

[illegible]

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

(xiv) pulp and paper manufacturing or processing	- Rs. 1000.00
(xv) stone crushing	- Rs. 1000.00
(xvi) synthetic detergent and soap making	- Rs. 1000.00
(xvii) brick field, burning of bricks,	- Rs. 1000.00
(xviii) vegetable oil and edible oil including solvent extracted oil or hydrogenated oil production unit	- Rs. 1000.00
(xix) chilling plant, cold storage, Ice making and Ice-cream making	- Rs. 1000.00
(xx) husking mill, rice mill, saw mill	- Rs. 1000.00
(xxi) any other manufacturing or processing business from which offensive or unwholesome smell or offensive noise arises	- Rs. 1000.00
(xxii) storing or trading in petroleum, naphtha or any other inflammable oil or spirit	- Rs. 1500.00

(6) Annual fee, for a licence or for the renewal of such licence for a hat or a stall in a market referred to in section 117, may be charged from the owner or the lessee at such rate not exceeding Rs. 2000.00 as may be provided in the bye-laws framed by the *Panchayat Samiti* in this behalf.

(7) Where arrangement for supply of water for drinking, irrigation or any other purpose is made or managed by the *Panchayat Samiti* within its jurisdiction, a water rate may be levied by the *Panchayat Samiti* in accordance with the provisions of the bye-laws framed by it in this behalf within the limits of the following rates:-

(i) for supply of water for the dwelling house, office or any institution through piped water scheme or any other scheme	- Rs. 30.00 per month
(ii) for supply of irrigated water from deep tube well, mini deep tube well, shallow tube well or from river lift irrigation scheme for each quarter or crop season, as may be appropriate	- Rs. 350.00 per acre
(iii) for supply of water for the purpose of extinguishing fire, for combating scarcity of water during dry season or flood or for the control of pollution to prevent spreading of water borne diseases	- actual cost will be borne by the <i>Panchayat Samiti</i>
(iv) for granting permission to a manufacturing company or processing unit to utilise underground water or ground water or surface water from any source or water body within its jurisdiction	- Re. 0.10 per litre per month

Note. – If supply is made by some other local authority, *Panchayat Samiti* shall not impose or collect any rate.

(8) Where arrangement for lighting of public streets or places is made by the *Panchayat Samiti* within its jurisdiction, on framing bye-laws in this behalf, an amount not exceeding twenty percent of the annual tax of the land or building or both likely to enjoy regular benefit of such holding, may be levied as lighting rate.

Note. - If arrangement for lighting is made by some other local authority, *Panchayat Samiti* shall not impose or collect any rate.

Chapter – XII

Control of building operations in *Panchayat* area under Development Authority

64. Construction of building or structure in *Panchayat* area under Development Authority. - (1) Notwithstanding anything contained in the foregoing rules or in the West Bengal *Panchayat* (Gram *Panchayat* Administration) Rules, 2004, when any area of a *Panchayat Samiti* comprises, wholly or in part, the area under the Kolkata Metropolitan Development Authority or under any other Development Authority in terms of the provisions of the West Bengal Town and Country (Planning and Development) Act, 1979 (West Ben. Act XIII of 1979) (hereinafter in this chapter collectively referred to as the Development Authority) or an area for which a Development Plan (referred to as the Development Plan hereinafter in this Chapter) has been published and is in force under the provisions of section 114A, such area shall be deemed to be an area of a Development Authority and erection or construction of any structure or building within such

area shall be governed by the related Act as aforesaid and any rule framed thereunder or any order or direction of a competent authority in terms of the related Act and without prejudice to the generality of the aforesaid provision, shall be regulated by the rules contained in this chapter.

65. Permission for construction of building or structure. - (1) Any person intending to erect a new structure or building or to make any addition to any existing structure or building pertaining to the area of any Development Authority, shall make an application in triplicate in Form 4A to the *Panchayat Samiti* or any authority, person or persons as may be empowered by the *Panchayat Samiti* in this behalf (collectively referred to as the *Panchayat Samiti* hereinafter in this Chapter) and deliver it to any of its employee as may be authorised in this behalf who shall receive the application in triplicate, retain two copies and return the other copy noting thereon the date of receipt under his signature and the seal of the *Panchayat Samiti* or of the Development Authority.

(2) An application referred to in sub-rule (1), shall be accompanied by a plan of the proposed structure or building in triplicate and a site plan in triplicate prepared and authenticated by a competent technical person as referred to in sub-rule (3), copy of records of right and copy of such other records showing title and interest of the applicant in respect of the land as also character of the land as may be necessary:

Provided that one copy of the building plan and the site plan shall be blue-printed.

(3) A building plan or a site plan referred to in sub-rule (2), shall be prepared and authenticated by a Licensed Building Surveyor having a degree or a diploma in Civil Engineering or Architecture or by an Architect:

Provided that the eligibility of a Licensed Building Surveyor or an Architect to authenticate a site plan or a building plan shall be determined in the manner as follows:-

<u>Qualification</u>	<u>Nature of building</u>
(a) Draughtsman (Civil)	Residential building upto the height of four metres
(b) Licensed Building Surveyor having Diploma in Civil Engineering	Residential building upto the height of eleven metres
(c) Degree holder on Civil Engineering	Residential building upto the height of fifteen metres
(d) Architect	All buildings, residential, commercial or institutional:

Provided that on such occasions as the *Panchayat Samiti* may deem fit, authentication additionally by a Structural Engineer or a Geo-technical Engineer or both may be required for planning, design and construction of building:

Provided further that such a technically qualified person shall either be empanelled or registered with any Municipality or Municipal Corporation within West Bengal:

Provided also that any such technical officer authenticating the plans shall certify to the effect that the site has been personally inspected while planning the building and planning the structural members and that the building plan and the site plan do not infringe any provision of the Development plan published for the area and has taken into account the stability analysis as also soil tests performed and shall then tender his signature quoting his licence or empanelment number or registration number.

(4) Copies of Form 4A shall be supplied on demand by the *Panchayat Samiti* to any intending applicant at a non-profit making price to be fixed by the *Artha Sanstha Unnayan O Parikalpana Sthayee Samiti* of the *Panchayat Samiti* concerned:

Provided that any correct copy of Form 4A in manuscript, typewritten or otherwise mechanically prepared, shall be accepted by the *Panchayat Samiti* for the purpose of sub-rule (1).

66. Payment of fees. - (1) No application shall be considered by a *Panchayat Samiti* unless such application is accompanied by a receipt of the fees paid to the *Panchayat Samiti* by the applicant at such rate as may be commensurate with the rates shown in the Table under these rules. An employee of the *Panchayat Samiti* as may be authorised in this behalf, shall receive the fee to be tendered in cash and shall immediately grant a formal receipt thereof.

(2) The fee so received from the applicant under sub-rule (1) are not be refundable under any circumstances.

67. Exemption from payment of fee. - (1) For the purpose of obtaining permission of the *Panchayat Samiti* for erection of any thatched structure, tin shed or tile shed, without brick wall, covering an area not exceeding eighteen square metres, where such structure or shed does not cover more than three-fourth of the total area of the land including the land appurtenant thereto, it shall not be necessary for the applicant to pay any fee referred to in rule 66 and a hand-drawn sketch-map in duplicate instead of the plan and the site-plan referred to in sub-rule (2) of rule 65, along with the copy of records of right and other requisite documents may be submitted along with the application in Form 4A.

Provided that no permission shall be required for construction of house for the persons belonging to the economically weaker section under any poverty alleviation programme sponsored by the Government of India or the State Government:

Provided further that the implementing agency for the aforesaid construction shall intimate the *Panchayat Samiti* of such construction mentioning its site.

(2) Permission of the *Panchayat Samiti* shall not be necessary for repair of an existing structure or building unless -

- (a) any structural change is involved, or
- (ii) such repair brings any change in the existing covered area, or
- (iii) such repair includes any addition of a projection from the existing structure or building at ground level or upper level.

(3) Permission of a *Panchayat Samiti* shall not be necessary for erection of a boundary wall not exceeding the height of one and one-half metres unless it is made of brick and cement or unless the bounded area is not kept as vacant land but is used or likely to be used as stack yard or for any commercial or institutional purpose either as an open space or by erecting temporary shed.

68. Construction proposal to pre-suppose civic amenities. - (1) A plan for new structure or building within the jurisdiction of a *Panchayat Samiti* shall have reasonable provision for, -

- (a) adequate drainage facility by means of access and passage leading to existing public drains or drainage channels or by means of soak-pit having adequate capacity,
- (b) sanitary facilities including garbage disposal facility, and
- (c) access road or passage to the plot as referred to in rule 69.

(2) If a *Panchayat Samiti* is of the opinion that for the purpose of proper sanitation in a locality, any premises should have its drainage facility through a private drain owned by another plot-holder, the *Panchayat Samiti* may, by a written notice to such plot-holder as also other users of such private drain, require -

- (i) the owner of the plot-holder to allow the owner of the premises to connect his house drain with such private drain, and
- (ii) the owner of such private drain to permit the waste water of the house drain to empty in the private drain.

(3) When a connection is made under sub-rule (2), maintenance, repair and clearing of the private drain from the point of such connection up to the public drain shall be the joint responsibility of the owners of such premises and the users of the private drain and the related expenditure may be borne by such owners and the users in such proportion as may be mutually agreed upon. If any dispute arises between the owners and the users in the discharge of the joint responsibilities or in bearing share of such expenditure, it shall be referred to the *Panchayat Samiti* and its decision in this respect shall be final and binding.

Explanation. - For the purpose of this rule, "public drain" means a drain maintained by the Central Government, the State Government or any local authority where the owner or the occupier of a building or land may cause his drains to empty.

69. Approach road or passage for building. - (1) Every structure or building shall have an approach road or passage for ingress or egress from or to a public road and the minimum width of such passage or road shall be one metre and eighty centimetres.

(2) If an existing passage or road over which the public have a right of way, is less than one metre and eighty centimetres wide, the plot-holders on either side of such passage or road shall keep a front set-back in such manner as to allow a clear front set-back of ninety centimetres for the buildings on either side of the road after leaving in the middle a clear passage of one metre and eighty centimetres:

Provided that if a *Panchayat Samiti* is of the opinion that an existing building or part thereof should have set-back to allow a regular passage or road of not less than one metre and eighty centimetres in pursuance of a Development Plan, the *Panchayat Samiti*, after giving the owner of such building an opportunity of being heard, may refer a proposal through the District *Panchayat* and Rural Development Officer to the Land Acquisition Collector for acquisition of the land in question:

Provided further that when the plot-holders on either side of an approach passage or road allow front set-back in such manner that on leaving a front set-back of ninety centimetres in front of each house along the passage, a continuous width of five metres for the passage or road is obtained, such passage or road may be taken over and maintained by the *Panchayat Samiti*:

Provided also that every structure or building shall have a rear set-back of one metre and eighty centimetres with a set-back of at least ninety centimetres from each side of the plot.

(3) Whenever there is a service road or approach passage available, no direct access from a building shall be permitted to a public road.

Explanation - For the purpose of this rule, 'public road' means a National Highway referred to in the National Highway Act, 1956 (48 of 1956) or a Highway within the meaning of the West Bengal Highway Act, 1964 (West Ben. Act XXVIII of 1964) or a road maintained by the *Zilla Parishad* or any other road normally used for vehicular traffic.

70. Restriction on construction over tank and water body. - (1) A *Panchayat Samiti* shall not give permission to any erection or construction by filling up any tank, pond, or other water body, marshy land or abandoned brickfield or sand quarry, coal mine, mineral quarry or any other water area and shall take such steps as may be considered appropriate-

- (a) for use of public water body for community benefit, or
- (b) for improved drainage facility in the locality, or
- (c) for fire fighting purposes, or
- (d) from environmental and ecological point of view, or
- (e) for promotion of pisciculture, or
- (f) for any other use of public interest, or
- (g) for recreational purpose, or
- (h) for growth of micro and macro organism, or
- (i) for production of aquatic flora and fauna, or
- (j) for any two or more of any such purposes:

Provided that in pursuance of any direction or order issued by any Court or a competent authority, a *Panchayat Samiti* may, for reasons to be recorded in a resolution adopted in this behalf, give permission, under special circumstances for erection or construction on any such water body.

(2) In case of illegal filling of any tank, pond or other water body, marshy land or abandoned brick field or sandy quarry, coal mine, mineral quarry or any other water area, the *Panchayat Samiti* shall immediately report the matter to the Sub-divisional Officer having jurisdiction and to the concerned Police Station for taking appropriate action.

71. Maximum coverage of residential building. - The maximum building coverage of an individual plot solely for residential purposes, shall be two-third of the total area for a residential building. One-third of the total plot area that shall be kept vacant shall include front, side and rear setback spaces. The *Panchayat Samiti* shall refuse all such applications for permission of any addition to an existing structure or building if the existing coverage added with the proposed addition exceeds two-third of the total plot area:

Provided that the *Panchayat Samiti* may, in pursuance of the Development Plan, limit, by an order, the maximum building coverage upto one-half of the total area of the plot.

72. Construction of residential building. - (1) Subject to the Development Plan published by a Development Authority, any structure or a building within the jurisdiction of a *Panchayat Samiti* shall be erected or constructed with a set-back of at least ninety centimetres from each side of the plot. In doing so, there shall be a minimum perpendicular distance of one metre and eighty centimetres from the side of any proposed new building to the side of an existing building.

(2) The plinth or any part of a building or any accessory building shall be located with respect to the level of the crest of the road or passage in such a manner as to facilitate easy drainage and in all cases it shall be at a height of not less than sixty centimetres.

(3) Subject to the maximum height of fifteen metres, the height of a new or existing structure shall be one and half times the width of the approach road added with the width of the front set-back of that building. But no set-back in the building itself shall be taken into account for computing the height admissible:

Provided that the maximum height of the building shall be measured upto the highest point of the building whether flat roof or sloped roof:

Provided further that such measurement shall not include (i) roof tanks and their supports, (ii) chimneys, (iii) parapet walls not exceeding one and one-half metres in height and (iv) ventilating, air-conditioning and other service equipments:

Provided also that the maximum height of a building may be allowed to exceed fifteen metres if the Development Plan permits such higher height.

(4) The height of a new building or any other structure or any addition to an existing building or structure in the vicinity of an airport or any other prohibited area or any microwave tower erected for telecommunication purpose, shall be regulated in such manner as may be laid down, by order, by a competent authority in this behalf.

(5) The area of a habitable room shall be not less than six square metres with a minimum width of two and one-fifth metres.

(6) The area of kitchen shall be not less than three square metres with a minimum width of one and half metres.

(7) The area of an independent water-closet or any independent bathroom shall be not less than eight-tenth square metre with a minimum width of seventeen-twentieth metre; if a water-closet is combined with bathroom, its floor area shall not be less than one and a half square metres with a minimum width of nine-tenth metre:

Provided that every bathroom or water-closet shall be so situated that at least one of its wall shall be open to external air and shall have an opening in the form of window or ventilator not less than thirty-seven-hundredth square meter in area.

(8) The height of all habitable and multipurpose rooms shall not be less than two and three-fourth metres from the surface of the floor to the lowest point of the ceiling; the height of the kitchen, water-closet, bathroom, corridor or passage shall not be less than two and one-tenth metres from the surface of the floor to the lowest point of the ceiling.

(9) A loft may be allowed in a building which may cover not more than twenty-five per cent of the area of the floor of a room other than a habitable room; eighty per cent of the area of any corridor may be covered by a loft. Maximum height between the floor of any loft and ceiling shall be one and one-fifth metres and the clear height below the loft shall be not less than two and one-tenth meters.

(10) A *Panchayat Samiti* shall not accord permission for erection or construction of a dry latrine either in an existing building or as a part of a new construction and shall not accord such permission if there does not exist or there is no provision for, as the case may be, sanitary latrine of any classification.

(11) Outer wall of a building shall have a thickness of not less than twenty centimetres and load bearing wall shall have a thickness of not less than twenty-five centimetres.

(12) Boundary wall of a residential building shall have a height of not more than one and one-half metres and subject to such direction as may be issued by the *Panchayat Samiti* in pursuance of the Development Plan or any other law for the time being in force in this behalf, in case of an institutional or commercial building, such height shall be not more than three metres.

(13) (a) In a building having more than one storey, there shall be a staircase having a width of not less than one metre in every flight and shall have treads not less than twenty five centimetres in width and not more than eighteen centimetres in rise without winders with landings of width not less than that of the staircase. The tread and rise of each flight of stairs in such staircase shall be of uniform width and height.

(b) Minimum clear head room in each staircase shall be two metres and twenty-five centimetres as measured from the top of the rise to the lowest position of the ceiling or beam perpendicularly above it.

(c) Every staircase shall be adequately lighted and ventilated by windows of not less than one square metre in area per storey.

(d) No wooden stair case is allowed.

(2) Notwithstanding the aforesaid provisions, the *Panchayat Samiti* may issue any direction regulating width of the staircase, landing and rise of the tread and other matters relating to the staircase without prejudice to the general principles laid down in these rules.

Explanation – In this rule, “habitable room” means a room meant for human habitation other than a kitchen, bath, water-closet or storeroom.

73. Classification of land for construction. - If any structure or building is proposed to be erected or constructed on any land recorded otherwise than as homestead land, the *Panchayat Samiti* shall withhold permission for such erection or construction until the applicant produces an order allowing change of classification of the said land by the Collector or any other competent authority having jurisdiction under any law for the time being in force.

74. Manner of processing applications. - (1) On presentation of an application under sub-rule (1) of rule 65, subject to the provision under sub-rule (2), the Executive Officer or any other competent officer being so authorised in this behalf, shall examine the right, title and interest of the applicant in respect of the land on which the structure or the building is proposed to be erected along with the building plan and the site plan, and, after such enquiry as may be considered necessary, shall within a period of thirty days from the date of receipt of the application, place it before the *Panchayat Samiti* for granting or, as the case may be, refusing permission for the erection or construction applied for.

(2) When an application for construction of a new structure or building or making an addition to the existing structure or building having a plinth area of more than 300 sq. meter with brick or concrete footing or with a height of more than 6.5 meter is received at the office of the *Panchayat Samiti*, the Executive Officer shall send such application alongwith such observation as may be deemed fit, within a period of fifteen days from the date of such receipt along with the building plan and site plan to the *Zilla Parishad* having jurisdiction for necessary vetting or technical opinion as the case may be.

(3) In case of a proposal for construction of building within the height of 15 meter the *Zilla Parishad* shall, after examining or causing the examination of the building plan and site plan of the application, return it either with its vetting or objections to the *Panchayat Samiti* within a period of thirty days from the date of its receipt. The Executive Officer of the *Panchayat Samiti* shall thereafter place the application before the *Panchayat Samiti* for granting or, as the case may be, refusing permission for the erection or construction of structure or building or making addition to the existing structure or building as applied for.

(4) A *Panchayat Samiti* shall, when granting permission under sub-rule (1) or (3) specify a reasonable period which shall not be less than two years, within which the structure or the building is to be completed and if the erection or construction is not completed within the period so specified, such permission shall lapse when the *Panchayat Samiti* may allow an extension of such period on the basis of a prayer of the applicant. The *Panchayat Samiti* may, if it considers necessary in view of the changed circumstances, require a modification of the building plan for reasons to be recorded in writing at the time of extension of such period.

(5) When a *Panchayat Samiti* refuses permission under sub-rule (1) or (3),

- (i) the applicant shall be given an opportunity of being heard;
- (ii) the grounds for refusal shall be recorded in writing and communicated to the applicant;
- (iii) the applicant may be allowed to submit modified proposal removing the grounds for refusal in a fresh application form or in a plain paper, as may be appropriate, with three copies of the modified building plan and other records as may be relevant, within a period of one year from the date of communication of such refusal; such proposal shall not be taken as a new proposal and the applicant shall not be required to deposit any further fee as referred to in rule 66.

(6) As soon as may be, after the *Panchayat Samiti* grants or refuses permission under sub-rule (1) or (3), the Executive Officer of the *Panchayat Samiti* or any other officer, so authorised in this behalf, shall communicate in writing to the applicant of the permission granted for the construction sought for or the refusal in this behalf, as the case may be. In case of permission, one approved copy of the building plan and of the site plan shall be returned to the applicant, and the date within which the erection or construction is to be completed, shall be communicated. In case of refusal, the applicant shall be informed of the grounds of refusal for further actions that may be taken by him in this regard.

(7) Subject to the provisions of sub-rule (3), any communication to the applicant either according approval or refusing permission to the proposal of new construction or addition shall be made by the *Panchayat Samiti* within a period of ninety days from the date of receipt of the application under sub-rule (1) of rule 65.

75. Right of applicant if the permission or refusal is not communicated within time-limit. – (1) If permission or refusal under sub-rule (1) or (3) of rule 74, is not communicated by the *Panchayat Samiti* within the prescribed time limit it shall be presumed that the *Panchayat Samiti* has accorded such permission and it shall be lawful for the applicant to erect any structure or building conforming to the building plan and the site plan furnished by him along with the application :

Provided that before commencement of such work, the applicant shall give an intimation in this behalf to the *Panchayat Samiti*

76. Permission for construction of building for commercial or institutional purposes. – (1) The *Panchayat Samiti* shall not accord permission for erection of a structure or construction of a building for commercial or institutional purposes or for establishing a factory or workshop or warehouse or godown , -

- (a) in a predominantly residential area,
- (b) on a road or an approach passage having a width measuring less than five metres.

(2) There shall be a front set-back of not less than one and one-fifth metres for a structure or building referred to in sub-rule (1).

(3) The maximum building coverage of a structure or building referred to in sub-rule (1) shall be one-half of the total plot area:

Provided that the *Panchayat Samiti* may accord permission for higher building coverage not exceeding three-fifth of the total plot area if it is not repugnant to the Development Plan or any law for the time being in force in this behalf.

(4) In the case of a proposed building on total land measuring between four thousand square metres, and twenty-five thousand square metres, the *Panchayat Samiti* shall be handed over management and control of not less than one-sixteenth of the total land as far as practicable on the front side of the building for accommodating public facilities like power sub-station, public transport terminal, garbage vat and such other facilities; for plots measuring more than twenty-five thousand square metres, the *Panchayat Samiti* shall be handed over one-tenth of the total land for such purposes.

(5) Subject to the provision of this rule, erection or construction of a building for commercial or institutional purposes, shall be governed by the rules applicable for construction of a building for residential purposes.

77. Grounds for withholding or refusing permission. – (1) A *Panchayat Samiti* may withhold or refuse permission under sub-rule (1) or (3) of rule 74, if, -

- (a) the site plan, building plan, elevation, section or specification contravenes any provision of the Act or any rule framed thereunder or any other law for the time being in force;
- (b) the application for permission does not contain required particulars or has not been prepared commensurate with the manner laid down in these rules;
- (c) any information or document required by the *Panchayat Samiti* under the Act or the rules thereunder has not been duly furnished;
- (d) the proposed structure or building or the activities for which such construction is proposed, shall or is likely to, disturb environmental sanitation of the locality;
- (e) the proposed structure or building is an encroachment on the Government land or any land vested with the *Panchayat Samiti* or any other local authority;
- (f) the proposed construction violates any provision or condition of the Development Plan.

(2) When a *Panchayat Samiti* takes a decision under sub-rule (1), the procedure laid down in sub-rules (5) of rule 74 shall, in so far as they are applicable, be followed.

78. Inspection of structure or building under construction. – (1) The *Sabhapati*, the *Sahakari Sabhapati*, the Executive Officer of *Panchayat Samiti* or any other person authorised by the *Panchayat Samiti* in this behalf, may, at any time and without notice, inspect any structure or building in respect of which permission under sub-rule (1) or (3) of rule 74 has been given, while the work is in progress.

(2) If, on making an inspection under sub-rule (1), the *Sabhapati*, the *Sahakari Sabhapati*, the Executive Officer of *Panchayat Samiti* or any other person so authorised is satisfied that the structure or building is being erected, -

- (a) otherwise than in accordance with the building plan as approved; or
- (b) in such way as to contravene any of the provisions of the Act or any rule framed thereunder or any provision of the Development Plan, the Executive Officer of *Panchayat Samiti* may, after giving the owner of such structure or building an opportunity of being heard, make an order directing the owner to make such alterations within such time as may be specified in the order, with the object of bringing the structure or building in conformity with the approved plan or the provisions of law or the Development Plan as the case may be.

(3) Without prejudice to the provisions of section 23 or any other law for the time being in force, the Executive Officer of *Panchayat Samiti*, in all cases where the erection or construction of any structure or building or any other work connected therewith has been commenced or is being carried on unlawfully, may, seek the assistance of the police or with the assistance of any employee of the *Panchayat Samiti*, if necessary, take such steps as he may deem fit to stop the continuance of such unlawful erection or construction. The expenditure incurred for deployment of police or employee of the *Panchayat Samiti* to keep a watch on the premises, shall be realized from the person undertaking the unlawful erection or construction on serving a notice of demand upon the owner of the plot or the person in charge of the construction, or if necessary, through the Bengal Public Demands Recovery Act, 1913.

79. Completion of work and occupancy certificate therefor – (1) On completion of construction of a building or execution of a work, the applicant referred to in rule 65, shall furnish a notice of completion to the *Panchayat Samiti*. In case of deviation from the approved building plan or site plan, the notice shall be accompanied by three sets of building plan or site plan or both as the case may be, marked 'Completion Plan' showing all deviations and modifications. Such plans shall be duly signed by the applicant and the technical persons authenticating the original plans along with explanatory notes if considered appropriate.

(2) Within fifteen days of receipt of the notice of completion of building of work, any inspecting authority referred to in rule 78, shall inspect the building or work and shall satisfy himself that construction of the building or execution of this work has been in accordance with the approved plan or plans or the deviations and modifications made were necessary, are not of major nature and do not infringe any provision of the relevant laws and directions thereunder.

(3) Within fifteen days from the date of such inspection, the *Panchayat Samiti* shall, if it is satisfied that the building or the work has been completed in accordance with the approved plan or the deviations and modifications made are acceptable in terms of sub-rule (2), issue an occupancy certificate-in Form 4B :

Provided that the occupancy certificate shall be issued only after all the extra materials like sand, boulders, stone, cement, steel rods, bamboo, timber or any other such materials lying on the public road or place have been removed and the damages, if any, to the public property or properties have been made good by the applicant at his own cost to the entire satisfaction of the *Panchayat Samiti*.

(4) In case the occupancy certificate is refused, the *Panchayat Samiti* shall communicate the reasons therefor in writing to the applicant within thirty days from the date of receipt of the notice of completion of the work; the communication may also mention the remedial additions and alterations which should be undertaken to render it possible to issue the occupancy certificate. Such communication may also specify, if deemed appropriate, the date or dates by which the additions and alterations shall be made.

(5) If the applicant fails to take satisfactory action in pursuance of the communication referred to in sub-rule(4), the *Panchayat Samiti* may exercise such authority and take such action as may be considered appropriate under the Act and the rules, notifications and order thereunder.

80. Construction of park and garden. – *Panchayat Samiti* shall endeavour to construct at least one park and garden in a vested land in every *Gram Panchayat* and, for the said purpose, the *Panchayat Samiti* shall submit proposal to the competent authority for earmarking a particular vested land in every *Gram Panchayat* for park and garden.

81. Construction of public drain. – *Panchayat Samiti* shall construct and maintain, where it considers necessary, a system of drainage within its predominantly residential area with sufficient outfall in or outside such residential area and, for this purpose, the *Panchayat Samiti* may make use of any vacant land either under its own management or as a result of set-back of any structure or building:

Provided that the *Panchayat Samiti* shall not build any super-structure on any vacant land available as a result of set-back of any structure or building:

Provided further that for building a system of drainage, a *Panchayat Samiti* shall ensure unhindered use of any approach passage or road and shall also ensure environmental sanitation in the locality.

82. Collection and disposal of solid waste. - (1) *Panchayat Samiti* shall endeavour to build and maintain, where it considers necessary, a system of collection, removal and disposal of solid wastes from residential, commercial or institutional buildings.

(2) The *Panchayat Samiti* may provide or appoint in convenient situations, including the situation arising out of any vacant land as a result of set-back of any structure or building, public receptacles, depots or places for the temporary deposit of -

- (a) rubbish,
- (b) offensive matters,
- (c) domestic and trade refuse,
- (d) carcasses, and
- (e) excrementitious and polluted matters.

(3) It shall be the duty of the owners or the occupiers, as the case may be, of all premises to cause all matters referred to in clauses (a) to (e) of sub-rule (2) to be collected from their respective premises and to be deposited in public receptacles, depots or places, provided or appointed under sub-rule (2), at such time and in such manner as the *Panchayat Samiti* may, on giving adequate publicity, specify.

(4) The *Panchayat Samiti* shall remove at regular intervals the deposited matters as referred to in sub-rule (3) and shall make adequate provision for preventing receptacles, depots or places from becoming sources of nuisance.

(5) All matters deposited in public receptacles, depots or places as aforesaid and all solid wastes collected, shall be the property of the *Panchayat Samiti*.

(6) For the purpose of disposal of solid wastes, the *Panchayat Samiti* may take assistance of a neighbouring *Gram Panchayat* in such manner and under such conditions as may be mutually agreed upon.

83. Appeal against the decision of the *Panchayat Samiti*. - (1) If, on receipt of an application under sub-rule (1) of rule (65), a *Panchayat Samiti* refuses to grant permission to the erection of any structure or building, an aggrieved person may prefer an appeal to the Executive Officer of the *Zilla Parishad*, having jurisdiction, within ninety days from the date of communication of such order of refusal. The Executive Officer of the *Zilla Parishad* or any other officer of the *Zilla Parishad*, on being authorised by him in this behalf, shall decide the matter after giving notice to the parties concerned and his decision in the matter shall be final.

(2) If, on receipt of an application under sub-rule (1) of rule 65, such application is referred to the *Zilla Parishad* under sub-rule (2) of rule 74 and the *Zilla Parishad* refuses to grant permission for the erection or construction of any structure or building, an aggrieved person may prefer an appeal to the Divisional Commissioner having jurisdiction within ninety days from the date of communication of such order of refusal. The Divisional Commissioner or any other officer in his establishment, on being authorised by him in this behalf, shall decide the matter after giving notice to the parties concerned and his decision in the matter shall be final.

Chapter XIII

Powers, functions and duties of officials of *Panchayat Samiti*.

84. Powers, functions and duties of the Executive Officer of *Panchayat Samiti*. - (1) The Executive Officer of the *Panchayat Samiti* (hereinafter in this chapter referred to as the Executive Officer) shall be responsible for taking necessary action on the decisions arrived at in the meetings of the *Panchayat Samiti* and shall keep the *Sabhapati* posted with the progress of various development activities in the *Panchayat Samiti* as also with the problems and difficulties, if any, experienced in the functioning of the *Panchayat Samiti* from time to time.

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