Panchayat Village, and if so, give details;
6. Were any bye-laws framed? If so, state their nature; and
7. General remarks. if any.

**1. PANCHAYAT ADMINISTRATION****APPENDIX – B****(See Rule 3)**

## INCOME AND EXPENDITURE OF VILLAGE PANCHAYAT FOR THE YEAR

Serial No.	Source of Income	Amount	Head of Account for expenditure	Amount
(1)	(2)	(3)	(4)	(5)
		Rs.		Rs.