

**DEPARTMENT OF PANCHAYATS AND RURAL
DEVELOPMENT
GOVERNMENT OF WEST BENGAL**

Chapter – IX

Meeting of Block Sansad

45. Meeting of Block Sansad. – Every *Panchayat Samiti* shall hold within the local limits of the *Block* an annual meeting to be held ordinarily in the month of June and a half yearly meeting to be held ordinarily in the month of January, of the *Block Sansad* as referred to in section 115A at such place, on such date and at such hour as may be fixed by the *Panchayat Samiti*.

46. Preparation of list of business. – (1) A list of business to be transacted at every meeting of the *Block Sansad* commensurate with the provisions of sub-section (5) of section 115A shall be prepared by the Secretary of the *Panchayat Samiti* in consultation with the *Sabhapati* and the Executive Officer of the *Panchayat Samiti* and the same shall be entered in the Book of Agenda of meetings to be maintained for the purpose and countersigned by the *Sabhapati*.

(2) The first item of the agenda for each meeting shall be to place a report on the actions taken on the resolutions passed in the previous meeting.

47. Notice for meeting. – (1) At least clear seven days' notice shall be given by the Secretary of the *Panchayat Samiti* to all members in Form 1 after making suitable modifications under Certificate of Posting or through special messenger.

(2) A copy of the notice shall also be displayed on the notice board of the *Panchayat Samiti* by the Secretary on the same day as the notices to the members are put to service.

48. Officers to attend the meetings. – The Executive Officer, Joint Executive Officer, Secretary of the *Panchayat Samiti*, Secretaries of all *Sthayee Samitis* and such other officers as may be deemed necessary by the *Panchayat Samiti*, shall attend the meeting of *Block Sansad*.

49. Attendance Register. – An Attendance Register for the meetings of *Block Sansad* shall be maintained in Form 2. It shall be kept in the meeting place, at the time fixed for each meeting. Every member shall sign his name or put his left thumb impression in the Register as soon as he enters the meeting venue. In case, left thumb impression is put, it shall be attested by another member attending the meeting.

50. Minutes Book. – Proceedings of the meeting shall be recorded in the Minutes Book by the Secretary of the *Panchayat Samiti* or in his absence by any other person as may be authorised by the presiding member.

Chapter X

Licence for hat or market, dangerous and offensive trades by *Panchayat Samiti*

51. Application for licence. – (1) The owner or the lessee of an existing hat or market or an owner or a lessee of land intending to establish a hat or market thereon shall make an application in Form 5 to the *Panchayat Samiti* for licence. The owner or the lessee of an existing hat or market shall make such an application for licence within the period specified by the *Panchayat Samiti* in conformity with the terms of the bye-law framed for the purpose under section 223.

(2) If the hat or market, existing or intended to be established, consists of shops or stalls exceeding thirty in number for sale of goods, the application for licence for such hat or market shall be accompanied by a layout plan showing the following particulars:-

- (a) the number and location of shops or stalls, the roads and pathways;
- (b) the number and location of sources of drinking water;
- (c) the number and location of latrines and urinals;
- (d) the place for dumping of refuse, rubbish or sewage;
- (e) the lighting arrangement made or envisaged;
- (f) the arrangement for prevention and control of fire hazard;
- (g) the parking place for vehicles;
- (h) the drainage system for waste water and other accumulated water;
- (i) the venue where enquiries may be made and complaints may be lodged.

Chapter XVI

Repeal and Savings

99. Repeal and Savings. – (1) On the coming into force of these rules, the West Bengal *Panchayat* (Powers, Functions and Duties of the Executive Officer and the Secretary of the *Panchayat Samiti*) Rules, 1979, the West Bengal *Panchayat* (*Panchayat Samiti* Administration) Rules, 1984 and the provisions of the West Bengal *Zilla Parishads* (Election, Constitution and Administration) Rules, 1964 in so far as they relate to the Anchalik Parishad or the *Panchayat Samiti*, shall stand repealed:

Provided that such repeal shall not affect the previous operation of the said rules in respect of things done or omitted to be done thereunder before such repeal takes effect.

Table
Fees for New Construction/Building or Additional Construction/Alteration of Building
[See rule 66]

Category of Gram Panchayat Area	Type of construction (New/Addition/Alteration)	Thatched, Tin, Tile, or asbestos shed without brick wall covering area more than 18sq. meter (Kutch House)	Thatched, Tin, Tile or asbestos shed with brick Wall (Semi-Pucca House)		Pucca Building (Rates on the basis of per sq. ft. of total floor area of the proposed structure / building)	
			Construction for Residential Purposes	Construction for Commercial purposes	Construction for Residential purposes	Construction for Commercial purposes
Gram Panchayats under the jurisdiction of KMDA & other Development Authority	New Construction	Rs. 80.00	Rs. 250.00	Rs. 500.00	Rs. 1.50	Rs. 2.50
	Additional Construction/Alteration	NIL	Rs. 150.00	Rs. 250.00	Rs. 1.50	Rs. 2.50;

FORM 1

[see rule 14(1)]

Form of notice of ordinary meetings of the *Panchayat Samiti*/*Sthayee Samiti*

.....*Panchayat Samiti*

.....*Sthayee Samiti*

To:

Sri / Smt.

.....

Notice is hereby given that to transact the following business the next meeting of the *Panchayat Samiti*/*Sthayee Samiti* shall be held at(place) at.....A.M./ P.M. on the..... day of.....

He is requested to make it convenient to attend the said meeting.

List of business :

1.
2.
3.
4.

Dated, the.....day of.....

Secretary
Panchayat Samiti / Sthayee Samiti

FORM 1A
[see rule 14(1)]

Form of notice of emergent meeting of the *Panchayat Samiti or Sthayee Samiti or Block Sansad*

.....*Panchayat Samiti*

.....*Sthayee Samiti*

To:

Sri / Smt

.....

Notice is hereby given that an emergent meeting of the *Panchayat Samiti/Sthayee Samiti* will be held at(place) at.....A.M./P.M. on the.....day of.....to transact the following business.

He is requested to make it convenient to attend the said meeting.

Item of business:

Dated, the.....day of

Secretary
Panchayat Samiti / Sthayee Samiti

FORM 1B
[see rule 14(1)]

**Form of notice of requisitioned meeting of the *Panchayat Samiti/Sthayee Samiti*
by the *Sabhapati / Karmadhyaksha***

.....*Panchayat Samiti*

.....*Sthayee Samiti*

To:

Sri / Smt.....

.....

Notice is hereby given that a requisitioned meeting of the *Panchayat Samiti/Sthayee Samiti* will be held at(place) at.....A.M./P.M. on the.....day of.....to transact the following business.

He is requested to make it convenient to attend the said meeting.

List of business:

- 1).....
- 2).....
- 3).....

Dated, the.....day of.....

Sabhapati / Karmadhyaksha
Panchayat Samiti / Sthayee Samiti

FORM 1C

[see rule 14(1)]

Form of notice of requisitioned meeting of the *Panchayat Samiti / Sthayee Samiti* by the requisitionist members

.....*Panchayat Samiti*

.....*Sthayee Samiti*

To:

Sri / Smt

.....

Notice is hereby given that since the *Sabhapati / Karmadhyaksha* has failed to convene a meeting in accordance with law as required by us, the undersigned members, by a letter served on the *Sabhapati / Karmadhyaksha* on(date), a requisitioned meeting shall be held at the office of the *Panchayat Samiti* at(place) atA.M. / P.M. on the to transact the following business.

He is requested to make it convenient to attend the meeting.

Business:

Requisitionist members -

1.

1.

2.

3.

4.

Dated:(Place)

Theday of.....

Copy forwarded to the -

1. *Sabhapati / Karmadhyaksha* of

2. Sub-divisional Officer (Prescribed Authority)

FORM 2

[see rule 17(1)]

**Form of Attendance Register cum Minutes Book for the meeting of *Panchayat Samiti* or
Sthayee Samiti or *Block Sansad***.....*Panchayat Samiti*.....*Sthayee Samiti*

Date of meeting:

Place of meeting:.....

Time of meeting:.....

Nature of meeting: Ordinary/Emergent

Sl. No.	Name of the member	Signature or *LTI of the member	Time of arrival	Attested by (in case of *LTI only)

*Left thumb impression

Minutes of the meeting :

FORM 3

[see rule 18]

Form of notice of adjourned meeting of *Panchayat Samiti* / *Sthayee Samiti*.....*Panchayat Samiti*.....*Sthayee Samiti*

To:

Sri / Smt

Notice is hereby given that the meeting of the *Panchayat Samiti* / *Sthayee Samiti* which was adjourned on the.....day of.....(month) 20..... will be held at (Place) atA.M. / P.M. on the day ofto transact the items of business which were on the agenda of the meeting, dated

He is requested to make it convenient to attend the said meeting.

Dated, theday of

Secretary

*Panchayat Samiti /Sthayee Samiti***FORM 4**

[see rule 11(1)]

Report on the work of*Panchayat Samiti***for the year****A – Work done by the *Panchayat Samiti*:**

Nature of scheme	Physical achievement of the work done	Money value of the work done	Sources of fund
1	2	3	4

B- Promotional activities of the Panchayat Samiti:

Nature of activity	No. of beneficiaries / groups	Percentage of achievement	Remarks
1	2	3	4

C - Flow of fund to the Gram Panchayats through the Panchayat Samiti for execution of different assigned schemes:

Nature of scheme	Name of Dept. devolving fund	Amount received	Amount utilised
1	2	3	4

In part "A" of the report –

under the column "Nature of scheme", the schemes, if any, relating to "Irrigation and "Minor Irrigation", "Road", "Bridge", "Culvert", "Construction of dwelling house", "Sinking of tube well", "Resinking / Repair of tube well", etc., shall be shown separately.

under the columns "physical achievement" the length of road in kilometre, the number in respect of "Irrigation and Minor Irrigation Scheme", "Bridge", "Culvert", "Dwelling house", "Tubewell", etc., shall be shown.

(ii) In part "B" of the report under the column "Nature of activity" the work regarding "Barga Finance", "Distribution of land", "Distribution of Mini kits", etc., done under the advice of the Panchayat Samiti and which are of promotional nature and does not involve any expenditure on the part of the Panchayat Samiti shall be shown.

(iii) In part "C" of the report under the column "Nature of scheme", the names of various schemes assigned to Gram Panchayats, for execution such as "Food-for-Work", "Rural Works Programme", "Rural Restoration Programme"

FORM 4A

[see rule 65]

Form of application for permission to erect structure / building or to make an addition / alteration to an existing structure / building in a Gram Panchayat under Development Authority

(to be submitted in triplicate)

.....Gram Panchayat

.....Panchayat Samiti

To

The Executive Officer

..... Panchayat Samiti

I hereby apply for permission to erect a new structure / building / to make addition / alteration to an existing structure / building on a land covered by C.S. / R.S. plot Nos. and premises No.....(if any) of mouza of jurisdiction list No of Police Station the boundaries of which are shown below, on payment of the fee of Rs. as deposited by me.

Boundaries -

East -

West -

North -

South -

2. I hereby declare that I have unencumbered right, title and interest in the land on which the structure / building is proposed to be constructed / on which the existing building / structure stands to which additions / alterations are proposed to be made. I am enclosing copies of documents in support of the claim.

3. I hereby undertake to raise the walls of the proposed structure / building in such manner as to allow a front set-back of ninety centimetres for the building after leaving in the middle a clear passage of one metre and eighty centimetres on either side of the road and at least ninety centimetres set-back on other sides of the building.

4. I am enclosing three copies of site plan and building plan for the proposed construction.

5. I further undertake hereby to make construction strictly following the building plan submitted with such modifications as may be directed by the Panchayat Samiti or any other development authority so empowered.

6. I also hereby declare that the proposed structure / building within area or near or in the vicinity of any aerodrome will not tend to create any hazard or violate the provisions of any other prohibited area.

7. I also hereby undertake that I shall not start the construction work before receipt of permission with the approved copy of the building plan from the competent authority or before the expiry of the statutory period for according such approval.

8. I also hereby undertake to make payment of further fees as may be directed by the competent authority in accordance with the rules and procedure.

(Strike out the words not applicable).

Signature.....

Name in Block letters.....

Address.....

Date.....

FORM 4B

[see rule 79(3)]

Form of Granting/Occupancy Certificate

From : The Executive Officer

..... Panchayat Samiti

To :

.....

.....

(Name and address of the applicant)

Subject : Grant of Occupancy Certificate under sub-rule (3) of rule 79.**Building****Particulars :**

Plot No.....

J.L. No.....

Name of Mouza.....

Gram Panchayat.....

Sir,

With reference to your notice of completion dated.....I hereby certify that the building as per description below on.....Gram Panchayat in respect of which plans were sanctioned vide Building Permit No.....dated..... has been inspected with reference to the provision of the Building Rules under Chapter XII of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008 and is certified to be fit for occupation.

DESCRIPTION OF CONSTRUCTION, USE AND CONDITIONS, IF ANY.

One set of building plans with endorsement "Approved Completion Plan" is returned herewith (where required).

Yours faithfully,

Executive Officer

.....Panchayat Samiti

Official Stamp :

Date :

FORM 5

[see rule 51(1)]

Application for licence for holding hat or market

To

The Executive Officer

_____ *Panchayat Samiti*

_____ District

I hereby apply for licence for use of the place covered by Plot No.(s)of.....mauza.....J.L. No.under police station in the district ofthe boundaries of which are given below for the purpose of holding of a hat or market for the period from.....to..... The proposed hat/market shall be held on.....(mention the day or days of the week) every week/fortnight/month.

I shall be bound to deposit the prescribed licence fee and observe the conditions of the licence, if granted.

*The land described above is under my possession as owner / as lessee and I have obtained written consent of other owners / lease-holders.

**A layout plan in respect of the hat/market is enclosed as the hat/market consists of shops or stalls exceeding thirty in number/for sale of goods.

Boundaries:

East:

West:

North:

South:

Signature.....

Name in Block letters.....

Address.....

Date.....

*Strike out if not applicable.

** Strike out if not applicable under the rule.

FORM 5A

[see rule 55]

Licence for holding hat or market

Name of *Panchayat Samiti*

Name of District.....

License No...../200.....(Year) Date.....

Name of Licensee.....

Address of Licensee.....

License issued for the period of.....

Name of hat or market.....

Day or days of the week/fortnight/month when such hat or market shall be held.....

Boundaries of the place of hat or market:

East –

West –

North –

South –

Comprising:

Plot No.(S)

Mouza..... J.L. No.....

It is hereby laid down that the owner/lessee of the hat/market shall abide by the terms and conditions laid down in this regard and violation of any such term/condition shall make this licence liable to be cancelled.

The *Panchayat Samiti* acknowledges a sum of Rs.....(in words.....)
only from Sri/Smtvide Receipt No.....dated.....

Signature with date of

Cashier/Accounts Clerk of.....*Panchayat Samiti*

Signature with date of

Executive Officer / Jt. Executive Officer of*Panchayat Samiti*

Seal:

Terms and conditions for licence on holding hat/market:

1. The licence of every hat or market shall make proper arrangements for –
 - (i) the clearing and drainage of the site;
 - (ii) the supply, where necessary, of water suitable for drinking and cooking purpose in sufficient quantities for the needs of persons attending the hat/market;
 - (iii) adequate disinfections of such water supply with bleaching powder or such other disinfectant as may be directed by the *Panchayat Samiti*, when any contamination is suspected or discovered;
 - (iv) the construction and maintenance, where necessary, of sufficient number of privies and urinals for the use of persons attending the hat/market with such separate accommodation for each sex as may be directed by the *Panchayat Samiti*;
 - (v) the collection, removal and disposal of refuse, rubbish, solid or liquid sewage at such intervals as the *Panchayat Samiti* may direct;
 - (vi) bringing to the notice of the Sanitary Inspector or such other officer as may be authorised by the Chief Medical Officer of Health or by the *Panchayat Samiti* in this behalf, of any case of cholera, small pox or any other infectious or contagious disease occurring within the precincts of a hat/market;
 - (vii) the supply of light for every part of the hat or market at night; and
 - (viii) the supply by suitable persons of wholesome food at reasonable prices and in sufficient quantities.
2. No person shall expose for sale in a hat or market any article of food such as milk or milk products, edible oil, ghee, butter, molasses, sugar, sweetmeats, except in covered receptacles and free from contamination by dust and flies.
3. No person suffering from leprosy or any other contagious disease shall prepare or help in the preparation of or expose any article for sale in hat or market.
4. No privy or urinal shall be constructed or allowed to stand within a radius of twenty metres from any place in a hat or market where articles of food are stored or exposed for sale or from any source of water supply.
5. No person shall store or sell or expose for sale in a hat or market any meat, fish, vegetable, fruit or other articles of food or drink which is in a state of decomposition and injurious to human health.
6. Adequate safeguards shall be provided for by the licensee against an outbreak of fire in a hat or market.
7. Where a hat or market is established or held without a licence or in violation of any condition of licence, the owner or the lessee of such hat or market shall be liable to such penalty as the *Panchayat Samiti* may provide under the by-laws made by it under section 223.

FORM 6

[see rule 57]

Application for licence of offensive or dangerous trade

To

The Executive Officer

..... *Panchayat Samiti*

District

I hereby apply for licence for use of the place covered by plot / plots no(s). of mouza
....., J.L.No. under Police Station.....
in the district of boundaries of which are given below for carrying on the trade or business
of which has been declared by the State Government as offensive
or dangerous. If it is decided by the authority to grant for the current year the licence applied for, I shall be bound to
deposit the prescribed licence fee and strictly observe the conditions of the licence, on default of which the licence shall
be liable to be cancelled on prior notice of one clear month when I shall be bound to close down the said trade or business
with immediate effect. I shall also be bound to apply for renewal of such licence for the next financial year for carrying
out the same trade or business at the same place under the same terms and conditions.

Boundaries :

East -

West -

North -

South -

Signature with date.....

Name in Block letters

Address

Date

FORM 6A

[see rule 57]

Application for renewal of licence of offensive or dangerous trade

To

The Executive Officer

..... *Panchayat Samiti*

District

I hereby apply for renewal of licence No.....issued on.....(date) in my favour for carrying on the trade or business of.....at the same place *with change of boundaries as shown below. I also declare hereby that if it is decided to renew the licence, I shall deposit the requisite amount of the fee at the prescribed rate and shall abide by the terms and conditions set forth in the licence issued earlier.

Boundaries (Need not be filled if there is no change):

East -

West -

North -

South -

Signature

Name in Block letters

Address

Date

*Please delete if there is no change.**N.B.**

- (1) Change of boundaries beyond the control of the licensee may be noted when the authority shall have the right to withhold renewal of licence on the ground of ecological imbalance or environmental pollution.
- (2) Any change of place / site or any change of trade or business by the same licensee shall require fresh application for licence.

FORM 6B

[see rule 61]

Form of license for carrying on offensive or dangerous tradeName of *Panchayat Samiti*

Name of District.....

License No...../.....(Year) Date.....

License issued to (Name of Proprietor/Partner/Director)

for the period of

Address of Licensee.

Description of trade or business.....

Boundaries of the place of trade or business:

East -

West -

North -

South -

Comprising :

Plot No(s).

Mouza

J.L. No.

The *Panchayat Samiti* acknowledges a sum of Rs.....(in words
) only from M/S
 vide Receipt No. dated.....

Signature with date:

Cashier/Accounts Clerk.....*Panchayat Samiti*

Date:

Signature with date:

Executive Officer / Jt. Executive Officer of.....*Panchayat Samiti*

Date:

Licence renewed under the same terms and conditions (with change of boundaries as noted above) on receipt of requisite annual rate of fee for the year –

Year

(1)

(2)

(3)

Dated signature of the Executive Officer / Joint Executive Officer

Conditions of Licence for carrying on offensive or dangerous trades.

The licensee shall abide by the following terms and conditions: -

- (i) the place may be inspected at any reasonable hour of any day by the *Sabhapati* or *Sahakari Sabhapati* of the *Panchayat Samiti*, *Karmadhyaksha* of *Janaswastha O Paribesh Sthayee Samiti*, Executive Officer of the *Panchayat Samiti* or any other authorised officer, not below the rank of an Extension Officer;
- (ii) manufacturing, processing or any other work carried on under the licence in the specified premises shall be maintained in such a manner so as not to cause any injury, danger, annoyance or offence to the sense of sight, smell or hearing of persons residing in the neighbourhood;
- (iii) the licence shall relate only to such trade or business as is specified in it;
- (iv) the licence shall relate only to such place as is specified in it;
- (v) there shall be satisfactory arrangement for drainage of waste water and effluents, disposal of solid wastes and control of gaseous emissions to prevent nuisance in the place and its neighbourhood;
- (vi) the licence shall be liable to be cancelled in the event of contravention of any of the conditions laid down in clauses (i) to (v) or on any other ground as may be considered important by the *Panchayat Samiti* on service of prior notice of one clear month when the licensee shall be bound to close down such trade or business with immediate effect;
- (vii) the licence is subject to renewal on payment of requisite fee for every financial year and the authority reserves the right of withholding such renewal on such ground or grounds as may be intimated to the licensee.

FORM 7

[see rule 27 (2)]

Report on the work done by the *Sthayee Samiti* of the _____ *Panchayat Samiti* in the district of _____ for the quarter ending _____ of the year _____.

1. Name of the scheme/programme executed _____
2. Brief description of the scheme/programme executed _____
3. Whether the scheme / programme was executed under assignment by Government or out of own resources _____
4. Physical achievement during the quarter under report _____

Money value of the work done

Countersigned.

Karmadhyaksha,

_____ *Sthayee Samiti*

Secretary _____ *Sthayee Samiti*

N.B. For such scheme/programme executed by a *Sthayee Samiti* separate form should be used.

FORM 8

[see rule 88]

I, _____, having been selected for appointment as _____ of the _____ *Panchayat Samiti*, do hereby declare that I was born at _____ (birth place) on _____ (date, month and year). I also annex herewith the following documents in support of the statement:

i)

ii)

I do, further declare that the year, month and date of birth as recorded herein are binding on me and I shall not ask for any modification thereof at my subsequent date.

Date _____

Signature: _____

[Orders of the appointing authority]

Signature: _____

Designation: _____

Date: _____

FORM 9

[see rule 7 & 8]

Bill for payment of remuneration and allowance to the *Sabhapati / Sahakari Sabhapati/ Karmadhyaksha*.Name of the office bearer and the office _____
_____ *Panchayat Samiti*.

Period for which the remuneration is claimed [months] _____

Amount of remuneration claimed

Gross claim Rs. _____

Less deduction, if any Rs. _____

Certified that -

*(i) The period for which the remuneration has been claimed does not include any period of absence.

*(ii) The period for which the claim for remuneration has been lodged includes a period of leave for _____
days duly granted by the *Panchayat Samiti* vide its resolution dated _____.

Signature of office bearer

Passed for Rs. _____

(Rupees _____)

Signature of Exe. Officer

Panchayat Samiti

Received Rs. _____ (Rupees _____) only

Signature of the payee

*Strike out the clause not applicable.

ANNEXURE - I

Declaration of Assets as they stood on _____ name (in full) of
 Officer _____ Service _____ Designation
 _____ now appointed as _____ Substantive pay
 _____ Special pay _____

A – Immovable Property

(I) LANDS

SL No.	Precise Location	Area	Nature of land	Extent of interest	Value	In whose name (wife, child, dependent, other relation or benamdar) the asset is	Date and manner of acquisition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(2) HOUSES

SL No.	Precise Location	Extent of interest	Value	In whose name (wife, child, dependent, other relation or benamdar) the asset is	Date and manner of acquisition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Date:

Signature of Declarant

(3) IMMOVABLE PROPERTIES OF OTHER DESCRIPTION**(Including Mortgages and such other rights)**

SL. No.	Brief Description	Extent of interes	Value	In whose name (wife, child, dependent, other relationt or benamdar) the asset is	Date and manner of acquisition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

B – Movable Property**(I) CASH, BANK BALANCE, CREDIT, INSURANCE POLICIES, SHARES, DEBENTURES, ETC.**

SL. No.	Description of Item	Value	In whose name (wife, child, dependent, other relationt or benamdar) the asset is	In the case of loan the name of the person from whom the loan was taken and the relationship of the loance with that person	Date and manner of acquisition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Date:

Signature of Declarant