



**GOVERNMENT OF TRIPURA
PANCHAYAT DEPARTMENT**

**THE TRIPURA PANCHAYATS
(Administration)
RULES, 1994.**

**As Amended upto the 7th July, 2000, vide R.D.(Panchayats)
Department Notification No.F.6(2-23)-GL/PR/98,
dated 7th July, 2000.**

NOTIFICATION

In exercise of the Powers conferred by sub-section (1) of ~~Section~~ 228 of the Tripura Panchayats Act, 1993, the ~~State Government~~ hereby makes the following rules to amend the Tripura Panchayats (Administration) Rules, 1994, namely -

CHAPTER – I

PRELIMINARY

Short title and commencement.

1. (1) These rules may be called the Tripura Panchayats (Administration) Rules, 1994.
(2) They shall come into force at once.

Definition and interpretation.

2. (1) In these rules, unless the context otherwise requires :
 - (a) 'Act' means the Tripura Panchayats Act, 1993 (Act No.7 of 1993) ;
 - (b) 'Section' means the Section of Act ;
 - (c) 'Form' means a Form appended to these rules and includes a translation thereof in Bengali ;
- (2) The words, expressions used but not defined in these rules shall have the meanings respectively assigned to them in the Act.
- (3) The General Clauses Act, 1966 shall apply for the interpretation of these rules as it applies for the interpretation of Acts of the State Legislature.

PART – A

CHAPTER – II

LEAVE OF PRADHAN / UPA PRADHAN ETC.

Leave of Pradhan and Upa Pradhan

3. (1) A Gram Panchayat by a resolution at a meeting may grant leave of absence from time to time to its Pradhan or Upa Pradhan for a total period not exceeding forty-five days in a calendar year. Sanction of such leave shall forthwith be reported by the Secretary of the Gram Panchayat to the concerned Secretary of the Panchayat Samiti and the Block Development Officer. Generally such leave shall be requested for by Pradhan and Upa Pradhan before proceeding on leave. However, in unavoidable circumstances, the Pradhan or, as the case may be, the Upa Pradhan may proceed on leave without sanction but after handing over the charge and Gram Panchayat may regularize the leave in its next meeting :

Provided that if the total leave period in the year exceeds fortyfive days, no honorarium and fixed TA shall be paid for the period exceeding fortyfive days :

Provided further that if the Pradhan and Upa Pradhan hold charge or is expected to hold charge for part of the year only, the maximum leave period of fortyfive days shall be proportionately reduced.

(2) Whenever Pradhan or, as the case may be, Upa Pradhan proceeds on leave with or without prior grant of leave he shall invariably hand over charge to Pradhan or Upa Pradhan as the case may be in **Form 1**.

- *[(3) If the Pradhan or the Upa Pradhan remains absent from duties for more than three months continuously without intimation, such absence shall be a good ground for a motion for their removal.]

(4) If both Pradhan and Upa Pradhan proceed on leave simultaneously for a period exceeding fifteen days or in case temporary vacancy arises in offices of both Pradhan and Upa Pradhan simultaneously for a period exceeding fifteen days, the Panchayat Secretary with a prior approval of Block

* [] *The provision of sub-rule (3) within the square brackets have been substituted by amendment vide RD(Panchayats) Department, Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.*

Development Officer shall call an emergency meeting of the Gram Panchayat and for this meeting the members present shall select a Presiding Member for amongst them. In the said meeting the Gram Panchayat shall take a resolution suggesting the name of member who may act as temporary Pradhan and temporary Upa Pradhan. The Block Development Officer, on receipt of this resolution, shall appoint the temporary Pradhan and Upa Pradhan accordingly.

CHAPTER - III

RESIGNATION OR REMOVAL OF PRADHAN OR UPA PRADHAN

Resignation by Pradhan Upa Pradhan or members.

4. (1) The Pradhan or Upa Pradhan or a member of a Gram Panchayat may resign his office writing under his hand addressed to the Block Development Officer and handing it over in person or by sending it by Registered post to the Block Development Officer. The written resignation shall be signed by himself. The Block Development Officer may accept the resignation after such enquiry as he may deem fit and inform the person concerned, the members of the concerned Gram Panchayat and District Panchayat Officer within fifteen days of such acceptance ;

Provided that in case of simultaneous resignation of Pradhan and Upa Pradhan, the Block Development Officer after such preliminary enquiry as he may deem fit may accept the resignation and on acceptance of such resignation, shall appoint a temporary Pradhan and Upa Pradhan in the manner as laid down in sub rule (4) of Rule 3.

(2) Pradhan or Upa Pradhan vacating the office by resignation shall hand over the charge of his office ordinarily within ten days after acceptance of his resignation provided for reasons to be recorded in writing the Block Development Officer, more than ten days may be allowed to hand over the charge.

Procedure for removal of Pradhan and Upa Pradhan and members.

5. (1) The District Panchayat Officer shall be the Prescribed Authority for removal of a member of a Gram Panchayat under sub-section (1) of Section 22 of the Act. He shall exercise this function only on the basis of receipt of communication in this regard from the concerned Gram Panchayat. The Additional District Magistrate of the

concerned district shall be the appellate authority under sub-section (2) of Section 22 of the Act..

(2) On receipt of a notice in Form 2 signed by at least one third of the existing members of a Gram Panchayat, District Panchayat Officer shall convene a meeting for removal of a Pradhan under Section 23 of the Act. Such notice shall be delivered in person to the District Panchayat Officer by one of the members signing the notice or shall be sent by Registered post.

(3) In case of removal of both Pradhan and Upa Pradhan in the same meeting, the meeting shall be presided over by an officer not below the rank of Extension Officer who may be authorized by the District Panchayat Officer ;

Provided that in case of removal of Pradhan, or as the case may be, the Upa Pradhan, the District Panchayat Officer may appoint an observer for such meeting who shall submit a report in writing to the District Panchayat Officer immediately after completion of meeting.

*[Provided further that in case of removal of Pradhan, if the Upa Pradhan remains absent in the meeting of the Gram Panchayat where quorum is present, one of the members present in the meeting shall be elected by other members present to preside over the meeting. In case of removal of Upa Pradhan, if the Pradhan remains absent in the meeting of the Gram Panchayat where quorum is present, one of the members present in the meeting shall be elected by other members present to preside over the meeting.]

(4) At the beginning of the meeting the Presiding Officer shall read out to the members of the Gram Panchayat present in the meeting the notice in Form 2 given under sub-section (2) of Section 23. He shall then allow the motion for removal to be read and discussed. Such discussions shall terminate before expiry of one hour from the commencement of the meeting or such further time as may be extended by the Presiding Officer. Upon the conclusion of the debate or upon expiry of the said period, the motion shall be put to vote. Vote shall be by show of hands :

Provided that in case of absence of quorum, meeting shall be adjourned and the adjourned meeting shall be convened in the same manner.

* [] The provision within the square brackets has been inserted by amendment vide RD(Panchayats) Department, Notification No.F.6(2-23)-GLAPRA/08, dated 7-7-2000.

(5) The Presiding Officer shall declare the result of voting. The motion for removal shall be deemed to have been carried only when it has been passed by the majority of the existing members of Gram Panchayat.

(6) The Presiding Officer shall forthwith forward the minutes of the meeting to the District Panchayat Officer. The District Panchayat Officer will issue the removal order and intimate the same to the Secretary of the Gram Panchayat, Secretary of the Panchayat Samiti and the Block Development Officer.

(7) In case of removal of both Pradhan and Upa Pradhan, the charges will be taken over from the Pradhan and Upa Pradhan by the members so appointed under rule 30 of the Tripura Panchayats (Election of Office Bearers) Rules, 1994, until the new Pradhan or, as the case may be, the new Upa Pradhan is elected and assumes office.

(8) If the Pradhan or, as the case may be, the Upa Pradhan fails or refuses to hand over the charges the transfer of charges shall be effected according to the sub-section (2) and sub-section (4) of Section 47 of the Act.

CHAPTER – IV

Preparation of the list of business.

6. (1) The list of business to be transacted at every meeting of Gram Panchayat except an adjourned meeting shall be prepared by the Secretary to the Gram Panchayat under instruction of the Pradhan. The Agenda shall be entered in the Book of Agenda to be maintained for this purpose. The Agenda shall be countersigned by the Pradhan. The first item of the list of business shall be the confirmation of minutes of the previous meeting and second item shall be a report on the status on those resolutions of all previous meetings on which action is yet to be taken. The last item of list of business shall be to fix the date and time of next meeting.

(2) The Secretary to the Gram Panchayat shall arrange delivery of notice to all members either by post or by messenger or otherwise. A copy of the notice shall be displayed on the Notice Board of the Gram Panchayat office.

Notice of meeting to members.

7. (1) There shall be at least one meeting of the Gram Panchayat in every month to transact its business. The

meeting shall be summoned by notice in Form 3. The notice shall accompany a list of business.

(2) Notice to the members for the meeting may be issued by the Secretary under the instruction of the Pradhan at least seven days in advance of the date so appointed for the meeting :

Provided that an emergency meeting may be summoned after giving three days notice to the members.

(3) The Block Development Officer shall be the prescribed authority for the purpose of sub-section (2) of Section 27 of the Act.

Attendance Register.

8. (1) The Secretary to the Gram Panchayat shall maintain an Attendance Register of members and all members shall sign it before the meeting.

(2) When a meeting of a Gram Panchayat is not held for want of quorum, the Pradhan and the Secretary to the Gram Panchayat shall make a note to that effect in the Attendance Register.

Minute Book of the meeting.

9. As far as practicable minutes of every meeting of a Gram Panchayat shall be entered in a Minutes Book to be kept for the purpose which shall be read out before the meeting is concluded and the person who presides over the meeting shall sign the minutes.

Resolution pressed for division.

10. (1) If there is difference of opinions in taking a resolution, it shall be put to vote and the vote shall be by show of hands. Every such resolution shall be recorded in full in the Minutes Book together with the number of members voting for or against the resolution.

(2) All questions at any meeting shall be determined by a majority of votes of the members present and voting and the presiding member shall be entitled to vote.

Report on the work of Gram Panchayat

11. (1) Every Gram Panchayat shall prepare the report of works done by it in the previous year and work proposed to be done in the next year in such form as may be directed by the State Government and the report shall be prepared and passed by the Gram Panchayat in the form of resolution before 30th April of every year and shall be submitted to the District Panchayat Officer and concerned Panchayat Samiti before 15th May of every year.

CHAPTER – V

JOINT COMMITTEE

Appointment of a Joint Committee and its decision

12. (1) Subject to the previous approval of the Panchayat Samiti or Panchayat Samitis concerned, two or more Gram Panchayats may combine to appoint a Joint Committee consisting of such representatives as may be chosen by the respective Gram Panchayats for the purpose of transacting any business or carrying out any work in which they are jointly interested. The Gram Panchayat which combined to form the Joint Committee shall subscribe to a written instrument which shall be drawn up for this purpose. The Pradhan shall sign the instrument.
- (2) The written instrument, referred to in sub-rule (2), shall contain the following ;
- (a) the specific purpose for which the Joint Committee is formed and the condition on which the Joint Committee may frame schemes binding on the constituent Gram Panchayats ;
 - (b) the period for which the Joint Committee is to function ;
 - (c) the number of members to be sent to the Joint Committee by each of the Gram Panchayats intending to form the Joint Committee and the term of office of such members ;
 - (d) the financial and administrative powers, including the powers to supervise the construction of any joint work which the Joint Committee shall exercise ;
 - (e) the power which the constituent Gram Panchayat shall exercise in relation to any Joint scheme.
- (3) The Joint Committee shall from time to time, make a report of the progress of work to the constituent Gram Panchayat as may be required by them.
- (4) The constituent Gram Panchayats may frame or modify the instruments regarding the constitution of Joint Committee and the term of office of the members thereof and the mode of conduct of business.

Manner of resolving differences of opinion between the constituent Gram Panchayats.

13. If any difference of opinion arises among the constituent Gram Panchayats forming the Joint Committee it shall be referred to Panchayat Samiti / Panchayat Samiti and the decision of the Panchayat Samiti / Samiti thereon shall be final.

CHAPTER - VI

DELEGATION OF FUNCTIONS BY ZILLA PARISHAD AND PANCHAYAT SAMITI

Delegation of functions by Zilla Parishad and Panchayat Samiti

14. (1) The functions of Zilla Parishad or Panchayat Samiti which it may delegate to a Gram Panchayat shall relate only to the area of the Gram Panchayat concerned.
- (2) The Zilla Parishad of the concerned Panchayat Samiti shall have the power to supervise the work under taken by the Gram Panchayat in performing any function delegated to it under these rules.

CHAPTER - VII

SECRETARY AND STAFF OF GRAM PANCHAYAT

Sanction of leave etc. of Panchayat Secretary

15. (1) Casual Leave not exceeding twelve days in a calendar year may be granted to the Panchayat Secretaries by the Pradhan Casual Leave for a period of seven days at a time shall not be ordinarily granted.
- (2) Earned Leave, Half Pay Leave, Commuted Leave, Quarantine Leave and Maternity Leave shall be granted by the Block Development Officer on the recommendation of the Pradhan of the concerned Gram Panchayat.

Duties of Secretary of Gram Panchayats.

16. (1) Without prejudice to the duties and functions that may be assigned to him by Gram Pradhan Secretary of the Panchayat shall
- (a) be responsible for collection of taxes, rates, duties, tolls and fees levied by the Gram Panchayat ;
 - (b) prepare the budget in due time ;

- (c) be responsible for maintaining the Cash Book and other Books of accounts. He shall also be responsible for preparing the monthly and quarter statement of account and placing the same before the Gram Panchayat ;
- (d) be responsible for keeping of records of the Gram Panchayat in safe custody ;
- (e) be responsible for producing records before the Auditors or inspecting officer as and when directed by the Pradhan or any other authority of the State Government ;
- (f) be responsible for bringing to the notice of the Pradhan all important informations ;
- (g) be responsible for preparation and maintenance of Ordinary Resident Register.
- (h) the Secretary of a Gram Panchayat shall attend all meetings of the Gram Panchayat. He shall forward copies of such minutes of meeting to the concerned officers of various departments as per directions of the Pradhan.
- (i) be responsible to bring to the notice of the Pradhan all matters relating to the different schemes and their implementation ;
- (j) be responsible to prepare an Agenda paper as per direction of the Pradhan ;
- (k) be responsible to issue notice of the meeting as per direction of the Pradhan ;
- (l) perform such other duties in respect of the work of Gram Panchayat, Panchayat Samiti, Zilla Parishad and the State Government as the Pradhan, the Upa Pradhan or, concerned Chairman of the Panchayat Samiti or Sabhadhipati of the concerned Zilla Parishad or the State Government may direct ;
- (m) be responsible for submission of utilization certificate for the fund placed to the Panchayat after taking approval from the Pradhan ;
- (n) be responsible for submission of bills to the appropriate authority in due time.

CHAPTER – VIII

*** [MANNER OF CONDUCTING MEETING OF GRAM SANSAD AND GRAM SABHA]**

Annual meeting of Gram Sabha

**[17 (1) The Gram Panchayat shall, identify and constitute such number of Gram Sansad within the Gram Panchayat area as may be convenient, not being less than three, with a size of about five hundred voters having regard to the member of constituencies. Immediately after constitution of Gram Sansad the Gram Panchayat shall give intimation in detail to the concerned Panchayat Samit, Block Development Officer, District Panchayat Officer and the Director of Panchayats.

(2) The Gram Panchayat shall hold within the local limits of the Gram an annual and a half-yearly meeting for each Gram Sansad at such place, on such date and at such hour as may be fixed by it :

Provided that the annual meeting of the Gram Sansad shall be held ordinarily in the month of April or May and the half-yearly meeting of the Gram Sansad shall be held ordinarily in the month of November or December every year.

Provided further that a Gram Panchayat may, in addition to the annual and the half-yearly meeting, hold extraordinary meeting of a Gram Sansad at any time if the situation so warrants or if the State Government, by order, so directs.

(3) The Gram Panchayat shall fix up the agenda for each meeting of Gram Sansad to be held on such date so fixed by the Gram Panchayat. A written notice duly signed by the Pradhan or, in his absence, by the Upa Pradhan of the Gram Panchayat indicating the date, time and place of meeting alongwith agenda shall be issued at least seven days before the date of meeting. Copy of such notice shall have to be displayed / hung-up at conspicuous places. Moreover, the Gram Panchayat shall arrange publicity of the date, time and place alongwith agenda of the meeting of Gram Sansad as widely as possible within the concerned Gram Sansad area.

(4) Every meeting of the Gram Sansad shall be presided over by the Pradhan or, in his absence, by the Upa Pradhan. In case of absence of both the Pradhan and the Upa Pradhan, the member or one of the members elected from the Gram Sansad area to the Gram Panchayat shall preside over the meeting:

Provided that when number of elected members of the Gram Panchayat for Gram Sansad area is more than one, one of the elected members as elected by the voters present shall preside over the meeting.

(5) One-fifth of the total number of voters of the Gram Sansad area shall form the quorum for a meeting of the Gram Sansad.

Provided that no quorum shall be necessary for a meeting adjourned for want of quorum. The adjourned meeting shall be held at the same place and time after seven days from the day on which meeting has been adjourned. The person presiding over the meeting shall formally announce the date on which the adjourned meeting shall take place.

(6) The Secretary to the Gram Panchayat shall arrange recording of attendance of voters in the attendance sheet in Form 3A.

(7) When a meeting of a Gram Sansad is not held for want of quorum, the Pradhan or, as the case may be, the person presiding and the Secretary to the Gram Panchayat shall make a note to that effect under their signatures in the attendance sheet and in the Minutes Book.

(8) The first item of agenda shall be to read over the minutes of the last meeting for confirmation of the voters and after confirmation, the same shall be signed by the Pradhan or in his absence by the Upa-Pradhan or in absence of both the Pradhan and Upa-Pradhan, by the person presiding over the meeting. The second item shall be a report on the status of the resolution or resolutions of the previous meeting. Thereafter discussion of the agenda fixed for the day's meeting shall be taken up and decision taken thereon shall be recorded in the minutes book. While arriving at a decision, every voters shall have the right to ask any question related and relevant to the agenda.

(9) In each meeting of the Gram Sansad, the Gram Panchayat shall distribute a printed booklet to each voter of the Gram Sansad in the meeting. The printed booklet should contain information about amount of fund received, the amount of fund spent the work / project undertaken with the fund, number and nature of project completed, number of beneficiaries selected and benefit given under different schemes, amount of un-spent fund, number of maydays generated, number and nature of assets created, number of site selected indicating the name of the schemes and projects etc.

(10) The Gram Panchayat shall place before the Gram Sansad in the meeting the matter relating to selection of beneficiaries of any scheme and selection of sites for works of public utility under any scheme or project pertaining to the Gram Sansad area. The Gram Panchayat shall submit before the Gram Sansad a full report in respect of development programmes relating to the concerned Gram Sansad area undertaken in the preceding year and development programmes proposed to be undertaken during the current year. Any matter referred to the Gram Panchayat by the State Government for decision of the people of the Gram Panchayat shall be placed before the meeting of Gram Sansad for consultation and decision.

(11) The recording of minutes will be done by the Secretary to the Gram Panchayat. If for any reason the Secretary to the Gram Panchayat remains absent on the day of meeting of the Gram Sansad, any other Panchayat Secretary or any other official posted in the Gram Panchayat, as may be authorized by the person presiding over the meeting, shall record the minutes of the meeting. After recording of the minutes, the person presiding over the meeting shall record out the minutes recorded in the Minutes Book in the meeting to the persons present in the meeting and thereafter he shall sign in the Minutes Books. The Minutes Book shall be kept in Bengali.

(12) Copy of the minutes of the meeting of the Gram Sansads shall be sent to the concerned Block Development Officer, District Panchayat Officer and to the Panchayat Samiti.

(13) Generally efforts should be made to take decision on the agenda by consensus. If, however, there is difference of opinion, it shall be put to vote by show of hands. Every such resolution / decision shall be taken/ adopted by simple majority and recorded in full in the minutes book together with number of person voting for or against the resolution.

(14) Individual beneficiaries under any scheme, receiving payment on any one occasion in excess of the cash equivalent of 20 mandays, has to be approved by of the Gram Sansad.

(15) The location of all works costing more than the cash equivalent of 200 mandays are required to be approved by the Gram Sansad.

(16) The Gram Panchayat shall take necessary steps to implement every resolution adopted or decisions taken in the meeting of the Gram Sansad.]

*[] The words within the square brackets have been substituted by amendment vide RD (Panchayats) Department Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

** [] The provisions of Rule 17 within the square brackets have been substituted by amendment vide RD(Panchayats) Department, Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

**Proceeding at the
meeting of Gram
Sabha.**

*[18. (1) Every Gram Panchayat shall hold within the local limits of the Gram at least one meeting for the Gram Sabha in a year at such place, on such date and at such hour as may be fixed by the Gram Panchayat having regard to the direction issued by the State Government for the purpose.

(2) The Gram Panchayat shall fix up the agenda for the Gram Sabha meeting to be held on such date so fixed by the Gram Panchayat. The agenda fixed by the Gram Panchayat shall be entered into the book of agenda. After recording in the book of agenda the Secretary to the Gram Panchayat shall put his signature in the page on the right hand side below the agenda and the Pradhan or in his absence the Upa Pradhan shall countersign it in the page on the left hand side below the agenda. The written notice duly signed by the Pradhan or in his absence by the Upa Pradhan of the Gram Panchayat indicating the date, time, and place of the meeting alongwith agenda shall be issued at least 10(ten) days before the date of the meeting. A copy of such notice shall have to be displayed / hung up at conspicuous places. Moreover, the Gram Panchayat shall arrange publicity of the date, time, place and agenda of the meeting of Gram Sabha as widely as possible within the concerned Gram Panchayat area.

(3) Every meeting of the Gram Sabha shall be presided over by the Pradhan or, in his absence, by the Upa-Pradhan. In case of absence of both the Pradhan and Upa-Pradhan, an elected member to the Gram Panchayat, shall be elected by the voter of the Gram Sabha to preside over the meeting.

(4) One eighth of the total number of voters of the Gram Sabha shall form the quorum for a meeting of Gram Sabha.

Provided that no quorum shall be necessary for a meeting adjourned for want of quorum. The person presiding over the meeting shall formally announce adjournment of the meeting and shall also announce the date on which the adjourned meeting shall take place.

(5) The Secretary to the Gram Panchayat shall arrange recording of attendance of the voters in the attendance sheet in Form 3A with the help of other employees posted in the Gram Panchayat, if required, as soon as the voter enters place of meeting.

(6) When a meeting of the Gram Sabha could not be held for want of quorum, the Pradhan or, as the case may be, the person presiding and the Secretary to the Gram Panchayat shall make a note to that effect under their signatures in the attendance sheets and in the minutes book.

(7) The first item of agenda shall be to read over the minutes of the last meeting for confirmation of the voters and on confirmation, the same shall be signed by the person Presiding over the meeting. The second item shall be a report on the action taken on the resolution or resolutions of the previous meeting. Thereafter discussion on the agenda fixed for the day's meeting shall be taken up and decision taken thereon shall be recorded in the minutes book. While arriving at decision every voter shall have the right to take part in the discussion related and relevant to the agenda.

(8) The Gram Panchayat shall take necessary steps to implement every resolution adopted or decision taken in the meeting of the Gram Sabha.

(9) The agenda for the meeting shall include :-

- (a) placement of the annual statement of accounts of the Gram Panchayat, the report of administration of the preceding financial year and the last audit note and replies made thereto ;
- (b) the budget of the Gram Panchayat for the financial year ;
- (c) a broad report in respect of the development programme of the Gram Panchayat undertaken during the preceding year and development programme proposed to be undertaken during the current year. Such report shall be accompanied by full statement of funds available during the preceding year and the funds likely to be available during the current financial year.
- (d) such other business relating to the affairs of the Gram Panchayat may also be transacted at such meeting of the Gram Sabha as may be agreed upon by the persons present and also such other issues as referred by the State Government from time to time.

(10) The Gram Sabha shall deliberate upon, recommend for, and adopt resolution on, any matter placed before the Gram Sabha meeting as laid down in sub-section (1) of Section 10 of the Tripura Panchayats (Second Amendment) Act, 1998.

(11) The minutes of the meeting of the Gram Sabha shall be recorded by the Secretary to the Gram Panchayat in Bengali. If for any reason the Secretary to the Gram Panchayat remains absent on the day of meeting of the Gram Sabha, any other Panchayat Secretary or any other official posted in the Gram Panchayat, as may be authorized by the person presiding over the meeting, shall record the minutes of the meeting. After recording of the minutes, the person presiding over the meeting shall read out the minutes recorded in the meeting to the persons present in the meeting and thereafter he shall sign in the minutes Books. No portion of the minutes so prepared shall be left blank. Copy of the minutes of the meeting of Gram Sabha shall be sent to the concerned Block Development Officer, District Panchayat Officer and the Panchayat Samiti

(12) At the time of taking decision on any matter if difference of opinion arise, the matter shall be put to vote by show of hands. The decision shall be taken by simple majority of votes.

(13) Decision taken in the meeting of the Gram Sansad in regard to selection of beneficiaries and sites of projects / works shall not be discussed in the meeting of the Gram Sabha and the Gram Sabha in its meeting shall not raise any dispute to any decision of the Gram Sansad in regard to selection of beneficiaries and selection of sites.]

[* **]

Vigilance Committee

20. (1) The District Panchayat Officer shall constitute a vigilance Committee for each Gram Sabha. The Committee shall consist of not less than three members and not more than five members and shall hold office for one year from the date of its constitution:

(2) The Committee may consist of both officials and non-officials. One of the members shall be designated as the Chairman of the said Committee.

(3) The Committee shall submit a quarterly vigilance report to the District Panchayat Officer, the Chairman of Panchayat Samiti and to the concerned Gram Panchayat.

Provided that at any time District Panchayat Officer may direct the Committee to submit a report on all or any specific aspects of the functioning of a Gram Panchayat.

* [] The provisions of Rule 18 within the square brackets have been substituted by amendment vide RD(Panchayats) Department, Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

** [] Rule 19 has been deleted by amendment vide RD(Panchayats) Department Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

(4) The Pradhan of Gram Panchayat shall place the report of vigilance committee in the Gram Panchayat meeting within one month of its receipt for consideration. Where ever the Gram Panchayat agrees with the findings of the vigilance committee, it shall resolve to take necessary corrective steps. In case of disagreement with the findings of the vigilance committee, detailed reasons for the disagreement shall be recorded.

Thereafter the minutes of the Gram Panchayat meeting shall be forwarded to the Executive Officer of Panchayat Samiti who shall send it to the Finance Committee for consideration. With comments of Finance Committee the Executive Committee shall consider the report. Based on this, the Panchayat Samiti may issue such general directions or instructions to Gram Panchayat as may be found necessary. The Executive Officer shall thereafter send a detailed report of the action taken to the District Panchayat Officer.

PART - B

CHAPTER - I

LEAVE OF CHAIRMAN / VICE-CHAIRMAN ETC.

Leave of Chairman and Vice-Chairman

- 21 (1) A Panchayat Samiti by a resolution at a meeting may grant leave of absence from time to time to its Chairman or Vice Chairman for a total period not exceeding forth five days in a calendar year. Sanction of such leave shall forthwith be reported to the concerned Secretary of the Zilla Parishad and to the Chief Executive Officer of the Zilla Parishad by the Secretary of the Panchayat Samiti. Generally such leave shall be requested for by Chairman and Vice-Chairman before proceeding on leave. However, in unavoidable circumstances the Chairman or as the case may be the Vice-Chairman may proceed on leave without sanction but after handing over the charge and Panchayat Samiti may regularize the leave in its next meeting.

Provided that if total leave period in a year exceeds forty five days no salary and allowances shall be paid for the period exceeding forty five days.

Provided further it the Chairman and Vice-Chairman hold the charge or is expected to hold charge for part of the year only, the maximum leave period of forty-five days shall be proportionately reduced.

(2) Whenever Chairman or, as the case may be the Vice-Chairman proceeds on leave with or without prior grant of leave he shall invariably hand over the charge to Chairman or Vice-Chairman as the case may be in Form -1.

*[(3) If the Chairman or Vice-Chairman remain absent from duties for more than three months continuously without intimation such absence shall be good ground for a motion for their removal.]

(4) If both Chairman and the Vice-Chairman proceed on leave simultaneously for a period exceeding 15 days or in case temporary vacancies arises in the office of both Chairman and Vice-Chairman simultaneously for a period exceeding 15 days, the Executive Officer of the Panchayat Samiti with the prior approval of the concerned District Magistrate & Collector shall call an emergency meeting of the Panchayat Samiti and members present shall select a directly elected member from among them to preside over. In the said meeting, the Panchayat Samiti shall take a resolution suggesting the name of directly elected members who may act as temporary Chairman and temporary Vice-Chairman. The District Magistrate & Collector on receipt of this resolution shall appoint the temporary Chairman and the Vice-Chairman accordingly.

* [] *The provisions of sub-rule (3) within the square brackets have been substituted by amendment vide RD(Panchayats) Department Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.*

CHAPTER - II

RESIGNATION OF CHAIRMAN OR VICE-CHAIRMAN OR MEMBERS OF PANCHAYAT SAMITI.

22. (1) The Chairman or Vice-Chairman or a member of a Panchayat Samiti may resign his office writing under his hand addressed to the District Panchayat Officer and handing it over in person or by sending it by registered post to the District Panchayat Officer. The District Panchayat Officer may accept the resignation after such enquiry as he may deem fit and inform the person concerned, the members of the Panchayat Samiti and the Chief Executive Officer of the Zilla Parishad within 30 days of such acceptance.

**Resignation of
Chairman / Vice
Chairman /
member.**

Provided that in case of simultaneous resignation of Chairman and Vice-Chairman, the District Panchayat Officer after such preliminary enquiry as may deem fit may accept the resignation and on acceptance of such resignation, the District Magistrate & Collector shall appoint a temporary Chairman and Vice-Chairman in the manner as laid down in sub-rule (4) of Rule 22.

(2) Any person vacating the office by resignation shall hand over the charge of his office ordinarily within ten days after acceptance of his resignation provided for reasons to be recorded in writing by District Panchayat Officer, more than ten days may be allowed to hand over charge.

**Procedure for removal
of Chairman and Vice-
Chairman and Members.**

23. (1) The District Panchayat Officer shall be the prescribed Authority for removal of a member of a Panchayat Samiti under sub-section (1) of Section 81 of the Act. He shall exercise this function only on the basis of receipt of communication in this regard from the concerned Panchayat Samiti. The Additional District Magistrate & Collector of the concerned District shall be appellate authority under sub-section (2) of Section 81 of the Act.

(2) On receipt of a notice in Form 4 signed by at least one-fifth of the total members of a Panchayat Samiti, District Panchayat Officer shall convene a meeting for removal of a Chairman or Vice-Chairman under Section 82 of the Act. Such notice shall be delivered in person to the District Panchayat Officer by one of the member signing the notice or sent by registered post.

(3) In case of removal of both Chairman and Vice-Chairman in the same meeting, the meeting shall be presided over as President by a member who shall be elected by the members present.

Provided that the District Panchayat Officers shall appoint an observer for such meeting who shall submit a report in writing to the District Panchayat Officer immediately after completion of the meeting.

*[Provided further that in case of removal of the Chairman, if the Vice-Chairman remains absent in the meeting of the Panchayat Samiti where the quorum is present, one of the members present in the meeting shall be elected by other members present to preside over the meeting. In case of removal of Vice-Chairman, if the Chairman remains absent in the meeting of the Panchayat Samiti where quorum is present, one of the members present in the meeting shall be elected by other members present to preside over the meeting.]

* [] The provisions within the square brackets have been added by amendment vide RD(Panchayats) Department Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

(4) At the beginning of the meeting Presiding Officer shall read out to the members of the Panchayat Samiti present in the meeting the notice in Form -4 given under Section 82 of the Act. He shall then allow the motion for removal to be read and discussed. Such discussions shall terminate before expiry of one hour from commencement of the meeting or such further time as may be extended by the Presiding Officer. Upon concluding of the debate or upon expiry of the said period, the motion shall be put to vote. Vote shall be by show of hands:

Provided that in case of absence of quorum, the meeting shall be adjourned and the adjourned meeting shall be convened in the same manner.

(5) The Presiding Officer shall declare the result of voting. The motion for removal shall be deemed to have been carried only when it has been passed by the majority of the existing members of Panchayat Samiti.

(6) The Presiding Officer shall forthwith forward the minutes of the meeting to the District Panchayat Officer. The District Panchayat Officer will issue the removal order and intimate the same to the Executive Officer of the Panchayat Samiti, Chief Executive Officer of the Zilla Parishad and Secretary to the Panchayat Samiti.

(7) In case of removal of both Chairman and Vice-Chairman, the charges will be taken over from the Chairman and Vice-Chairman by the members so appointed under Rule 30 of the Tripura Panchayats (Election of Office Bearers) Rules, 1994, until the new Chairman, or as the case may be, the Vice-Chairman is elected and assumes Office.

(8) If the Chairman or, as the case may be, the Vice-Chairman fails or refuses to hand over the charges, the transfer of charges shall be effected through police help.

CHAPTER - III

MEETING OF PANCHAYAT SAMITI

Preparation of list of business

24. (1) A list of business to be transacted at every meeting of the Panchayat Samiti except an adjourned meeting shall be prepared by the Executive Officer of the Panchayat Samiti under instruction of the Chairman of the Panchayat Samiti. The Agenda shall be entered in the book of agenda to be maintained for this purpose. The agenda shall be countersigned by the Chairman of the Panchayat Samiti. The first item of the list of business shall be the confirmation of minutes of the previous meeting and second item shall be a report on the status of those resolutions of all previous meeting on which action is yet to be taken. The last item of list of business shall be to fix the date and time of next meeting.

(2) The Secretary of the Panchayat Samiti shall arrange delivery of notice to all members either by post or by messenger or otherwise. A copy of the notice shall be displayed on the notice board of the office of the Panchayat Samiti.

Notice of meeting to members.

25. (1) There shall be at least one meeting of the Panchayat Samiti in every two months to transact its business. The meeting shall be summoned by notice in Form 3. The notice shall accompany a list of business.

(2) Notice for the meeting may be issued by the Secretary under instruction of the Chairman. Panchayat Samiti at least 10 clear days in advance of the date appointed for the meeting.

Provided that an emergency meeting may be summoned after 7 clear days notice to the members.

(3) The prescribed authority under second proviso of Sub-section (1) of Section 87 of the Act shall be the District Panchayat Officer of the concerned District.

Attendance Register

26. (1) The Secretary to the Panchayat Samiti shall maintain an attendance register of members and all members shall sign if before the meeting.

(2) When a meeting of a Panchayat Samiti is not held for want of quorum, the Chairman of the Panchayat Samiti and Secretary to the Panchayat Samiti shall make a note to that effect in the attendance register.

Resolution pressed for
Division.

- 27 (1) If there is difference of opinion on a resolution, it shall be put to vote and vote shall be by show of hand. Every such resolution shall be recorded in full in the minutes book together with the numbers of members voting for and against the resolution.
- (2) All questions at any meeting shall be determined by a majority of votes of the member present and voting. The presiding member shall be entitled to vote.

Report on the work of
Panchayat Samiti.

28. (1) The Panchayat Samiti shall prepare the report of works done by it in the previous year and works proposed to be done in the next year in such form as may be directed by the State Government. The report shall be prepared and passed by the Panchayat Samiti in the form of a resolution before 30th April of every year and shall be submitted to the Chief Executive Officer of the Zilla Parishad and District Panchayat Officer before 15th May of the year.

CHAPTER - IV

POWERS, FUNCTIONS AND DUTIES OF THE CHAIRMAN.

Powers, function and
duties of Chairman of
Panchayat Samiti.

- 29 (1) In pursuance of the Section 99 and Section 101 of the Act, the Chairman of the Panchayat Samiti shall cause to be collected from the Gram Panchayat monthly progress report of all works of Gram Panchayat and keep the Panchayat Samiti and concerned Standing Committee informed about the progress of work.
- (2) The Chairman shall cause to be submitted in each quarter a consolidated quarterly report of the progress received from the Gram Panchayats with the comments of the Panchayat Samiti thereon to the Zilla Parishad within three weeks of conclusion of each quarter ending in June, September, December and March.

CHAPTER - V

PROCEDURE OF FUNCTIONING OF STANDING COMMITTEES OF PANCHAYAT SAMITI.

Meeting of Standing Committees.

30. Every Standing Committee shall hold a meeting in the office of the Panchayat Samiti once in a month on such date and at such time as may be fixed by the President :

Provided that if the President fails to convene the meeting in time, the Chairman of the Panchayat Samiti shall convene the meeting of the concerned Standing Committee on such date and at such time as may be fixed by him.

Provided further that a President of the Standing Committee may convene an emergent meeting, as occasion may require, the with the prior approval of the Chairman of the Panchayat Samiti.

Preparation of list of business.

31. A list of business to be transacted at every meeting of the Standing Committee except an adjourned meeting, shall be prepared by the Secretary of the Standing Committee under the instruction of the President. The same shall be entered in the Book of Agenda of meetings to be maintained for the purpose and shall be countersigned by the President. The first item of the Agenda of each meeting shall be the confirmation of the minutes of the previous meeting and second item of the business shall be a report on the status of those resolutions passed in all the previous meetings where action is yet to be taken.

Notice for meeting.

32. At least seven clear days notice before the date of meeting shall be given to all members in Form 5. At least three clear days notice for emergent meeting shall be given to all members of the Standing Committee in Form 5.

Provided that only the items as listed in the agenda shall be discussed in an emergent meeting.

Manner of serving notice.

33. (1) The notice for a meeting shall be signed and sent by the Secretary of the Standing Committee to all members of the Standing Committees. The notice for an ordinary or as the case may be, the emergent meeting shall be sent either by post or by messenger or otherwise.

(2) A copy of the notice for each meeting shall be displayed on the notice board of the Panchayat Samiti on the same date on which such notice is issued.

- Quorum.** 34. The majority of members shall form quorum :
- Provided that no quorum shall be necessary in an adjourned meeting.
- Absence of Official members from the meeting.** 35. (1) If any official member appointed under clause (c) of Sub-Section (2) of Section 107 does not attend two consecutive meetings of the Standing Committee, the matter shall be brought to the notice of the concerned department of the Government by the President through Chairman of the Panchayat Samiti and to the Panchayat Department.
- Officer though not members of the Standing Committee are to attend the meeting..** 36. Any officer of the State Government at the Sub-Divisional or Block level, who is concerned with any item of the agenda of the meeting of the Standing Committee and who is competent to implement the decision of such Standing Committee on such item shall be invited to attend such meeting.
- Attendance Register.** 37. An Attendance Register for all meetings shall be maintained. Every member shall sign the Attendance Register before commencement of the meeting.
- Adjournment for want of quorum.** 38. If no quorum is present, the meeting shall stand adjourned. The meeting shall be called again in the same manner on a further date to be fixed by the President.
- Presiding over the meeting of Standing Committee.** 39. All meetings of the Standing Committee shall be presided over by the President. In absence of the President, the member of the Standing Committee shall elect one of the members amongst themselves to preside over the meeting.
- Minutes Book.** 40. (1) As far as practicable proceedings of all meetings of a Standing Committee shall be entered in the Minutes Book to be kept for the purpose and shall be read out before the meeting is concluded. The person presiding over the meeting shall then sign.
- Mode of arriving at decisions in the meeting.** 41. All matters coming before Standing Committee shall be decided by consensus. In case there is any difference of opinion, views of all members including invites, if any, shall be recorded and the matter shall be referred to the Panchayat Samiti.
- Removal of member of Standing Committee.** 42. (1) Any member of Standing Committee other than the President of the Standing Committee who fails to attend three consecutive meetings shall cease to be a member of such Standing Committee.

(2) If any member is declared disqualified from being a member of a Panchayat Samiti and is removed from the office of the member of a Panchayat Samiti, he shall cease to be a member of the Standing Committee.

(3) If a written resolution is received from the Panchayat Samiti that removal of a member of a Standing Committee is necessary for smooth conduct of the concerned Standing Committee, Sub-Divisional Officer of the concerned Sub-Division shall remove him after giving him an opportunity of being heard.

CHAPTER - VI

DUTIES OF THE STANDING COMMITTEE

Duties of the Standing Committee.

43. (1) Every Standing Committee shall submit to the Panchayat Samiti a quarter review of the progress of works and schemes dealt with by the Standing Committee. Such report shall be placed in the next meeting of the Panchayat Samiti.
- (2) The Secretary of the Standing Committee shall forward the copy of the proceedings of every meeting of Standing Committee to the Chairman and Executive Officer of the Panchayat Samiti.
- (3) The Finance Committee shall, in addition to the subject allotted to it, perform the following functions :
- (a) to frame budget and supplementary budget of the Panchayat Samiti and submit the same to the Panchayat Samiti for consideration in its meeting
 - (b) to prepare and submit annual administrative report for consideration of the Panchayat Samiti ;
 - (c) to consider the budget of the Gram Panchayat and forward the same to the Panchayat Samiti with its opinion.
 - (d) to recommend, in consultation with the concerned Standing Committee, grants from the fund raised by the Panchayat Samiti to Gram Panchayat ;
 - (e) to recommend levy of tolls, fees and rates ;
 - (f) to recommend transfer of properties, schemes and work.

- (g) imposition of fines and penalties by the Panchayat Samiti ; and
- (h) to recommend grant of license under the Act.

CHAPTER – VII

POWERS, FUNCTIONS AND DUTIES OF THE EXECUTIVE COMMITTEE

Meeting of Executive Committee.

44. (1) The Executive Committee shall hold meeting in the office of the Panchayat Samiti at least once in a month on such and at such time as may be fixed.

(2) A list of business to be transacted at every meeting of the Executive Committee, except an adjourned meeting shall be prepared by the Secretary of the Executive Committee under the instructions of the Chairman of the Panchayat Samiti. The same shall be entered into book of agenda of meetings to be maintained for the purpose and shall be countersigned by the Secretary of the executive committee and the Chairman of the Panchayat Samiti.

The first item of the agenda for each meeting shall be the confirmation of the minutes of the previous meetings and second item shall be a report on the status of those resolutions passed in all previous meetings where action is yet to be taken.

(3) At least seven clear days notice of meeting shall be give to all members. At least three clear days notice for an emergent meeting shall be given to all members. However, exceptional circumstances such as natural calamity when such notice is not possible, the Chairman may dispense with this requirement.

(4) Notice for every meeting including an emergent meeting shall be signed and sent by the Secretary of the Executive Committee. The Notice for an ordinary or emergent meeting shall be sent either by post or by messenger or otherwise.

Quorum.

45. Majority of the members of the Executive Committee shall form the quorum.

Provided that no quorum shall be necessary in an adjourned meeting. Seven clear days notice for the adjourned meeting shall be given to the members specifying the date and time except the list of business.

Officers through not members of the Executive Committee to be invited to attend the meetings.

46. Any officer of the State Government at the Sub-Division, or Block level, who is concerned with any of the agenda of the meeting of the Executive Committee and who is competent to implement the decision of the executive Committee shall be invited to attend such meeting.

Attendance Register of Members.

47. An Attendance Register for meeting shall be maintained. Every member shall sign in the Attendance Register before commencement of the meeting.

Minutes Book.

48. Proceedings of all the meetings of the Executive Committee shall be entered in the minutes book and shall be read out before the meeting is concluded. The person presiding over the meeting shall then sign it.

Mode of arriving at decisions in the meeting.

49. All matters before the Executive Committee shall be decided by consensus. If any matter requires to be put to vote, decision shall be taken by majority of votes. The presiding member shall be entitled to vote.

Powers and function of the Executive Committee.

50. (1) The Executive Committee shall maintain co-ordination among the Standing Committees between a Standing Committee and Panchayat Samiti and among the concerned Officers in all matters relating to Planning, execution and administration of development programme.

(2) The Executive Committee shall monitor the progress of schemes assigned to Panchayat Samiti by the State Government or Zilla Parishad and if any dispute arises in implementation of the scheme, the committee shall take up the matter with the concerned authority of that department of Zilla Parishad as the case may be for removal of the difficulties.

(3) The Committee shall consider the annual administrative report submitted by the Finance Committee before placing it before the Panchayat Samiti meeting for approval.

(4) If any dispute arises between the two Gram Panchayats the Committee shall resolve the issue.

Powers and functions and duties of Executive Officer of the Panchayat Samiti.

51. (1) The Executive Officer of the Panchayat Samiti shall be responsible for taking necessary action on the decisions arrived at in the meeting of the Panchayat Samiti and its Standing Committees and shall keep the Chairman posted with progress of various development activities in the Block as also with the problems and difficulties, if any, experienced in the working of the Panchayat Samiti from time to time.

(2) The Executive Officer shall obtain orders from the Chairman in writing on important issues arising out of the sanctions and decisions of the Panchayat Samiti and its Standing Committees and on matters falling within the powers of Chairman.

(3) The Executive Officer shall prepare quarterly statement of an accounts which, after consideration by Finance Standing Committee, shall be laid before the Panchayat Samiti.

(4) All correspondences of the Panchayat Samiti shall normally be made by the Executive Officer or by an office authorized on this behalf by him.

(5) The Executive Officer shall --

(a) have the custody of the records of the Panchayat Samiti ;

(b) sign cash book and examine and reconcile the Panchayat Samiti Pass Book issued by the Treasury / Bank from time to time.

(c) be responsible --

(i) for the proper maintenance of accounts of the Panchayat Samiti ;

(ii) to the Panchayat Samiti for management of the office of the Panchayat Samiti ;

(iii) for securing coordination among the Block level officers in all matters relating to the execution of schemes and works approved by the Panchayat Samiti and Standing Committees.

(d) issue necessary directions for the execution of the schemes and works according to the orders of the Panchayat Samiti and its Standing Committees ;

(e) obtain progress reports about the execution of such schemes and works and submit the same to the Panchayat Samiti or its Standing Committee with his comments.

(6) The Executive Officer shall be responsible for efficient administrative performance of following works, namely --

- (a) budget
 - (b) contribution of grants made by the Central or the State Government or by any local authority,
 - (c) loans,
 - (d) custody of the Panchayat Samiti fund in Treasury / Bank.
 - (e) receipts on account of tolls, rates and fees levied by the Panchayat Samiti and all other sums received by or on behalf of the Panchayat Samiti.
 - (f) progress of expenditure,
 - (g) creation of posts, subject to such instructions as may be in force from time to time.
 - (h) framing of regulations, and
 - (i) imposition of fines and penalties by the Panchayat Samiti.
- (7) The Executive Officer shall attend the meeting of the Executive Committee and shall participate in the deliberations thereof. He may also attend meeting of any standing committee and take part in the discussion.
- (8) The Executive Officer with the previous permission of the Chairman shall, on request supply any information or make available for perusal any record to any member of the Panchayat Samiti or any of its Standing Committees.
- (9) The Executive Officer of the Panchayat Samiti shall as the case may be initiate or review annual confidential report of all officers and staff of the Panchayat Samiti and all officers and staff whose services have been placed with the Panchayat Samiti.
- (10) The Executive Officer shall inspect the institutions under the management of Panchayat Samiti and any work undertaken by the Panchayat Samiti or a Standing Committee thereof. He shall also inspect the office and works of the Gram Panchayats and the institutions managed by them. The Executive Officer shall submit reports of his inspection to the Chairman and to the Executive Officer of the Zilla Parishad.

(11) Every order or instruction of the Panchayat Samiti shall be issued under the signature of the Executive Officer of the concerned Panchayat Samiti.

(12) The Executive Officer shall apply in writing for any kind of leave to the Chief Executive Officer of the Zilla Parishad.

Delegation of powers, functions and duties by the Executive Officer.

52. Notwithstanding anything contained in Rule 53 the Executive Officer may, by order in writing, delegate all or any of his powers and functions except in the financial matters and the powers as enumerated in Section 104 of the Act, to the Secretary of the Panchayat Samiti or to any other officer of the Panchayat Samiti.

Provided that the Executive officer may at any time withdraw all or any of such powers and functions delegated to the Secretary or concerned officer.

Powers, function and duties of the Secretary of the Panchayat Samiti.

53. (1) The Secretary of the Panchayat Samiti (hereafter referred to as the Secretary) shall work under the over all control of the Executive Officer and shall be responsible to the Executive Officer and through him to the Panchayat Samiti for his work.

(2) The Secretary shall carry on routine correspondence of the Panchayat Samiti. He shall however keep the Executive Officer informed of all the correspondence made by him.

(3) The Secretary shall call the meeting of the Panchayat. The list of business to be transacted at every meeting of the Panchayat Samiti shall be prepared by the Secretary in consultation with the Executive Officer and Chairman of the Panchayat Samiti. The Secretary shall also attend the meetings of the Panchayat Samiti and Standing Committees.

(4) The Secretary shall exercise such of the powers, perform such of the functions and discharge such of the duties of the Executive Officer as may be delegated to him by the Executive Officer under Rule 54.

(5) The Secretary shall render all such assistance as may be required by the Executive Officer in the discharge of his responsibilities.

(6) The Secretary of the Panchayat Samiti shall record under the superintendence and control of the Executive Officer, the minutes of all meetings, including Standing Committee meeting and send the minutes to the Chairman

and Executive Officer and also to the Chief Executive Officer of the Zilla Parishad and District Panchayat Officer.

Leave of Officer and staff of Panchayat Samiti.

54. Causal leave of all officers and staff of the Panchayat Samiti including those whose services have been placed at the disposal of Panchayat Samiti shall be granted by Executive Officer. For any other kind of leave, the application shall be forwarded by Executive Officer to Chief Executive Officer or concerned Head of Department as the case may be.

PART – C

CHAPTER – I

LEAVE OF SABHADHIPATI / SAHAKARI SABHADHIPATI

Leave of Sabhadhipati and Sahakari Sabhadhipati.

55. (1) The Zilla Parishad by a resolution at a meeting may grant leave of absence from time to time to its Sabhadhipati or Sahakari Sabhadhipati for a total period not exceeding forty five days in a calendar year. Section of such leave shall forthwith be reported to the concerned Secretary to the Government of Tripura in Panchayat Department, the Chief Executive Officer of the concerned Zilla Parishad, Secretary of the Zilla Parishad and the concerned District Panchayat Officer. Generally such leave shall be requested for by the Sabhadhipati and Sahakari Sabhadhipati before proceeding on leave. However, in unavoidable circumstances, the Sabhadhipati or as the case may be, the Sahakari Sabhadhipati may proceed on leave without sanction but after handing over the charge and the Zilla Parishad may regularize the leave in its next meeting :

Provided that if the total leave period in the year exceeds forty five days, no salary and allowances shall be paid for the period exceeding forty five days.

Provided further that if the Sabhadhipati and Sahakari Sabhadhipati hold the charge or are expected to hold charge for part of the year only, the maximum leave period of forty five days shall be proportionately reduced.

- (2) Whenever the Sabhadhipati or as the case may be the Sahakari Sabhadhipati proceeds on leave with or without prior grant of leave he shall invariably hand over the charge to the Sabhadhipati or the Sahakari Sabhadhipati, as the case may be, in Form – I.

*[(3) If the Sabhadhipati or Sahakari Sabhadhipati remains absent from duties for more than three months continuously without intimation, such absence shall be a good ground for a motion for their removal.]

(4) If both the Sabhadhipati and Sahakari Sabhadhipati proceed on leave simultaneously for a period exceeding 15 days or in case temporary vacancy arises in the officer of the both Sabhadhipati and Sahakari Sabhadhipati simultaneously for a period exceeding 15 days, the Secretary of the Zilla Parishad with the approval of the Chief Executive Officer shall call an emergency meeting of the Zilla Parishad and the Members present shall select a presiding member for amongst them. In the said meeting, the Zilla Parishad shall take a resolution suggesting the name of the members who may act as temporary Sabhadhipati and temporary Sahakari Sabhadhipati. The Secretary to the Government of Tripura in Panchayat Department, on receipt of the resolution in this behalf, shall appoint the temporary Sabhadhipati and temporary Sahakari Sabhadhipati accordingly.

CHAPTER - II

**Resignation of
Sabhadhipati and
Sahakari Sabhadhipati or
members.**

56. (1) The Sabhadhipati or the Sahakari Sabhadhipati or a member of a Zilla Parishad may resign his Office in writing under his signature address to the Secretary, Government of Tripura, in Panchayat Department and handing it over in person or by sending it by registered post to his address. The signature of the person tendering resignation shall be attested by the Secretary to the Government of Tripura in the Panchayat Department may accept resignation after such enquiry as he may deem fit and inform the person concerned, the members of the Zilla Parishad and the Chief Executive Officer and Secretary of the Zilla Parishad and the concerned District Panchayat Officer of such acceptance:

Provided that in case of simultaneous resignation of the Sabhadhipati and the Sahakari Sabhadhipati, the Secretary to the Government of Tripura in the Panchayat Department after such preliminary enquiry as he may deem fit, may accept the resignation and on acceptance of the such resignation, shall appoint a temporary Sabhadhipati and a temporary Sahakari Sabhadhipati in the manner as laid down in sub rule (4) of Rule 55.

(2) Any person vacating the office on resignation shall handover the charge of his office ordinarily within ten days after acceptance of his resignation provided for reasons to be recorded

* [] The provisions of sub-rule (3) within the square brackets have been substituted by amendment vide RD(Panchayats) Department Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

in writing by Secretary to the Government of Tripura in Panchayat Department, more than ten days may be allowed to hand over charge.

(3) If the Sabhadhipati or, as the case may be the Sahakari Sabhadhipati fails or refuses to handover the charge of office an officer authorized by the Secretary to the Government of Tripura, Department of Panchayat, shall take possession, if necessary, through police help, of all papers and properties from the concerned person.

Removal of members of Zilla Parishad

57. The Director of Panchayat, Government of Tripura shall be the prescribed authority for removal of members of Zilla Parishad under sub-section (10) of Section 134 of the Act. He shall exercise these function / only the basis of receipt of communication in this regard from the Zilla Parishad concerned. The Secretary to the Government of Tripura, Department of Panchayat shall be appellate authority under sub section (2) of Section 134 of the Act.

Removal of Sabhadhipati and Sahakari Sabhadhipati.

58. (1) The *[Director of Panchayats, Government of Tripura,] shall be the prescribed authority to who a notice in Form 6 for convening special meeting for the purpose of Section 135 of the Act shall be given. The meeting shall be convened by the person authorized by such authority :

Provided that the **[Director of Panchayats, Government of Tripura,] may appoint an observer for such meeting who shall submit a report in writing to the Secretary to the Government of Tripura after completion of such meeting.

(2) In case motion is against the removal of both Sabhadhipati and Sahakari Sabhadhipati in the same meeting, the directly elected member present shall ***[elect] a member present amongst them in the meeting as Presiding Officer.

****[Provided that in case of removal of the Sabhadhipati, if the Sahakari Sabhadhipati remains absent in the meeting of the Zilla Parishad where the quorum is present, one of the members present in the meeting shall be elected by other members present in the meeting shall be elected by other members present to preside over the meeting. In case of removal of Sahakari Sabhadhipati, if the Sabhadhipati remains absent in the meeting of the Zilla Parishad where the quorum is present, one of the members present in the meeting shall be elected by other members present to preside over the meeting.]

* [] The words within the square brackets have been substituted by amendment vide RD(Panchayats) Department Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

** [] The words within the square brackets have been substituted by amendment vide RD(Panchayats) Department Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

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**** [] The provisions within the square brackets have been inserted by amendment vide RD(Panchayats) Department Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

(3) At the beginning of the meeting, the Presiding Officer shall read out to the members of the Zilla Parishad present in the meeting, the notice in Form 6 given under Section 135 of the Act. He shall then allow the motion for removal to be read and discussed. Such discussions shall terminate before expiry of one hour from commencement of the meeting or such further time as may be extended by the Presiding Officer. Upon the conclusion of the debate or upon expiry of the said period, the motion shall be put to vote. Vote shall be by show of hands :

Provided that in case of absence of quorum meeting shall be adjourned and the adjourned meeting shall be convened in the same manner.

(4) The Presiding Officer shall declare the result of voting. The motion for removal shall be deemed to have been carried out only when it has been passed by the majority of the existing members of Zilla Parishad.

(5) The Presiding Officer shall forthwith forward the minutes of the meeting to *[the Director of Panchayats, Government of Tripura]. **[The Director of Panchayats, Government of Tripura,] shall issue the removal order and intimate the same to the Chief Executive Officer of the Zilla Parishad and also to the Secretary to the Zilla Parishad.

(6) In case of removal of both Sabhadhipati and Sahakari Sabhadhipati, as soon as possible the charges will be taken over from the Sabhadhipati and Sahakari Sabhadhipati by the members so appointed under Rule 30 of the Tripura Panchayat (Election of Office Bearers) Rules, 1994, till the new Sabhadhipati or, as the case may be, the Sahakari Sabhadhipati is elected and assume office.

(7) If Sabhadhipati or, as the case may be, the Sahakari Sabhadhipati fails or refuses to hand over the charges, the transfer of charges shall be elected as per sub rule 93) of Rule 56.

CHAPTER – II

MEETING OF ZILLA PARISHAD.

Preparation of list of business.

59. (1) A list of business to be transacted at every meeting of the Zilla Parishad except an adjourned meeting shall be prepared by the Chief Executive Officer of the Zilla Parishad in consultation with the Sabhadhipati of the Zilla Parishad. The

* [] The words within the square brackets have been substituted by amendment vide RD(Panchayats) Department Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

** [] The words within the square brackets have been substituted by amendment vide RD(Panchayats) Department Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

agenda shall be entered in the register of agenda to be maintained for the purpose. The agenda shall be countersigned by both the Chief Executive Officer and the Sabhadhipati of the Zilla Parishad. The first item of the list of business of business shall be the confirmation of minutes of previous meeting and second item shall be a report on the status of those resolutions of all previous meetings on which action is yet to be taken. The last item of the list of business shall be to fix the date and time of next meeting.

(2) The Secretary of the Zilla Parishad shall arrange delivery of notice to all members either by post or by messenger or otherwise. A copy of the notice shall be displayed on the Notice Board of the office of the Zilla Parishad.

Notice of meeting to members.

60. (1) There shall be at least one meeting of the Zilla Parishad in every 3 (three) months to transact its business. The meeting shall be summoned by notice in Form – 3. The notice shall accompany the list of business.

(2) Notice for the meeting may be issued by the Secretary under instruction of the Zilla Parishad at least 10 (ten) clear days in advance of the date so appointed for the meeting ;

Provided that an emergency meeting may be summoned with 3(three) clear days notice to the members.

Provided further that a special meeting may be summoned with 7(seven) clear days notice to the members.

(3) The prescribed Authority under second proviso of Sub-Section (1) of Section 139 of the Act shall be the Director of Panchayats.

Attendance Register

61. (1) The Secretary to the Zilla Parishad shall maintain an attendance register of members and all members shall sign it before commencement of the meeting.

(2) When a meeting of Zilla Parishad is not held for want of quorum, the Sabhadhipati of the Zilla Parishad and the Secretary to the Zilla Parishad shall make a note to that effect in the attendance register.

Minute Book..

62. (1) As far as practicable minutes of every meeting of Zilla Parishad shall be entered in a minutes book to be kept for the purpose which shall be read out before the meeting is concluded and thereafter the person who presides over the meeting shall sign ;

**Resolution pressed
for division.**

63. (1) If any difference of opinion arises taking a decision, it shall be put to vote and the vote shall be by show of hands. Every such resolution / decisions shall be recorded in full in the minute book together with the numbers of members voting for against resolution.
- (2) All questions at any meeting shall be determined by a majority of votes of the members present and voting. The presiding member shall be entitled to vote.
- (3) No resolution of the Zilla Parishad adopted at a meeting shall be modified or cancelled within 6 months after passing there of except at a meeting specially convened in that behalf and by a resolution of the Zilla Parishad supported by not less than two-third of the number of members of Zilla Parishad.
- (4) The Officers of different departments working at the District Level may be invited to attend the meeting, if so decided by the Sabhadhipati of the Zilla Parishad.
- (5) Sabhadhipati shall ensure that --
- (i) No member shall comment on any matter on which a judicial decision is pending.
 - (ii) make a charge against members of officers of the Zilla Parishad or Government in relation to his conduct in his official or public capacity.
 - (iii) use offensive language about the conduct or proceeding of the Parliament, or of the legislature of any State or Panchayat Samiti or Gram Panchayat.
 - (iv) use defamatory words, or
 - (v) use his right of speech for the purpose of obstructing the business of the Zilla Parishad.

**Report on the
works of Zilla Parishad.**

64. (1) Every Zilla Parishad shall prepare the reports of works done by it in the previous year and works proposed to be done in the next year in such form as may be directed by the State Government and a report shall be prepared and passed by the Zilla Parishad in the form of resolution before 30th April of every year and shall be submitted to the Director of Panchayats, who shall be the prescribed authority, before 15th May of that year. A copy of the said report shall also be forwarded to the Secretary to the Government of Tripura, Panchayat Department.

CHAPTER – III

POWERS, FUNCTIONS AND DUTIES OF SABHADHIPATI

**Powers, function and
duties of Sabhadhipati
of Zilla Parishad.**

65. (1) In pursuance of Section 150 and 151 of the Act, the Sabhadhipati of the Zilla Parishad shall collect or cause to be collected from the Panchayat Samiti, monthly progress report of all works of Panchayat Samiti and keep the Zilla Parishad and the concerned Standing Committees informed about the progress of works.
- (2) The Sabhadhipati shall submit or cause to be submitted in each quarter a consolidate quarterly report of the progress received from the Panchayat Samiti with the comments of the Zilla parishad to the Director of Panchayats and the Rural Development Department within 3(three) weeks of conclusion of quarters ending in June, September, December and March.

CHAPTER – IV

PROCEDURE OF FUNCTION OF STANDING COMMITTEES OF ZILLA PARISHAD

**Meeting of Standing
Committees.**

66. Every Standing Committee shall hold a meeting in the office of the Zilla Parishad once in a month on such date and at such time as may be fixed by the President.

Provided that is the President fails to convene the meeting in time, the Sabhadhipati of the Zilla Parishad shall convene the meeting of the concerned Standing Committee on such date and at such time as may be fixed by him.

Provided further that a President of the Standing Committee may convene an emergent meeting as occasion may require with prior approval of the Sabhadhipati of the Zilla Parishad.

**Preparation of list of
business.**

67. A list of business to be transacted at every meeting of the Standing Committee except an adjourned meeting, shall be prepared by the Secretary of the Standing Committee under instruction of the President. The same shall be entered in the book of agenda of meetings to be maintained for the purpose and shall be countersigned by the Secretary and the President. The first item of the agenda of each meeting shall be the confirmation of the minutes of the previous meeting

and second item of the list of business shall be a report on the status of those resolutions passed in all previous meeting on which action is yet to be taken.

Notice of meeting.

68. At least seven clear days before the date of a meeting a notice shall be give to all members in Form 5. At least three clear days notice in Form 5 for emergent meeting shall be given to all members of the Standing Committee.

Provided that only the listed agenda items shall be discussed in an emergent meeting.

Manner of serving notice.

69. (1) The notice for a meeting shall be signed and sent by the Secretary of the Standing Committee to all members of the Standing Committees. The notice for an ordinary or as the case may be the emergent meeting shall be sent either by post or by messenger or otherwise.

(2) A copy of the notice for each meeting shall be displayed on the notice board of the Zilla Parishad on the same date on which such notice is issued.

70. The majority of members shall form quorum :
Provided that no quorum shall be necessary in an adjourned meeting.

Absence of official members from the meeting.

71. If any official member appointed under clause (d) of Sub-Section (2) of Section 152 does not attend two consecutive meetings of the Standing Committee, the matter shall be brought to the notice of the concerned department to the Government by the President through the Sabhadhipati of the Zilla Parishad under intimation to the Panchayat Department.

Officers, though not members of Standing Committee to be invited to attend the meetings.

72. Any officer of the State Government at the district level who is concerned with any item of the agenda of the meeting of the Standing Committee and who is competent to implement the decision of such Standing Committee on such item shall be invited to attend such meeting.

Provided that District Magistrate or Chief Executive Officer, Zilla Parishad may depute an Officer to represent him in the meeting.

Attendance Register.

73. An Attendance register for all meetings shall be maintained. Every member shall sign the attendance register before commencement of the meeting.

Adjourned for want of quorum.

74. If no quorum is present, the meeting shall stand adjourned. The meeting shall be called again in the same manner on a further date to be fixed by the President.

Presiding over the meeting of Standing Committee.

75. All meetings of the Standing Committee shall be presided over by the President. In the absence of the President, the member of the Standing Committee shall elect one of the members amongst themselves to preside over the meeting.

Minute Book.

76. As far as practicable proceedings of all meetings of Standing Committee shall be entered in the minutes book to be kept for the purpose and shall be read out before the meeting is concluded. The person presiding over the meeting shall then sign.

Mode arriving at decisions in meeting.

77. (1) All matters before the Standing Committee shall be decided by consensus. In case there is any difference of opinion, views of all members including invitees if any, shall be recorded and the matter shall be referred to the Zilla Parishad.

(2) The Secretary of the Standing Committee shall forward a copy of the minutes of the proceeding of each meeting of every Standing Committee of the Zilla Parishad to the Chief Executive Officer of the Zilla Parishad and to the Sabhadhipati of the Zilla Parishad within seven days of such meeting.

(3) The minutes of the meeting of the Standing Committees shall be placed before the Executive Committee of the Zilla parishad and also in the meeting of the Zilla Parishad at such time as may it appoint.

(4) In case one or more Standing Committees have passed conflicting resolution (and such conflict has not been resolved by a joint meeting of such Committee) the Chief Executive Officer shall place the matter before the Executive Committee of the Zilla Parishad and pending its resolution he shall withhold action in regard to the matter at issue.

Removal of members of Standing Committee.

78. (1) Any member of Standing Committee other than the President of Standing Committee who fails to attend three consecutive meetings shall cease to be a member of such Standing Committee.

(2) If any member has been declared disqualified from being a member of a Zilla Parishad and removed from the office of the member of a Zilla Parishad, he shall cease to be member of the Standing Committee.

(3) If a written resolution is received from the Zilla Parishad that removal of a member of a Standing Committee is necessary for smooth conduct of the concerned Standing Committee, the District Magistrate & Collector may remove him after giving him an opportunity of being heard.

Leave of absence of President.

79. The President of a Standing Committee of a Zilla Parishad shall be entitled to leave of absence with the approval of the Executive Committee of the Zilla Parishad. Sanction of such leave shall be forthwith reported to the Zilla Parishad. Generally such leave shall be requested for by President before proceeding on leave. However in unavoidable circumstances, the President may proceed on leave without sanction but after handing over the charges to Sabhadhipati of the Zilla Parishad and the Executive Committee first and thereafter Zilla Parishad may regularize the leave in their next meeting.

CHAPTER - V

DUTIES OF THE STANDING COMMITTEE

Duties of the Standing Committee

80. (1) Every Standing Committee shall submit to the Zilla Parishad a quarterly review of the progress of works and schemes dealt with by the Standing Committee. Such report shall be placed in the next meeting of the Zilla Parishad.
- (2) The Secretary of the Standing Committee shall forward a copy of the proceedings of every meeting of the Standing Committee to the Sabhadhipati and the Chief Executive Officer of the Zilla Parishad.
- (3) The Finance Committee shall, in addition to the subject allotted to it, perform the following functions -
- (a) frame budget and supplementary budget of Zilla Parishad and submit the same to the Zilla Parishad for consideration in its meeting ;
 - (b) prepare and submit annual administrative report for consideration of the Zilla Parishad in its meeting ;
 - (c) consider the budget of the Panchayat Samiti and forward the same to the Zilla Parishad with its views ;
 - (d) recommend, in consultation with the Standing Committee, grants from the fund raised by the Zilla Parishad to Panchayat Samiti .

- (e) recommend levy of tolls, fees and rates ;
- (f) recommend transfer of properties, schemes and works ;
- (g) consider imposition of fines and penalties by the Zilla Parishad ; and
- (h) recommend grant of licence under the Act.

CHAPTER - VI

POWERS, FUNCTIONS AND DUTIES OF THE EXECUTIVE COMMITTEE OF THE ZILLA PARISHAD

Meeting of the Executive Committee.

81. (1) The Executive Committee shall hold meeting to the office of the Zilla Parishad at least once in two months on such date and at such time as may be fixed by the Zilla Parishad.

(2) A list of business to be transacted at every meeting of the Executive Committee. Except an adjourned meeting, shall be prepared by the Secretary of the Executive Committee in consultation with the Sabhadhipati of the Zilla Parishad. The same shall be entered into the book of Agenda of meetings to be maintained for the purpose shall be countersigned by the Chief Executive Officer and the Sabhadhipati of the Zilla Parishad. The first item to the Agenda for each meeting shall be the confirmation of the minutes of the previous meeting and second item shall be a report on the action taken on those resolution passed in all previous meeting where decision has not yet been implemented.

(3) At least seven clear day's notice of a meeting shall be given to all members. At least three clear day's notice for an emergent meeting shall be given to all members. However, in exceptional circumstances such as natural calamity where such notice is not possible, the Sabhadhipati may dispense with this requirement.

(4) Notice for meeting including notice of an emergent meeting shall be signed and sent by the Secretary of the Executive Committee to all members of the Executive Committee. The notice for an ordinary or an emergent meeting shall be sent by post or by messenger or otherwise.

Quorum

82. Majority of the members of the Executive Committee shall form the quorum :

Provided that no quorum shall be necessary for an adjourned meeting seven clear day's notice for the adjourned meeting shall be given to the members specifying the date and time but not the list of business.

Officers though not members of the Executive Committee to be invited to attend the meeting.

83. Any officer of the State Government at the District Level who is concerned with any of the Agenda of the meeting of the Executive Committee and who is competent to implement the decisions of the Executive Committee shall be invited to attend such meeting.

Attendance Register of members.

84. An Attendance Register for meeting shall be maintained. Every member shall sign the Attendance Register before commencement of the meeting.

Minutes Book.

85. Proceedings of all the meetings of the Executive Committee shall be entered into the Minutes Book and shall be read out before the meeting is concluded. The person presiding over the meeting shall then sign it.

Mode of arriving at decisions in the meeting.

86. All matters before the Executive Committee shall be decided by consensus. If any matter requires to be put to vote, decision shall be taken by majority of votes. The presiding member shall be entitled to vote.

Powers and functions of the Executive Committee.

87. (1) The Executive Committee shall maintain coordination among the Standing Committees and Zilla Parishad level officers in all matters relating to planning. Execution and administration of development programmes and any other works.

(2) The Executive Committee shall monitor the programmes and schemes assigned by the State Government and if any dispute arises in implementing the scheme, the committee shall take up the matter with the concerned department of the State Government for removal of the difficulties.

(3) The Committee shall consider the annual administrative report submitted by the Finance Committee before placing it before the Zilla Parishad meeting for approval.

(4) If any dispute arise in executing the works between two or more Panchayat Samitis, the Committee shall resolve the issue.

CHAPTER – VII

Powers, functions and duties of the Chief Executive Officer of the Zilla Parishad.

88. (1) The Chief Executive Officer of the Zilla Parishad shall be responsible for taking necessary action on the decisions arrived at the meetings of the Zilla Parishad or its Standing Committees and shall keep the Sabhadhipati posted with progress of various , if any, experienced in the work of the Zilla Parishad from time to time.
- (2) The Chief Executive Officer shall obtain orders from the Sabhadhipati in writing on important issues arising out of the sanctions and decisions of the Zilla Parishad and its Standing Committees and on matters within the powers of the Sabhadhipati.
- (3) The Chief Executive Officer shall submit a quarterly statement of accounts which shall, after examination by Finance and Audit Standing Committee be laid before the Zilla Parishad.
- (4) All correspondences of the Zilla Parishad shall normally be made by the Chief Executive Officer or by an officer authorized by him in this behalf.
- (5) The Chief Executive Officer shall --
- (a) have the custody of the records of the Zilla Parishad ;
 - (b) be responsible --
 - (i) for the proper maintenance of accounts of the Zilla Parishad ;
 - (ii) to the Zilla Parishad for the management of the office of the Zilla Parishad ;
 - (iii) for securing coordination among the district level officers in all matters relating to the execution of schemes and works approved by the Zilla Parishad and Standing Committees.
 - (c) Issue necessary directions for the execution of the schemes and works according to the orders of the Zilla Parishad and its Standing Committees.
 - (d) Obtain progress report about the execution of such schemes and works and submit the same to the Zilla Parishad to its Standing Committees with his comments.

(6) The Chief Executive Officer shall be responsible for efficient administrative performances of the following works, namely --

- (a) Budget ;**
- (b) contribution of grants made by the Central or State Government or by local authority ;**
- (c) loans.**
- (d) custody of the Zilla Parishad fund in Treasury / Bank ;**
- (e) receipt on account of tolls, rates and fees levied by the Zilla Parishad and all other sums received by or on behalf of the Zilla Parishad ;**
- (f) progress of expenditure ;**
- (g) creation of posts subject to instructions regarding this which may be issued from time to time ;**
- (h) framing of regulation ; and**
- (i) imposition of fines and penalties by the Zilla Parishad.**

(7) The Chief Executive Officer shall attend the meeting of the Executive Committee and shall participate in the deliberations thereof.

(8) The Chief Executive Officer with the previous permission of the Sabhadipati shall, on request, supply any information or make available for perusal any record to any member of the Zilla Parishad or any of its Standing Committee.

(9) The Chief Executive Officer of the Zilla Parishad shall as the case may be initiate review or accept annual confidential report of all officers and staff of Zilla Parishad including those officers and staff whose services have been placed with the Zilla Parishad.

(10) The Chief Executive Officer shall inspect the institutions under the management of the Zilla Parishad and any work undertaken by the Zilla Parishad or a Standing Committee thereof. He shall also inspect the office works of the Panchayat Samitis and Gram Panchayat and institutions managed by them. The Chief Executive Officer shall submit report of his inspection to the Sabhadhipati of the Zilla Parishad and the Secretary to the Government of Tripura, Panchayat Department and Rural Development Department.

(11) The Chief Executive Officer shall be the controlling officer in regard to the T.A bills of the all officers and staff of Zilla Parishad including those whose services have been placed with the Zilla Parishad. He shall also approve their tour diaries.

(12) Every order or instruction of the Zilla Parishad shall be issued under the signature of the Chief Executive Officer of the concerned Zilla Parishad.

Delegation of powers, functions and duties by the Chief Executive Officer.

89. Notwithstanding anything contained in Rule 88 the Chief Executive Officer may, by order in writing, delegate all or any of his powers and functions except powers of the financial matters and powers as enumerated in Section 160 of the Act the Additional Chief Executive Officer or Secretary of the Zilla Parishad or any other suitable officer of the Zilla Parishad.

Provided that the Chief Executive Officer may at any time withdraw all or any of such powers and functions delegated to the Additional Chief Executive Officer, Secretary of the Zilla Parishad or concerned officer.

Powers, functions and duties of the Secretary of the Zilla Parishad.

90. (1) The Secretary of the Zilla Parishad (hereinafter referred to as Secretary) shall work under the over all control of the Chief Executive Officer and shall be responsible him and through him to the Zilla Parishad for his work.

(2) The Secretary shall carry on routine correspondence of the Zilla Parishad. He shall however, keep the Chief Executive Officer informed of all the correspondences made by him.

(3) The Secretary shall call the meeting of the Zilla Parishad. The list of business to be transacted at every meeting of the Zilla Parishad shall be prepared by the Secretary in consultation with the Chief Executive Officer and the Sabhadhipati of the Zilla Parishad. The Secretary shall also attend the meetings of the Zilla Parishads and Standing Committees.

(4) The Secretary shall exercise such of the powers, perform such of the functions and discharge such of the duties of the Chief Executive Officer as may be delegated to him by the Chief Executive Officer under rule 89.

(5) The Secretary shall render all such assistance as may be required by the Chief Executive Officer in the discharge of his responsibilities.

(6) The Secretary shall record the minutes of the meeting of the Zilla Parishad, Executive Committee and Standing Committees thereof and forward a copy thereof to the Sabhadhipati of the Zilla Parishad, the Chief Executive Officer and to the Panchayat and Rural Development Departments of the State Government.

Sanction of leave of Chief Executive Officer and Secretary to the Zilla Parishad

91. (1) The Chief Executive Officer shall apply for any kind of leave in on application addressed to the Secretary to Government of Tripura, Department of Panchayat.

(2) The authority to grant casual leave to the Secretary and other officers of the Zilla Parishad including those officers whose services have been placed with Zilla Parishad shall be the Chief Executive Officer of the Zilla Parishad and the authority to grant them other kinds of leave shall be the State Government on their parent organization as the case may be.

(3) The application of the Secretary and other officers of the Zilla parishad including those officers whose services have been placed with Zilla Parishad for any leave other than casual leave shall be forwarded through the Chief Executive Officer of the Zilla Parishad.

Removal of difficulty.

92. (1) The State Government may issue such general or special directions as may, in its opinion be necessary for the purposes of giving effect to these Rules.

(2) If any difficulty arises in giving effect to the provisions of these Rules, the State Government may, as occasion require, by order, do anything which appears to it to be necessary for the purposes of removing the difficulty.

FROM - 1

(See rule 3(2), 21(2) & 55(2))

CERTIFICATE OF TRANSFER OF CHARGE

Certified that we have in the forenoon / afternoon of this day of _____ respectively handed over and taken over the charge of the office of the _____ of _____

- Gram Panchayat / Panchayat Samiti / Zilla Parishad.

Signature of the person handing over charge

(Name in Block Letters)

Name of Office held _____

Handing over charge *for proceeding on leave / for tendering resignation / having been removed.

Signature of the person taking over charge.

(Name in Block Letters)

Name of office held _____

Place : _____ Date _____

Particulars of financial charge :

- | | |
|---|---|
| (1) Cash in hand : | Signature of the person handing over the charge |
| (2) Cash in Bank : | |
| (3) Security deposit with the
* Gram Panchayat / Panchayat Samiti /
Zilla Parishad. | Signature of the person taking over the charge. |

Copy to :-

* Score out which is not applicable.

FORM - 2
(See Rule 5(2))

Form of Notice for removal of Pradhan / Upa Pradhan of
..... Gram Panchayat Block.

To
.....
.....

Notice is hereby given under Sub-section (2) of Section 23 of the Tripura Panchayats Act, 1993, that a meeting of Gram Panchayat may kindly be convened under Sub-Section (1) of Section 23 of the said Act for removal of Pradhan / Upa Pradhan of the said Gram Panchayat for reasons stated below :

Signature of Members of
.....Gram Panchayat.

* This notice is delivered to me by Sri
.....Member of Gram Panchayat at my
office on (date) at(hour) and signed below
before me.

Signature of the
member delivering
the Notice.

Signature of Prescribed
Authority.

* Not applicable if sent by Register Post

FORM - 3

(See Rule 7(1), 25(1) & 60(1))

**FORM OF NOTICE OF ORDINARY / EMERGENT MEETING OF * GRAM
PANCHAYAT/ PANCHAYAT SAMITI / ZILLA PARISHAD.**

Notice is hereby give that to transact the under mentioned business, the next *Ordinary / emergent/ special meeting of
Gram Panchayat / Panchayat Samiti/ Zilla Parishad will be held at
(place) on the day of19.....at.....A.M / P.M

You are requested to make it convenient to attend the said meeting.

List of Business :

- 1)
- 2)
- 3)
- 4)

Dated this day of19

Secretary,

.....Gram Panchayat /
Panchayat Samiti/ Zilla Parishad.

*Score out which is not applicable.

*[

FORM - 3A
{See Rule 17(6) & 18(5) }

Form of attendance sheet for the meeting of Gram Sansad* / Gram Sabha

- (1) Yearly / half-yearly meeting of _____ No. Gram Sansad comprising ____ No. Gram Panchayat Constituency.
- (2) Name of Gram Panchayat :
- (3) Date of meeting :
- (4) Place of meeting :
- (5) Time of meeting :
- (6) Total number of voters present :

Sl.No.	Name of the Voter	Signature or LTI of the voter	Time of arrival	Attested by (in case of LTI only)
--------	-------------------	-------------------------------	-----------------	--------------------------------------

Score out which is not applicable.]

*] The Form 3A within the square brackets has been inserted by amendment vide RD(Panchayats) Department Notification No.F.6(2-23)-GL/PR/98, dated 7-7-2000.

FORM – 4
(See Rule 23 (2))

Form of Notice for removal of Chairman / Vice Chairman of
..... Panchayat Samiti.

To
.....
.....

Notice is hereby given under Section 82 of the Tripura Panchayats, 1993, that a meeting of Panchayat Samiti may kindly be convened for removal of Chairman / Vice Chairman of the said Panchayat Samiti for reasons stated below :

Signature of Members of
..... Panchayat
Samiti.

* This notice is delivered to me by Sri
.....Member of Panchayat Samiti at my
office on (date) at(hour) and signed below
before me.

Signature of the
member delivering
the Notice.

Signature of Prescribed
Authority.

* Not applicable if notice sent by Register Post

FORM - 5
(See rule 32 & 68)

**FORM OF NOTICE OF *ORDINARY / EMERGENT MEETING OF
THE STANDING COMMITTEE**

To

.....
.....

Notice is hereby given that an *Ordinary / emergent meeting of
..... Standing Committee of
Panchayat Samiti/ Zilla Parishad will be held at (place)
onat.....A.M / P.M

You are requested to make it convenient to attend the said meeting.

List of Business :

- 1)
- 2)
- 3)

Dated this day of19

Secretary,

.....Standing Committee
Panchayat Samiti/ Zilla Parishad.

*Score out which is not applicable.

FORM - 6
(See Rule 58 (1))

Form of Notice for removal of Sabhadhipati/ Sahakari Sabhadhipati of
..... Zilla Parishad.

To
.....
.....

Notice is hereby given under Section 135 of the Tripura Panchayats, 1993, that a meeting of Zilla Parishad may kindly be convened for removal of Sabhadhipati / Sahakari Sabhadhipati of the said Zilla Parishad for reasons stated below :

Signature of Members of
.....Zilla Parishad.

* This notice is delivered to me by Sri
.....Member of Zilla Parishad at my office
on (date) at(hour) and signed below before
me.

Signature of the
Member delivering
the Notice.

Signature of Prescribed
Authority.

* Not applicable if notice sent by Register Post