[Price: 1-05 Paise.



5.43

ఆంధ్ర ప్రదేశ్ రాజు పత్రము RULES SUPPLEMENT TO PART VII EXTRAORDINARY

THE ANDHRA PRADESH GAZETTE PUBLISHED BY AUTHORITY

No. 2.] · Hyderabad, Wednesday, March 18, 1998

NOTIFICATIONS RELATING TO THE ADMINISTRATION OF PANCHAYAT RAJ

NOTIFICATIONS BY GOVERNMENT

PANCHAYAT RAJ & RURAL DEVELOPMENT DEPARTMENT
(Mandal - I)

RULES PRESCRIBING THE PROCEDURE FOR PREPARATION AND SUBMISSION OF THE ADMINISTRATION REPORT OF THE GRAM PANCHAYATS.

[G.O.Ms.No. 27, Panchayat Raj & Rural Development (Mandal I), 16th January, 1998.]

In exercise of the powers conferred by sub-section (1) of Section 268 Read with section 43 and sub-section (4) of Section 253 of the Andhra Pradesh Panchayat Raj Act 1994 (Act No. 13 of 1994), the Governor of Andhra Pradesh hereby makes the following rules prescribing the procedure for preparation and submission of the Administration Report of the Gram Panchayat.

G. 866/1.

[1]

ANDHRA PRADESH GAZETTE EXTRAORDINARY [Part VII

RULES

These rules may be called the Andhra Pradesh Gram Panchayat Administration Report) Rules, 1994.

The Executive Officer/Group Executive Officer of every Gram Panchayat or for any group of continuous Gram Panchayats which may be notified by the Commissioner (Panchayat Raj Under Section 30(1) of the Andhra Pradesh Panchayat Raj Act, 1994 and if there is Executive Officer/Group Executive Officer Mandal Parishad Development Officer having jurisdiction over the Gram Panchayat shall after the close of each financial year prepare an Administration Report of the Gram Panchayat in two parts namely: (1) Embodying the Particulars referred to in the questionnaire; and (2) the Annual Report on the accounts in the form appendede to these rules and place it before the Gram Panchayat not later than the 1st May the year following that which the report relates for its consideration.

The Executive Officer/Group Executive Officer and if there is no Executive Officer of Chief Executive Officer by the Mandal Parishad Development Officer having jurisdiction over the Gram Panchayat as the case may be shall thereafter furnish a copy of the Administration Report to the District Panchayat Officer with the resolution of the Gram Panchayat not later than 15th May of every year.

The District Panchayat Officer shall submit to the Commissioner, Panchayat Raj a consolidated Administration Report on the working of the Gram Panchayats of the District with his remarks thereon by not later than the 15th June of every year.

The Commissioner, Panchayat Raj, shall submit to Government a consolidated Administration Report on the working of the Gram Panchayats in the State by not later than the 15th September of every year.

GRAM PANCHAYAT ADMINISTRATION REPORT QUESTIONNAIRE

I. CONSTITUTION AND MANAGEMENT

- 1. (a) What is the number and date of order constituting the Gram Panchayat?
 - (b) Was there any change in jurisdiction during the year? Quote the number and the date of order.
 - (c) What is the population according to the latest Census figures availables?
- 2. (a) What is the total sanctioned strength of the Gram Panchayat?
 - (b) Was there any change in strength during the year?
 - (c) Was any revision of constituencies ordered during the year?
 - (d) The number of seats, if any reserved for Women Scheduled Castes and Scheduled Tribes and Backward Classes was this number changed during the year?
 - (e) Was any election of members, ordinary or casual, held during the year and was there any election disputes
 - (f) Whether there was any delay in filling of the casual or ordinary vacancies, if any, and if so, the reason, therefor?
 - 3. Sarpanch, Upa-Sarpanch and Members:
 - (a) Was there any election of Sarpanch or Upa-Sarpanch during the year and was there any Election dispute?

4 ANDHRA PRADESH GAZETTE EXTRAORDINARY [Part VII

- (b) Was the Sarpanch or Upa-Sarpanch removed from office during the year?
- (c) Was there any no confidence motion against the Sarpanch or Upa-Sarpanch during the year?
- (d) Was the Upa-Sarpanch incharge of the office of the Sarpanch or whether any temporary Sarpanch appointed and, if so, for what period?
- (e) Was any member removed from office during the year?

4. Meetings:

- (a) How many meetings were held during the year under Rule 3 and 4, (1) of the rules relating to the proceedings of Gram Panchayats issued in G.O.Ms.No. 227 Panchayat Raj & Rural Development and Relief (Panchayats II) Department, dated 13-4-1995. (Under Section 41(1) & (42) and how may such meetings were ordinarily, urgent and special?
- (b) How many were adjourned for want of quorum?
- 5. Was any committee formed during the year and if so, for what purposes?

6. Management:

- (a) Where is the Gram 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) has the Gram Panchayat been notified for appointment of a whole time Executive Officer?

What is the number and date of the order in which the notification was issued? Was there an Executive Officer for the Gram Panchayat throughout the year? If not, state the period or periods during which the Gram Panchayat was actually incharge of Executive Officer.

(d) Establishment:

- (i) What is the number of Clerks employed and on what scale of pay?
- (ii) Are the number of Clerks and Scales of pay in accordance with the orders of the Commissioner or his delegate?
- (iii) Has the Gram Panchayat along with any other Gram Panchayat employed any common engineering or other staff? If so, furnish details of such staff with information regarding the proportion or cost thereof met by the Gram Panchayat.

II. COMMUNICATIONS

- (a) Were any roads 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 Gram Panchayat?
- (c) Number of enforcements pending at the beginning of the year.
- (d) Number of encroachments detected during the year.
- (e) Number of encroachments disposed of during the year.

6 ANDHRA PRADESH GAZETTE EXTRAORDINARY [Part VII

- (f) Number of encroachments pending at the close of the year.
- (g) What is the general condition of roads?
- (h) Was any public, road, sewer drainage work, tunnelor Culvert excluded from the operation of the Act?
- 2. Are there any canals and aferries in the village and is their management entrusted to the Gram Panchayat? What is the income derived from this source.
- 3. Is the right to collect the usufruct of evenue trees leased out? What is the income and expenditure?

III. LIGHTING

- 1. Is electricity introduced in the village?
- 2. State the number of electric lights, Kerosene, lights, Petromax or gaslights maintained by the Panchayat. What is the total expenditure? How was the expenditure met?
- 3. Is any tax levied on agricultural land for the specific purpose of meeting lighting expenditure under Section 60(3)(ii) of the Andhra Pradesh Panchayat Raj Act, 1994 and if so what is the income derived from it?

IV. EDUCATION

1. What is the number of schools in the Village? By whom are they maintained? Is it anadiquate? What is the total number of boys, girls attending the schools?

- 2. (a) How many children of the Scheduled Castes and Scheduled Tribes are reading in the Gram Panchayat's Schools?
 - (b) Is the Gram Panchayat, along with any other Gram Panchayat maintaining a common elementary School?
- 3. Is Compulsory Education inforce in the Village? -
- 4. Is the Gram Panchayat maintaining a library? What is the total number and value of books collected?
- 5. Is there any reading room in the Village? Give details of journals supplied?
- 6. Is there any adult's or night school in the village If so, how many and by whom are they conducted? What was the strength of these schools during the year? Were any illiterate adults turned literate in the Panchayat during the year and if so how many? did the Gram Panchayat spend any amount on adult education and if so how much and how was it financed?
- 7. Were any new schools, libraries and reading rooms opend during the year? What was the expenditure and how was it financed?

V. PUBLIC HEALTH

1. Streets:-

Are streets swept regularly? What is the number of Sweepers employed and at what cost?

2. Latrines:-

Are there any public latrines? If so, how many?

3. Water Supply:-

- (a) What are the drinking water sources and are the adequate?
- (b) Have measures been taken to prevent them from Pollution?
- (c) Were any prosecutions launched and if so, the number?

4. Drainage:-

Are there any drains in the village and are they cleared regularly and maintained properly? If there are no drains, what arrangements are made for the disposal of sullage?

- 5. Is the Town Nuisances Act, 1889, in the Village? If so what is the number of prosecutions and what is the amount of fines levied and collected?
- 6. What are the public health programmes implemented in the village and Community Development Programme and how are they financed?
- 7. (a) Is the law relating to the registration of births and death for the time being in force in the State in force in the village?
 - (b) If so how many births and deaths were registered during the year?

8. Fairs and Festivals:

- (a) What are the principal fairs and festivals?
- (b) Were sanitary arrangements made during such fairs and festivals? If so, by whom and at what cost?

9. Epidemics:-

Were there any epidemics during the year and what preventive measures were taken by the Gram Panchayats?

10. Dangerous and effensive trades:-

- (a) How the Gram Panchayat notified any industrial area?
- (b) What are the trade controlled by the Gram Panchayat?
- (c) How many licences were issued during the year and what is the income derived from them?
- (d) Has the Gram Panchayat framed any bye-laws?

11. Medical Relief:-

- (a) Is there any hospital or dispensary in the Village?
- (b) Is the Gram Panchayat maintaining a dispensary?
 If so, is the staff employed?
- (e) Is the Gram Panchayat maintaining any common Hospital, Dispensary or Sanatorian along with any other Gram Panchayats?
- 12. Whether the Gram Panchayat is maintaining private Scavenging services and if so, whether it is self supporting?
- 13. Is the Andhra Pradesh (Andhra Area) Places of Public Resort Act, 1888, or any other similar law relating thereto for the time being in force in the State or the Prevention of Food Adulteration Act, 1964, (Central Act 37 of 1964), or any of the provisions of law governing the Municipalities in

the State or the Andhra Pradesh (Andhra Area) Town Planning Act, 1920, or any other similar law relating thereto for the time being in the State extended to the area?

14. What are the schemes of medical relief taken up under the community Development Programme and how were they financed?

VI. REMUNERATIVE ENTERPRISES

1. Did the Gram Panchayat open any new markets, cartstands or slaughter houses during the year?

2. Markets:-

- (a) How many public markets are there in the Village? Is the Gram Panchayat maintaining any and has it constructed any stalls? What is the income therefrom?
- (b) Is the Gram Panchayat receiving contribution from the Mandal Parishad on account of markets classified as Mandal Parishad markets?
- (c) Are there any private markets? If so, what is their number? What is the income derived by way of licence fees levied on them?
- (d) Were any private markets closed during the year and if so, were public markets opened in their places?

3. Cart Stands:

Is the Gram Panchayat maintaining any cart stand? What is the method of collecting fees? What is the income therefrom and the cost of Establishment?

4. Slaughter Houses:-

State the number of slaughter houses maintained by the Gram Panchayat and the net revenue therefrom.



5. Chatrams and Choultries:-

Are there any Chatrams and choultries under the control of the Gram Panchayat ? If so, what is the income realised therefrom and expenditure incurred thereon ?

6. Cottage Industries:

Describe the steps taken, if any, by the Gram Panchayat to improve them.

- 7. Is any rent paid for the forest under the control of the Gram Panchayat and if so, State the amount and income realised and other expenditure incurred?
- 8. Is compost manufactured ? If so, state the income derived therefrom.
 - 9. How many trees were planted during the year?
 10. (i) Number of public parks and Gardens maintained and name, if any?
 - (ii) Expenditure incurred on their maintenance cost of staff and other terms separately.
 - (iii) Income, if any, derived from them and the source from which the net expenditure is met.
 - (iv) Proposal, if any, to open new Parks or Gardens.

VII. GENERAL REVENUES

1. Taxes:

(a) Give particulars of rates at which house tax, profession tax and vehicle tax are levied, and the amount collected during the year under each head.

12 ANDHRA PRADESH GAZETTE EXTRAORDINARY [Part VII

- (b) State the number of coercive processed issued for the recovery of tax.
- (c) Is Collection of any tax or fees entrusted to Village Headman?

2. Miscellaneous Income:

- (a) Gram Panchayat share of the land cest levied in the Village due to the Gram Panchayat under Section 92 of the Andhra Pradesh (Andhra Area) District Boards Act, 1920 and local cess levied in the village under Section 135 of the Andhra Pradesh (Telangana Area) District Boards Act 1955.
- (b) Land Cess levied under Section 60(3) (iii) of the Andhra Pradesh Panchayat Raj Act, 1994, if any,
- (c) Tax on Agricultural lands levied under Section 63(3)(ii), of the Andhra Pradesh Panchayat Raj Act, 1994. if any.
- (d) Kolagram or Kataru sum levied under Section 60(1)(b) of the Andhra Pradesh Panchayat Raj Act, 1994, if any.
- (e) Special taxes levied under Section 71, of the Andhra Pradesh Panchayat Raj Act, 1994, if any.
- (f) Duty on materials, other than minerals and minor minerals under Section 60(4), of the Andhra Pradesh Panchayat Raj Act, 1994, if any.
- (g) Duty on land cess or local cess and education tax under Section 60(5) of the Andhra Pradesh Panchayat Panchayat Kaj Act, 1994 if any.
 - (h) Income from duty on transfers of property.
 - (i) Income from fisheries.
 - (j) Income from communal porambokes.



- (k) Income from endowments and trusts.
- (1) Any Ex-Gratia grants paid by Government.
- (m) Any other income.
- 3. (a) The amount of contribution, if any, paid by Mandal Parishads of Zilla Parishad and on what account.
- (b) The amount of contribution, if any, paid by private individuals and for what purpose.
- 4. (a) Payment, if any made by a market committee under Section 11(3) of the Andhra Pradesh (Andhra Area) Commercial Crops Markets Act, 1933 or under any other similar law relating thereto for the time being in force in the State.
- (b) Payment, if any made by the Government under Section 13 of the Andhra Pradesh Entertainment Tax Act, 1939.

VIII. FINANCIAL POSITION

- 1. (a) Is the Gram Panchayat fund lodged in the nearest Government treasury under Section 74(3).
- (b) Give details of investment, if any of Gram Panchayat fund quoting the authority in support of said investment.
- 2. When were the accounts of the Gram Panchayat last audited and what is the result of the audit?
- 3. Give a brief abstract of receipts and charges during the year together with the opening and closing cash balances.

(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).

IX MISCELLANEOUS

- 1. Was any forest withdrawn from the management of the Gram Panchayat during the year?
- 2. Are there any institutions or works transferred to the management of the Gram Panchayat?
- 3. Are there any charitable endowments or inams under the management and superintendence of the Gram Panchayat?
- 4. Was any donation accepted during the year. If so, state details?
- 5. Are there any trusts under the management of the Gram Panchayats?
- 6. Is protection and maintenance of any village irrigation work, management of form if Irrigation, or regulation of distribution of irrigation, water transferred to the Gram Panchayat.
- 7. Was any poramboke, grazing ground, threshing floor, burning and burial ground, cattle stand, Cart stand and tope excluded by the district Collector from the operation of the Act during the year?

X GENERAL ADMINISTRATION

- 1. Whether the Gram Sabha has met during the year and if so, how many times?
- 2. Was the Gram Panchayat Superceded or dissolved during the year, if so, state the period?
- 3. Was there any occasion for the executive authority or the District Collector or Commissioner to exercise emergency powers under Section 33 of Section 262 of the Andhra Pradesh Panchayat Raj Act 1994.
- 4. Was any resolution licence of permission cancelled during the year?

- 5. Was there any occassion for the Commissioner or other competent authority to direct the performance of any duty in default of the Gram Panchayat, Sarpanch or executive authority performing the same.
 - 6. Was any kudimaramat executed?
 - 7. Are weights and measures tested?
- 8. Were any bye-laws framed. If so, State their nature2
- 9. General Remarks (A clear indication of the extent to which the Gram Panchayat has co-operated in the successfull implementation of the Community Development and other Development Programmes should be given consolidated annual Account of notified, non-notified Gram Panchayats in District for the year.

Head of Account (1)		unts for (2)	
		Non-notified - Gram Pancha- yats.	
	Rs.	Rs.	
	2a	2b	

Total Opening Balance:

RECEIPTS-ORDINARY:

- A. GENERAL ACCOUNT
- I. General taxation and misellaneous Revenues:
- (a) Taxation:
 - 1. House 1 Tax:
 - 2. Profession Tax:

16 ANDHRA PRADESH GAZETTE I	MARIONDINAR	Y [Part V
(1)		
	(2a)	(2b)
3. Land Cess	•	
4. Duty on transfer of		
PLODELLA		
J. Entertainment		
6. Advertisement tax:		•
TOTAL:		
		<u>-</u>
(b) Miscellaneous Revenue:		
1. Fees on Commercial		*
CLODS:		
2. Magisterial D.		
T TOHELY PORT-1		
4. Net assessments in		
service received		
Dy GOVernment		
Share of land Porce		
nue due under Section 62		
6. Income from trees		
on porambola (a		
on porambokes (En-		
crouchment Fees) 7. Income from lease of		
Government Lease of		
Government property		
obtained by the Panchayat.		
8. Lancod D		
8. Lapsed Deposits:		
9. Fees, fines and for-		
rerrates.		
10. Warrents & Distraint		
rees:		
11. Seigniorage fee for		
deartyling road		
materials:		
12. Other receipts:		
TOTAL:		

V. PUBLIC HEALTH:

- 1. Dispensary:
 Miscellaneous
 Receipts:
 - 2. Sale of Rubbish:
 - 3. Private Scavenging
 Fees:
- G. 865/2.

(1)	(2a)	(2b)
4. Fairs and Festivals:		
1. Fees:		,
2. Contributions:		
5. Piligrim lax:		
6. Taxes and Toles		
levied:		
7. Taxes and Toles		
levied under hadras		
Public Health Act: 8. Fees for the use of		
burial and burning		
ground:		
9. Vaccination rees:		
10. Fees for the extracts		
from the chaind Deaths		
Registers:		
11. Grant contribucio :		
12. Other Receipts.		
TOTAL:		
(1) RUMUNEPATIVE ENTERPRISES	:	
1. Market Fees:		
2. Other receipts:		
3. Contributions:		
Jublic haloing places etc.		
(i) Fees		
(ii) Other receipts: /		

march 18, 1998]	RULES SUPPLEMEN	VT 19
(1)	(2a)	(2b).
VI (1) REMUNERATIVE ENTER 3. Slaughter Houses: (i) Fees: (ii) Other Receipts: 4. venues Receipts (Grass Sales). 5. Rent and produce of la and other immovable preties: 6. Income from Licence fee (i) Under Act II of 1 (11) Others:	nd o- es:	
7. Kudimaramat Fees: 8. Other receipts (S.B. Interest):		
Total:		
VII. INVESTMENTS REALISED: A. Total General Account. B. Account of Special Taxe (a) Tax on Agricultural Lands under Sec. 60(11) (b) Water Supply Advance recoverable. (c) Drainage:	:e:	
(d) Lighting: (a) Other Public work:		et.

TOTAL .

- 1. Deposits-Cash Deposits:
- 2. Inferior and Menial Servants P.F. 3. Library Cess:
- 4. Suspense Account:

Total:

21

2.	Advances	•
600 0	MUVALICES	٠

- 1. Advances recovered.
- 2. Refund of Permanent advance:

Total:

Total Deposits and Advances: Grand Total of all accounts: Opening Balance:

Total:

EXPENDITURE ORDINARY:

General Receipts:

- Managements General Establishment:
 - (i) Salaries and Allowances:
 - (ii) Contributions for pension and leave salary.
 - (iii) Contribution of Provident.
 Fund:
 - (iv) Miscellaneous:

Total:

- Contingency (Postage, Stationery and Printing, etc.)
- 3. Travelling Allowances of:
 - (i) Presidents and Members.
 - (ii) Establishment.
- 4. Law Charges
- Interest on and repayment of debts.
- 6. Election expenses.
- 7. Repairs to Buildings.

Total:



March 18, 1998] RULES SUPPLEMENT (1) 2 (a) 2 (b) 3. PUBLIC AMENITIES: (i) Radio Music. (ii) Play Grounds, Sports, Clubs, Parks, Physical Cultures, etc. Tctal: IV. PUBLIC HEALTH: 1. Medical Relief. 2. Panchayat dispensaries Staff: (i) Salaries and Allowances. (ii) Contribution to P.F. (b) Medicines: (c) Contingencies: Total: 2. Veterinary Relief: (a) Veterinary Dispensaries: (i) Staff Salaries (ii) Contribution to P.F. (b) Medicines. (c) Contingencies. (d) Cattle Shed. 3. Epidemics and Epidemic disease. (a) Staff Salaries.

(i) Contribution to P.F.

(iv) Contribution to other

(ii) Contingencies
(iii) Contingencies and
 equipment.

Panchavats.
4. Rewards of destruction of Dogs.

Total:

(1)

2 (a)

2 (b)

- V. Remunerative Enterprises:
- Market:
 - (a) Staff: Salaries and Allowances.
 - (b) Contribution to P.F.
 - (c) Contingencies
 - (d) Contribution to District Board.
- Public Halting Places: 2.
 - (a) Salaries and Allowances:
 - (b) Contribution to P.F.
 - (c) Contingencies
- Slaughter Houses:
 - (a) Staff Salaries
 - (b) Contribution to P.F.
 - (c) Contingencies
- Avenues:
 - (i) Land Development (Site Purchase) Charges:
 - (ii) Rent on forests:
 - (iii) Improvement of Agriculture and Agriculture stock and holding of Agricultural shows:
 - (iv) Other items:
- Cottage Industries:
- 6. Low Income Grouping Schemes:

Total:

- VI. Investments: GRAND TOTAL (GENERAL ACCOUNT)
- Account of the Special Tax:
- Tax on Agricualture Lands. under Section 60 (3) (ii):
 - (a) Water Supply
 - (b) Drainage:
 - (c) Lighting:
 - (d) Other Public Works:

26 ANDHRA PRADESH GAZETTE EXTRAOR	DINARY	[Part VI
(1)	(2)	(3)
2. Water Tax under Section 23 of		
no in Act.		
. 3. Interest on N.S.C. Certifi-		
CAPLTAL		
A. GENERAL ACCOUNT:		
(i) Management:		
(ii) Communications: (iii) Education:		
(iv) Public Health		
(v) Remunerative Enterprises:		
Enterprises:		
Total:		
<u></u>		
GRAND TOTAL OF ACCOUNTS A & B		
Deposits and Advance Account		
14) DEDOSTES:		
(ii) Cash Deposits and menial servants P.F.		
(iii) Library Cess refund er		
paid to Local Pai:		
(iv) Repayment of Advances:		
Total:		
DVANCES:		
1. Permanent Adven-		
Library Cess refunded an acti		
to L.L.A.		
X RESCURCES: House Tax:		
· lrofession Tax		
· Vehicle Tax:		
· Pilgrim Tax:		
Tax on Agricultural Lands: Entertainment Tax:		
billercainment Toxas		
Land Cess:		



March 18, 1998] RULES S	UPPLEM.:NT	27
(1)	2 (a)	2 (b)
NON-TAY RESOURCES: 9. Magisterial Fines: 10. Ferry Rents:		
Total:		
11. Fishery Leases: 12. Private Scavenging Fees; 13. Sale of Rubbish: 14. Licence Fees: 15. Market Fees: 16. Fees on Public Halting Places: 17. Slaughter House Fees: 18. Warrent and Destraining Fees: 19. Revenue Receipt: 20. Rent and Froduce of Land: 21. Other items to specified:		
Total:		.
GPANT TOTAL OF ALL ACCOUNTS FROM A TO C:		
CLOSING BALANCE Grand Total including Closing Balance:	4	

G.S.R.C.V. PRASADA RAO, Sccretary to Government.