

**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH : HYDERABAD**



PANCHAYAT RAJ ZILLA PARISHADS



A. MADHAVA REDDY

MINISTER FOR PANCHAYAT RAJ
RURAL DEVELOPMENT
RURAL WATER SUPPLY AND
EMPLOYMENT GENERATION



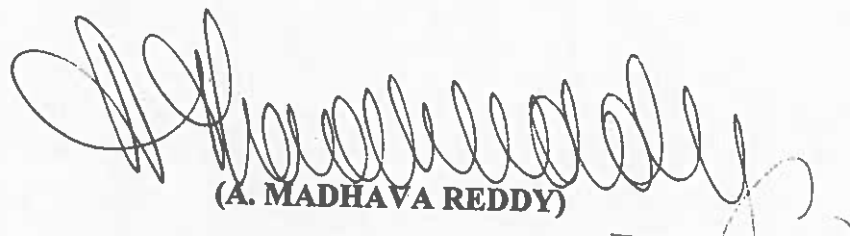
HYDERABAD

Date : 25-01-2000

MESSAGE

I am happy to note that, as a part of the programme launched by the Hon'ble Chief Minister Sri N. Chandra Babu Naidu, the Panchayat Raj & Rural Development Department has prepared the Functionary manual of Panchayat Raj Department keeping in view the provisions of Andhra Pradesh Panchayat Raj Act, 1994. This manual contains the rules, executive instructions/orders, important provisions and instructions relating to functions and administrative matters. This manual would be a guide and reference book not only to the elected representatives of Local Bodies, Executive authorities but also Departmental Officers.

The need for such manual has been felt for a long time. I congratulate the Panchayat Raj & Rural Development Department and all the persons who were associated in preparation of this manual.


(A. MADHAVA REDDY)
25-1-2000

Dr. S. Chellappa, I.A.S.,
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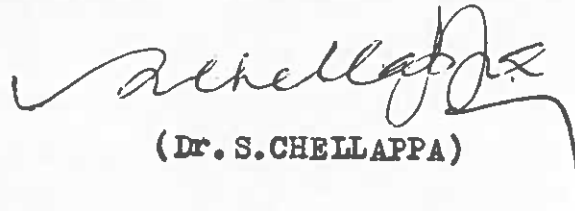
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Dated: 17-6-2000.

The Chief Minister issued instructions in 1998 that all the Departments should have their respective manuals in order to have clarity of thought and uniformity in implementation. The Department of Panchayati Raj and Rural Development appointed Mr.M.Sebastian Raju, Consultant, to prepare the Department Manuals in tune with the APPR Act. 1994 and the current policy directions of the Government. Hence 10 manuals had been prepared by the Consultant and scrutinized by the Department Officers thrice. The present one called " The Zilla Parishad Functional Manual" is the result of an hard work in the past two-and-a-half years. This is one of the felt needs of the peoples' representatives and the employees.

I thank the Chief Minister, who is the spirit behind this useful effort, Dr.Kodela Siva Prasad, Minister, Panchayat Raj & Rural Development, Late A.Madhava Reddy, Minister, Panchayat Raj & Rural Development and Mr. C. Arjuna Rao, I.A.S., Special Chief Secretary (Panchayat Raj & Rural Development) whose guidance and encouragement helped us to bring out this volume. I also congratulate my staff who helped me in scrutinizing the scripts.

I also thank Mr. P.V.R.K.Prasad, I.A.S., Special Chief Secretary who volunteered to take up the printing of this work.


(Dr. S.CHELLAPPA)

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THE GOVERNMENT OF
INDIA
MINISTRY OF
LABOUR AND INDUSTRIAL RELATIONS

ANNOUNCEMENT

The Chief Minister of the State of Madhya Pradesh in 1950 that all the employees of the State who were employed in the State before the commencement of the State Government in 1950 should be employed in the State Government. The Government of Madhya Pradesh has decided to employ all the employees of the State who were employed in the State before the commencement of the State Government in 1950. The Government of Madhya Pradesh has decided to employ all the employees of the State who were employed in the State before the commencement of the State Government in 1950. The Government of Madhya Pradesh has decided to employ all the employees of the State who were employed in the State before the commencement of the State Government in 1950.

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I am, Sir, very glad to hear that you are interested in the work of the Government of Madhya Pradesh. I am, Sir, very glad to hear that you are interested in the work of the Government of Madhya Pradesh. I am, Sir, very glad to hear that you are interested in the work of the Government of Madhya Pradesh. I am, Sir, very glad to hear that you are interested in the work of the Government of Madhya Pradesh.

[Handwritten signature]
112, CHAIRMAN

Dear Reader,

As part of its endeavour to provide a SMART.(Simple, Moral, Accountable, Responsible and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programme in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out departmentwise Manuals in two parts, namely

1. Departmental Manual
2. Functionary Manual

The Departmental Manual would indicate the role, responsibilities and functions of the department. The Functionary Manual will detail, as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organisational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades.

Local Self Government is the key to fulfil the aspirations of the public and for rural development through democratic decentralisation. After the 73rd Constitution amendment, the role of PRI Institutions and functionaries is

expected to undergo a significant change to the extent PR Institutions are empowered by the State Legislature. The functionaries need training and change of mindset for discharging the onerous functions. At this juncture, the usefulness of a Manual like this cannot be over emphasized.

The present volumes developed by the Panchayat Raj Department are in two parts. As is evident, these publications are the outcome of thorough study and analysis of the Department's role, functions, and procedures. They are intended to serve as useful aids to each and every employee of the department in the effective discharge of his functions. It may be noted, however, that these manuals do not replace the codes and orders on the subject but are, at best, meant to guide and assist functionaries in the effective discharge of their duties.

Any suggestions for the improvement, extension or curtailment of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh, Road No. 25, Jubilee Hills, Hyderabad - 500 003, for consideration and incorporation in subsequent updations and revisions of the Manuals.

P.V.R.K. PRASAD I.A.S

Director General

Dr. MCR Human Resource Development

Institute of Andhra Pradesh

&

Ex officio Spl. Chief Secretary to Government (HRD)

**ANDHRA PRADESH
STATE PANCHAYAT RAJ
ZILLA PARISHAD
FUNCTIONARY MANUAL**

ANDHRA PRADESH
STATE PANCHAYAT RAJ
ZILLA PARISHAD
FUNCTIONARY MANUAL

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Chapter 1

INTRODUCTION

INTRODUCTION

Zilla Parishads have been functioning in the State from 1.11.59. Earlier to 1959 there used to be District Boards constituted under AP Andhra Area District Boards Act, 1920 and AP Telangana Area District Boards Act, 1955. The Balwantrai Mehta Committee have recommended constitution of three tier Panchayat Raj system as instruments of decentralization of power at various levels i.e. Village, Mandal (or block) and District level. Before the present enactment, the Zilla Praja Parishads and Mandal Praja Parishads were constituted under the AP Mandal Praja Parishads and Zilla Praja Parishads, and Zilla Abhivridi Sameeksha Mandals Act, 1986. The present Act i.e. AP Panchayat Raj Act, Act No.13 of 1994 which came into force w.e.f. 30.5.94 replacing the AP Gram Panchayat Act 1964 and AP Mandal Praja Parishads, Zilla Praja Parishads, Zilla Abhivridi Sameeksha Mandals Act, 1986. It is an integrated Act covering the provisions of Gram Panchayats, Mandal Parishads and Zilla Parishads bringing out some uniformity in matters like disqualifications, elections, No confidence motion, taking of oath, convening and conduct of meetings, relationship between each tier, administrative reports, budgets etc.

INTRODUCTION

The following text is a very faint and illegible scan of a document. It appears to be the beginning of a report or a book, with the title "INTRODUCTION" at the top. The text below is mostly unreadable due to low contrast and blurring, but some words like "Introduction" and "The following" are faintly visible. The text seems to discuss the purpose and scope of the work.

Chapter 2

EXTENSION OF PROVISIONS OF APPR ACT TO SCHEDULED AREAS

EXTENSION OF
PROVISIONS OF APPR ACT
TO SCHEDULED AREAS

EXTENSION OF PROVISIONS OF APPR ACT TO SCHEDULED AREAS

1. The 73rd Constitutional Amendment Act, 1992 excluded certain areas from their purview. These included the Scheduled Tribal Areas. Hence, this is the first law passed by the Parliament which was not automatically extended to the Scheduled Areas.
2. The High Court in its judgment delivered on March 23, 1995 held that the application of AP Panchayat Raj Act, 1994 to the Scheduled Areas in the State was clearly unconstitutional.
3. Accordingly a bill was introduced in the Parliament and passed on 19th December 1996, which was assented by the President on 24th December, 1996. The Act called the Provisions of the Panchayats (Extension to the Scheduled Areas) Act, 1996 (Central Act No.40) will be applicable to the Schedule Areas as referred to in Clause (1) of Art.244 of the Constitution.
4. The Central Act clarifies the scope of the State legislature regarding extending the provisions of Part IX of Constitution to the Scheduled Areas. It says, "A State legislation on the Panchayats that may be made shall be in consonance with the customary law, social and religious practices and traditional management practices of community resources." Thus the Act makes it clear that the organisation and functioning of the Panchayats in the Scheduled Areas will be different to that of Panchayats in the Non Scheduled Area. Whereas in the former, the Panchayats are visualised as instruments of participative democracy, in the latter these institutions are conceptualized as representative democracy.

AP Passed Act No.7/1998 in consonance with the provisions of Central Act No.40 i.e., Provisions of the Panchayats (extension to the Scheduled Areas) Act, 1996.

Consequent to this, the AP Panchayat Raj Act, 1994 (Act No.13 of 1994) will be applicable to PR institutions in Scheduled Areas.

EXTENSION OF PROVISIONS OF APPLY ACT TO SCHEDULED AREAS

The Government of India, in exercise of the powers conferred by sub-section (1) of section 3 of the Act, has decided to extend the provisions of the Act to the Scheduled Areas specified in the Schedule to this Order.

Where the provisions of the Act are extended to a Scheduled Area, the provisions of the Act shall apply to that area as if they were contained in the Act.

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Chapter 3

CONSTITUTION

CONSTITUTION

Every Zilla Parishad

1. Shall be a corporate body having perpetual succession.
2. Shall have a common seal. The common seal should be kept with the Chief Executive Officer who should submit an annual certificate of possession of the seal in his custody. The Common Seal shall be similar in form to that of the State emblem with the modification that for the inscription of "Government of AP", Andhra Pradesh in English shall be substituted with the name of the Zilla Parishad and name of the District shall be substituted. The seal is intended to be fixed on documents like legal documents etc. (G.O.Ms.No.508 P.R.&R.D. dt., 16.08.94)
3. Shall have powers to acquire, hold or dispose of property and to enter into contracts and
4. May by its corporate name, sue and be sued.

CONSTITUTION

1870-1871

The Constitution of the United States is a document that has shaped the nation's history. It is a document that has been amended and interpreted over time. The Constitution is a document that has been the subject of much debate and discussion. It is a document that has been the subject of much controversy. It is a document that has been the subject of much criticism. It is a document that has been the subject of much praise. It is a document that has been the subject of much love. It is a document that has been the subject of much hate. It is a document that has been the subject of much everything.

Article I, Section 1, Clause 1

Chapter 4

COMPOSITION OF ZILLA PARISHAD

COMPOSITION OF ZILLA PARISHAD

1. The Zilla Parishad is the Apex body of panchayat raj Institutions at the district level and has coordinating functions with the other two tiers of Panchayat raj (I) Gram Panchayat and (II) Mandal Parishad.
2. Every Zilla Parishad shall consist of the following categories of members.
 - i) Members elected by adult franchise from a Zilla Parishad Territorial constituency carved out in such a manner that each Mandal Parishad is declared as a constituency and returns candidate. The elections are held under the authority and supervision of State Election Commission (as per rules prescribed in G.O.Ms.No.877, PR&RD, dt.28.12.94 & Memo No.66402/PR, dt.3.1.95).
 - ii) The Member of Legislative Assembly of the State representing the constituency which comprises either wholly or partly the district concerned, provided further that no members of the Legislative Assembly representing the constituency the whole of which forms part of the local area within the jurisdiction of any of the Municipal Corporations in the State shall be the member of the Zilla Parishad. Such member shall be entitled to speak in a Standing Committee but shall not be entitled to vote in such meetings unless he is a member of such Standing Committee.
 - iii) The Member of the House of People representing a constituency which comprises either wholly or partly the district concerned. Provided that no member of the House of People representing the whole of which forms part of the local area within the jurisdiction of any Municipal Corporations in the State shall be the Member of the Zilla Parishad, if the jurisdiction of a Member extends to more than one district, the member will have right to speak and take part in the proceedings of the two districts with the voting rights but shall not be entitled to vote in the Standing Committee meetings unless he is a member of such Standing Committee.
 - iv) The member of Rajya Sabha who is a registered voter in the district.
 - v) Two persons belonging to minorities to be coopted by ZPTCs in the manner prescribed from, Registered voters in the district who are not less than 21 years of age. Government have clarified that the following communities are declared as minority communities within State. Minority communities were specified in G.O.Ms.No.138 PR dt.15.3.95. 1) Muslims, 2) Christians, 3) Sikhs, 4) Buddhists, 5) Jains and 6) Parsis (Zoroastrians).

In addition to the members in clause (i) to (v) of sub-section 3 of section 177, the following persons shall be permanent invitees to the meetings of the Zilla Parishad but shall not be entitled to vote.

- i) District Collector.
- ii) Chairman, District Marketing Society.
- iii) Chairman, Zilla Grandhalaya Samstha.
- iv) Chairman, District Co-op. Central Bank.
- v) All Mandal Parishad Presidents in the district.

Note: The District Collector shall also be eligible to participate in the proceedings of the Standing Committees without voting rights.

Chapter 5

**ZILLA PARISHAD -
FUNCTIONS**

ZILLA PARISHAD - FUNCTIONS

The powers and functions of the Zilla Parishad are specified in S. 192 of the Act. The Zilla Parishad and its Standing Committees will receive, examine, and accord sanctions wherever they are proposed and recommended within the purview of subjects allotted to them. (These 29 subjects are included in the Eleventh Schedule and also in Schedule I).

Besides the role of review, monitoring of plan and non plan schemes specified under the schedule I of the Act, the Zilla Parishad will also exercise the following functions:

1. (a) Examine and approve the budgets of Mandal Parishads within district.
- (b) Distribute the funds allotted to the district by the Central or State Government among the Mandal Parishads and Mandals within districts for which Mandal Parishads are not constituted.
- (c) Coordinate and consolidate the plans prepared in respect of the Mandals within the district and prepare plans in respect of the entire district.
- (d) Secure the execution of the plans, projects, schemes or other works either solely relating to the individual Mandals or common to two or more Mandals in the district.
- (e) Supervise generally the activities of the Mandal Parishads in the district.
- (f) Exercise and perform such of the powers and functions in relation to any development programme as the Government may by notification confer on or entrust to it.
- (g) Advise Government on all matters relating the developmental activities and maintenance of services in the district, whether undertaken by local authorities or Government.
- (h) Advise the Government on allocation of work among Gram Panchayats and Mandal Parishads and coordination of work between the said bodies and among the various Gram Panchayats themselves.

- (i) Advise the Government on meetings concerning the implementation of any statutory or executive order specially referred to by the Government to the Zilla Parishads.
 - (j) Collect such data as it deems necessary.
 - (k) Publish statistics or other information relating to the activities of the local authorities.
 - (l) Require any local authority to furnish information regarding its activities.
 - (m) Accept trusts relating exclusively to the furtherance of any purpose for which its funds may be applied.
 - (n) Establish, maintain or expand secondary, vocational and industrial schools.
 - (o) Borrow money for carrying out the purposes of this Act, with the previous approval of the Government and subjects to such terms and conditions as may be prescribed.
2. The Zilla Parishad may, with the approval of the Government, levy contributions from the funds of the Mandal Parishads in the district.
 3. The resolutions of the Standing Committees have to be brought before the general body which is empowered either to approve, modify, alter or rescind such resolutions.
 4. The Zilla Parishad may make Byelaws under the powers vested under sub-section (2) of sec.259 read with sections 266 & 270 after obtaining approval of the Government.
 5. The Zilla Parishad will review the performance under SGSY in its general body meetings.

Chapter 6

**POWER TO MAKE
BYELAWS (S.259)**

POWER TO MAKE
BYELAWS (2.55)

POWER TO MAKE BYELAWS (S.259)

Rules have been issued in G.O.Ms.No.434 PR&RD and Relief, (Mandals DI) dated. 15.7.95 regulating the procedure for making Bye laws by the Gram Panchayats/Mandal Parishads/Zilla Parishads. To begin with, the Gram Panchayat must publish the draft of proposed Bye laws or alteration of Bye laws calling for objections and suggestions within a period of not less than 30 days. Bye laws or alteration of Bye laws will have effect only when they are approved by the Commissioner in case of Gram Panchayats, Zilla Parishads in case of Mandal Parishads and Government in case of Zilla Parishads. The Bye laws so approved shall be published in English and Telugu in the District Gazette and will come into force on the expiry of 30 days after such publication.

Chapter 7

STANDING COMMITTEES

STANDING COMMITTEES

1. Because of the large volume of business before the Zilla Parishad and the nature of business which needs close scrutiny, the Act provides for constitution of Standing Committees allocating to them the subjects to be dealt with. It is a representative subcommittee of the Zilla Parishad.
2. The Standing Committees are expert bodies, which will devote sufficient time on the subjects brought before them and closely scrutinize the facts to take appropriate decisions.
3. The following are the Standing Committees:-

Standing Committee No's

I	- For Planning & Finance
II	- For Rural Development
III	- Agriculture
IV	- Education and Medical services
V	- Women Welfare
VI	- Social Welfare
VII	- Works

In G.O.Ms.No.218 PR&RD (Mdl-II) dt. 31.3.95, Government have framed rules for regulating the conduct of business and proceedings in the meetings of the Standing Committees and allocation of subjects to be dealt with by them.

The table gives the allocation:

(1)	(2)	(3)
1.	Standing Committees for Planing & Finance District plan - Budget, Taxation, Finance and Coordination of the work relating to other Committees	- Standing Committee No.I
2.	Standing Committee for Rural Development Poverty alleviation Programmes, Area Development Programme, Employment, Housing, Cooperation, Thrift and Small savings, Industries including Cottage, Village and Small scale industries, Trusts and Statistics	- Standing Committee No.II

3. Standing Committee for Agriculture: Agriculture, Animal Husbandry, Soil Reclamation including cantour bunding, Social Forestry, Fisheries and Sericulture - Standing Committee No.III
4. Standing Committee for Education and Medical Services Education including Social Education, Medical Services, Public health and Sanitation including Drainage, Relief for distressed in grave emergencies - Standing Committee No.IV
5. Standing Committee for Women's Welfare: Development of Women and Welfare of Children - Standing Committee No.V
6. Standing Committee for Social Welfare Social welfare of Scheduled Castes, Scheduled Tribes, and Backward Classes and Cultural Affairs - Standing Committee No.VI
7. Standing Committee for Works: Communications, Rural water supply, power and Irrigation - Standing Committee No.VII

Sl. No.	Sub-section and section	Brief Description of the Powers and functions	Standing Committee or Committees of Zilla Parishad
1.	192(I)(i)	To examine and approve budgets of Mandal Parishads	Standing Committee I
2.	192(I)(ii)	Distribution of funds allotted to the District by the Central or State Government among the Mandal Parishads and Mandals in the District for which Mandal Parishads are not Constituted	Appropriate Standing Committee and Standing Committee I
3.	192(I)(iii)	Coordinate and consolidate the plans prepared in respect of the Mandals in the district and prepare plans in respect of the entire district	Standing Committee I

Sl. No.	Sub-section and section	Brief Description of the Powers and functions	Standing Committee or Committees of Zilla Parishad
4.	192(I)(iv)	Secure the execution of plans, projects, schemes or other works either solely relating to individual Mandals or common to two or more Mandals in the district	Appropriate Standing Committee
5.	192(I)(v)	Supervise generally the activities of the Mandal Parishads within the district	Standing Committee II
6.	192(I)(vi)	Exercise and perform such of those powers and functions of the District Board including the powers to levy any tax or fees as may be transferred to it under the Act	Appropriate Standing Committee & Standing Committee I
7.	192(I)(vii)	Exercise and perform such other powers and functions in relation to any development programme as the Government may by notification confer on it or entrust to it	Appropriate Standing Committee & Standing Committee II
8.	192(I)(viii)	Advise Government on all matter relating to developmental activities and maintenance of services in the district, whether undertaken by local authorities or Government	Appropriate Standing Committee
9.	192(I)(ix)	Advise the Government on allocation of work among Gram Panchayats and Mandal Parishads and coordination between the said bodies and among the various Gram Panchayats themselves	Appropriate Standing Committee
10.	192(I)(x)	Advise Government on matters concerning the implementation of any statement or execution of any order specially referred by the Government to Zilla Parishad	Appropriate Standing Committee I

Sl. No.	Sub-section and section	Brief Description of the Powers and functions	Standing Committee or Committees of Zilla Parishad
11.	192(I)(xi)	Collect such data as it deems necessary	Appropriate Standing Committee
12.	192(I)(xii)	Publish statistics or other information relating to activities of the local authorities	Appropriate Standing Committee
13.	192(I)(xiii)	Require any local authority to furnish information regarding its activities	Appropriate Standing Committee
14.	192(I)(xiv)	Accept trusts relating exclusively to the futherance of any purposes for which its funds may be approved	Appropriate Standing Committee & Standing Committee II
15.	192(I)(xv)	Establish maintain or expand secondary, vocational and industrial	Appropriate Standing Committee & Standing Committee
16.	192(I)(xvi)	Borrow money for carrying the purposes of the Act with the previous approval of the Government and subject to such terms and conditions as may be prescribed	Appropriate Standing Committee & Standing Committee II
17.	192(2)	Levy contributions from the Mandal Parishads in the district	Standing Committee II
18.	195(1)	Creation of staff in the Zilla Parishad	Standing Committee I
19.	195(2)	Revision of staff position in the Zilla Parishad	Standing Committee I
20.	199(1)	Scrutinizing the budgets and making its recommendations	Standing Committee I

Sl. No.	Sub-section and section	Brief Description of the Powers and functions	Standing Committee or Committees of Zilla Parishad
21.	199(4)	Scrutinizing the revised or supplementary budget and making its recommendations	Standing Committee I
22.	243	Powers and functions of District Board transferred to Zilla Parishad	Appropriate Standing Committee & Standing Committee II
23.	253(2)	To consider the Administration Reports of Mandal Parishads	Standing Committee I
24.	250(1)	Power to make byelaws	Appropriate subject Committee
25.	260(2)	Delegation of powers and functions to any person or authority	Appropriate Subject Committee

1. Every Standing Committee shall discharge functions assigned under the Act and shown hereunder.
2. Every Standing Committee shall watch the progress of implementation of the works and schemes in the Zilla Parishad so far as they relate to subjects assigned to them.
3. The Government may direct that if any Standing Committee fails to discharge any of its functions, the Zilla Parishad shall perform all or any of such functions.

Year	Country	Value	Unit
1990	USA	100	1000000000000
1991	USA	100	1000000000000
1992	USA	100	1000000000000
1993	USA	100	1000000000000
1994	USA	100	1000000000000
1995	USA	100	1000000000000
1996	USA	100	1000000000000
1997	USA	100	1000000000000
1998	USA	100	1000000000000
1999	USA	100	1000000000000
2000	USA	100	1000000000000
2001	USA	100	1000000000000
2002	USA	100	1000000000000
2003	USA	100	1000000000000
2004	USA	100	1000000000000
2005	USA	100	1000000000000
2006	USA	100	1000000000000
2007	USA	100	1000000000000
2008	USA	100	1000000000000
2009	USA	100	1000000000000
2010	USA	100	1000000000000
2011	USA	100	1000000000000
2012	USA	100	1000000000000
2013	USA	100	1000000000000
2014	USA	100	1000000000000
2015	USA	100	1000000000000
2016	USA	100	1000000000000
2017	USA	100	1000000000000
2018	USA	100	1000000000000
2019	USA	100	1000000000000
2020	USA	100	1000000000000
2021	USA	100	1000000000000
2022	USA	100	1000000000000

Chapter 8

STANDING COMMITTEES - FUNCTIONS

STANDING COMMITTEES - FUNCTIONS

1. The members should get acquainted with the schemes in progress and implemented both by departmental officers and Zilla Parishad and evaluate the benefits to the society/community.
2. Visit institutions to know about their working, review with reference to the guidelines for their working, the physical and financial targets given under the schemes/works and
3. The popularity of acceptance of the schemes, the dissemination of broad objectives of programmes and the awareness created among the beneficiaries and their involvement.
4. In order to enable them to critically review formulation, implementation and accessibility of the benefits of all schemes essentially to the Weaker Sections. Members should make independent assessment.
5. Any default, defect or delays in the execution of works or lack of interest on the part of officers concerned should be effectively checked.

Members can tour in the areas and evaluate the benefits derived in earlier years and get feedback for all programmes.

6. Since all District Officers connected with development departments will attend the concerned subject committee meetings, the members can seek information in the budgetary allocations both plan and non-plan and keep themselves fully posted with the development programmes and schemes under implementation.
7. Government also instructed that presence of the law enforcing authorities like Superintendent of Police / Deputy Commissioner of Police, Deputy Commissioner of Excise and other officers who will be able to present a brief account of such activities of public interest like cases involving atrocities against SC's and women and rehabilitation measures in cases of SC's etc., the steps taken under law and order measures for controlling organised robberies and checking up the activities of rowdy sheeters and as to how the public can extend cooperation to the Police, it would also be desirable if the law and order situation is also briefed to the members to the extent they would be interested to know.

8. i) The problems of agricultural community are discussed in the SC III (Agriculture) prevailing in delta and upland areas, the times of sowing, (progress of sowings) availability of hybrid varieties of seed, application of fertilizers, depending on soil analysis explaining plant protection measures in respect of each crop and steps for improving fertility, checking malpractices by traders of fertilizers and pesticides, etc., will be discussed in the Standing Committees.
- ii) The Standing Committee may recommend to ZP advising on farmers problems like steps for quick disposal of produce and ensuring a remunerative prices through purchases by public corporations etc.
- iii) Provision of infrastructural facilities like construction of cart bridges across canals, formation of pathways, provision of sites for threshing floors to small farmers etc. can be considered.
- iv) Ensuring availability of timely credit to small farmers and recommend to Government for taking steps for postponement or waiver of land revenues when there are losses due to droughts (floods) etc.
9. a) Animal Husbandry: In programmes of veterinary care, steps taken by the department for upgradation of cattle breed, displacing uneconomic animals with more milk yielding breeds, solving problems of milk producers, establishment of milk chilling centres including transport of surplus milk to urban areas or conversion into powder. Preventive vaccinations to cattle during out break of epidemics etc. to be reviewed.
- b) Fisheries: The action taken by the Fisheries Department Officials in organising breeding centres, supplies of fingerlings, protection of ecological balance by those engaged in fish breeding and other measures will be reviewed.
- c) Social Forestry: The Zilla Parishad is capable of mobilizing popular urge for taking up species of plants in vacant lands, Government lands, Public lands including raising of nurseries with the help of Forest Department. Farm Forestry Programmes can also be taken up by farmers even in degraded lands/soils.
- d) Social Welfare: A good number of programmes are under implementation like Maintenance of Residential Schools, SC boys and girls hostels, coaching centres for vocations, construction of Ambedkar Bhavans, erection of Ambedkar statues, book bank schemes in engineering and technical subjects, free supply of engineering tools, free

bus passes, college attached hostels for those who could not secure accommodation in Government hostels, incentives for bright students, provision of dress, utensils, bedding mattress, steps for promoting talents in extra curricular activities like song, drama and games and sports, elocution contests, coaching to backward pupils, health checkup by PHC doctors and provision of free drugs, celebration of important National holidays and festivals, inviting parents to hostels once in 3 months, stipends and scholarships to students pursuing MBBS, B.E. Fine Arts courses and those studying reputed universities outside the State, coaching (one time) for failed 10th class students and back to school programme to encourage drop outs to get re-admission.

10. Needs of SC families for house sites, lands for cultivation, extension of amenities available in the main village to SC localities, construction of community halls and communication facilities to all SC localities and within the localities.
11. The Member of the Council of States who is a registered voter in the district, provided that such Member of the Council of States shall have the right to speak in, and otherwise to take part in the proceedings of a meeting of any Standing Committee of the Zilla Parishad but shall not be entitled to vote in the Standing Committee unless he is a member of that Standing Committee.
12. Income Generating Programmes: Most of the SCs are below poverty line. the literacy rate among female children is around 8% according to 1991 census. These girls are earning supplemental incomes to families like taking care of younger children or attending to domestic duties if both parents go for work. Unless the families are brought above poverty line, it would be difficult to get improvement in literacy rate particularly among girls. The following steps are already being taken up by the Government.
 1. Atleast 60-75% of families should be provided assistance under income generating schemes under IRDP.
 2. Surplus land can be assigned wherever available.
 3. 15% of fair price shops, quota in public employment should be strictly implemented.
 4. Cases of untouchability have to dealt with sternly.

5. More works under Janmabhoomi, Clean and Green should be taken up in SC localities.
6. All landless agriculture labour to be provided wage employment under JGSY/EAS/IAY atleast for 100-120 days during the year.
7. If cases of bonded labour / jogins / persons engaged in unclean occupations are identified under rehabilitation measures should be taken up.
8. In any villages if it is suspected that hatred between communities involving SCs is brewing up peace committees (village) have to be constituted and the District Administration to post police pickets in sensitive areas, to closely watch and gathering of intelligence to avert deterioration in relations between different communities.
9. Old age pensions, widows pension and issue of ration cards to be reviewed.

Chapter 9

WOMEN AND CHILD WELFARE

WOMEN AND CHILD WELFARE

1. To make sure that women receive education and plan for a vocation/ employment/self entrepreneurship, on their own contributing towards empowerment of women.
2. Training to woman members, Mandal Presidents, Zilla Parishad Chairman and factors exposing them to social evils prevalent in society, the handicaps and injustices meted out either on gender inequalities etc., and appropriate strategy to be adopted.
3. To review reservation of posts in Public Employment.

WOMEN AND CHILD WELFARE

The Department of Women and Child Welfare is a statutory body established under the Women and Child Welfare Act, 1986. It is a multi-disciplinary organization which works for the welfare of women and children in the State. The Department is headed by the Secretary, Women and Child Welfare, who is assisted by the Joint Secretary, Women and Child Welfare, and the Deputy Secretary, Women and Child Welfare.

The Department is organized into several sections, each headed by an officer. The sections are: Administration, Welfare, Health, Education, and Training. The Department also has a number of advisory committees and sub-committees which assist it in its work.

The Department is a member of the National Council for Women's Development, which is a statutory body established under the National Council for Women's Development Act, 1983.

Chapter 10

**RESERVATIONS OF
OFFICE OF CHAIRMAN,
ZILLA PARISHAD AND
MEMBERS ZPTC**

MEMBERS ZPTC
ZILLA PARISHAD AND
OFFICE OF CHAIRMAN
RESERVATIONS OF

RESERVATIONS OF OFFICE OF CHAIRMAN, ZILLA PARISHAD AND MEMBERS ZPTC

181(2) Such number of Offices of Chairman, Zilla Parishad in the State shall be reserved to members belonging to

1. Scheduled Tribes and Scheduled Castes in such proportion of the percentage of Scheduled Castes and Scheduled Tribes to the total percentage of State population.
2. Thirty four percent of total number of Offices of Chairman, Zilla Parishad for backward classes.
3. Not less than one third of the total number of offices for women including those reserved for Scheduled Tribes, Scheduled Castes and Backward Classes and in unreserved categories.
4. In case during the first ordinary elections to the Zilla Parishads of the Office of Chairman, ZP of the district which is having the highest population of Scheduled Castes is reserved, such vacancy will be reserved to the district having the second highest population (leaving the district which was reserved in the first ordinary elections) in favour of the Scheduled Castes, Scheduled Tribes, Backward Classes and women. This system is called 'rotation'. So as to facilitate to ensure that reservations to the Office of Chairman totally prohibit the opportunities of others to contest for the posts indefinitely.
5. No person shall be a member in more than one of the categories specified in subsection (3). A person who becomes a member in more than one category shall within 15 days from the date of the first meeting of the Zilla Parishad (from which the term of Zilla Parishad commences) intimate in which one of the said categories he wishes to serve, by giving notice in writing and delivering it to the Chief Executive Officers of the Zilla Parishad. In default of such intimation within the aforesaid period, his membership in the lower tier shall cease at the expiration of such period. His membership in the higher tier shall not cease. (G.O.Ms.No.135 PR&RD dt.11.3.95).
6. No person other than a Member of Lok Sabha shall be entitled to be a member of more than one Zilla Parishad at a time.

7. If a member of either House of Parliament or State Legislature is elected as Chairman or Vice-Chairman of a Zilla Parishad, he shall cease to hold such office unless within 15 days from the date of election to such office he ceases to be Member of the Legislative Assembly of the State or either House of Parliament by resignation or otherwise.
8. Since the election to the Offices of Chairman or Vice-Chairman Zilla Parishad or President of a Mandal Parishad are conducted on party basis (by show of hands) any member of ZPTC disobeying party whip, shall cease to hold office forthwith and the vacancy caused by cessation shall be filled as a casual vacancy. (G.O.Ms.NO.81 PR&RD dt.7.2.95).

Chapter 11

PRINCIPLE OF RESERVATION

PRINCIPLE OF RESERVATION

Reservations are provided for members of Scheduled Tribes, Scheduled Castes, Backward Classes and women in the offices of Chairman Zilla Parishad, Members ZPTC, Presidents of Mandal Parishads, MPTC members, Sarpanch and Members of a Gram Panchayat.

Chairman of Zilla Parishad:

Basing on the percentage of population of Scheduled Tribes and Scheduled Castes proportionate percentage of offices of Chairman of Zilla Parishad is made at the Government level. The seats are reserved at:

8% of total number of Zilla Parishad Members in favour of Scheduled Tribes.
18% of total number of Zilla Parishad Members in favour of Scheduled Castes.
34% of total number of Zilla Parishad Members in favour of Backward Classes.

1/3rd of offices are reserved for women among ST, SC, BC reservations and in the unreserved categories.

Members of ZPTC:

For Scheduled Tribes - The offices will be reserved in proportion of the percentage of Scheduled Tribes to the total population of the district.

The reservation of offices to members of Scheduled Castes will be in proportion to the population to the total population of the district.

The reservation of members to Backward Classes will be determined in the following manner:

$$\begin{array}{r} \text{Reservation for Backward Classes in the State } 34\% \\ \hline \text{State percentage of BC's } 38.8\% \end{array} \times \begin{array}{l} \text{District} \\ \text{BC} \\ \text{Percentage} \end{array}$$

= 0.876 X District Backward Class Percentage

As per Rule 13(2) of rules issued in G.O.Ms.No.75 PR&RD & G.O.Ms.No.85 PR&RD the reservation of seats for Backward Classes will be made by drawal of lots in the office of Zilla Parishad.

In case of Scheduled Tribes, the constituencies where the population is highest will be reserved for STs/SCs in the descending order. If a constituency is already reserved for Scheduled Castes, the next ZPTC with highest percentage will be reserved for Scheduled Castes. Similarly the seats reserved for Backward Classes.

One third of seats reserved for women will be reserved in constituencies where their population is highest after deleting the vacancies already reserved for STs, STs and BCs.

Chapter 12

CONDUCT OF ELECTIONS OF CHAIRMAN ZILLA PARISHAD/VICE CHAIRMAN ZILLA PARISHAD AND COOPTED MEMBER

CONDUCT OF ELECTIONS
OF CHAIRMAN ZILLA
PARISHAD AND CHAIRMAN
ZILLA PARISHAD AND
COOPTED MEMBER

CONDUCT OF ELECTIONS OF CHAIRMAN ZILLA PARISHAD/VICE CHAIRMAN ZILLA PARISHAD AND COOPTED MEMBER

- 1) Election of members from Minority Communities shall be held as prescribed under Rules issued in G.O.Ms.No.756 PR&RD dt.30.11.94 as amended by G.O.Ms.No.81 PR&RD dt.7.12.94.
- 2) The meetings shall be held in the office of the Zilla Parishad and shall be presided over by the District Collector.
- 3) The notice of the date and hour of such meetings shall be given in Form - IIB in Telugu language to the members of Zilla Parishad specified in clauses (i) to (iv) of sub-section 3 of Section 177 at least three clear days in advance of the date of meeting so as to elect two members from the minority communities as specified in clause (v) of Sub Section 3 of Section 177 of the Act.
- 4) The Presiding Officer shall be called for nomination at the office of Zilla Parishad and the candidate contesting the election has to be proposed by a member and seconded by another member and after nominations have been received and scrutinised the election shall be held in case of contest. The election shall be by show of hands and shall be on the party basis. The participating members of each political party have to obey the whip of the party Presidents. Otherwise they are liable for disqualification.
- 5) After the election of members specified in clause (v) of Sub sec (3) of Sec.177 is completed the Presiding Officer shall immediately declare the candidate selected and inform the members specified in clause (i) to (v). But here will be held another meeting that day or the next day for the election of Chairman/Vice Chairman of Zilla Parishad.
- 6) The meetings for the election of coopted members/Vice Chairman/ Chairman shall not be held unless there be present at least one half of the members then on the Zilla Parishad. If during the first two meetings convened for elections, there is no quorum and as such the elections could not be conducted, during the third meeting elections shall be conducted even if there is no quorum. The procedures as followed in

the election of coopted members will be followed also in the case of Chairman and Vice Chairman of the Zilla Parishad. Only from among the ZPTC members the person can be elected as Chairman/Vice Chairman. The minutes of proceedings shall be prepared and kept in the records. He shall also give the name of the person elected in the office of the Chairman/Vice Chairman of Zilla Parishad forward a notification to be published in AP Gazette and sign and issue a certificate thereof.

- 7) The casual vacancies in the office of Chairman and Vice Chairman shall be filled in the same manner.
- 8) The forms prescribed in respect of minority community certificates and the notice of election meetings, nomination forms etc., have been appended to the rules issued in G.O.Ms.No.756 PR&RD dt.30.11.94 as amended.

Chapter 13

TERM OF OFFICE

TERM OF OFFICE

1. The ZPTC members, coopted members, Chairman and Vice Chairman shall hold office for a period of 5 years from the date fixed by the State Election Commission usually the date of the first meeting of the Zilla Parishad after the ordinary elections. The Ex-officio members i.e. Lok Sabha Members and Members from Rajya Sabha, Members of Legislative Assembly of the State will hold office as long as they continue to hold their positions in Assembly/Parliament.
2. ZPTC members, Chairman, Vice-Chairman shall cease to hold office if
 - (1) they incur any disqualification under sections 20-22 of APPR Act, 1994
 - (2) in case of Chairman or Vice-Chairman removed by a notification on account of a no confidence motion
 - (3) removal by Government u/s 249 of APPR Act
 - (4) by an order of a competent court in an election petition, setting aside his election
 - (5) in case of Chairman ZP, for his failure in convening the meetings as per Sec.196(6)

3. DUAL MEMBERSHIP

Any member who happens to be a member from more than one category

1. Ward member of Gram Panchayat.
2. Sarpanch of a Gram Panchayat.
3. Member MPTC
4. Member ZPTC

Unless the person resigns his office in all but one office by writing under his hand and addressed to the District Collector within 15 days from the date of election, the District Collector shall notify the office of highest tier shall continue to be held by him and specify the offices which he has vacated.

(G.O.Ms.No.135, PR & RD dt.13.3.95)

Chapter 14

CHAIRMAN - FUNCTIONS

CHAIRMAN - FUNCTIONS

The Chairman, Zilla Parishad

- 1) a) Shall as a head of the Zilla Parishad is entitled to receive due honour and he shall be invited to participate in all Government functions arranged in the district and shall be accorded due recognition there as per procedure of warrant.

He has been assigned the status of a Minister of State. (Vide G.O.Ms.No.431 PR&RD dt.15.11.97).

- 2) Shall convene and preside over all meetings of the Zilla Parishad and such of the Standing Committees of which he is the chairman.
- 3) Shall have access to all records of the Zilla Parishad.
- 4) Call for any record, statement, document from the Chief Executive Officer or other officers of Zilla Parishad for examination and perusal.
- 5) Issue directions to the Chief Executive Officer regarding implementation of resolutions of the Zilla Parishad or its Standing Committees.
- 6) Take up with Government on major issues relating to the district where immediate intervention by Government would be essential.
- 7) Chairman Zilla Parishad shall be entitled to receive the following honorarium and allowances (G.O.Ms.No.223 PR&RD dt.27.5.99)

Chairman, Zilla Parishad Rs.5,000/- (Honorarium as fixed in G.O.Ms.No.223, PR&RD dt.27.5.99)

Vice Chairman, Zilla Parishad Rs.1,500/-

ZPTC Members Rs.1,500/-
(Under Sec.179 of APPR Act)
(He also draws T.A. for tours as per the scale prescribed)

Whenever the Chairman is deputed for orientation courses, seminars, workshops, and study tours, he will be paid T.A. & D.A. on par with class I officials of the State Government.

- 8) The Chairman, Zilla Parishad shall pass orders on important files relating to issue of posting orders, transfers of staff, admission of time barred bills upto 1 year and files relating to all policy matters shall be circulated to him. The orders will be issued in the name of the Chief Executive Officer and the fact of obtaining orders of Chairman on the note will be mentioned in the proceedings or orders.
- 9) The Chief Executive Officer shall whenever orders or directions are issued by Government should first implement the orders as per Government directions and submit a copy thereof for the perusal of Chairman.
- 10) The Chairman ceases to hold office, if he ceases to continue as member due to operations of disqualifications (under Sec.18-22 of the Act) and also U/s 196(6) as Chairman ZP. He is also liable to make good any wastage, loss caused to Zilla Parishad funds due to any acts of commission or omission under Sec.265 of the Act.
- 11) The Chairman or Vice Chairman may resign his office by sending the resignation personally or by sending it in the manner prescribed to the Collector. The Collector after satisfying about the genuineness of the resignation shall issue proceedings indicating the date with effect from which such resignation had come into force.

Functions of Chairman ZP as per School Education Act, 1998

- 12) He is Chairman of District School Education Committee. He discuss with the member of ZP in the ZP meeting and render suggestions for the development of schools.
- 13) To make effects for mobilization of grants and to bring certain important issues to the notice of Government for immediate redressal.
- 14) To evince interest for improvement of literacy among the women in the habilitation where high rate of illiteracy prevails.
- 15) To supervise the Z.P. educational institutions and the staff working therein.
- 16) To encourage the persons by granting incentives who extended valuable services to the course of education.
- 17) Have discussions with the PR Engineers for providing infrastructure to the schools for the execution of repairs.

Chapter 15

VICE CHAIRMAN - FUNCTIONS

VICE CHAIRMAN -
FUNCTIONS

VICE CHAIRMAN - FUNCTIONS

1. Whenever the Chairman absents himself from the jurisdiction for more than 15 days or is incapacitated the powers and functions of chairman shall devolve on the Vice-Chairman (S.193(3) & (4) of the Act).
2. The Chairman may also delegate such of the specific functions like education, works programme to the Vice Chairman and in like manner withdraw the delegation (S.193 (2) of the Act).
3. If there is a vacancy in the Office of Chairman and the Vice Chairman has been continuously absent from the district for more than 15 days or is incapacitated for more than 15 days, the powers and functions of Chairman shall devolve on a member of the ZP appointed by Government. The member so appointed shall be styled as temporary Chairman but he shall exercise the powers and perform the functions of the Chairman (S.193 (5) of the Act).

Chapter 16

**MEMBERS OF ZPTC -
FUNCTIONS**

MEMBERS OF ZPTC -
FUNCTIONS

MEMBERS OF ZPTC - FUNCTIONS

- 1) The ZPTC members are entitled to be granted copies of proceedings of Zilla Parishad meetings as prescribed in G.O.Ms.No.224 PR & RD Mdl-1 dt.10.4.95.

If the Chief Executive Officer declines to grant copies for the reason that it is of a confidential nature, his decision thereon shall be final.

- 2) ZPTC members will cease to hold office if they incur any of the disqualifications specified under Sec. 18-22 of the Act.
- 3) ZPTC members have to instil a spirit of self help and mobilize public contribution or voluntary labour whenever works are taken up in his jurisdiction.
- 4) Any member may bring to the notice of CEO/Chairman/ZP, any defect or default in the execution of any work or in the discharge of functions of any officer including negligence in the discharge of duties (S.194 of the Act).
- 5) He is a permanent invitee to meetings of MPs concerned.
- 6) Can visit the ZP High schools under his jurisdiction.
- 7) Members of ZPTC may resign by sending notice to the District Collector.
- 8) Food Advisory Committee / Sub....Advisory Committee - Member

Chapter 17

ELECTION OF MEMBERS OF STANDING COMMITTEES

ELECTION OF MEMBERS OF STANDING COMMITTEES

(Rules issued in G.O.Ms.No.238 PR&RD dt.20.4.95)

- (1) Within 60 days of the constitution of Zilla Parishad and election of Chairman and Vice Chairman are held the Zilla Parishad shall elect members to its Standing Committees.
- (2) If for the reason of non conduct of election to the office of Chairman or for any other reason to be recorded in writing the Government can postpone such date upto a maximum of 90 days.
- (3) If the lection to the Standing committees are held on the date of election of Chairman, the elections to the Standing Committees should be held in the order indicated. If however the lections for some standing committees is adjourned they shoud be taken up in the order as mentioned in Sec.187 of the Act.
- (4) The Chairman or in his absence the Vice Chairman shall preside over the election of members of Standing Committees and in the absence of both a member chosen by the members shall preside.
- (5) The Chairman shall be Ex-officio memembr of all Standing Committees and shall preside over the following Standing Committees.
 - (1) Standing Committee for Rural Development.
 - (2) Standing Committee for Planning and Finance.
 - (3) Standing Committee for Education and Medical Services.
 - (4) Standing Committee for works.

The Vice Chairman shall be the Chairman of Standing Committee for Agriculture, one women member, one member from SC community will be nominated by Chairman as Chairman of Standing Committee for Women Welfare and Chairman for Standing Committee for Social Welfare.

- (6) (a) The strength of the members of Standing Committees shall be so fixed that the total number of members of Zilla Parishad shall be divided by 7 and the number arrived at.

- (b) No member can be a member of more than one Standing Committee.
 - (c) the nomination for each Standing Committee shall be proposed by one member and seconded by another. Both proposed and seconded number of candidates is equal to the strength, the Presiding Officer shall declare them as elected. If less number of nominations are received he will declare them elected and conduct elections for the remaining seats then or sometime later. If the number of members are more than seats an election shall be held. The ballot listing out the names will be circulated to all members and they should put (tick) mark against the member whom they choose. If any member votes for more number of candidates, the votes from the top upto the number of available seats will be taken into cognizance and the rest ignored.
 - (d) The quorum for convening meeting to elect Standing Committee members is atleast more than half of the strength of the members then on the ZP who are entitled to vote at the election. If it is an adjourned election meeting the quorum is not required.
 - (e) The District Collector shall be invited to participate in all Standing Committee Meetings.
 - (f) One half of the members of Standing Committee for women should be from women members and one half of members of Standing Committee for Social Welfare shall be members from SC community. If more contestants are there the votes of the members from women / SCs as the case may be counted first and those securing maximum number of votes to constitute half the strength shall be declared and others in excess of strength fixed ignored.
- (7) Immediately after the elections are over the presiding officer should prepare a list of members elected to each standing committee and publish on notice board as well as inform the members concerned.

Chapter 18

T.A. & D.A. ADMISSIBLE

T.A.& D.A. ADMISSIBLE

- 1) If a Member of Parliament attends a Standing Committee or General body meeting while the Parliament is in session, he shall be paid flight charges from the general funds. The facility can be made use of only once during a session.
- 2) Invitees like Mandal Parishad President etc., are entitled to claim. Travelling allowances as per rules prescribed in G.O.Ms.No.161 PR&RD dt.18.3.95.
- 3) First class train fare for travel (between places connected by train).
- 4) Bus fare (in case public transport is available).
- 5) Mileage @ Rs.2/- per KM (subject to a maximum of Rs.600/- per day is admissible for journeys not connected either by train or public transport. If the member attends in his conveyance his claim for mileage will be limited to 1st class train fare or public transport bus fares as the case may be (Whenever such places are connected by train or public transport).
- 6) The invitees are entitled to a sitting fee of Rs.75/- on meeting days. No DA is admissible for these days.
- 7) The travelling allowance bills shall be submitted to the Chief Executive Officer soon after the meeting (the bills presented after six months cannot be entertained) for counter signature and arranging payment.
- 8) The ZPTC members including coopted members can only draw sitting fees on meetings days and no TA or DA will be paid to them. Consequent on the grant of honorarium of Rs.1500/- to ZPTC members including coopted members in G.O.Ms.No.557 PR&RD dt.1.2.96 and G.O.Ms.No.408 PR&RD dt.27.7.96 these members are entitled to draw only sitting fee of Rs.75/- on the dates of meeting of Standing Committees/ General Body as the members are in receipt of Rs. 1500/- as honorarium towards TA for their tours in the district.

Other members as specified in (ii) (iii) (iv) of Sub Sec.3 of Sec.177 are entitled to claim and draw allowances for attending Standing Committee/Zilla Parishad meetings in terms of G.O.Ms.No.596 PR&RD dt.16.8.1995.

Chapter 19

CONDUCT OF BUSINESS AT THE MEETINGS OF THE ZILLA PARISHAD OR ITS STANDING COMMITTEES

CONDUCT OF BUSINESS AT
THE MEETINGS OF THE
ZILLA PARISHAD OR ITS
STANDING COMMITTEES

CONDUCT OF BUSINESS AT THE MEETINGS OF THE ZILLA PARISHAD OR ITS STANDING COMMITTEES

- (1) The meetings of the Zilla Parishad shall be convened once in every month and as often as possible but if during a period of 90 days if no meeting is held the Chief Executive Officer shall be liable for disciplinary action. The Chief Executive Officer should put up files for fixing dates for the meetings of ZP. In case the Chairman fails to fix a date within the period of time, the CEO himself would convene the meeting and communicate the agenda. Under Sub Sec (6) of Sec 193 of the APPR Act, the Chairman incurs disqualification, if no meeting of the Zilla Parishad is held within a period of 120 days (i.e. the statutory period of 90 days plus grace period of 30 days) following such period.

Under Rules 73 & 74 of the Rules issued in G.O.Ms.No.218 PR&RD & Relief (Mdl.II) Department Dt.31.3.95 each Standing Committee should meet atleast once in a month. The CEO shall convene the meetings of the Standing Committees. The meetings shall be held on such date and time as the chairperson of the Standing committee may specify in consultation with the Chairman, Zilla Parishad.

Under sub-section 6 of Sec 187 of the APPR Act, the decisions of the Standing Committees are subject to the ratification by the general body of the Zilla Parishad, which may approve, modify, rescind, or reverse such decision.

- (2) The subjects requiring sanction or review will have to called from the District Level Development Officers for placing before Zilla Parishad not only for review the activities but suggest measures for optimum distribution of funds on schemes benefiting larger sections of society. The Zilla Parishad could suggest to Government the ways for equitable dispersal of funds to enable backward regions to develop.
- (3) The meetings of Zilla Parishad are of ordinary, urgent and special nature. The issue of notices for an ordinary meeting is 6 clear days, for urgent meeting with two days interval and special meetings to consider special subjects like consideration of budget specify 7 clear days notice.

- (4) A requisition meeting can be called for if 1/3rd of the members then on the Zilla Parishad hand it to the Chief Executive Officer and or Chairman. If within 3 days the Chairman fails to act upon it the meeting can be convened by the members signing the requisition and the CEO is bound to provide records and assist in the transaction of business.
- (5) A properly convened Meeting of a Zilla Parishad shall not be postponed to a later date except on the requisition of 50% of the members then on the Zilla Parishad.
- (6)
 - (a) All meetings of Zilla Parishad shall be convened in the head quarters and in the office only and not to be held on holidays observed by the Zilla Parishad except when the Assembly / Parliament is in session and the session is likely to extend to such period by which time the statutory period allowed for convening meetings will lapse.
 - (b) No meeting shall be convened on any day observed as a holiday for the Zilla Parishad.
 - (c) For the convenience of the MLAs or of MPs while the house is in session, meetings can be convened during holidays to enable the members to be present as there will be no session on Sundays and other holidays.
 - (d) Every meeting will be presided over by Chairman or in his absence, the Vice Chairman or in the absence of both, a member chosen by the members present.
 - (e) If within half an hour of the scheduled time for the meeting the quorum is not formed, the Chairman or the Presiding member will adjourn the meeting by recording the fact in the Minutes Book. The quorum for a meeting is 1/3 of the members then on the Zilla Parishad.

Chapter 20

BUSINESS DURING THE MEETING

BUSINESS DURING THE MEETING

1. The order of the business during each session shall be in the following order.

Interpolations or questions

Any member may send a question relating to any matter pertaining to the administration of the Zilla Parishad atleast 15 days before the date of meeting. The Chairman shall decide the admissibility of the question as well as the manner in which it should be answered either a written reply or to answer it orally in the meeting.

2. *Papers to be laid on the house*

All important policy references received from Government and Heads of Departments will have to be placed before the house.

3. Points of orders

The point of order is a raising by the Presiding member on any question as to the manner or priority of subjects for discussion, their admissibility and the different views expressed by members will be wound up on the ruling on point of order by the chair.

4. Reporting of casual vacancies if any and the election to such members if they are Standing Committee members.
5. Matters relating to urgent business to be transacted.
6. Recommendation of the Standing Committees to be placed before the General Body for approval.
7. Other official business.

BUSINESS DURING THE MEETING

1. The order of the business during each session shall be in the following order:
 - a. Presentation of the agenda
 - b. Approval of the minutes of the previous meeting
 - c. Report of the Treasurer
 - d. Report of the Secretary
 - e. Report of the Finance Committee
 - f. Report of the Education Committee
 - g. Report of the Student Body
 - h. Report of the Faculty
 - i. Report of the Board of Trustees
 - j. Report of the President
 - k. Report of the Vice President
 - l. Report of the Dean
 - m. Report of the Registrar
 - n. Report of the Director of Admissions
 - o. Report of the Director of Athletics
 - p. Report of the Director of Student Services
 - q. Report of the Director of Career Services
 - r. Report of the Director of International Services
 - s. Report of the Director of Special Services
 - t. Report of the Director of Student Health Services
 - u. Report of the Director of Student Activities
 - v. Report of the Director of Student Government
 - w. Report of the Director of Student Leadership
 - x. Report of the Director of Student Organizations
 - y. Report of the Director of Student Clubs
 - z. Report of the Director of Student Societies
2. The Board of Trustees shall have the right to call for the presentation of any report at any time during the meeting.
3. The Board of Trustees shall have the right to call for the presentation of any report at any time during the meeting.
4. The Board of Trustees shall have the right to call for the presentation of any report at any time during the meeting.
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10. The Board of Trustees shall have the right to call for the presentation of any report at any time during the meeting.

Chapter 21

PROVISIONS RELATING TO MEETING FOR ZILLA PARISHADS

PROVISIONS RELATING TO
MEETING FOR ZILLA
PARISHADS

PROVISIONS RELATING TO MEETING FOR ZILLA PARISHADS

1. The meetings of the General body of Zilla Parishads will be convened by the CEO after obtaining the dates from the President. In cases to ensure to convening of meetings regularly (keeping in view the provisions relating to disqualifications for non convening of meetings during a consecutive period of 90 days the Executive Authority may himself convene the meeting by fixing up a date and time. All meetings have to be convened in the offices of Zilla Parishads only.
2. No meeting shall be convened while the Assembly/Parliament is in sessions. However during the holidays (like Sunday or other public holidays during the sessions) of the Assembly/Parliament a meeting can be convened.
3. Notice of intimation will be given with atleast 6 clear days of interval (excluding the dates of issue of notice and date of meeting).
4. Urgent meeting can be convened with two clear days notice.
5. The agenda for meeting will be prepared and circulated to the President. The Chairman/President may add additional subjects/items but all items required to be placed will have to be included in the agenda. The CEO may include any item relating to the administration of ZP which require the consideration and approval of ZP.
6. A meeting shall be convened on requisition in writing signed by atleast 1/3rd of the members of the Zilla Parishad. the notice thereof will have to be delivered to the Chairman/President specifying the date and time and should be delivered to CEO/President/MPDO atleast 7 days in advance. If the President/Chairman fails to convene the meeting within three days from the delivery of such requisition, members who signed the requisition may themselves convene the meeting and the MPDO/CEO shall cause production of records and other assistance required by the members.
7. A properly convened meeting shall not be postponed or adjourned, to a later date unless upon a written request of not less than one-half of the members then on the Zilla Parishad.

8. Every meeting shall be presided over by the President or in his absence the Vice President or during the absence of both a member chosen from among the members present at the meeting.
9. All the meetings of the Zilla Parishad shall be open to the public unless the Presiding Officer for any reason decided otherwise.
10. In case of any resolution not carried out unanimously the names of the members who vote for and against the resolution shall be recorded.
11. Quorum: No business shall be transacted at a meeting of the Zilla Parishad unless atleast one third of the members are present at the meeting.
12. If no quorum is formed at any meeting within half an hour from the scheduled time, the meeting stands adjourned unless all the members present agree to wait longer.
13. If at any point of time during the conduct of business at a meeting there is no quorum, and the matter is brought to the notice of the Presiding Officer and even after 15 minutes quorum is not present then he shall adjourn the meeting to a later hour or to the next day.
14. No resolution of ZP can be cancelled within three months of its passing except in a meeting specially convened in that behalf and supported by not less than one half of the members then on the MP/ZP.
15. The minutes of the meeting shall be prepared immediately and after the meetings is concluded it should be signed by the Presiding Officer. The proceedings of the meetings should be circulated to all the members and also to the Commissioner PR within 7 days.
16. The names of members who attend the meeting late or level the meeting early shall also be recorded in the Minutes book.
17. All permanent invitees to the meeting can participate in the deliberations but shall not be entitled to vote.
18. A dissent note can be given by any member immediately after the conclusion of the discussion on the subject and it shall form part of the proceedings. Where the CEO brings to the notice of ZP any Standing Orders of the Government and a resolution is passed not in consonance with the advice of President, CEO the fact should be recorded in the Minutes Book. During a meeting members should not make any

- comments on a judicial decision, personal charges against officers or other members. The members should not use any Offensive language or defamatory words while participating in discussions.
19. No member shall speak on a matter after the subject is put to vote.
 20. A member should not speak for more than more than five minutes on any resolution except the mover who can take ten minutes.
 21. No member including the Presiding Member to take part in the discussion where any item in which he has pecuniary interest is included for discussion in the meeting. Such members should be absent during the discussion on the subject and join the meeting after the discussion is over.

DECORUM

22. Members should conduct themselves in a decent and dignified manner while participating in meeting and when ever they are asked to resume their seats they should obey the chair. They should also get permission from the Presiding Officer before they seek on any matter.

URGENT RESOLUTIONS

23. No business not included in the Agenda shall be brought for discussion except in the form of a motion. Not more than one such motion shall be allowed during a meeting. A motion which cannot be moved in the form of a resolution should not be brought for discussion.

RESOLUTIONS

24. Any member may move a resolution relating to any matter concerning the administration of Zilla Parishad.
25. The Presiding Member shall decide on the admissibility of a resolution and his decision will be final subject to the provisions of Sec. 246.
26. If the resolution relates to a matter unconnected with the administration of Zilla Parishad the Presiding Member may disallow.
27. Every resolution shall be clearly and precisely expressed and shall raise a definite issue.
28. A resolution should be of an affirmative character.

29. Notice of a resolution shall be in writing and be signed by the mover.
30. The Presiding Officer has the powers to decide on the relative precedence of resolutions.
31. No member shall be entitled to ballot for more than one resolution at a time.
32. Resolutions balloted but not reached or disposed of, shall lapse.
33. Whenever a member on whose name a resolution appears on the list of business is called upon he shall either move the resolution or withdraw the resolution or confine himself by making a statement.
34. If a member is absent when he is called upon (to move the resolution) the resolution shall lapse.
35. Every resolution has to be moved and seconded and discussed before it is put to vote.
36. The discussion on a resolution shall be limited strictly to the subject of the resolution.
37. When any resolution involving several points has been proposed, the Presiding Officer may divide it into suitable items and put them to vote separately.
38. Routine resolutions like approval of expenditure need not be moved or seconded.

QUESTIONS

39. Members should sent notice of a question atleast 15 clear days before the date of meeting. Officers like CEO or any other officer may answer supplementary questions concerning their subjects during the question hour with the permission of the Chair.
40. A question may be asked for obtaining information on any matter pertaining to the administration of Zilla Parishad.
41. In order to be admissible a question should satisfy the following conditions:
 - a) it should not contain any statement not strictly necessary to make the question intelligible.

- b) A member himself is responsible for accuracy of the statement.
 - c) A question shall not carry arguments, inferences, ironical expressions and defamatory statements neither it should be a hypothetical proposition.
 - d) Shall not question the character or conduct of any person except in his official capacity.
 - e) It shall not pertain to any individual grievance of any member of staff etc.
 - f) It shall not be excessive length.
 - g) A question once answered shall not be put again.
42. The decision of the Presiding member is final regarding admissibility of a question (usually in public interest).
43. If a question appears in the name of one member the Presiding member may permit any one to put the question.
44. The first 30 minutes of the meeting will be available for asking and answering questions.
45. Interpolations received at a particular meeting shall be disposed of in the same manner.
46. After the discussion on the question is completed the Presiding Member will put the question to vote and the voting will be by the method of show of hands. In case of tie the presiding member shall have and exercise a second or casting vote.
47. All questions shall be decided as per the majority decisions.
48. An item of business may be passed over if no motion is proposed in the reference thereto.
49. A member is guilty of breach of order who
- a) uses objectionable or offensive words or fails to withdraw them or offer apology.
 - b) Wilfully disturbs the peaceful and the orderly conduct of the meeting.
 - c) Refuses to obey any order form the chair.

- d) Does not resume his seat when asked to do so by the Presiding member.
- 50. A member may take objection to any offensive words used against him.
- 51. Objection to offensive words used against another member on being directed by the Presiding Member, the member who spoke those words shall withdraw them and offer apology.
- 52. If any member fails to withdraw he shall be guilty of breach of order.
- 53. The Presiding Member can caution a member who persists in irrelevance or tedious repetition, and ask him to discontinue his speech.
- 54. The Presiding Member has powers to order the withdrawal of any member whose conduct in his opinion is grossly disorderly.
- 55. In case of gross disorder a member can be suspended from any sitting.
- 56. After the discussion on a motion the question may be put to vote before the closure of the meeting.
- 57. Copies of the proceedings of the Zilla Parishad and its Standing Committee may be granted on payment of fees as prescribed in G.O.Ms.No.224 dt.18.4.95.

Chapter 22

MEETINGS - PRESIDING OFFICERS FUNCTIONS

MEETINGS - PRESIDING
OFFICERS FUNCTIONS

MEETINGS - PRESIDING OFFICERS FUNCTIONS

- (1) The presiding member may also give an opportunity to any member who would like to move a private resolution but such member should present it 8 clear days in advance. He is not entitled to move more than one resolution at a time.
- (2) The Chairman shall maintain order and decorum at meetings. Though the Chairman can stop a member from proceeding further when he notices breach of decorum or violation of code of conduct, usually an opportunity is afforded to all members to express their opinions freely in a democratic manner. Those whom he first notices getting up from his seat will be given an opportunity to speak one after another. Members should speak and to wind up within 5 minutes under rules.
- (3) The decisions are arrived at by eliciting the majority opinion in the subject matter. The voting will be by show of hands. Each resolution shall be moved by one member and seconded by another. Routine office subjects need not be proposed and seconded. A pause of one or two minutes will be observed to receive comments of members if any.
- (4) Whenever subjects where members or chairman have a pecuniary interest come up such of those members or presiding officers should withdraw from the meetings and may join after discussion of the subject.
- (5) Questions and Resolutions may be moved by any member of the Zilla Parishad or Standing Committees and they should be
 - a) in the affirmative.
 - b) should not contain inferences, Ironical expressions, defamatory statements, comments on personal conduct, abuses against officers or comments, prejudicial views, should not contain names of persons or contain personal grievances of staff or members, should not be of excessive length and as regards questions, questions answered once shall not be asked again.
- (6) The presiding member may disallow questions which do not pertain to the subjects assigned to the Zilla Parishads.

- (7) If the member asking the question absents himself when his turn comes up for answering, the question shall lapse.
- (8) Where there is equality of votes in deciding a matter or resolution, the Presiding member has a casting vote.
- (9) No resolution passed during the last 3 months should neither be modified, altered or cancelled except at a special meeting convened in that behalf and by resolution of ZP supported by 50% of the members then in the ZP.
- (10) The time of commencement of and closure of meeting should be noted along with the names of members and the time of their entering the hall or leaving for purposes of record.
- (11) The presiding member only will sign the minutes book and if any member wants to record his negative vote or dissent note he will be allowed. All members should sign in the attendance register of members which should be closed after each meeting with the certificate mentioning the number of members present including the Presiding member.
- (12) All proceedings of the meetings of Standing Committees and Zilla Parishad should be communicated to all members by post under certificate of posting.
- (13) All notices of meeting shall be served on members as provided for. It should be served personally or delivery at the place of residence to himself or any other adult member in the family, by leaving at the last known place of abode (if he is not be found at his house) or by affixing at a conspicuous place at the last resided abode or place of business or by sending it by post under certificate of posting (G.O.Ms.No.506 PR&RD dt.6.8.94).
- (14) For conduct of an adjourned meeting of SCs there shall be a quorum of three members including the Presiding Member.
- (15) If any member persistently uses objectionable language or offensive words, wilfully disturbs the peaceful and orderly conduct of meetings refuses to obey the chair or does not resume his seat when asked by the Presiding member, such member may be suspended to participate in further proceedings Members may also ask another member to withdraw his objectionable words and the presiding member may direct the CEO not to include them in the proceedings.

- (a) There will be separate Minutes book / Attendance register for each Standing Committee to be maintained in the same manner as in case of Zilla Parishad meetings.
- (b) When there is difference of opinion between two or more Standing Committee decisions, and such difference are not resolved by placing it in a joint meeting of the Standing Committees such subjects shall be decided by the General Body of Zilla Parishad.
- (c) The Presiding member can seek assistance of Chief Executive Officer / Collector on any matter relating to provision of rules etc.

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Chapter 23

REQUISITION MEETINGS

REQUISITION MEETINGS

If 1/3rd of the members of ZP desire that a meeting of ZP should be convened they may give it in writing for convening a meeting addressed to the Chairman indicating the date and time. If the Chairman fails to convene the meeting within 3 days of receipt of requisition, the members themselves can convene the meeting at the said time and place by issuing notices to other members. The CEO will produce the records required by the members. The Chairman/Vice Chairman shall preside over the meeting or in their absence a member chosen by the members present. This meeting shall be regulated as per Rules issued in G.O.Ms.No.218 PR&RD dt.31.3.95.

ACQUISITION MECHANISMS

The acquisition of a second language is a complex process involving a number of factors. The most important of these are the learner's motivation, the quality of the instruction, and the amount of practice. Motivation is a key factor in language acquisition, as it determines the learner's willingness to engage in the learning process. Quality instruction is also crucial, as it provides the learner with the necessary input and feedback. Finally, practice is essential for the learner to develop fluency and accuracy in their second language. These factors interact in a complex way, and their relative importance may vary depending on the individual learner and the context of acquisition.

There are several theories of second language acquisition, each offering a different perspective on the process. The most prominent of these are the behaviorist, cognitive, and interactionist theories. The behaviorist theory, based on the work of Skinner, emphasizes the role of repetition and reinforcement in language learning. The cognitive theory, associated with Chomsky, focuses on the innate language acquisition device and the role of grammar in language development. The interactionist theory, developed by Krashen and Terrell, highlights the importance of meaningful communication and the interaction between the learner and the language environment.

Understanding the mechanisms of second language acquisition is essential for developing effective teaching methods and for helping learners overcome the challenges of learning a new language. By recognizing the role of motivation, instruction, and practice, educators can create a supportive learning environment that maximizes the learner's potential for success. Additionally, exploring different theories of acquisition can provide valuable insights into the underlying processes of language learning, allowing educators to tailor their instruction to the needs of individual learners.

Research in the field of second language acquisition has made significant progress in recent years, leading to a better understanding of the complex processes involved. This research has identified the importance of various factors, such as the learner's age, the quality of the input, and the amount of practice, in determining the rate and extent of language acquisition. Furthermore, it has highlighted the role of social and cultural factors in language learning, emphasizing the importance of creating a supportive and authentic learning environment.

As research continues to advance, it is likely that our understanding of the mechanisms of second language acquisition will become even more refined. This knowledge will be invaluable for educators and learners alike, as it will provide a solid foundation for developing effective teaching strategies and for maximizing the learner's potential for success in acquiring a second language. The field of second language acquisition remains a vibrant and exciting area of research, with many unanswered questions and opportunities for discovery.

In conclusion, the acquisition of a second language is a complex and multifaceted process. It involves a combination of factors, including motivation, instruction, and practice, which interact in a complex way to determine the learner's success. Understanding the mechanisms of acquisition is essential for developing effective teaching methods and for helping learners overcome the challenges of learning a new language. By exploring different theories and research findings, educators can gain valuable insights into the underlying processes of language learning and create a supportive learning environment that maximizes the learner's potential for success.

The field of second language acquisition is a dynamic and ever-evolving one, with new research and theories emerging all the time. As we continue to explore the mechanisms of language learning, we will undoubtedly uncover more about the complex processes involved. This knowledge will be invaluable for educators and learners alike, as it will provide a solid foundation for developing effective teaching strategies and for maximizing the learner's potential for success in acquiring a second language. The field of second language acquisition remains a vibrant and exciting area of research, with many unanswered questions and opportunities for discovery.

As we move forward, it is important to continue to support and encourage research in the field of second language acquisition. This research is essential for understanding the complex processes of language learning and for developing effective teaching methods. By investing in research and providing the necessary resources, we can ensure that the field continues to make progress and that learners have the best possible opportunities for success in acquiring a second language.

Chapter 24

DISQUALIFICATIONS

DISQUALIFICATIONS

The disqualifications of absence from three consecutive meetings, failure to take oath of office and other disqualifications under Sec. 18, 19, 20 & 21 and 252 of the Act are applicable to all members.

Under Sub-sec (2) of Section 21 of APPR Act whenever a member incurs disqualification for failure to attend three consecutive meetings and such member applies to the Zilla Parishad for restoration within 30 days he shall be deemed to have been restored to his membership. In this case the restoration is automatic. If the member so restored to his membership again incurs disqualification for his failure to attend three consecutive meetings, he may file an application again to the Zilla Parishad within 30 days for restoration and the Zilla Parishad may restore him to his membership. In other words restoration is automatic in the first instances and depends on the decision of the Zilla Parishad in the second instance.

Chapter 25

**NO CONFIDENCE MOTION
AGAINST THE CHAIRMAN/
VICE CHAIRMAN**

NO CONFIDENCE MOTION
AGAINST THE CHAIRMAN
VICE CHAIRMAN

NO CONFIDENCE MOTION AGAINST THE CHAIRMAN/VICE CHAIRMAN

(Sec.245)

A no confidence motion against the Chairman /Vice Chairman may be submitted in the form of a notice signed by one half of the members of the Zilla Parishad and presented to the District Collector. The Collector will convene a special general body meeting giving date, fixing time and venue and if during the meeting so convened for the purpose, to be presided over by the District Collector and 2/3rd of members of the Zilla Parishad vote in favour of the resolution, the presiding officer shall submit a report regarding removal of the Chairman/Vice Chairman.

Fraction of 1/2 and 2/3rd

The Government will examine and issue a notification removing the Chairman / Vice Chairman from office and with effect from such date specified in such notification shall cease to function as Chairman / Vice Chairman. Provided that no confidence motion shall not be moved against the Chairman, Vice Chairman within 2 years of the date of assumption by him of office.

NO CONFIDENCE MOTION AGAINST THE CHAIRMAN CHAIRMAN

15

A no confidence motion against the Chairman of the Commission was moved by a member of the Commission on 15th March 1983. The motion was supported by one member of the Commission. The Chairman of the Commission stated that he would not accept the motion and that he would not resign. The Chairman also stated that he would not accept the motion and that he would not resign. The Chairman also stated that he would not accept the motion and that he would not resign.

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Chapter 26

CHIEF EXECUTIVE OFFICER - FUNCTIONS

CHIEF EXECUTIVE OFFICER
- FUNCTIONS

CHIEF EXECUTIVE OFFICER - FUNCTIONS

(G.O.Ms.No.488 PR&RD dated 3.12.96)

- 1) The Chief Executive Officer will be appointed by Government and he is liable to be transferred by Government. He will be governed by the respective service rules applicable to him.
- 2) Under the Erstwhile District Boards the President was the Executive Authority. After the formation of zilla Parishads Government have considered the necessity to post a Senior Level Officer to be its Executive Authority as the volume and nature of work entrusted to the Zilla Parishads was next only to Collectors Office in the district.

Statutory Functions:

The CEO is the Chief Executive authority of the Zilla Parishad and holds executive power for the purposes of carrying out the provisions of the Act viz.,

- 1) Exercise all the powers and perform all the functions especially conferred or imposed upon him by under this Act, or under any other law for the time being in force.
- 2) Lay down the duties of all officers and servants of or holding office under Zilla Parishad in accordance with the rules made by the Government.
- 3) The Chief Executive Officer shall be entitled to attend all the meetings of the Zilla Parishad or its Standing Committees including any meeting of the Mandal Parishad and take part in its discussions thereat but shall not be entitled to vote or move any resolution.
- 4) Call for any information, return, statement of account or report from any officer or servant of or holding office under the Zilla Parishad or a Mandal Parishad or the Institutions, thereunder in matters of executive administration and those relating to accounts and records of the Zilla Parishad or the institutions thereunder.
- 5) Shall have the custody of all papers and documents connected with the proceedings of the Zilla Parishad and of its standing committees.

- 6) Shall be responsible for implementation of the resolutions of the Zilla Parishad and of the Standing Committees thereof.
- 7) Shall supervise and conduct the execution of all activities of the Zilla Parishad.
- 8) Shall take necessary measures for the speedy execution of all works and development schemes of the Zilla Parishad.
- 9) Shall have the power to enter upon and inspect any work, scheme or institution under the management of the zilla Parishad.
- 10) Shall have the power to enter upon and inspect any work, scheme or institution under the management of a Mandal Parishad of the Zilla Parishad or its Standing Committee so direct.
- 11) Shall be the competent authority to enter into agreements and to sign and execute them in the name and on behalf of the Zilla Parishad from time to time.
- 12) Implement such specific directions issued by the Zilla Parishad as it may think fit regarding the performance by him of any of the functions assigned to him under the Act.
- 13) Shall immediately execute the orders passed by the government in exercise of powers conferred by the Act and rules made thereunder or any other law for the time being in force and forthwith send a compliance report to the Government and place a copy thereof before Chairman and Vice Chairman.
- 14) Shall exercise such other powers and perform such other functions as may be prescribed.
- 15) The Chief Executive Officer shall with the approval of or on the direction of Chairman convene meetings of the Zilla Parishad so that atleast one meeting of Zilla Parishad is held once in a month and if the Chief Executive Officer fails in this duty, with the result that no meeting of the Zilla Parishad is held within a period of 90 days from the date of the last meeting he shall be liable for disciplinary action under the relevant rules.

Provided that where the Chairman fails to give his approval for convening the meeting so as to hold a meeting within the period of 90 days the Chief Executive Officer may himself convene the meeting in manner prescribed.

- 16) The Government shall pay out of the Consolidated Fund of the State, the salaries, allowances, leave allowances, pension contributions of the Chief Executive Officer appointed under sub-section (1).
- 17) The Government shall have power to make rules to regulate the classification and methods of recruitment, conditions of service, pay and allowances and disciplinary control of the Chief Executive Officer appointed under sub-section (1).

The Chief Executive Officer shall have administrative powers and discharge the functions as mentioned hereunder.

(Rules issued under G.O.Ms.No.488 PR & RD dt.3.12.96)

Administrative:-

1. Call for any information, return, statement of account or report from any officer or servant holding office under the Zilla Parishad or Mandal Parishad including Parishad Education Officer, Accounts Officer and Executive Engineer.
2. Intimate the vacancies whether casual or arising by efflux of time in the office of the various members of Zilla Parishad and any Standing Committee thereof.
3. Supervise and control the execution of all activities of the Zilla Parishad.
4. Have administrative control over all officers working under the Zilla Parishad.
5. Sanction increments and all kinds of leave except special disability leave to the Mandal Development Officers.
6. Make additional charge arrangements of the Mandal Parishad Development Officers during training, leave etc., and to sanction additional charge allowance as per rules.
7. Initiate confidential reports every year on the work of the District Officers under the control of the Zilla Parishad including the Deputy Chief Executive Officer, Executive Engineer, Accounts Officer, Mandal Parishad Development Officers and Parishad Education Officer and shall countersign the confidential reports of employees belonging to education, accounts, general and engineering

- wings which will be initiated by the wing officers concerned and be the custodian of the personal files (of the staff for which he is the appointing authority).
8. Review the work and tour diaries of Deputy Chief Executive Officer, Parishad Education Officer, Executive Engineer (PR), Mandal Development Officers and Accounts Officer, and Officers under the control of Zilla Parishad. The Superintending Engineer will receive copies of the CEOs review of Execution Engineer;s diary.
 9. Shall be competent to Countersign Travelling Allowance Bills of the Deputy Chief Executive Officer, Parishad Education Officer, Executive Engineer, PR Accounts officer and other Officers under the administrative control of the Zilla Parishad.
 10. Sign and draw his own Travelling Allowance bills.
 11. (a) To inspect Mandal Parishad in the district excluding the Mandal Parishads to be inspected by the District Collector and Revenue Divisional Officer, Sub-Collector including the half yearly inspection of loans branch and allocate inspection work to other District Officers.
(b) To take up random inspection of Mandal Parishads and Gram Panchayats.

Financial Powers:

12. Financial: To sanction allowances of pay and transfer travelling allowances and loans to the employees mentioned below:
 - (a) (i) Superintendents, Senior Assistants, Accountants of Zilla Parishad
(ii) All Medical Officers of the regular dispensaries and CDM stores, Zilla Parishad
(iii) Headmasters and teachers of Zilla Parishad secondary schools.
 - (b) Supply of medicines and other accessories subject to the budget provision and to sanction the cost on production of bills.
 - (c) Any other advances provided for under rules.

13. Order investigation into the delay in the payments of salaries and allowances of employees of Zilla Parishad and sanction of payment after investigation, if the claim does not exceed two years.
14. Sanction excess consumption of petrol for the vehicles of the Zilla Parishad if the excess is not more than 25% of the scheduled quota.
15. Sanction amounts for payment of compensation for land acquisition cases as determined by the Land Acquisition Officer.
16. Sanction time barred travelling allowance bills of non officials except Chairman Zilla Parishad.
17. Seal, endorse, transfer, negotiate or otherwise deal with Government securities, standing in the name of the erstwhile District Board with the approval of the Zilla Parishad.
18. Sanction investment of the funds of the Zilla Parishad in Government securities, cooperative and commercial banks and National Savings Schemes with the approval of the Zilla Parishad.
19. Sanction office rent for the Zilla Parishad and other Panchayat Raj offices on the strength of the valuation certificates exceeding Rs.1,000/- per month but not exceeding Rs.2000/- per month (G.O.Ms.No.395 PR&RD dt.22.9.98)
20. Sanction expenditure towards expenditure on repairs to light motor vehicles upto a limit of Rs.10,000/- (Rupees ten thousand only).
21. Sanction contingent expenditure upto Rs.1,000/- each case.
22. Permit the Headmasters of Secondary Schools to utilise upto Rs.750/- from the Audio Visual Education Fund for electrification of school buildings.
23. Sanction, payment of taxes, fees, land revenue and charges payable to State Funds (to the Revenue Department) by the lessees of endowment lands.
24. Sanction payment of postal and printing charges.
25. In case of emergency sanction amount upto Rs.1,000/- with the approval of Chairman Zilla Parishad (G.O.Ms.No.14, PR&RD dt.9.1.89).

26. Sanction for purchase of stationery not exceeding Rs.1,000/-.
27. Sanction for purchase of the steel and wooden furniture not exceeding Rs.2,000/- and Rs.1,000/- towards repairs to furniture per annum.
28. Sanction for purchase of bulbs and lamps not exceeding Rs.500/- per annual.
29. Sanction for purchase of books, maps and periodicals not exceeding Rs.400/- per annum.
30. Sanction for repairs to typewriters not exceeding Rs.600/- per annum.
31. Sanction of loan for subscribers of PF.
32. Sanction of pensionary benefit to non teaching staff working in the MPs/ZP

NOTE:

Every item of expenditure sanctioned by the CEO shall be placed with the remarks of the Accounts Officer, Zilla Parishad before the Standing Committee for information.

Education:

1. He shall be the member convenor of the District Education Committee. He has to constitute the District Education Committee within 30 days from the date of election of Mandal Education Committee by giving 10 clear days notice.
2. He shall be Election Officer for election of cooped member of District Education Committee which will take place in the first meeting of D E C.
3. If the District Education Committee passed any resolution against the government rules and regulations the CEO send the same to the Collector for clarification. The clarification issued by the Collector after consultation with the government is final and the District Education Committee will implement accordingly.

Touring:

In Govt. Ms.No.673 PR dt. 25.10.,81, Govt. have prescribed the following minimum tour days for CEO and Dy. CEO for inspections and enquiries.

- i) The Chief Executive Officer shall tour for a minimum of 12 days and 2 night halts preferably in Mandal Head Quarters.
- ii) The tour notes may be sent to the MPDO and institution with a copy to Wing Officers for submission of rectification reports.
- iii) Tour notes should be submitted to Collector, Chairman and other Heads of Departments.
- iv) During tours, the CEO should inspect works and institutions and discuss the financial and physical progress of works with MPDOs.
- v) If possible joint tours can be organized so that on the spot decisions can be taken by the concerned officers.
- vi) The advance tour programme shall be circulated to Chairman and Collector for information.
- vii) Copies of tour programmes should be marked to all Presidents of Mandal Parishads and ZPTC members and MPDOs to enable them to meet the CEO in case of any work.
- viii) The tour programme of the Deputy CEO will be approved by CEO who countersigns his T.A.bill.

Chapter 27

DEPUTY CHIEF EXECUTIVE OFFICER - FUNCTIONS

DEPUTY CHIEF EXECUTIVE
OFFICER - FUNCTIONS

DEPUTY CHIEF EXECUTIVE OFFICER - FUNCTIONS

(Rules G.O.Ms.No.490 PR dt.3.12.96)

Administrative:

1. The Deputy Chief Executive Officer shall
 - a) Supervise the day to day functions of the office of the Zilla Parishad.
 - b) Sanction leave except special disability leave increments and pay fixation to all categories of employees of the Zilla Parishad upto the level of Junior Assistants other than the teaching staff.
 - c) Initiate confidential reports to employees in the office of the Zilla Parishad other than those belonging to Education, Accounts and Engineering wings.
 - d) Carry on all interim correspondence with all District Officers and Government.
 - e) Open Service Registers and to attest the entries in the SRs of all Non-Gazetted Staff working under the control of Zilla Parishad.
 - f) Purchase of livery for peons and drivers.

Financial:

1. Sanction payment of the following advances to all categories of employees:
 - i) Tour advance.
 - ii) Educational advances.
 - iii) Festival advances.
 - iv) Advance of pay and T.A. on transfer upto the level of Junior Assistants.
2. Sanction petty contingent charges upto Rs.250/- in each case from general funds and Parishad Education Fund.
3. Make payment of pay bills, T.A. bills, advance bills etc. of all the staff working under the Zilla Parishad and Contingent bills.

4. Sanction payment of premia on Life Insurance Policies from the Provident Fund.
5. Sanction for the purchase of the payment of cost of the postage stamps.
6. Grant permission to issue fresh cheques in lieu of time barred cheques.
7. Sanction contingent expenditure upto Rs.500/- towards repairs to Zilla Parishad vehicles.
8. Pay monthly petrol and oil charges and servicing charges of Zilla Parishad vehicles within the limits fixed for expenditure on petrol and oil.
9. Sanction expenditure for consumption of electricity, telephone, maintenance of typewriters and other contingencies such as hot and cold weather charges.
10. Sanction admission of employees to General Provident Fund who are eligible for admission

NOTE: Every item of expenditure sanctioned by the Dy.CEO shall be placed with the remarks of the Accounts Officer, Zilla Parishad before the Standing Committee-I for information.

Chapter 28

PARISHAD EDUCATION OFFICER - FUNCTIONS

PARISHAD EDUCATION
OFFICER - FUNCTIONS

PARISHAD EDUCATION OFFICER - FUNCTIONS

(Functions prescribed in G.O.Ms.No.1194 Education T2, dt.26.12.77)

1. Parishad Education Officer is an officer borne on the cadre of Education Department and works under the control of the Zilla Parishad to assist the Zilla Parishad in the work of management of secondary schools.
2. He is responsible for drawal of salaries to the teaching and non-teaching staff working in the Zilla Parishad Schools. The amount will be made available by 1st of every month by the DTO on authorization by Local Fund Audit Officers.

(Memo No.23239/Act I Pr & RD dt.13.6.94)

(U.O.Note No.16526/375/Exp. PR & RD dt.8.6.94)

- a) In respect of posts not covered by sanction of Government either the school committees should meet the salaries or the Zilla Parishad with the approval of Government may meet the expenditure from General funds of the Zilla Parishad.
- b) Acquittances should be submitted by the Headmasters properly on the dates fixed by the Zilla Parishads. Similarly bills should be submitted to the Zilla Parishad by 16th of each month whenever a person absent without permission of the H.M. should deduct pay for such unauthorized absence and after receiving appropriate orders of the Zilla Parishad shall take further action regarding disbursement.
- c) The increments to staff working under each institution will be sanctioned by the Head master and that of the Head master by the Chief Executive Officer or if so delegated by him, by the Parishad Education Officer.
- d) The Government in Education Department makes provision for releases funds by Audit Officer LF A/c or DEO.
- e) The Parishad Education Officer also sanctions maternity leave to all women employees, sanction of all kinds of leave except special disability leave to all teachers except headmasters, the leave to Headmasters will be sanctioned by the CEO.

- f) The newly recruited teachers are allotted by the District Selection Committee to the unit of Zilla Parishad. Postings to teachers will be approved by the Chairman and issued by the CEO.

Academic:

1. The PEO shall visit schools for surprise visits and inspections, including upper primary schools, primary schools under the control of the Mandal Parishad.
2. He should evolve a questionnaire of inspection of schools and examine the following.
 - i) Infrastructural facilities including provision of play ground, Lab facilities, library etc.
 - ii) Strength classwise and explore reasons in uneconomic sections, proposals for shifting excess posts to the needy schools during the beginning of academic year.
 - iii) Availability of all subject teachers such as Physical sciences, Natural sciences, language pandits etc.
 - iv) The persons who have not put up residence and operating from nearby towns.
 - v) The percentage of passes in X & VII classes and initiating disciplinary action against subject teachers as well as Head masters (subjects where more than 50% of students failed).
 - vi) Steps for arranging extra classes for backward pupils.
 - vii) Arranging Common Examinations tests, slip tests and circulation of notes and Synopsis etc. to students on difficult topics and subjects.
 - viii) The work turned out by Craft instructor in production of usefully productive schemes, the initiative on the part of PET or drawing teacher etc., in their jobs to be evaluated during his visits to schools.
 - ix) Inspection of accounts of collection and utilization of special fee funds, reimbursement claimed from Government for SC / ST / BC students towards payment of special fee.

- x) Organising district events like cultural programmes of song and drama from ZP institutions.
 - xi) Periodical review with HMs on academic matters like guidance on preparation of lesson plans and making suggestions for further improvement.
 - xii) Distribution of free text books, note books to SC/ST/BC students in time.
 - xiii) Review of implementation of school cultural programmes in ZP schools.
 - xiv) Watch by getting periodicals on the issue of quarterly/half yearly progress reports to parents of ZP schools on the academic performance of their children.
3. The PEO should check up whether the benefits available at school are fully made use of by ZP institutions.
 4. To obtain rectification reports from the Head Master within 30 days of inspection and following it up.
 5. To ensure that all schools are taken up for regular inspections TIRS by departmental officers and follow up on the reports issued by the HMS concerned.

Administrative:

- (1) He shall conduct enquiries on teachers, Headmasters and non teaching staff both preliminary or in pursuance of Rule 20 of CCA rules and submit reports to CEO for final action.
- (2) Whenever any defalcation or misappropriation of funds is noticed a report should be submitted to CEO, DEO and Chairman and steps should be taken in pursuance of CCA rules and also to file a criminal complaint if criminal intention is established.
- (3) Maintain Service Registers of staff and attest service verification certificates.
- (4) He should attend the Standing Committee meetings on Education and Finance and appraise the Zilla Parishad and the SCs on the general functioning of schools.

- (5) He should convene meetings of the MEOs and guide them in improvement in enrolment of children into Primary Schools.
- (6) The PEO shall attend review meetings convened by the Chairman, the CEO, Collector etc., regularly.
- (7) Attend meetings convened by DEO and should discharge any academic duties.
- (8) Entrusted to him like assistance in Public Examinations, spot valuation etc.
- (9) Conduct during the beginning of academic year a conference of all Headmasters which will be a forum for discussions of general school needs, functioning of parents committees, the percentage of results in schools in the district and other problems expressed by them during the meetings. Some academic experts also will be invited to address the conference.
- (10) Should get the number statements prepared and submitted along with the budget of the ZP.
- (11) The PEO shall conduct enquiries into all complaints, allegations etc., received from the public or individuals and press reports and submit detailed reports to the CEO and Chairman.
- (12)
 - a) He shall maintain statistics and latest particulars of staff, strength of schools, requirements of staff, infrastructure available and other movable and immovable assets.
 - b) All gifts to schools by parents, school committees and old students should be with the formal permission of the ZP.
 - c) The time tables of all teachers should be approved by the HM who should see that all teachers take up the required number of teaching hours per week.
 - d) The teachers should be insisted to cover the syllabus for all classes particularly X & VII classes by the end of February every year.
 - e) In case of any difficulty, arrangements should be made to depute staff from the neighbouring schools.
 - f) Special coaching classes should be arranged and revision also should be taken up before examinations.

- g) Preliminary tests should be conducted by the District Common Examination Board.
 - h) Controlling expenditure on secondary education and watching the utilization of contingent and other grants sanctioned by the DEO.
 - i) Submitting monthly reconciliation statements of Audit Officer (LF Audit) to facilitate authorization of grants on time.
- (13) Ensuring the implementation of the policies of Education Department like posting of woman teachers to girls schools, construction of compound walls to girls schools etc.
- (14) Ensure provision of equipment like laboratory chemicals, books to the library, games and sports equipment, teaching aids, text books for classroom teaching, chalks and dusters, maps, charts etc.
- (15) Action for constitution of School Committees particularly in newly opened schools.
- (16) To scrupulously follow the guidelines issued by Govt. in G.O.Ms.No.205 Education, dated. 6.7.98, in the matter of transfer of teachers within the district including inter-mandal transfers by following norms and limiting the transfers to the period when ban is lifted.
- (17) The PEO shall also discharge such other functions as may be delegated to him by the CEO. The powers delegated by the CEO can also be withdrawn if the CEO considers such delegation would no longer be necessary.
- (18) Shall be responsible for disposal of audit objection on Secondary Education Fund of ZP.

11. **Practical** In the study of...
[Text]
12. **Practical** In the study of...
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18. **Practical** In the study of...
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Chapter 29

ACCOUNTS OFFICER - FUNCTIONS

ACCOUNTS OFFICER -
FUNCTIONS

ACCOUNTS OFFICER - FUNCTIONS

(G.O.Ms.No.379 PR & RD dt.30.7.85)

- (1) The Accounts Officer, Zilla Parishad shall be in over all charge of the Accounts and finance of the Zilla Parishad. His main function is to act as a financial advisor and as an internal auditor.
- (2) As an Accounts Officer he will compile the accounts of the Zilla Parishad, incorporating in the accounts of the Zilla Parishad the figures in respect of engineering divisions and other branches in accordance with the prescribed rules and instructions.
- (3) As an internal auditor he is responsible for pre-checking all the bills before payment. He shall be responsible for proper maintenance of important registers like Grants Appropriation Register.
- (4) As a financial advisor he shall offer his advise on any matter involving financial implications, accounts and budget to the Chief Executive Officer and other administrative officers of the Zilla Parishad.
- (5) All matters relating to financial sanction to be submitted to the Chairman of the Zilla Parishad or Standing Committee, General Body including agenda and works programme shall pass through the Accounts Officer and his remarks thereon shall find place in the note to be placed before the Chairman of Standing Committee or Zilla Parishad.
- (6) He shall exercise administrative control over the accounts staff of the Zilla Parishad including engineering wing and he will initiate annual confidential reports of Superintendents, Zilla Parishad, countersign the confidential reports of the senior accountants, Mandal Parishads and send them to authorities concerned for safe custody. He will initiate the confidential reports of the Divisional Accounts Officer (W) PR and send them to the Executive Engineers PR for further action.
- (7) He shall be under the administrative control of the Financial Commissioner PR, the casual leave shall however be sanctioned by the CEO.
- (8) He shall be responsible for watching the report of adjustment and utilization of grants sanctioned to the Zilla Parishads. He shall consolidate the proposal received from the other wings of Zilla Parishads and prepare the budget estimates and revised estimates under the general direction of the Chief Executive Officer. The officers of the Zilla Parishad should

- furnish all the information required by the Accounts Officer, Zilla Parishad in this regard. He will also scrutinize the proposals for reappropriation of funds in the Zilla Parishad budget.
- (9) He shall scrutinize the budget estimates of the Mandal Parishads before passing them a note with his comments to the Chief Executive Officer, for being placed before the Standing Committee concerned for approval.
 - (10) He shall be responsible to see that all transactions relating to cash and adjustments in the Zilla Parishad are recorded in the books of accounts properly and promptly and shall compile the periodicals i.e. Monthly, Annual Accounts and financial return correctly and submit them to the authorities concerned on the due dates.
 - (11) He shall be responsible for the disbursement of pay and allowance of arrears of the establishment of the Zilla Parishad Office. The maintenance of Permanent Advance shall however, be maintained by the officers concerned to whom Permanent Advance is sanctioned.
 - (12) He shall inspect the accounts of Engineering Wing and other wings of the Zilla Parishad quarterly, and those of Mandal Parishads half yearly. He shall check a percentage of initial accounts in the Engineering Wings and Mandal Parishads and bring the defects to the notice of the Executive Engineer PR or Mandal Parishad Development Officer.
 - (13) As an internal auditor, all bills relating to the Zilla Parishad shall be pre checked by the Accounts Officer before payment. No payment shall be made without pre-check by the Accounts Officer, Zilla Parishad. He may disallow any item which he considers irregular and issue check slips questioning the authority for such disallowance. The CEO should normally accept the advise of the Accounts Officer, where the Chief Executive Officer differs from the advise in the interests of administration, he may over rule and where he is not satisfied with the decision of the Chief Executive Officer, is not in accordance with rules, the Accounts Officers of Zilla Parishad shall note them in the register of Accounts Officers objections and send extracts of the same to the Financial Commissioner PR.
 - (14) He shall pre-check the final work bills of Mandal Parishads and Zilla Parishads, before payment. He shall also ensure proper maintenance of Register of works.

- (15) He shall deal with the audit reports and inspection reports of the defects pointed out therein and take steps to prevent the recurrence of such irregularities.
- (16) He shall be responsible for disposal of AOs of ZP as well as watch the disposal of audit objections in the other wings and the Mandal Parishads.
- (17) He shall be responsible for coordinating the work of regulating the submission of utilization certificates of the Mandal Parishads and Zilla Parishads.
- (18) He shall investigate any loss, misappropriation or defalcation of funds which has come to his notice pointed out by auditors and scrutinize the pointed accounts of Mandal Parishads and Zilla Parishads or any other institution under the control of PR bodies and furnish his report to the Chief Executive Officer with a copy of report to the Financial Commissioner of Government.
- (19) When the monthly meetings of Executive Engineers and MPDOs are held, the Accounts Officer shall review the position in the settlement of audit objections, adjustments of advances and submission of utilization certificates and submission of monthly and annual accounts and other matters by holding meetings of the Divisional Accounts Officers and Senior Assistants.
- (20) The Accounts Officer will draw his own pay and allowances.
- (21) The Accounts Officer shall be the Vigilance Officer of Panchayat Raj Department for the District.

- 16) The group will continue to support the development of the business through our financial and operational support to ensure the success of our operations.
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Chapter 30

DIVISIONAL ACCOUNTS OFFICER - FUNCTIONS

DEFINER - FUNCTIONS
DIMENSIONAL ACCOUNTS

DIVISIONAL ACCOUNTS OFFICER - FUNCTIONS

(G.O.Ms.No.304 Fin & Plg dt.20.11.79)

Technical (Financial):

1. The functions and responsibilities of Divisional Accounts Officers have been incorporated in AP Public Works Departmental Code and AP Public Works Account Code. The post is borne on the establishment of Finance Department, consequent on the withdrawal of officers from Accountant General's Office who worked on deputation. For some period some posts were earmarked to Panchayat Raj Accountants also. This practice was totally withdrawn and the present incumbents are all drafted from Finance Department.
2. The Divisional Accounts Officer (work) is responsible for the correct compilation of accounts from the data supplied to him (Para 33 of D code).
3. As a custodian of original agreements and tender documents, the Divisional Accounts Officer (works) should maintain a careful check of all original tenders and agreements that are put up for reference in connection with the audit of bills (Para 158 of D code).
4. As an internal checker, the Divisional Accounts Officer (works) is charged with the responsibility of applying certain preliminary checks to the initial accounts, vouchers etc. (Para 89 (a) of A code).
5. As Financial Assistant (i.e.) as the General Assistant and Advisor to the Executive Engineer in all matters relating the accounts and budget estimates or to the operation of Financial Rules generally (para 89 (a) of A code).

In discharge of all the functions, the Divisional Accounts Officer is expected to see that all sanctions, orders passing through the office and other proceedings of Divisional Office and his subordinates which may affect the estimates of accounts of actual or anticipated receipts and charges are passed through the Divisional Accounts Officer (Para 89 (b) of APWA code).

6. Solely responsible for issue of objections on account of excess over the estimated cost or want of sanctioned estimate in the case of petty works (Para 91 of A code).
7. Responsible for personally explaining the defects of procedure and imparting necessary instructions thereon to the Sub-Divisional Officers and their staff during the inspection of Subdivisions.
8. Responsible for the arrangements for checking the completed tenders by personally conducting a test check and also see that a comparative statement is correctly incorporated the totals checked on the individual tenders.
(G.O.Ms.No.1035 PW dt.20.4.60).
9. The Divisional Accounts Officer is responsible for necessary check on all sanctions accorded by the Divisional Officers except in the case of technical sanction to estimates and sanction to write off stores or losses of public money which will be audited by Audit Office (Para 9 of APWA code).
10. Responsible for bringing prominently to the notice of the Executive Engineers atleast once in a month all irregular transactions on which action was not already taken by the latter at the instance of SDOs or on his own motion (Para 100 (2) of A code).
11. The SDOs primarily and the DAO secondarily will be held personally responsible for losses if any arising for non observance of procedure laid down in Para 255 of 'A' code in respect of Revenue realizations.
12. Should see that the intimations of change of emoluments is given to Divisional Officers for recording the arrears of rents (Para 264 (7) of A code).
13. Should conduct necessary check of regulation of rents of buildings and lands (266 of 'A' code).
14. Should conduct the review of M books periodically (P.296 of A code).
15. Responsible for the corrections of contractors ledger (P.386 and 387 of A code).
16. Responsible that no change advised by another Division or department is considered final and adjusted with all the necessary vouchers have been received (P.503 of A code).

17. Responsibility as a Primary Auditor (internal checker since 1961) extends also to the examination of all claims included in bills presented direct at Treasury (533 A code).
18. Should examine the Accounts return of Sub-Divisional Officer and also Division Office Cash book and Stock Accounts before they are incorporated in the monthly accounts (540 A code).
19. The arithmetical accuracy of entries recorded in M books and bills sent for pre-audit should be checked cent percent in division office under the supervision of Divisional Accounts Officer (W) though not personally by himself (540 A code).
20. Responsible that every order or sanction affecting expenditure to be accounted for the monthly account is noted at once in a suitable register (543 A code).
21. Should see that the total amount of cheques drawn by the Sub-divisional Officers during the month does not extend the prescribed limit (542 A code).
22. Ensure that the expenditure which is within the competence of the Executive Engineers sanction and not incurred as a matter of course under the orders of subordinate disbursing officer without his knowledge (545 of A code).
23. Should ensure that without the orders of the competent authority the gross expenditure authorized is not exceeded or samples realized are not utilized towards additional expenditure (P.547 of A code).
24. After check every voucher should be en faced with the word 'CHECKED' over the dated initials of the DAO (W) (Para 548 of A code).
25. The identity and the amounts of the cheques entrusted as cashed in the Treasury Pass Book should be examined by the DAO (W) duly initialed dt. (Para 552 A code).
26. Personally responsible for the accuracy of the amounts of petty vouchers and initial stock accounts as stated in the schedule of Dockets (554 (2) of A code).
27. When the Executive Engineer is specially authorized by the Government to sanction carriage, handling charges etc., (i.e store incidentals/store

- charges) upto a specified limit it will devolve upon the Divisional Accounts Officer (W) to conduct the audit (i.e precheck of individual items of expenditure against the Executive Engineer sanction 560 (1) of 'A' code).
28. Should ensure that all items of stock accounts are correctly posted (566 of A code).
 29. Required to sign all the schedules etc., accompanying the monthly account (571 of A code).
 30. Should take special steps early in March to bring to accounts all liabilities and assets availing settlements and to effect clearance in March accounts as many outstanding items as possible (574 of A code).
 31. Responsible to see that all corrections advised by the Accountant General are specially brought to the notice of Executive Engineer (579 A code).
 32. Should see that in respect of new buildings entered in the register of buildings and lands steps are taken to revise the rentals and correct capital cost of building is noted in the register (584 of A code).
 33. Should enter the new cheque book/ receipt book in the register of cheque and receipt books (586 of A code).
 34. Review of all registers, books and accounts of the Division office and sub-divisional office may be conducted through the Divisional Accounts Officer (W). (588 A of 'A' code).
 35. When Executive Engineer is absent from headquarters the Divisional Accounts Officer can sign monthly account and vendor account to the Audit and this is to be followed by another copy signed by the Divisional Officer on his return to Head Quarters (Para 571 of APWA code).
 36. The Executive Engineer/Divisional Accounts Officer will be held responsible for the delay in submission of the monthly accounts and entry will be made in the personal files for future to furnish the monthly accounts in time (Govt. D.O.No.23973 - A/316 WA/A dt.23.9.88 Fin & Plg. Dept).
 37. The Divisional Accounts Officer (W) should not be entrusted with the work of the drawal of bills of establishment under TR 16 of APTC Vol I vide Government Memo No.14060/181/WA/182 - 1 dt.19.7.85 of Finance

and Planning (FW - WA.1) Department Memo. No. K Dis 73623/ Sec II (V) (I) dt.25.9.87 of Chief Engineer (R&B) Administration.

38. Instead of equating SDO and DAO for the purpose of such treatment as a Senior member of the establishment next only to the Executive Engineer in accounts matters due regard to be given to DAO.

(G.O.Ms.No.2388 PW 13.11.64, G.O.Ms.No.1636 PWD dt.13.7.64).

In G.O.Ms.No.1, Irrigation and Command Area Development dt.15.1.98, the Government observed that there is no overlapping of functions between the Divisional Accounts Officer and Superintendents in the office of Executive Engineers.

The Government have clarified that the DAO (W) will confine himself to the accounts, and the superintendents will look after other correspondence work in the office.

In addition to those in Sub Rule (C) of Rule 89 of the AP Public Works Accounts Code following items will be looked after by the Divisional Accounts Officer (works).

- i. All establishment matters pertaining to technical establishment of the entire division.
- ii. Scrutiny of technical establishment bills, passing, submission of travelling allowance bills of the technical establishment of the entire division.
- iii. All confidential correspondence relating to work and establishment, of the entire work.

1981, 1982 (P.M. 1) (Document Mém. No. K 10321, 1981, 1982)
(N° de dépôt 987 of Chief Engineer (R2B) Administration)

38 Instead of reporting SOG and DAO for the purpose of such treatment as
a Government of the establishment, text only for the Executive Engineer
in accounts matters pursuant to be given to DAO.

1981, 1982, 1983 P.M. 11 66 G.O. Ms. No. 1038 PWD dt 13.7.84)

In G.O. Ms. No. 11 66 G.O. Ms. No. 1038 PWD dt 13.7.84)
It is the Government's view that there is no overlapping of
functions between the Divisional Accounts Officer and Superintending
Engineer of Executive Engineer.

The Government have clarified that the DAO (N) will continue to
be the account and the Superintending Engineer will look after other
responsibilities in the office.

In addition to those in-charge of the DAO (N) in the office
Work account code following below will be looked after by the Divisional
Accounts Officer (work).

ii All equipment matters pertaining to technical establishment
of the Division.

iii Supply of technical establishment and passing submission of
having approval of the technical establishment of the
Division.

iv All contractual correspondence relating to work of the establishment
of the office work.

Chapter 31

**EXECUTIVE ENGINEER -
FUNCTIONS**

EXECUTIVE ENGINEER
FUNCTIONS

EXECUTIVE ENGINEER - FUNCTIONS

Circular Memo.No.23645/T2-74, dt.23.5.74 of CE (PR) AP (R)

1. He is head of the entire Panchayat Raj Engineering Branch serving all the three tiers of Panchayat Raj, Gram Panchayats, Mandal Parishads and Zilla Parishad and is answerable to these bodies in so far as implementation of works Programme is concerned.
2. He should supervise the work of all Deputy Executive Engineers, Assistant Executive Engineers, Assistant Engineers and other technical staff as well as ministerial staff and exercise effective control as prescribed.
3. It is his duty to ensure that the works in all the PR institutions are executed in time.
4. He should checkup and satisfy himself that all works are executed to the required satisfaction by insisting the respective officers to submit periodical reports on works.
5. He should also ensure that works are measured at completion of each stage of execution and payments are made promptly for the work done.
6. He should give guidelines for various types of works depending on the nature of work, availability of materials and labour and periodically review at meetings, the pace of execution of works and for finding solutions wherever problems crop up in areas like tribal pockets, delta areas.
7. He should take action for proper maintenance of accounts, maintenance of records, particularly the M-books, the bills passed for payment, the observations or any remarks of Accounts Officer while passing the final bills and submission of physical and financial progress reports. He should also take steps for close monitoring of adjustment of grants and the amounts due from Government.
8. To submit periodical returns to the Zilla Parishad, and to department on due dates and also to submit special reports whenever called for.

In cases of misappropriation by any member of staff a special report has to be submitted to Government and Chief Engineer giving the details of file no. of both the officers whether enquiry completed and disciplinary

action concluded. Amount so far recovered and to be recovered and criminal action if required. Govt.78974/A58/90 PR dt.21.11.90.

9. He shall be responsible for maintenance of correct stock of accounts of all materials within his division.
10. To render correct accounts to the Zilla Parishad as prescribed, adhering to rules, so that the monthly accounts, annual accounts, budget and data in the annual administration report are properly maintained and submitted to the higher authorities/auditors promptly.
11. To advise the Zilla Parishad on technical aspects of implementation of different schemes, requirements of funds, and equipment and aspects like proper maintenance of office buildings, school buildings, institutions, Mandal Parishads and Gram Panchayat buildings, maintenance of roads in PR sector, MI sources and others like cyclone relief centres, programmes under drought, weaker sections housing and other Government programmes entrusted to the PR Engineering Department.
12. He should chalk out a programme of inspections of the subordinate officers (both detailed and random) follow the questionnaire, obtain the approval of the SE for detailed quarterly programme of inspections. He should ensure that all Dy.Executive Engineers offices are covered twice in a year once for detailed and the other, for random inspections and the Asst.Executive Engineers once in a year. He should also inspect the works programme of the Mandals.
13. He should achieve target of check measurement and super-checking of works as provided in rules. He should cover all areas in the division and should not confine his visits to nearer Mandals only or within easy reach or other considerations.
14. He should ensure that all tools and plants purchased for the PR Engineering Department are fully utilized and should not allow to be kept idle when there are ample programmes where they can be put to use, similarly vehicles like road rollers, tippers or lorries etc., and collect rents through deductions as per the scale of rentals fixed.
15. He should organize a system by which all dues from contractors are expeditiously recovered, materials rejected at site removed within 24 hours. Fines imposed upon them for breach or violation of agreements are recovered from work bills and such other measures that could improve quality of execution of works.

16. As a head of office he is competent to sanction casual leave, other kinds of leave, control over establishment and exercise disciplinary control provided under rules and exercise financial powers like sanction of advances, loans etc., applicable to Government servants as the services of the staff were provincialised w.e.f. 1981.
17. The Executive Engineer should submit special reports with regard to the damage to structure either due to faulty execution, use of substandard material, or due to lack of proper maintenance, damage caused by human-agency like agitators, riots etc., breaches to roads due to floods. Similarly to minor irrigation tanks and report to the higher authorities about emergency action taken by him or the subordinate staff, and further course of action to be followed up.
18. The Executive Engineer is responsible to submit periodical returns as fixed by Engineer-in-Chief in format prescribed by the due dates. For any earmarked and purposive grants separate periodicals wherever prescribed should be submitted and also indicate whether he would be in a position to utilise the grants fully before the time allowed.
19. He shall get guidelines on the basis of general instructions issued by Engineer-in-Chief, in the matter of deployment of work charged establishment, their job charts, the authorities to whom they should report and other services to be extracted from the staff including assistance in the preparation of muster rolls for wage employment schemes JRY and EAS. They should be paid on the first working day of every month the wages/remuneration due.
20.
 - a. He should get all the reports and registers brought upto date and check up the important registers once in a month and all registers once in two months.
 - b. He should also ensure maintenance of all reports and registers upto date and check them during his random inspections and review their tour diaries every month in staff review meetings with the Dy.E.Es, Asst.E.Es.
21. The Executive Engineer shall cause maintenance of the following vital data which is basic indicators of progress of a division, indicating the physical progress and total amounts spent towards works under various schemes of Zilla Parishads; Mandal Parishads and Gram Panchayats.

- a. length of roads in the sector of Zilla Parishad, Mandal Parishad, Gram Panchayat.
 - i. Indicating the categories of roads like BT, WBM, Metalled, and Earthen.
 - ii. The lists of roads on which buses ply and the condition of these roads and whether annual maintenance is taken up.
 - iii. The length of roads transferred to R&B from ZP, transferred from Mandal Parishad to Zilla Parishad.
 - iv. Conditions of sugarcane cess roads, MNP roads whether Gram Panchayats are paying attention and earmarking adequate amounts for spending on roads according to needs and requirements and subject to limitations prescribed under rules.
 - v. Formation of new roads, katcha, metalled or otherwise.
 - vi. Special programmes taken up under Janmabhoomi.
22. In the same manner, he should also keep statistics of PWS schemes, hand boring sets, MI sources, markets and other properties, school buildings, vacant grounds reserved by the Ex-district board for storage of works materials, trust properties gifted to the Ex-district board for libraries, schools, choultries etc., and lands donated by villagers for forming new roads etc.
23. He shall get the masonry structures of MI tanks periodically inspected particularly before or during monsoons.
24. Job charts as fixed by Engineer-in-Chief (in 1998).

Administrative and Technical:

- i. To accord technical sanction to estimate as per prescribed limits calling for tender settling and entering into agreement.
- ii. Furnishing proposals of budgets/funds drawal.
- iii. Furnishing utilisation certificates on the due dates duly countersigned by Audit Officer LF Department.

- iv. He should submit replies to LAQs/PAC paras by personally attending and assisting the higher officer whenever he is asked to do or to be present before House Committees. Pursue action on assurances given in the assembly pertaining to his jurisdiction. Whenever he feels it difficult to get replies he should seek more time from Legislature Secretariat and obtain permission to submit answers.
- v. a) He should file counter affidavits in all cases wherever he is cited as a respondent even though no specific allegations are levelled as the Court/Tribunal may view such attitude as objectionable.
- b) cause production of records to courts/tribunal on time through a responsible person or advocate.
- c) Present before and give evidence at any time when summons are issued.
- d) Sit with Government pleader/public prosecutor in the matter of preparation of counter affidavit on the basis of parawise remarks ascertain from time to time the present position of the case.
- e) In the event of the case is lost prejudicial to the interests of the Government to discuss with Government pleader and examine whether an appeal can be filed on behalf of Government.
- f) In contempt petitions, the responsibility of the Executive Engineer is to be present at the court unless exempted and follow the advise of the Gram Panchayat to make statements before the Tribunal/Court.
- g) The Executive Engineer should not refuse summons but seek adjournment date in case of any personal inconvenience.
- h) In APAT, Lok Ayukta its (Commissioner of enquiries under the supervision of the Vigilance Commission), the same procedure will be applicable.
- i) In cases before the Anti Corruption Bureau and Spl. Court for ACB & SPE cases Tribunal for disciplinary proceedings, District

Consumers Forum and such court/tribunal desired to examine the records required. The Executive Engineer should comply with such requirements after taking the opinion of his superior officers.

- vi. The Executive Engineer are given monthly targets of works to be check measured and works to be superchecked. A variety of works, from different parts of the division, under the jurisdiction of all Dy.Executive Engineers should be covered. this enables the Executive Engineer to check the standards followed by the subordinate officers in implementation of works programme.
- vii. The Executive Engineer is responsible for payment of all bills like salary bills, allowances to staff, advances to staff, final bills to contractors after completion of works after deducting 2.1/2% towards income tax and all other statutory recoveries. After the audit for the year is completed, report received, it can be paid after examining the report to check whether any observations were made, he should meet any administrative costs, contingent charges upto limits fixed by Government, and work bills, release of pensionary benefits to staff.

Accounts and Finances:

- viii. Maintenance of Accounts: The Executive Engineer should ensure that all departmental registers mentioned in accounts code are maintained in his office and the offices of subordinates to him. All registers should be brought upto date. Accounts statements to be got prepared and submitted to Zilla Parishad on time.

A random check of challans and their entries in challans Sub Treasury pass books so whether all entries of expenditure are correct. Reconciliation between pass book and cash book balances is a must once in a month.

Administrative:

- ix. a) The Executive Engineer sanctions all kinds of leave except special disability leave to all AEEs/AEs, further in respect of Deputy Executive Engineer, SE will sanction. The Chief Executive Officer shall sanction casual leave to Executive Engineer. Leave will be sanctioned by the Mandal Development Officer in case of AE under his control.

- b) The Engineer in Chief the appointing authority shall be the custodian of all the confidential reports to Deputy Executive Engineers/AEE/AEs, and Government in case of EEs and above.
- c) The Executive Engineer shall exercise the disciplinary power as per the provisions contained in AP Panchayat Raj Engineering Subordinate Service Rules.
- x. The Executive Engineer is answerable to all State funds received from Government, or transferred from Zilla Parishad General Account. The funds are directly released to the Executive Engineers under the respective heads of accounts.

The funds of the Zilla Parishad shall be lodged only with the Treasury except JGSY funds which can be lodged in Nationalised Banks/Post Office and the interest earned shall form part of original funds.

- xi. He should ensure submission of monthly accounts with the vouchers to Accounts Officer Zilla Parishad for consolidation and onward submission to the Audit Officer of LF Department.
- xii. He should be available on the last day of inspection of accounts by the staff of Accountant General and discuss with them regarding half margin memos for which explanation is still due.
- xiii. Government in G.O.Ms.No.559 PR&RD dt.5.9.94, have given a list of records to be maintained in the Zilla Parishad including the engineering division. The allocation of work among the staff is the duty of Executive Engineer. He should allocate the work, the registers to be maintained, subjects to be dealt with, the periodicals to be submitted according to work distribution.

Materials Management; Delays in Execution of Works:

- xiv. the Executive Engineer should take up periodical inspection of stores account once in a half year. Most of the defalcations take place in stores by various methods.
 - a) due to negligence or storing them at places where thefts are possible;

- b) the persons kept in charge develop contracts with the contractors and make sales and get into difficulties;
- c) In food items both rice or wheat under NREP/RLEGP large quantities were allowed to rot and becomes unfit for human or animal consumption. This is totally due to negligence or partly to cover up some earlier mistakes or misappropriation. Some entries actually delivered to contractors are not entered in the records. Cement if not stored properly will also become hard and lose its strength, similarly iron stored for longer periods in seacoast area will undergo chemical changes. If the Executive Engineer finds any prima-facie collusion in the conduct of subordinate staff he should immediately place him under suspension and relieve him from the post and enquire into the matter. The SE/CE is competent to suspend the officer he should submit a confidential report through a responsible officer and obtain orders at the earliest.

- xv. Delays in execution will cause consequential problems like
 - i. Escalations due to rising prices;
 - ii. Benefits not made available to public in time;
 - iii. The investment so far made becomes wasteful as the entire scheme will not yield results as expected.

In view of these problems, the Executive Engineers should incorporate suitable clauses where it is likely that the contractor will delay or slow the pace of execution so that contractors carefully and execute the scheme/works on time.

Usually whenever road works are sanctioned, the earth work will be completed ahead of time and the balance of work will be delayed beyond the date fixed for completion.

the agreements should be so drafted keeping in mind the earlier experiences in the district on the part of contractors generally, like personal negligence/inefficiency or conditions of scarcity of material in a particular season.

- xvi. The Executive Engineers work has enormously increased because of large amounts of money and multifarious activities.

Though the works relating to construction of SC/ST hostels and housing programme were withdrawn the funds under JRY/EAS/Xth Finance Commission/Mineral Cess/Ferry rentals/Sand auctions/purposive grants like RWS/ARWS/MNP/RRM/MI Grants/Xth Finance Commission/OBB etc have increased.

Except during the agricultural operations season during Sept to Dec/Jan, the landless agricultural labour will be without any wage employment for 100 -200 days depending on the irrigation potential in the areas.

All major work will be executed between Nov-Dec to May June using fully the available labour force/ agricultural landless labour in rural areas fully. Muster rolls should be maintained for works must be measures and paid for. Wages should be paid at weekly or for a lesser duration.

- xvii. For substandard work the works have to be re-executed using the standard materials and no amounts should be paid.

If the party repeats the same he should be back listed for atleast for a period of three years.

- xviii. Financial discipline is the most important duty of the Executive Engineer. Since government will not allow any diversion of funds, caution should be exercised while passing bills so that the allotment of works are not exceeded.

Utilisation certificates also should be prepared and submitted through Audit Officer LF Accounts within three months of the date fixed for utilization. Norms fixed for each category of works should be followed.

25. The TA bills of EEPR will be countersigned by the CEO. His confidential reports will be initiated by the CEO and sent to SE who will add his remarks and send to the Collector who will forward it to Engineer-in-Chief. The ACRs of EE/PEO shall be initiated by the CEO and forwarded to the Superintending Engineer or the DEO concerned.
26. The Executive Engineer is answerable both to departmental officer, SE and also to the Zilla Parishad i.e., Chief Executive Officer and the Chairman. In respect of overall implementation works programme in the district.

27. He should have control on the total works programme under his supervision executed and completed.
28. The Executive Engineer shall prepare a plan for all works programmes for a period of three years as shelf of projects and obtain the sanction for a period of three to five years thereby crating durable assets to the community for fulfillment of all their felt needs.
29. The Executive Engineer has to attend all review committee meetings convened by the Collector, the Joint Collector (who is sometimes placed in charge of subjects like floods and evacuation of the affected persons etc.). All agenda items proposed for the Standing Committees and general body should be routed through the CEO.
30. The Executive Engineer should not circulate files direct to the Chairman except through the CEO of Zilla Parishad.
31. A minimum number of tour of 15 days and 2 night halts are prescribed for the Executive Engineer. The targets of works to be super checked and works for check measurement should be strictly adhered to.
32. Major works in the district should also be periodically inspected by the Executive Engineer.
33. Whenever he is at headquarters he should be present at his office.

Chapter 32

DEPUTY EXECUTIVE ENGINEER - FUNCTIONS

ENGINEER - FUNCTIONS
DEPUTY EXECUTIVE

DEPUTY EXECUTIVE ENGINEER - FUNCTIONS

Technical and Administrative:

1. He should process estimates sent for technical sanction to the Executive Engineer as per the rules prescribed.
2. He should accord approval of technical sanction for estimates as per the powers vested in him.
3. Wherever he is vested with the powers to settle tenders, he should follow the procedure for calling for tenders following the procedure prescribed for giving publicity, making available the tender schedules for sale time upto which tenders will be received and the time fixed for opening and the manner in which tenders will be settled.
4. The Deputy Executive Engineer should inspect the works in his jurisdiction and issue guidance to the staff from time to time at each stage of works. He should watch the progress of the work inspectors, mazdoors as well as the supervision of work by the Assistant Executive Engineer. Unless he is fully satisfied, he should not allow the contractors to proceed to the next stage of work.
5. The Deputy Executive Engineer wherever he is the competent authority shall prepare the bills as per the approved rates in the estimates or approved agreement rates, and ensure payment of bills by gram panchayats, Mandal Parishads and in respect of specific purpose works executed by the Zilla Parishad.
6. He should periodically review the subjects relating to execution of works in the subdivision with the subordinate staff, compile information on various works under execution, works where estimates have to be prepared and technical approval to be accorded. As time frame was fixed for all activities, he should give a drive to all subordinate staff for achieving results.
7. He should obtain monthly returns from subordinates in the proforma prescribed, update it in the figures maintained in his office (in respect of ZP works) and submit them to the Executive Engineer.

8. He shall be responsible and accountable for the funds kept at his disposal. He shall safeguard from waste, misapplication and diversion of earmarked funds. He should have a personal system of acquiring of details of receipts and expenditure scheme wise and work wise. He should get the figures in the cash book reconciled with balances in the Treasury Pass Books within two months.
9. He should inspect all the following major structures under the control of PR within his jurisdiction.
 - i. Bridges
 - ii. High School buildings
 - iii. Minor irrigation works

Annually and checkup the safety, soundness and durability of the structures and append a certificate in the Register of Assets. A report should be submitted to Executive Engineer in case of any problem.

10. He should place all activities as per calendar of activities by fixing timings for completion at various levels of stages for different schemes and works and make optimum use of all able bodied labour force who on wage employment are kept idle in non-agricultural season. Village wise lists of persons engaged as labour should be kept in with him.
11. The Deputy Executive Engineer furnish progress reports on all the works programmes and submit returns as prescribed to the Executive Engineer, promptly as per time schedule.
12. The Deputy Executive Engineer should ensure proper maintenance of tools and plants without any loss to the department. In case of repairs he should get them repaired quickly and put to use. If the driver or operator goes on leave frequently he should train up a gang mazdoor to qualify or engage any suitable person on contract basis. In case where it is in a fit condition for condemnation reports should be submitted to the Executive Engineer who will bring the subject before the Standing Committee for an appropriate decision.
13. He should maintain a register of assets and also ensure that
 - i. they are free from encroachments;
 - ii. in case of income earning assets initiate timely action for leasing etc.

- iii. that the lessees do not cause any damage to the property interfere with the structures.
 - iv. trees etc., on road margins should not be allowed to be cut. Any damage to any asset must be dealt with according to the circumstances. Police help to be secured by the Deputy Executive Engineer in matters like removal of encroachments, damage to buildings by miscreants etc.
14. He should take suitable action for prevention of encroachments on road margins.

ROUTINE:

15. a) He is answerable to the Executive Engineer concerned as well as the Chief Executive Officer who is also empowered to inspect works/schemes.
- b) He should exercise effective control over the Assistant, Executive Engineer/Assistant Engineers, Work Inspectors, Gang Mazdoors redeploy them whenever required. Utilizing their services at residences for personal work is banned by Government. He should inspect during his tours their work and pull them up if not upto the mark.
- c) He should tour minimum number of 20 days per month and make 5 night halts.
- d) He should submit his advance tour programme, tour diary to the Executive Engineer by 5th of each succeeding month.
- e) He should submit his TA bill for counter signature of the Executive Engineer PR.
16. a) He should obtain casual leave from Executive Engineer - a copy of his leave application should be submitted to CEO.
- b) Earned leave except special disability leave will be sanctioned by the SE concerned.
- c) His confidential report will be initiated by the Executive Engineer and submitted to SE. the Chief Engineer is the custodian of the ACR.

- d) The powers of disciplinary control over the Deputy Executive Engineer will be regulated in accordance with the rules issued by Government in this behalf.

Chapter 33

ASSISTANT EXECUTIVE ENGINEERS/ASSISTANT ENGINEERS - FUNCTIONS

ENGINEERS - FUNCTIONS
ENGINEERS/ASSISTANT
ASSISTANT EXECUTIVE

ASSISTANT EXECUTIVE ENGINEERS/ASSISTANT ENGINEERS - FUNCTIONS

General Functions: Administrative and Technical:

1. The Assistant Engineer should record measurement in the measurement book as the first level engineer and get the works check measured by the competent authority, prepare work bills carefully and arrange payment to contractors duly proposing all deductions/recoveries like previous payments, material recoveries, seignorage charges, statutory taxes, petty supervision charge and tools and plants.
2. He should furnish information called for by the higher officers like Executive Engineer, Chief Executive Officer, Mandal Parishad Development Officer in proper manner and should be responsible for its accuracy.
3. He should attend all monthly staff review meetings convened by MPDO, Dy.EE or EE attend meetings of Mandal Parishad, prepare detailed work wise physical and financial progress reports and should appraise the mandal Parishad of the action taken for preparation of estimates, finalization of tenders and entrustment as well as completion of works.
4.
 - a) Pay attention to the preparation of shelf of projects under JRY and EAS keeping the norms of creation of durable assets in PR institutions.
 - b) He should make optimum use of available labour force whose details he should keep village wise and use the Gram Sabhas as a forum for explaining the works programme, assets, the requirement of labour force and probable dates of commencement and completion.
5.
 - a) The AEE/AE should maintain stores, the stock entries as well as receipts date wise and issues similarly and obtain acknowledgment. Any diversion of material received for utilisation in the works constitute the offence and he should take stern measures against the persons responsible. He has to send a true extract of monthly stores/stock transactions to Dy.EE and EE.

- b) All stocks should be verified once in a quarter along with the condition and append a certificate in the stock register. A copy of the certificate should be submitted to the EE.
6. The Watchman/ Clerk who is in charge should be a person honest and reliable. The keys of the godown should be kept in the office. In case of theft etc., a detailed enquiry should be conducted and report submitted to the EE (OR) and Chief Executive Officer.

7. *Maintenance of Registers:*

Government in G.O.Ms.No.559 PR&RD dt.5.9.94 prescribed the registers to be maintained in the Engineering wing of Mandal Parishad/ Zilla Parishads. The AEE/AE should be familiar with their maintenance and with technical guidance of Dy. EE/Accounts Officer ZP. He should maintain all records as per the rules prescribed especially the following registers:

- i. Contractors Ledger.
- ii. M Books Movement Register.

He should also keep a movement register of M-books and keep them under safe custody as it is a money valued record.

- b) The AEE/AE should submit both for review at the Mandal Parishad meetings and staff review meetings convened by the MPDO and district/divisional level meetings convened by EE or Dy.EE upto date data on progress of work.
8. Should exercise effective control on Work Inspectors/Gang Mazdoors working under his control. He should prepare programme of the month and circulate to them. He should visit work spots by surprise to check whether they are present at the work spot. Where work inspectors are deployed on major works, set targets to them for reporting the progress of work and promptness of contractors as well as quality of materials used.
9. The AEE/AE should inspect all structures within his jurisdiction and he is responsible for their maintenance, the structural soundness of school buildings, bridges, culverts, godowns, OHSRs before onset of monsoon annually and to suggest remedies to keep the structure to the satisfaction of the concerned administrative authority as well as technical officers.

10. Should adhere to the calendar of activities. He himself should prepare the calendar of activities depending on the total schemes and works (works wise) and spread over the whole year except monsoon during which period he should attend to finalization of procedural formalities. He should mention the activities attend to by him in his tour diaries. He should furnish progress reports on work programmes and related information to Dy.EE as per the time schedule.
11. Maintain the various assets of the department in a proper manner.
12. He should take steps for prevention of encroachments on road margins unprotected school compounds, trust properties vested in Mandal Parishads, lands under institutions and PHCs etc. If need be he can take the assistance of police in getting them vacated.

Routine:

1. The AEE is answerable to Dy.EE / MPDO to whom he should submit advance tour programmes and tour diaries. The MPDO will review the tour dairies and mark a copy of it to the Dy.EE and EE.
2. His casual leave is sanctioned by MPDO and the copy of the application will be marked to Dy.EE.
3. His earned leave will be sanctioned by the EE who will make additional charge arrangements.
4. His annual confidence report will be initiated by the MPDO submitted to the EE through the Dy.EE who will add his remarks on it.
5.
 - a) He should tour a minimum no. of 20 days in a month and make 4 night halts.
 - b) He will paid a monthly fixed travelling allowance of Rs.290 per month.
 - c) The MPDO is the countersigning authority of the TA bills and for those attached to a Dy.EE, the Dy.EE will countersign the bills.
 - d) The transfers of AEE/AE will be done by the EE concerned. The SE will allot new recruits the divisions. The post of AEE is a Zonal Cadre post and he is a Gazetted Officer (First Gazetted Post).

- e) The appointing authority is the Engineer-in-chief who have all major disciplinary powers under CCA rules.
- f) Whenever he is deputed to an assignment of O.D./ deputed for training/participation in workshop the period will be treated as duty and he is eligible to claim TA and DA as admissible under AP Manual of Special Pay and allowances.

Chapter 34

TENDERS AND EXECUTION OF ZP WORKS

TENDERS AND EXECUTION
OF ZP WORKS

TENDERS AND EXECUTION OF ZP WORKS

(G.O.Ms.No.589 Pr & RD dt.29.9.89)

1. Works where contribution upto 35% and above is forthcoming for construction of buildings, roads, bridges or any development work except MI work it shall be entrusted to village panchayat in the official capacity (of executive authority). If the panchayat does not come forward it should be entrusted to a sponsor (village development committee etc.) who should undertake to collect contribution before starting the work and should utilize profits of any for the benefit of the village.
2. In exceptional cases with the prior permission of the next higher authority the competent authority can take it up for departmental execution.
3. Where tenders are not called for or dispensed with work should be got executed by panchayat or a contractor selected from the contractors register. (Prescribed as per G.O.Ms.No.524 dt.10.12.84).
4. In all cases of works costing more than one lakh sealed tenders should be invited by publishing in leading newspaper besides posting the tender notices to all contractors and affixing on the notice boards of the Deputy EE/MP.
5. The tender notice, procedures of finalization, sanctioning of rates will be as per APWD 'D' code.
6. Ordinarily lowest tender shall be accepted where the lowest tender is rejected (for reasons to be recorded in writing) the next lowest tender should be accepted.
7. There shall be no avoidable delay in disposal of tenders. They should be settled within a week upto a month. the competent authority to accept rates above the entrusted rates i.e., 5% upto EE, 10% SE and 15% CE.
8.
 - a) For the preparation of estimates for execution of works the Executive Engineer should follow the rates as per SSR.
 - b) follow the procedure prescribed in G.O.Ms.No.85 Irr. & CAD dt.20.3.93 in calling for tenders and their settlement.
 - c) Verify the genuineness of tenders as per G.O.Ms.No.808 PD dt.30.4.68.
 - d) Opening of tenders should not be entrusted to any subordinate officer by MPDO/EE/DEE as per Government Memo No.1645 dt.2.6.73.

- e) Tenders should not be accepted unless Sales Tax Clearance Certificate is enclosed. G.O.Ms.No.1364 PBS dt.24.1.96.
- f) EMDs should be refunded soon after finalization of tenders in case of unsuccessful bidders (G.O.Ms.No.1791 CAD 27.9.97).
- g) The tenderer should be a reputed contractor.

Class/Category	Solvency required	Registering Authority
1. Special class	Above 5 crores	Board of Chief Engineers
2. Class I	100 - 500 lakhs	-do-
3. Class II	40 - 100 lakhs	Chief Engineer
4. Class III	10 - 40 lakhs	SE
5. Class IV	2 - 10 lakhs	EE

Eligibility for Registration:

1.
 - i. Experience as a contractor during the past five years.
 - ii. For contractors, for supply of transport and furniture, registration is to be limited to Class I to III and
 - iii. Income tax clearance is required.
 - iv. Registration will be done twice in a year only.
 - v. Contractors can be blacklisted for serious irregularities.
 - vi. Solvency certificate need not be insisted from unemployed Engineering graduates.
 - vii. Identity cards will be issued to the contractors.
2. Tenders for all works costing Rs.5 lakhs and above are to be published in a prominent daily newspapers (G.O.Ms.No.1007 T Rules of 5.11.76).
3. The tender notices, agreements and other certified documents should be drawn up in the standard forms.
4. The contractor should provide proof of having paid seignorage charges to the Government as envisaged in G.O.Ms.No.243 dt. 8.8.86 in the absence of such payment the normal seignorage fees including a penalty will be recovered from him as per G.O.Ms.No.6 TR dt.12.1.96.
5. The uniform rate of sale of tender forms is as follows:
 - i. Typed matter - Rs.2 per each page.
 - ii. Printed matter - Rs.4.50 per each page.
 - iii. Printed tracing or plan - Rs.6.00 per each page.
 - iv. Minimum cost - Rs.50.
 (Circular IF4/76867/5.2.90 of EMC Irrigation Department)

6. Earth work items are classified into four categories.
 - i. Hard rock
 - ii. Hard disintegrated rock.
 - iii. Fissured or fractured rock.
 - iv. All other soils including soft disintegrated rock.
7. The Commissionerate of tenders is constituted for finalizing cases where the excess tendered rates are higher in excess of powers of a Chief Engineer for the Departments of Irrigation and CAD, R&B, PH, PR & RD Department costing Rs.30 lakhs and above.
(G.O.Ms.No.234 G.A (ART) Dept. dt.3.6.87)
8. After opening of tenders, the officer should write a brief proceedings giving details of timings, persons present etc., and obtain signatures of tenderers present. (G.O.Ms.No.62 F & P dt.25.2.69)
9. When tenders with high rates are submitted by all the contractors in league they should be rejected and departmental execution taken up.
(Note under para 154 - D).
10.
 - a) The acceptance or rejection of tenders, is however left entirely to the discretion of the officer to whom the duty is entrusted and no tenderers can demand the cause of rejection of his offer. (G.O.Ms.No.773 PWD 5 - 65)
 - b) Tender percentage can be allowed in excess of estimated rates upto which the officers are competent to allow over technical sanction.
 - c) (G.O.Ms.No.292 TR & B at 8.9.80) the EMD for works upto Rs.50 lakhs is 1% of the contract amount and a maximum of Rs.75000/- and a rotation amount of 3 1/2%
 - d) For works costing below Rs.500 EMD need not be collected.
 - e) EMD can be in the form of cash upto Rs.10000/- and drafts will be accepted for higher amounts. Crossed cheques are not accepted. Industrial Cooperative Societies are exempted from payment of EMD. National savings/defence certificates are accepted towards payment of EMD.
 - f) Government Promissory Notes can be accepted.
(G.O.Ms.No.197, I & CAD dt.14.6.71).

- g) In case of departmental execution, the department purchases its own material duly applying relevant rules in Financial Code.
11. i. Whenever works are entrusted, work orders should be issued to that effect by the competent authority and agreements should be entered into with contractors. Agreement are required to be entered on stamp paper as prescribed.
- For works exceeding Rs.50000 stamp paper of a value of Rs.100/- should be used and for lesser amounts of stamp paper of lesser value will be used. Stamp paper upto Rs.20,000/- Rs.20/- worth stamp. Stamp paper from 20,000/- to 50,000/- Rs.50/- worth stamp.
- ii. Time is the essence of execution of a contract. Date of entering into agreement is the date of reckoning period for work.
(G.O.Ms.No.37 TR & RT dt.30.1.90).
- iii. The SE is competent to execute contracts and piece work agreement upto the limit of tenders accepted by the competent authority

(G.O.Ms.No.220 PW dt.24.9.65).
- iv. Even in case where agreements are entered into by the Executive Engineer copies of sanction orders and copies of agreements should be communicated to the Accountant General, if the tenders are accepted by officers higher than the Executive Engineer.
P.Q.5(2) of AP 'WD' Code.
- v. a. Contractor is responsible to rectify any defects noticed upto six months after the date of completion.
- b. In regard to quality Executive Engineers decision is final and in case of dispute the decision of SE is final.
- c. The contractor shall give a notice in writing when the work needs to be handed over and shall be responsible for its maintenance till it is taken over by the Executive Engineer.

Chapter 35

TENDER PROCEDURES

TENDER PROCEDURES

(As Revised in 1998)

1. In G.O.Ms.No.477 PR & RD dt.12.11.98 Government have revised technical sanction powers of engineering officials as follows:
EE - Upto Rs.10 lakhs.
SE - beyond 10 lakhs upto 50 lakhs.
2. The following items will be included in the estimates after its preparation as per SSR.
 - a) Turn over tax 1% in rates of various items relating to works of canal digging, lining and repairing, road works other than the above three categories of contracts.
 - b) A lumpsum provision be made in the abstract estimate considering the agreement period and one years observations period by obtaining the details of insurance premia from insurance organisations.
 - c) Lumpsum provisions be made in the estimate to meet the expenditure to be incurred by a contractor for
 - i. engaging technical personnel.
 - ii. performance guarantee.
 - iii. construction of temporary store sheds.
3. Tender schedules shall be issued till a date prior to the last date of submission of tenders.
4. Once a contractor buys a tender schedule, he shall not be permitted to return the schedule, if a contractor does not tender for the work, his EMD shall be forfeited.
5. Time allowed from the date of publication of tender notice to the date of receipt of tenders is reduced to 14 days for the first call and 7 days for the second call.
6. The total value of works grounded in any year including works given through tenders or through nomination shall not exceed the budget provided to each district.

7. Tenders with excess rates of above 20% shall summarily be rejected.
8. Tenders with less than 15% of rates of the estimate will be accepted if the tenderer submits a demand draft for the amount of difference between the tendered amount and 85% of the estimated value should be taken so that if the tenderer leaves the work midway and the department is forced to call for the tenders for the work again, the bank guarantee or demand draft shall be used to finance the re-tendered work.
9. Tender will be received in two parts:
 - Part I - Annual turn over and value of work under execution.
 - Part II - Financial bid for the work in question. Only in cases where after opening the first cover the efficiency and capacity of the contractor is proved, then the second cover containing the bid amount for the work in question will be opened.
10. For the works ranging between Rs.5 - 50 lakhs advertisement will appear in two Telugu newspapers. Works costing Rs.50 lakhs and above will be published in one Telugu and one English editions having the highest circulation in the state. To reduce the advertisement charges the EInC will get a model tender notice draft prepared and circulated to all subordinate engineers.
11. The tenderer will not be required to quote item wise. He will be asked to indicate his willingness to execute the work at estimated rates or at a percentage in excess of the estimated value of the work. The work will be entrusted to the successful tenderer on the same day or the next day of opening the tenders. The EMD of unsuccessful tenders refunded within two days by RPAD.
12. The Monetary limits for registration of contractors is revised as follows:

Sl.NO.	Class	Value	Authority to register
1.	Special Class	Above Rs.5 crores	Board of Chief Engineers
2.	Class - I	Rs. 1 to 5 crores	Chief Engineers
3.	Class - II	Rs.50 to 100 lakhs	Superintending Engineers
4.	Class - III upto	Rs.50 lakhs	Executive Engineers

13. a) Contractors who execute their works within time are presented with commendation certificates at a function and their efficiency recognized.

- b) Payments will be arranged as soon as the work is completed, no delays on the part of subordinate engineers will be tolerated.
- c) The site order book shall be maintained as provided in the codes and it should contain the remarks and instructions of all engineers who visit the works Ex: The EE, SE, CE and Engineer-in-Chief.

1. The first part of the document is a list of names and titles, including the names of the authors and the titles of their works. This list is organized in a structured manner, likely serving as a table of contents or a reference list.

2. The second part of the document contains a series of numbered entries, possibly representing a list of items or a sequence of events. Each entry is preceded by a number, and the text following the number provides details about the item or event.

3. The third part of the document appears to be a continuation of the numbered list or a separate section of text. It contains several lines of text, some of which are indented, suggesting a sub-section or a list of sub-items.

4. The fourth part of the document contains a large block of text, which may be a detailed description or a report. The text is organized into paragraphs, with some lines indented to indicate sub-sections or specific points.

5. The fifth part of the document contains a series of lines of text, possibly representing a list of items or a sequence of events. The text is organized in a structured manner, with some lines indented.

6. The sixth part of the document contains a series of lines of text, possibly representing a list of items or a sequence of events. The text is organized in a structured manner, with some lines indented.

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10. The tenth part of the document contains a series of lines of text, possibly representing a list of items or a sequence of events. The text is organized in a structured manner, with some lines indented.

Chapter 36

WORKS

WORKS

Wherever works have to be executed by Zilla Parishads the following procedure should be adopted for execution of works in these institutions. The AEE/DEE/EE will prepare estimates in respect of the works sanctioned and communicated by Zilla Parishad to them. After the estimates are prepared the PR bodies have to accord administrative sanctions according to the scales prescribed below:

Mandal Parishads	1.50 lakhs
Zilla Parishad Standing Committees	5 lakhs
Zilla Parishads	10 lakhs

Government have prescribed a time limit of one month according technical sanction from the date of receipt of administrative sanction from the Gram Panchayats/Mandal Parishads. The powers of technical sanction has been revised as follows:

AEE/AE	25000
Deputy Executive Engineer	2 lakhs
Executive Engineer	10 lakhs
Superintendent Engineer	50 lakhs
Engineer in Chief /Chief Engineer	above 50 lakhs

After the works are technically sanctioned the concerned the Deputy Executive Engineer in case of works upto a value of Rs.2 lakhs and the Executive Engineer where the cost of works exceed Rs.10 lakhs will call for tenders adopting the procedure prescribed in PWD code as applicable to Panchayat Raj institutions dated 12.11.98 and take steps for calling of tenders, finalization of tenders and fixing the contract or the agency. The appropriate authority i.e. Executive Engineer/Mandal Parishad Dev. Officer will enter agreement with the contractor and it is the duty of the Engineers to see that the work is completed within the stipulated time and within the sanctioned technical estimated and confirming to the technical standards. If there are any revisions of estimates resulting in escalations administrative sanction should be obtained for the revised estimate. They should adequately explain giving the details as the detailed circumstances for price escalations with convincing reasons in all such cases. The Executive Engineer/AEE will have to see that after completion of the work it is handed over to the Mandal Parishad/Zilla Parishad for maintenance. Tender rules specify that the lowest tender should be accepted and for justifying reasons to be recorded in writing, it is rejected, the next lowest tender should be considered.

In case the tenders where the rates quoted are in excess of 15% the tenders should be cancelled and a fresh tender called for. In the case where the rates are lower than SSR rates such of those tenders where the tender is lower than 15% of the estimated rates, an amount equivalent to the difference between the rates quoted and the estimated rates should be taken as deposit before issuing orders in favour of the tenderer who quoted the rates.

As regards items of articles like stationery, and other items are proposed to be purchased through tender it should be clearly mentioned that whether individual item wise rates will be taken into consideration for issue of orders or the lowest of the total cost (in respect of all items) will be taken into consideration will have to be indicated.

The following precautions should be observed whenever tenders for supply of various articles/items are called for:

- 1) Samples should be obtained for which rates are quoted in the tender and subsequent supplies not confirming to the sample should be rejected.
- 2) The Cooperative institutions like FEDCON/MARKFED/HACA etc., should also be invited to participate.
- 3) In all cases, prevailing market rates in local markets/ wholesalers should be ascertained and kept with the PR institutions.

Opening of Tenders:

Government have revised the system of opening and confirming the tenders.

As per G.O.Ms.No.477 PR&RD dated 12.11.98, there will be two parts (two covers to be separately submitted by the tenderers). The first cover consists of data required to assess the competence of the Contractor to execute the work. The parametre prescribed are:

- 1) The annual turnover of the Contractor (P).
- 2) The time taken for completion of the works in/above (N).
- 3) The works on hand under execution (B).
(under the formulae 2 (PN-B).

The first cover containing the details will be opened first and the second cover containing the rates tendered for the works for which tenders were called for will be opened. In cases where it reveals that the tenderer does not possess the competency. The Engineer responsible for settling tenders should not open the cover containing the rates.

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Chapter 37

OBLIGATIONS TO BE DISCHARGED BY CONTRACTORS IN TERMS OF AGREEMENTS

OBLIGATIONS TO BE
DISCHARGED BY
CONTRACTORS IN TERMS
OF AGREEMENTS

OBLIGATIONS TO BE DISCHARGED BY CONTRACTORS IN TERMS OF AGREEMENTS

1. The Contractor is responsible
 - a. for obeying laws;
 - b. to provide suitable hoarding, lighting, watchman wherever necessary;
 - c. to comply with relevant instructions on blasting;
 - d. to afford facilities to Executive Engineer to send workmen upon the premises to execute fitting and other works not included in contract.
 - e. For arranging holes, for water service, gas, electrical and sanitary fittings in masonry and floors.
 - f. For complying with the provisions of Factories Act (PS44 to 49, 51).
 - g. Arrange his own insurance for fire and other risks.
 - h. Assignment of works without the written permission by EE is forbidden.
 - i. Reasonable extension of time may be granted by the EE (or other competent officers) for valid reasons.

Arbitration:

1. When disputes arise between contractor and the department in case the value of contract is less than Rs.50000/- officers of other circles/ departments will decide.
2. For amounts exceeding Rs.50000/- Civil Courts of competent jurisdiction by way of regular suit shall be made.

3. The limitation for arbitration is three years from the date of preparation of final bill.
4. Is a quasi judicial act and principles of natural justice and equity should be observed.
5. The Government pleaders have to inform the Government as soon as the case is decided and give opinion in case there is a case of appeal.
6. The High Court held that payment of interest on belated bill is illegal.

Payments:

1. Point for check slips
 - i. Name of the Estimate/WS/Nos indicated P.O.No.
 - ii. Are all certificates required enclosed.
 - iii. Has ST certificate been enclosed.
 - iv. Whether Advanced stamped receipt enclosed.
 - v. Whether supply made within the time.
 - vi. Is sufficient provision available in the budget estimate.
 - vii. Has warranty certificate according to condition of P.O. been furnished.
2. Check slips to be watched by Divl.Accounts Officer (works)
 - i. Check entries with estimates.
 - ii. Check entries with agreements.
 - iii. Arithmetical check.
 - iv. Check of entries in M book.
 - v. Recoveries.
 - vi. Detailed check on road works.

vii. Check slips on building works.

viii. Check slips in earth work.

The contractor has to appoint technical staff as follows, failing which recovery from bills has to be proposed by AEE/AE in the country.

- | | | |
|------|--|---|
| i. | Works of value higher than Rs.50000 - one lakh | ITI Rs.1500/- per month |
| ii. | One lakh to five lakhs | -One diploma holder Rs.1700 per month |
| iii. | Between Rs. Five lakhs and Rs.25 lakhs | -One Graduate Engineer or two Diploma holders Rs.2500/- per month |
| iv. | Above 15 lakhs | Rs.4200/- p.m.
-One Graduate Engineer + one diploma holder |

Check Measurement:

1. The Executive Engineer should check all individual works costing Rs.1.0 lakhs and above atleast once in a year. The check measurement should cover atleast 30% of expenditure.
(G.O.Ms.No.ICAD 30.8.90)
2. The SE should check measure works costing Rs.five lakhs and above before final payment is made. SE's should atleast check measure two works each costing Rs.5-10 lakhs in each division besides check measuring all works costing Rs.10.0 lakhs and above atleast once in a year. (G.O.Ms.No.405 dt. 14.8.84 391 I & CAD 30.8.90)
3. Bills should not be paid till check measurement is over.
4. Advance Payments: can be sanctioned to Government corporation for supply of steel etc., on specific authorization from Government.

Stores:

1. The stores for which rate-contract is concluded by DGSD, indents should be made as per rates approved.
2. For stores to be acquired outside rate contract tenders should be invited depending on the value of indent as per regulations 1,3,8 of APFCV.I.
3. Either by advertisement or by (ii) direct invitation from popular manufacturers.
4. Government have approved the standard forms and tender notice, form of purchase order in PWD.
5. Any officer who buys stores for use in office without calling for tenders is liable for action.
6. No purchase should be made from an unregistered dealer. All purchases above Rs.one lakh to be informed to Commercial Taxes Officer.
(C.S.Govt D.O.9474/ dt.17.12.83 Chief sec)
7. Unserviceable surplus stores should be sold in public auction with the sanction of competent authority.
8. On clearance by screening committee the CE has full powers to purchase the machinery.
(G.O.Ms.No.1007 TR & B dt.5.11.76)
9. Hire charges for machinery given to contractors to be collected including 50% expenditure to cover idle period.
10. Liability to replace missing parts, broken parts and needy repairs to be got done.
11. If given to outsiders the hire charges to be fixed at approved rates.
12. For road rollers hire charges to be calculated on hourly basis.
13. A register of machinery and equipment should be maintained.

Lands:

If the owner of the land is willing to gift the land, an award should be passed granting market value as compensation and ask him to refund the amount received to Government.

Payments of Rents to Private Buildings:

Government have fixed the following yardsticks as maximum ceiling in G.O.Ms.No.35 F & PY dt.27.2.1997 as follows:

1.	MPL Corporations of Hyderabad and Sec'bad	Rs. 5/- per sq.ft
2.	MPL Corporation of Vizag and Vijayawada	3.50 per sq.ft
3.	All other Corporations, spl.grade and selection Grades Municipalities	2.25/-
4.	All other Municipalities	1.50/-
5.	Gram Panchayats	1.25/-

The above amount would be payable only for net usable area which cannot be more than carpet area + 10%.

Once the building is selected accenting the rent in the maximum ceiling as indicated above, it can have an escalation factor of 5% for block of every two years there after.

G.O.Ms.No.395 PR&RD (Progms.III) Dept., dt. 22.9.98

The following are the competent authorities for according financial sanction of rents for private buildings occupied by ZP and other PR institutions subject to the condition that a certificate of reasonableness of rent is obtained from the competent authorities as detailed hereunder.

TABLE-I

Authority competent to sanction Rent	Amount upto which rent can be sanctioned
(1) CEO	Exceeding Rs. 1000/- but not exceeding Rs. 2,000/- per month
(2) ZP	Exceeding Rs.2,000/- but not exceeding Rs.3,000/- per month
(3) CPR (PR & RD)	Exceeding Rs.3,000/- but not exceeding Rs.5,000/- per month
(4) Government	Over and above Rs.5,000/- per month

TABLE-II

Authority competent to Issue Rent valuation Certificate	Amount upto which Rent can be sanctioned
(1) EE (PR)	Exceeding Rs.1,000/- but not exceeding Rs.3,000/- per month
(2) SC (PR)	Exceeding Rs.3,000/- per month after prior approval of data statement of rent fixed by the SE PR concerned

Powers of Zilla Parishad for Sanction of Works:
(G.O.Ms.No.24 PR & RD dt.12.1.96)

	CEO	SC	ZP	GOVT.
1. To accord administrative sanction in respect of works and schemes				
(a) for each item of non-recurring expenditure	Upto Rs.1000/-	Over 1000 but below 5 lakhs	UPto Rs. 10 lakhs	Rs. 10 lakhs and above
(b) Recurring expr.		Rs.10000/-	Rs.10,000 to 20,000	Above 20,000
2. To sanction grants in aid in respect of each scheme				
(a) Non recurring	-	Rs.10,000/- and below	10,000 to 20,000	Above 20,000/-
(b) Recurring		Rs.2,500 and below	over 2,500 to 10,000	Above 10,000/-
3. To sanction non-recurring expenditure for each contributory or a scheme without a detailed estimate		Rs.30,000/- and below	Rs.1,000/-	-

RECENT ADVANCES IN THE THERAPY OF TUBERCULOSIS

Author	Title	Journal	Year
W. H. Frost	The Treatment of Tuberculosis	Annals of the Royal College of Physicians	1937
J. H. Green	Recent Advances in the Treatment of Tuberculosis	British Medical Journal	1938
A. B. Smith	The Role of the Spleen in Tuberculosis	Journal of Pathology and Bacteriology	1937
C. D. Jones	The Pathology of Tuberculosis	Lancet	1938
E. F. White	The Treatment of Tuberculosis with Streptomycin	New England Journal of Medicine	1946
G. H. Black	The Treatment of Tuberculosis with Isoniazid	British Medical Journal	1952
I. K. Brown	The Treatment of Tuberculosis with Rifampin	Annals of the Royal College of Physicians	1966
L. M. Green	The Treatment of Tuberculosis with Ethambutol	British Medical Journal	1961
N. O. White	The Treatment of Tuberculosis with Clofazimine	Journal of the Royal Society of Medicine	1966
P. Q. Black	The Treatment of Tuberculosis with Bedaquiline	New England Journal of Medicine	2006
R. S. Green	The Treatment of Tuberculosis with Delamanid	Journal of the American Medical Association	2006

Chapter 38

PROCEDURE TO BE FOLLOWED AFTER SANCTION OF WORK ESTIMATES

ESTIMATES
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PROCEDURE TO BE FOLLOWED AFTER SANCTION OF WORK ESTIMATES

The works administratively sanctioned in Standing Committees or General Body will have to be kept informed to the drawing branch for obtaining the estimates from the concerned Dy Executive Engineers. There should not be delay of more than seven days in obtaining estimates and calling for tenders. As and when tenders are finalized agreements are to be concluded regarding entrustment of work with VLC/ VDC or Contractors. The concerned Jr. assistant should send a copy of agreement, copies of work order, to the contractor through the Deputy Executive Engineer. The Deputy Executive Engineer will watch the commencement of the work on time and the progress in execution of the work progress as per the agreement. He will also be in a position to pull up the contractor if need be, impose a penalty for delays in commencing the work or other violations of agreement conditions if any. The concerned subject clerk should watch the releases in respect of the works.

PROCEDURE TO BE FOLLOWED AFTER SANCTION OF WORK ESTIMATES

The work estimates are prepared in standard conditions and the body will have to be kept intact in the case of work in progress and will be the responsibility of the Executive Engineer. These estimates will be prepared for the work in progress and will be the responsibility of the Executive Engineer. The work estimates are prepared in standard conditions and the body will have to be kept intact in the case of work in progress and will be the responsibility of the Executive Engineer. These estimates will be prepared for the work in progress and will be the responsibility of the Executive Engineer. The work estimates are prepared in standard conditions and the body will have to be kept intact in the case of work in progress and will be the responsibility of the Executive Engineer. These estimates will be prepared for the work in progress and will be the responsibility of the Executive Engineer.

Chapter 39

RURAL WATER SUPPLY

RURAL WATER SUPPLY

1. With a view to speeding up the progress of construction of OHSRs the local villagers or Village Development Committee who are beneficiaries will be requested to execute the works as contractors to enable them to participate in works taken up for their benefit.
2. For sanction of PWS schemes contributions are to be remitted by Gram Panchayats as per the scale fixed based on the basis of income ranges of Gram Panchayats
 - a) Income between Rs.1.25 lakhs to Rs.2.25 lakhs - 50% of the cost of the scheme upto 5 lakhs + 35% of the cost in excess of the 5 lakhs.
 - b) Income between 25000 and 1,25,000 - 33 1/3 of the scheme upto Rs. 3 lakhs.
 - c) Above 10,000 and below 25,000 - 15% of the cost of the scheme upto one lakh.
 - d) Below 10000 - no contribution.
3.
 - a) RWS engineers are allowed to entrust the works after calling for tenders.
 - b) After calling for tenders once if there are no favourable tenders the EE can let out the works to Village Development Committee/ Gram Panchayats at the following rates
 - i. For Overhead Service Reservoir - 25% excess over estimated rates.
 - ii. All other items except laying and jointing - 10% excess over estimated rates.
 - iii. Pumping mains and distributions - 5% excess over estimated rates.
 - c) Where works cannot be let out on nomination basis with the above specified excessive percentages. The Executive Engineer Panchayat Raj can let out the works on nomination basis after calling for tenders once with the approval of the SE, PR upto 25% of excess and SSR rates for works other than OHSRs.

- d) Where the components have to be let out on nomination to VDCs at higher percentages. The EE's are permitted to allow rates at 25% higher (as per Memo.3257/RWS dt.3.6.92).
4. Purchase of hand pumps and other component items to be procured in execution of RWS scheme is governed by rate contract, open tenders system should be followed.
5. The CE-has constituted the survey committee for examining the various items brought for condemnation with
- i. SE (owning the machinery) Chairman;
 - ii. EE PR Hqs (Convenor);
 - iii. Executive Engineer PR (concerned) member;
 - iv. Executive Engineer (who is a mechanical engineer) a member;
 - v. Accounts Officer Member.

The equipment fit for condemnation should be examined by the committee which should submit its survey report in the prescribed proforma for approval of Government (Govt.Memo.No.801051 RWS dt.25.1.94).

6. No rig should be kept idle, a minimum No. of 100 points should be allotted to each rig in a year.

Chapter 40

JANMA BHOO MI WORKS

Chapter 40

JANNA BHOORI WORKS

JANMA BHOOMI WORKS

1. Exemptions granted from collection of EMD, FSD, retention amounts and PS charges for works executed under Janma Bhoomi:
 - a) Desilting of tanks, jungle clearance (canals and drinking water tanks are an exception).
 - b) CC roads, BT roads and metalled roads shall be taken if only when peoples contribution is made in cash.
 - c) Each work under "maintenance" other than under irrigation system where work is executed by Ayacutdars/Water Users Association.

2. Delegation of Powers Under Janma Bhoomi:
 - a) Administrative Sanction: Will be sanctioned by the District Development Review Committee - corresponding technical sanction will be issued as follows. Collector can sanction works administrative upto Rs.5 lakhs. With the prior approval of Minister incharge of the district works upto Rs.50 lakhs can be sanctioned under this scheme.
 - b) Technical Sanction:

Deputy EE	- Rs.2 lakhs
EE	- Rs.5 lakhs
SE	- Rs.20 lakhs
CE	- Above Rs.20 lakhs.
 - c) Scale of contributions-General 30% and SC/ST beneficiaries- 15%.

JAMINA BI-OHM-WORKS

Exposition titled from collection of JMD 1 2011 - section presents
 the 150 years of work executed under Jamina Bi-Ohm

1) The history of the work is shown in a series of 150
 years (see exhibition)

2) The work is divided into 150 years (see exhibition)

3) The work is divided into 150 years (see exhibition)

Exposition of works (see section 150)

4) The work is divided into 150 years (see exhibition)

5) The work is divided into 150 years (see exhibition)

6) The work is divided into 150 years (see exhibition)

Chapter 41

TECHNICAL AND MINISTERIAL STAFF OF A DIVISION

Chapter 47

TECHNICAL AND
MINISTERIAL
STAFF OF A DIVISION

TECHNICAL AND MINISTERIAL STAFF OF A DIVISION

The Superintendent of EEs office shall attend to the following items of work as per G.O.Ms.No.13 dated 15.1.98.

1. to maintain the register of abstract adjustment of miscellaneous advances;
2. Watching budgetary provisions and addressing Government for release of additional grants and for permission to utilise General Funds by obtaining orders of CEO/Chairman;
3. Check on diversion of funds from one purpose to the other;
4. Submission of utilisation certificates and refund of balance amounts.
5. He will supervise the work of all ministerial staff working in the engineering branch.

Chapter 42

FUNCTIONS OF SUPERINTENDENT IN EEs OFFICE

FUNCTIONS OF
SUPERINTENDENT IN
EEs OFFICE

FUNCTIONS OF SUPERINTENDENT IN EEs OFFICE

1. All establishments matters relating to Ministerial Last Grade Staff, Work charged establishment and contingent establishment of the entire division.
2. Maintenance of contingent registers which are now dealt with by the Superintendents.
3. Scrutiny of establishment bills and travelling allowance bills of various categories of establishments, indicated in G.O.Ms.No.1 (F & CAD) dt.15.1.98.
4. Encashment of salary cheques/bills encashment and maintenance of relevant registers.
5. Maintenance of Divisional Cash Book including preparation of cheques pertaining to work bills and maintenance by ancillary registers which are now being dealt with by the Superintendents. These will however be scrutinized by the Divisional Accounts Officer.
6. Arbitration cases under scrutiny by the Divisional Accounts Officer.
7. If the expenditure exceeds the grant for any scheme, he should bring it to the notice of EE and take his orders before writing the cheque. He will also be held responsible for any excess expenditure in any grant along with EE & DAO.
8. In the Engineering division, the Sr.Asst/Jr.Asst prepare, pass order for contractors payment which varies from a few thousands to lakhs of rupees. In view of this he is equally responsible along with EE and DAO for
 - a. Any excess payment due to or the matrix errors.
 - b. Any short recovery of taxes like income tax and turn over tax.
 - c. Any omissions in the deductions like seignorage charges, materials issued on the work etc.
 - d. Any omission in bringing the grant position to the notice of EE and DAO while passing work bills.

FUNCTIONS OF SUPERINTENDENT IN EE OFFICE

1. All expenditures under Section 104 of the Local Government Code shall be subject to the approval and signature of the Superintendent of the Office.
2. The Superintendent shall be responsible for the preparation and submission of the annual budget to the Board of Directors.
3. The Superintendent shall be responsible for the preparation and submission of the annual financial statement to the Board of Directors.
4. The Superintendent shall be responsible for the preparation and submission of the annual financial statement to the Board of Directors.
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Chapter 43

ENGINEERING BRANCH - FUNCTIONS OF STAFF

ENGINEERING BRANCH -
FUNCTIONS OF STAFF

ENGINEERING BRANCH - FUNCTIONS OF STAFF

1. The work Engineering Branch starts from preparation of estimates, obtaining sanctions for estimates administrative and technical, getting drawings prepared and approving them. Calling for tenders and finalizing the tenders. Works should be let out on tender system which unless it is maintained confidentially as per the procedure laid down in G.O.Ms.85 Irrigation & CAD (Projects Wing) dt. 20.3.93 there are possibilities of malpractices. The G.O. clarifies:
 - i. Manner of calculating EMD.
 - ii. Tender notification not to be issued unless the schedules are ready.
 - iii. Procedure to be followed with the assistance of Post Masters in receiving tenders sent by post;
 - iv. The names of the contractors to whom tender forms are sold should be kept confidential;
 - v. The matter in submission of filled in tender schedules to the EE;
 - vi. In case, if registered contractors does not file any tender after purchasing tender form he should be reverted to the lower grade and EMD forfeited.
 - vii. If rates are left over for some items; they need not be paid for;
 - viii. If any person who takes the form but neither submits tender not returns the blank form will such person should be black listed;
 - ix. The conditions for forfeiture of EMD in cases where tenderers withdraw his offer within the validity period.

ENGINEERING BRANCH - FUNCTIONS OF STAFF

The work of the Engineering Branch starts from preparation of estimates for the various items for estimate. It involves a lot of work in the form of drawings, specifications, etc. The work of the Branch is to prepare the estimates for the various items for estimate. It involves a lot of work in the form of drawings, specifications, etc. The work of the Branch is to prepare the estimates for the various items for estimate. It involves a lot of work in the form of drawings, specifications, etc.

- i) Preparation of estimates for various items for estimate.
- ii) Preparation of drawings and specifications for various items for estimate.
- iii) Preparation of bills of materials for various items for estimate.
- iv) Preparation of cost estimates for various items for estimate.
- v) Preparation of tender documents for various items for estimate.
- vi) Preparation of contracts for various items for estimate.
- vii) Preparation of bills of materials for various items for estimate.
- viii) Preparation of cost estimates for various items for estimate.
- ix) Preparation of tender documents for various items for estimate.
- x) Preparation of contracts for various items for estimate.

Chapter 44

OFFICE

OFFICE

The Zilla Parishad Office consists of four wings the Engineering, Education, Accounts and Planning.

The Planning and administration deals with programmes implemented in the district by various line departments its main functions include convening of ZP general body, Standing Committee meetings, Planning for resource profile, and subjects requiring coordination between different officers. The position of staff in these departments are as follows:

There are about 8 to 10 Assistants in Planning section headed by a Superintendent.

1. **PLANNING SECTION:** Registers to be maintained in Planning Section:

1. Members Attendance Register;
2. Agenda file;
3. Minutes book of Standing Committees, General body;
4. District Planning and Review Committee Attendance Register, Minutes Book;
5. Register of implementation of resolutions;
6. Review of implementation of special component plans.

2. **ENGINEERING SECTION:** Following are the registers to be maintained with Engineering Section:

1. Abstract Register of receipts and charges.
2. Acquittance Register of establishment.
3. Annual Register of receipts and issues and balances of materials at side account.
4. Annual verification statement of road metal and other material.
5. Cash Book.
6. Contractors Ledger.
7. Grants Appropriation Register.
8. Monthly log book and heavy tools and plant.
9. Imprest Cash Books.

10. Measurement Book.
11. Petty Cash Book.
12. Register of Agreements.
13. Register of Advances Recoverable.
14. Register of Buildings.
15. Register of Bridges and Culverts.
16. Register of Cheques and Money orders.
17. Register of Cheque/Receipt Books.
18. Register of Contractors.
19. Register of Deposits.
20. Register of Encroachments.
21. Register of Estimates Received.
22. Register of Estimates technically sanctioned.
23. Register of Fixed charges.
24. Register of Fruit Bearing Avenues.
25. Register of Hire Charges.
26. Register of Lapsed Deposits.
27. Register of Miscellaneous Recoveries.
28. Register of Miscellaneous Demand.
29. Register of Miscellaneous Sales.
30. Register of Miscellaneous sanctions.
31. Register of Minor Irrigation Tanks.
32. Register of Permanent Advances.
33. Register of PWS Schemes.
34. Register of Roads.
35. Register of Works.
36. Register of Work Bills.
37. Register of Works check measured and super check measured.
38. Register of Wells.
39. Road Chart.
40. Road Metal Rate Books.
41. Stock Register of M Books.
42. Suspense Register.
43. T.E Register.
44. T.E Order.
45. Tender Register.
46. Tender Schedules Register.
47. Treasury Remittance Book of the Engineer.
48. Unstamped Receipt Books.

It is the duty of the superintendent of Engineering Division to ensure maintenance of all the registers as per his job chart issued in G.O.Ms.No.13 Irr & CAD Dept., dt. 15.1.98.

1. All establishment matters pertaining to ministerial, last grade staff, work - charged establishment and contingent establishment of the entire division.
2. Maintenance of Contingent Register.
 - a) Register of Advances.
 - b) Register of contingent charges.
 - c) Register of permanent Advance.
3. Scrutiny of Establishment Bills and TA bills of various categories of establishment. Encashment of salary charges/bills disbursed and maintenance of relevant registers. Maintenance of Divisional Cash Book including preparation of charges pertaining to work bills and maintenance of ancillary registers (through the DAO). Arbitration cases shall be routed through the DAO from Superintendent.

3. ESTABLISHMENT SECTION:

This Section deals with the Ministerial establishment of Zilla Parishad and staff consisting of Senior Assistants, Junior Assistants working in the Zilla Parishads, preparation of seniority lists, all establishment matters, service matters, allotment from DSE/APPSC, regularization, declaration of probation, and cases of disciplinary action, compassionate appointments, grievances and requests for transfers sanction of increments, maintenance of Service Registers, Postings Register, of Stations Register other related matters - reg. Following are the registers to be maintained with Establishment:

1. Establishment Audit Register.
2. Last Pay Certificate.
3. Register of Increment Certificates.
4. Register of Probationers.
5. Register of Service Registers.

4. EDUCATION SECTIONS:

Consists of two or three sections depending on the number of secondary schools.

The school wise registers showing the strength of each school and the staff working - there total sanctioned posts of secondary and B.Ed. posts, Pandits Gr.I or II (Telugu and Hindi) subject teachers for Sciences, Mathematics

and Social Studies. Craft instructors (Drawing and weaving and sewing in girls schools). PETs etc. in addition to the non teaching staff of Senior Assistants (except in one or two schools in the entire state) Junior Assistants, Clerical Attenders, Laboratory Attender, Library Attenders and General Attenders, Watchman and Sweepers.

All establishment matters from allotment, regularization, declaration of probation, dealing with charges and disciplinary cases, review of percentages of passes in public examination, transfers and postings.

Adjustment of staff from places where the strength is uneconomical to places where they are required. Proposals for creation of additional posts of teachers to Government.

Inter Mandal and inter district transfers of teachers - Bifurcation of girls sections and establishment of separate schools for girls introduction of socially useful productive schemes - activities to promote inter school sports and games, improving latent talent like drama, song and music competitions - Arranging excursions.

In academic side, the constitution of District Common Examination Board headed by Parishad Education Officer, since the ZP is the manager of large number of schools, the matter relating to arranging courses to teachers who might not be conversant with latest additions to subjects in Mathematics and Sciences (Physics and Chemistry). All unit test papers and slip test papers are prepared by expert teachers and pupils trained systematically.

The PEO assists the DEO in the conduct of examinations, in participation of departmental activities like seminars or discussions conducting DSC test and helping in spot valuation (at present both the setting of question papers and their valuation is entrusted to SCERT at Hyderabad) education dept., work like organizing Grigg sports or scouts and guides, Junior Red Cross or District Sports meet.

5. *PROVIDENT FUND SECTIONS:*

The services of all Panchayat Raj employees was provincialized in February 1981. But the system of maintenance of PF accounts is done at Zilla Parishad for all categories of employees i.e., teaching and non-teaching staff including staff maintained in Gram Panchayat.

The ZP usually have about 8000-10000 employees including the establishment of full time employees of ZP, Mandal Parishad and Gram Panchayats. On an average one Assistant can deal with 600 PF Accounts.

There is a requirement of about 20 -22 Assistants and three sections to take care of the following matters. This section should maintain the following registers:

- a) Abstract Register of Provident Fund
 - b) Provident Fund Cash Book
 - c) Provident Fund Ledger
 - d) Register of Insurance Policies
 - e) Register of Premia
 - f) Register of Subscribers to Provident Fund and their nominees
1. Admission of members and allotment of members.
 2. Locating their present posting and all the credits received from drawing officers.
 3. Intimating about missing credits and issue of PF steps at the latest by Aug / Sept for the proceeding financial year.
 4. Provident funds loans and Provident Fund withdrawals (prefinal also).
 - a) Medical expenses for self and family
 - b) Marriage of daughter/son.
 - c) House building purposes etc.
 5. Watching of recoveries of PF loans.
 6. Maintenance of Registers.
 7. Paying LIC premium from PF accumulation.

6. PENSIONS SECTION:

The authority for sanction of pensions of teaching staff is with the DEO. Proposals are called for 18 months prior to the date of retirement from HMs of Secondary Schools and forwarded to the DEO. The DEO in turn submits them to the Accountant General who will certify the admissible amounts of pension and other benefits. The DEO will issue sanction orders and the pensions benefits are paid through treasuries. The following records should be maintained for sanction of pensions to teaching and Non-teaching staff:

- i. Review Register of Pensionary Contributions.
- ii. Pension fund and its Cash Book.
- iii. Pension Payment Account Register.
- iv. Register of Pension Payment Orders.

In respect of non teaching staff, the Head of Institution MPDO Executive Authority of Gram Panchayat will submit the proposal to the CEO who in turn forward the same to the Director of LF Accounts who will certify about the correctness of eligibility. The CEO will issue proceedings and the Pensionary benefits are paid from the fund of the Zilla Parishad Pension Fund. Monthly pensions of retired employees are also paid from Zilla Parishad funds. w.e.f. 8.3.91 the services of the staff, both teaching and non teaching were provincialized.

Cases involving revision of pensionary amounts due to revision of notional pays, stepping up etc., are also examined along with interim increase in pension instalments, dearness pension etc., are revised and the pension is updated by the pension section.

7. ACCOUNTS SECTION:

The Accounts Section is responsible to receive all bills, salary bills, contingent bills, Travelling Allowance bills, Provident fund loans, Pension proposals, bills from Mandal Parishad relating to works and all engineering bills before making final payment.

1. Financial proposals under consideration of Zila Parishad will be sent to Accounts Section for scrutiny at the time of preparation of agenda.
2. Collection of figures and compilation and preparation of draft budget and all steps till it is sanctioned.
3. Submission of Annual Accounts, Monthly Accounts, submission of expenditure incurred in ZP by CEO at regular intervals.
4. Responsible for submission of Monthly Accounts, along with vouchers and Annual Accounts.
5. Compilation of Administration Reports of Mandal Parishad and Zilla Parishads.
6. Reconciliation between Treasury Pass Book and Cash Books.
7. Inspection of Cash Books maintained for Secondary Education Fund and Engineering Fund.
8. Scrutiny of PF bills, statement of monthly pensions, watching of recoveries.

9. Keeping close liason with the Audit Officer and arranging combined tours of AO and Audit Officer to Mandal Parishads, groups of schools, and in different wings of ZP and take action for dropping of objections.
10. Preparation of replies to AG's Audit Reports.
11. Submission of reports in Public Accounts Committee Paras.
12. Watching action on recoveries of misappropriated amounts and pursuing further action.
13. Placing of quarterly financial statement in ZP meetings.
14. Examining the eligibility of employees to obtain various loans like house building loan, marriage loan etc.
15. Compilation and scrutiny of Mandal Parishad budgets and to place them before the Standing Committee of Zilla Parishad.
16. Any clarification or opinion on any financial matters relating to activities.
17. That the Accounts Section particularly remind the grants releasing authorities for timely releases of grants.
18. Submit the number statement of MPPS and ZPPS to Government duly scrutinized.
19. Watch expenditure on grants with references to releases and ensure submission of utilization certificates.
20. Should not allow any bill to be passed unless it is presented in printed form.
21. Procedure for scrutiny presented by Accounts Department in Memo. No. 697/Acts I/PR dated 16.8.82.
 - i. The bill from EE/MPDO should be sent along with connected records.
 - ii. The bills will be received in Accounts Section and submitted along with a check slip. No bills should be entertained from the parties.

- iii. A register of bills should be maintained showing the serial No. subject in brief, reference number, date of receipt of bills. Date of return of bill is to be maintained in the Accounts Wing.
- iv. All bills should be returned within three days of their receipt in Accounts Section.

Chapter 45

MAINTENANCE OF REGISTERS

MAINTENANCE OF
REGISTERS

MAINTENANCE OF REGISTERS

In the Zilla set-up, the work of maintenance of financial accounts is entrusted to a Junior Assistant instead of Senior Assistant, who is used to attend to their work in erstwhile Panchayat Samithis.

Zilla Parishads should maintain the following registers and every effort should be made to maintain the said records and registers. The subsidiary registers should be written before the cheque for payment is written. If the maintenance of subsidiary registers is once allowed to fall into arrears, it will be difficult to bring them upto date subsequently.

If the Accountant finds any difficulty in the maintenance of the registers and accounts, they should immediately contact the Accounts Officer, Zilla Parishad or the Assistant Audit Officer, Local Funds.

The list of registers to be maintained and the procedure for maintenance of the said registers is detailed below:

Operation of funds: As per Memo NO. 23239/Accts. I/94-1 PR&RD dt. 13.6.94 Government have permitted the Chief Executive Officer and the Officers delegated by him under Sec. 199 (3) to operate the Zilla Parishad Fund in the Treasury as follows. The names of the head of Account as prescribed are furnished here under in respect of Zilla Parishad.

- SH (03) Zilla Parishad Funds
 - 001 General Funds
 - 002 Education Funds
 - 003 Engineering Fund
 - 004 Engineering Fund for rigs workshops
 - 005 Rural Water Supply Schemes
 - 006 Z.P. Loan Funds
 - 007 M.P. Funds
 - 008 Engineering Fund for maintenance of cyclone shelters
 - 009 Spl. R.R.M.
 - 010 Rural Sanitation Programme
 - 011 M.I.
 - 012 RWS (TFC)

Separate Cash books and Treasury Pass Books have to be maintained for the above subsidiary accounts and care should be taken that one fund does not mix up with the other. Diversion of funds from one subhead to the other is not permissible.

The following registers are to be maintained in Zilla Parishads.

I. General Registers:

Receipts:

1. Register of Grants.
2. Register of Miscellaneous demand.
3. Register of Contributions.
4. Collection Book.
5. Register of Money Orders.
6. Register of Cheques and Bank Drafts received - Treasury Pass Book.

Expenditure:

7. Cash Book.
8. Petty Cash Book.
9. Establishment Audit Register.
10. Register of Permanent Advances.
11. Transfer Entry Register.
12. Register of Bills Passed for Payment.
13. Register of Deposits.
14. Register of Advances Recoverable.
15. Acquittance Register.
16. Register of Contingent Charges.
17. Pay Bills Register.
18. TA Bills Register.
19. Grants Appropriation Register.

Miscellaneous

20. Daily Stamp Account.
21. Stock Register of Stores/Stationery/Furniture/Printed forms and books.
22. Stock Register of Tools and Plants.
23. Security Register.
24. Register of Service Books.
25. Log Books and other Registers.
26. LPC Registers.
27. Increment Register.
28. Attendance Register of members } Wherever
29. Stock Register of Raw Materials } necessary
30. Stock Register of Finished Goods }
31. Register of Suits

32. Register of Investments.

Loans:

33. Register of Loans.

34. Loans Ledger.

Works Registers to be maintained by AEE/Work Inspectors

35. Measurement Book

36. Register of Works.

37. Register of Estimates and allotments.

38. Stock Register of M.Books.

39. Register of Buildings and lands.

40. Contractor ledger.

41. Register of Audit Objections.

42. Register of Contractors.

43. Tender Register.

A few important instructions on the maintenance of the above important registers are detailed below:

1. *Cash Book:*

- i) The Cash Book is written up daily both on receipt and payments side.
- ii) Adjustments shown in the establishment pay bills like advances recovered, rents recovered etc., are exhibited in the cash book on both the receipts and payments side of the cash book.
- iii) Challans for amounts credited in treasuries are taken on the receipt side of the cash book should contain full details of the remittances viz., name of the person remitting the amount, purpose etc. Such details should be obtained promptly by addressing the Treasury Officer concerned.
- iv) The monthly closing balances for each month is struck in the cash book promptly after the close of each month and the treasury balances as per cash book reconciled with the balances in the Treasury pass book and reconciliation statement recorded the signature of the Zilla Parishad Development Officer.

- v) Follow-up action is taken to settle the items shown in the reconciliation statement by ascertaining the details by returning to the Treasury Officer.
- vi) The closing balance in the cash book at the end of the month/year is reconciled with the closing balance with monthly/annual account.

2. *Petty Cash Book:*

This register is intended to watch the disbursement of amounts drawn on self cheques for payment of salaries etc., column (15) of this book daily closing balance is filled up. The balance left undisbursed at the end of everyday has to be verified physically by the person entrusted with the work and agree with the amount shown in this column and the certificate of verification furnished. Column No;s. (16) & (14) have to be filled up to know on what date the amount drawn on a self cheque has been completed disbursed, i.e, delay in disbursements can be detected. The affective maintenance of this register leads to temporary misappropriation of undisbursed cash on hand. The persons entrusted with the work is responsible for the proper maintenance of this register.

3. *Grants Appropriation Register:*

This register is intended to watch utilization of Government grants. By the proper maintenance of this Register delay in preparation of utilisation certificates and refund of unspent balances can be avoided.

4. *Register of Contribution:*

The contribution realised from the public have to be noted in this register. The Challan No.1 date of credit and the amount remitted have to be entered in col. (7) of this register as and where the challan are received from the parties. the voucher number and date in which the articles are supplied to the beneficiaries have to be noted in column (8) against each remittance to regulate the supply of materials for which contribution is realised.

5. *Register of Advances Recoverable:*

- i) Advances are being paid to the Subordinates of the institution for purchase of materials, F.A., T.A., T.T.A., Pay on transfer etc., have

to be entered in this register. The received have to be watched regularly as per rules. Correspondence files should be opened to watch the recovery from each individual and kept open till recoveries are completed.

- ii) Advances drawn for purchase of materials are charged to the regular heads of account without showing them under advances recoverable.
- iii) Sanction of competent authority for the payment of advances has to be invariably obtained.
- iv) The register has to be closed every month showing the advances paid and the total of the advances recovered or adjusted and tallied with monthly accounts. Balances of pending advances should be struck at the close of every financial year and the total thereof reconciled with the advances account in the annual account. The balances of pending advances at the close of the year should be brought forward to the next years registers. Government have instructed that the advance pending recovery from employees to the date of formation of new Mandals should be intimated to the Mandal Officer to which the employees are transferred. They should be noted in the register of advances and the recoveries watched.

The amounts recovered and not be transferred but should be treated as part of new Mandal funds.

6. *Register of Deposits:*

The register has to be maintained regularly showing the credits for the deposits received and the debits for the deposits received and the debits for the deposits repaid. The monthly total for the deposits received and deposits refunded should tally with the monthly account figures. They year wise balances at the close of every financial year should be struck and the total thereof reconciled with figures shown in deposits and advance accounts in the annual account. the pending deposits at the close of the year except those which have to be taken to the register of lapsed deposit should be brought forward to the next years register.

The sanction of competent authority has to be obtained or the refunds after verifying the original credits in a register of deposits.

The security deposits of contracts should not be refund without the final bill being audited or without satisfying as there are no audit objections and without obtaining "due" certificate from the Engineering Officials concerned.

7. *Register of Tools and Plants:*

A Consolidated Tools and Plants Register showing furniture and other articles possessed by the institution should be maintained. The stamps newly purchased during the year, number of unserviceable articles waived off during the year should be noted in the register and closing balance at the end of the year struck. Certificate of verification of the articles should also be obtained to the Subordinate Offices in April every year and checked with the consolidated register and action regarding any mini articles.

8. *Stock Register of Cement, Steel and Food Grains:*

- i) These registers have to be maintained in the form prescribed.
- ii) All the receipt entries have to be attested by a responsible officer and there should be no over writing or alterations.
- iii) The quantities issued are to be noted and the balance for each entry struck under proper attestation.
- iv) The particulars for the recovery of cost of cement, steel or food grains issued should be noted with voucher numbers, book number or chalan numbers and date with amount against each issue entry under proper attestation.
- v) The balance on hand in stores should be verified periodically and certificate of verification recorded by the Executive Authority concerned.

9. *Treasury Pass Book:*

- i) It should be ensured that all the amounts remitted into the Treasury or the bank have been duly credited and the cheques issued on the treasury or bank have been debited in the Pass book.
- ii) That the book is written up at the treasury or bank and that each receipt entry is duly authenticated.

- iii) That the book is balanced monthly over the signature of the Treasury Officer.
- iv) That the balance shown in the pass book at the close of every month agrees with the closing balance of treasury, columns of cash book for the month after allowing for uncashed cheques and unremitted recoveries etc.

10. *Register of Bills Passed for Payment:*

It should be seen that

- i) That different sets of pages are set apart for the several heads of accounts and the budget allotment is noted on the top of each page.
- ii) That the bills are entered in the concerned page and the register is submitted to the T.A. with the passed bill for his approval.
- iii) That the totals under each head are made at the end of the month and tallied with the expenditure under the respective head in the monthly account.

11. *Cheque Books:*

It should be ensured

- i) That the cheque books are carefully kept under lock and key in the office.
- ii) That the signature of the payee on the reverse of the counterfoil of each cheque are obtained.
- iii) That the cheques are drawn only when required and are recorded at once in the cash book.
- iv) That the entries for debits in the cash book and treasury pass book should be tallied with the counterfoils of cheques issues.
- v) That the cheques are not made out and kept in office pending measurement of the works concerned.

12. *Establishment Audit Register:*

The register should be maintained in the form prescribed. Each page in the register should be divided by horizontal lines into three equal spaces for the record of three years charges. A page or such of areas should be set apart for the audit of each sanction on establishment. The different sanction should be entered consecutively. Each section of establishment should be classified according to the different grants or classes of posts, such as Extension Officers, Senior Assistants, Junior Assistants, Typists, Attenders etc. The sanction in the Audit Register should exactly correspond with these in the establishment bill. All orders, sanctions etc., in force at the time of opening of the new register should be entered and attested and sanction orders etc., communicated during the currency of the year to audit. The number of sanctioned posts under each class in the scale of pay should be noted against the class in the fly leaf. After that the names of individuals holding the posts with their rates of pay should be specified. the post vacant being indicated as last item in the serial number under the class. Every entry in the fly leaf should be supported by an authority.

Further entries regarding pay, increments, promotions, leave and transfer of the incumbents should be noted in the fly leaf.

After the payment is made, the entries related to pay D.A., H.R.A. etc., drawn by the incumbents should be posted against the respective months with voucher number and month.

13. *Register of Roads and Buildings:*

The Register should be maintained in the form prescribed. The following points should be kept in mind while maintaining the register.

- i) that it is a completed record of all roads and buildings vested with the institutions.
- ii) that wherever maintenance of a road or building is taken up, it should be ensured that the road or building is vested with the institution.
- iii) That in the case of lands or buildings purchased, the necessary titled deeds or other documents vesting the property in the institutions concerned are forthcoming.

- iv) That in the case of building used for residential purposes, the rent is properly recovered and brought to account. The recovery of the rent should be watched through Miscellaneous Demand Register.

14. *Posting Register of Receipts and Expenditure:*

The register should be maintained in the form prescribed. the posting register should be maintained in the following manner.

- i) that the receipts under each head are posted correctly and totalled at the end of each month. Similarly, the expenditure is posted under each head of account with voucher number and totalled at the end of each month.
- ii) that there are no errors in classification.
- iii) that every item of expenditure is supported by a voucher.
- iv) that an abstract of account is prepared at the close of the financial year and closed over the signature of the establishment accountant.
- v) That a reconciliation is prepared between the closing balance of annual account and the closing balance of the cash book at the end of March of that year.
- vi) That the monthly and annual accounts are prepared in the prescribed form and sent to the Audit Officer concerned of the succeeding month and by 15th of May of the succeeding year respectively duly closing all the subsidiary registers as required under statutory provision under Sec. 266 of AP Panchayat Raj Act, 1994.

Preparation of Vouchers:

The following procedure has to be followed in the preparation of vouchers:

- i) That the vouchers are prepared in the proper printed form.
- ii) That the vouchers are number serially.
- iii) That the details are noted and the total is struck in figures and as well as in words.

- iv) That the bills are passed for payment by the establishment accountant.
- v) That the mode of payment "Paid by cheque number" or paid by adjustment has been noted on the voucher.
- vi) That stamped acknowledgments wherever necessary are obtained in support of the payment.
- vii) That the vouchers are prepared in duplicate at the end of every month or paid vouchers in original with the list thereof should be sent to audit in one batch by 5th of succeeding month.
- viii) The following checks have to be exercised while passing the bills for payment:

Pay Bills:

- a) Whether there is sanction of competent authority for all the posts.
- b) Whether scales of pay and allowances drawn for each incumbent are correct.

List of Irregularities which conceal Frauds and Financial Irregularities:

- 1) Removal of cheques from cheques books and pages from account books are registers.
- 2) Tampering in totals and carry forward of totals in vouchers, cash books and stock books.
- 3) Erasures, over writings, alteration and unattested correction in figures, pass orders etc., in account books, registers and bills sale bills receipts etc.
- 4) Wrong totaling of receipts for amounts collected.
- 5) Delay in disbursement of money drawn to payees.
- 6) Non-availability of challans in support of remittances.
- 7) Tampering of figures in challans.

- 8) Payments made on duplicate invoices, absence of proper reference to entry in stock books in invoices.
- 9) Failure to cancel sub-vouchers or paid invoices.
- 10) Persistent failure to conduct physical verification of stock accounts etc.
- 11) Non-availability of acknowledgments for issued in stock accounts etc.
- 12) Non-reconciliation of cash book figures/departmental figures with treasury figures.
- 13) Non-production of miscellaneous receipts (bills book for audit).
- 14) Non-availability of payees acknowledgement.
15. *Monthly and Annual Accounts:*

Statutory provisions under SEc. 266 of the Andhra Pradesh Panchayat Raj Act, 1994 submission of annual accounts to the Local Fund Audit should not be delayed. It should be submitted before 15th May every year with a copy to the Zilla Parishad.

The various items of receipts and expenditure are posted in the postings register in classified way while the posting in cash book are made chronologically. The difference, if any, may be entered and Monthly and Annual Accounts are prepared from copying the entries in this register.

The receipts portion of this register will be posted from the challan register which will show the total revenue realized in the month classified under each head of account. The payments side of the posting register should be posted from the vouchers and transfer entries. This should first of all, be arranged in the order of heads in the postings register. All the entries made in the cash book direct from the pass book account of receipts and remitted into treasury or bank should be similarly posted in the registers of accounts in the heads concerned from the cash book itself.

Recoveries of over payment of salaries and T.,A. etc., made during the current year should be adjusted by deductions from the current years charges under detailed head previously charged. Recoveries of over payments (ROP) made in the previous year should be shown as item of receipts, similarly refunds of revenue relating to other (outgoing deposits) department as deductions under receipts while those relating to a previous year should be shown as expenditure.

When all the receipts and vouchers thus been posted, the receipts and disbursements should be tallied and if the posting is correct, the total should agree with the corresponding totals in each book. The closing balance should thus be struck. they should tally with the closing balance of the cash book as both the cash book and posting register are maintained in the office itself. There should be no difference in closing balances. After the posting register has been completed it should be examined in every respect by the superintendent who should in token of such examination initial it as well as all the registers from which it has been posted. The posting register should then be submitted to the AO/Dy.CEO along with all subsidiary registers for comparison and for obtaining his signatures on the certificate to be furnished in the abstract of monthly account. The Monthly Account is to be prepared from the Posting Register. After arriving the totals in each head of account for the year in the Abstract Register, the totals of each head of account from the Abstract Register should be posted in Annual Accounts.

Checking of Monthly Accounts:

The Monthly Accounts should be examined on the following aspects;

- 1) That the totaling is correct through out.
- 2) That the figures in the progressive total columns have in every case been correctly shown, as compared with the figures of last previous accounts, (that they are equal to the progressive figures of the previous months accounts plus with the figures of those of the current month figures).
- 3) That the progressive figures under expenditure in no case exceed the budget allotment as shown.
- 4) That the budget allotment has been correctly shown with reference to the approved budget.

Note: The allotment should be verified with a copy of the approved budget.

- 5) That there are no errors in classification.
- 6) That every item of charge (expenditure) is supported by voucher.
- 7) That the works accounts transactions as shown in the cash account current have been posted in the posting register of that month.

- 8) That the abstract account has been correctly prepared based on the posting register and cash book accounts and there is no diversion of earmarked funds without the competent sanction.

16. ANNUAL ACCOUNT:

The Annual Account will show receipts and charges under each detailed head under the major head. Budget provisions of the receipts and charges as well as the actual amounts of the preceding year are shown. The data available in Annual Account will make the ZP Officers to compare the current years budget provisions and to call the reasons for the variations. Annual Account is prepared on the basis of figures in Monthly Accounts. The vertical and horizontal totals should be checked for ensuring accuracy of figures.

The closing balance appearing in the account should be in agreement with the closing balance as per the cash book at the end of the year as on 31st March.

The abstract of account of P3 of proforma should be arrived at by checking the closing balance at the previous years and figures of receipts and expenditure for the year under completion.

The following abstract of advances relating to deposits and advances should be maintained:

1. Secondary Education Account.
2. Railway Cess Account.
3. Deposits and Advances Account.
4. Endowment Account.
5. Loan Account.

17. Provident Fund Registers:

The following are the main registers maintained in connection with provident fund:

1. Cash Book.
2. Abstract Register.
3. Provident Fund (personnel) Ledgers.
4. Temporary Withdrawal Register.
5. Register of Subscribers.
6. Register of premia.
7. Register of Insurance Policies etc.

1. *Cash Book*

A separate cash book should be maintained for the recovery of provident fund subscriptions from the employees. The total amount of Provident Fund subscriptions recovered from the subscriptions is posted in the cash book and expenditure incurred from the fund either by investment or by advances of loans or by final refund of Provident Funds is posted as payments in the cash book in the appropriate columns provided therefor.

The opening balance and the closing balance shown in the cash book subscription and bonus should agree with the respective opening and closing balance in the abstract register. The total monthly realisations of subscriptions, and miscellaneous items or receipts will be shown on the receipt side of the cash book. The temporary withdrawals, final withdrawals of subscriptions and bonus, payment of interest, and miscellaneous charges will be posted on the payment side of the Provident Fund Cash Book.

The total of the balances shown in the cash book under subscription, bonus, interest and miscellaneous should agree with the total of the balance entered under the heads, Treasury. The balances shown in the cash book of Provident Fund should agree with those showing in the subsidiary account attached to the annual accounts of Zilla Parishad.

2. *Abstract Register*

The abstract register should show under distinct columns "the account number allotted, the names of subscribers, their designation and pay on which subscription is levied. The opening balances under subscription against the account of each subscriber should be taken from the respective closing balances of the previous year. The monthly subscriptions and refunds of withdrawals should be noted in the respective months in which they are collected and the posting should be made direct from the schedules of monthly deductions on account of Provident Fund attached to the monthly pay bills. The realisations on account of subscriptions and refunds of withdrawals as noted in each monthly column should be totalled at the end of each month and the total monthly realisations should tally with the figures appearing in the Provident Fund ledger at the end of the year. The temporary withdrawals and repayment of amount made should be posted as and when repayments or temporary withdrawals are permitted. The entries made in these registers as also in the Provident Fund Cash Book for that month should be verified by

AO/Dy.CEO and he should affix his dated initials against every such entry in token of his verification both in the cash book and in the abstract register.

After the postings are made in all monthly columns the abstract register should be verified to see if in respect of any subscriber the subscriptions not recovered are noted by clerical mistake. This check should be carefully exercised every month before the monthly column is totalled and the figures agreed with the cash book. Each account should then be balanced and the closing balances under subscriptions accounts should be posted in the register. An abstract of the page-wise totals should be worked out in the last volume of the abstract register and the total closing balance under all Provident Fund Accounts should be tallied with the balance under subscription and bonus for the year appearing in the Provident Fund Cash Book.

If any omission appears in the postings the monthly realisations in the account of any of the subscriber it should at once be investigated with reference to the original pay bill where the monthly pay or the subscriber for that month is drawn and if the amount of subscription was not in fact recovered in his monthly bill action should be taken to recover the subscription amount and to set right the accounts. After all the amounts are closed and balanced an abstract of each subscribers account as per the abstract register should be communicated to the subscriber concerned and his acknowledgement therefore obtained and filed.

3. *Provident Fund Personal Ledger:*

For each subscriber to Provident Fund a ledger account is maintained in this register. the ledger account will show the name of the employee, the scale of his pay and the amount of his subscription. Separate columns are provided to record the amounts recovered monthly from the subscriber towards the Provident Fund subscription towards recoveries of temporary withdrawals as well as the contribution by the institution which is adjusted to the ledgers account of the subscriber at the close of the year. The interest allowed on such balances and the closing balance standing to the credit of the account should be worked out in this register.

Separate ledger folio be allotted in respect of each subscriber's account in the Provident Fund Ledger. Each subscriber's account will show the opening balances, deposit refund of withdrawals and total under subscription account. The monthly balance on which interest is calculated

should be noted in the appropriate column provided therefore and the total of the monthly balance should be made. Interest on subscription account should then be calculated with reference to the rate approved by the Government for that year and added to the total under subscription account.

4. *Register of temporary Withdrawals*

The register of temporary withdrawals and their recoveries is a complete record of the temporary advances sanctioned and the recoveries effected. All the temporary advances sanctioned according to the limitations prescribed in the rules should be entered in the register as each payment is made with full information as to the Account No., authority sanctioning the advance, amount sanctioned, amount withdrawn and the number of instalments for recovery, etc. The entries in the register should be attested at the time the advance voucher is passed for payment. The recoveries of withdrawals should thereafter be watched through this register. At the time the refund of withdrawals is entered in the appropriate monthly column of the abstract register, the amount recovered should be noted in the appropriate monthly column of the abstract register. The register should be reviewed periodically every month when the salary bills are passed to see if the monthly instalment of recovery towards temporary withdrawal is made in the bill. The amount recovered in the bill should be posted immediately in the monthly column.

5. *Register of Subscribers*

The register of subscribers should contain the names of all employees subscribing to the fund. the full details in respect of each subscriber namely the date of birth, the age on the date of admission to the fund, the name of appointment, names of the nominees, their ages, relationship, occupation and address etc., should be furnished in the appropriate columns in the register. the register is a complete record of all subscribers and their nominees and should be written with reference to the information furnished in the application of the subscriber for admission to the fund and the nomination made by the subscriber.

6. *Register of Permanent Advance:*

The Gram Panchayat/ Mandal Parishad/ Zilla Parishad are permitted to draw money from the respective institution funds by means of cheques drawn on the government treasury after the bills of expenditure are passed for payment by the Executive Authority. The permanent advance system

is an exception to these general rules. Unforeseen expenditure often has to be incurred urgently in emergencies and postponing payment of meeting the expenditure will cause inconvenience. Payments of these kind before drawing, the officer check the Gram Panchayat/Mandal Parishad/Zilla Parishad is granted a permanent advance. the amount of which will be limited by an appropriate order from the competent authority. An amount of Rs.200 and 500 are sanctioned to Mandal Parishad/ Zilla Parishad respectively.

It is intended to meet petty contingent expenditure to run day to day expenditure. According to G.O.Ms.No.618 dated 24.12.86 Register of Permanent advance should be maintained in each office where it is sanctioned and the officers have to furnish receipt of permanent advance from the outgoing personnel. While taking charge from the relevant officer Certificate should be in the following proforma.

"I hereby acknowledge that the amount of Rs..... being of Permanent advance of this office has been acknowledged by me".

The first section of the report deals with the general situation of the country. It is noted that the weather was generally favorable during the season, with some exceptions. The crops were well advanced, and the stock raising was successful. The report also mentions the progress of the various departments of the government, and the state of the public affairs. It is concluded that the year has been a successful one for the country, and that the government has been able to maintain the peace and order.

The second section of the report deals with the financial situation of the country. It is noted that the government has been able to maintain a budget surplus, and that the public debt has been reduced. The report also mentions the progress of the various departments of the government, and the state of the public affairs. It is concluded that the year has been a successful one for the country, and that the government has been able to maintain the peace and order.

The third section of the report deals with the social situation of the country. It is noted that the population has increased, and that the standard of living has improved. The report also mentions the progress of the various departments of the government, and the state of the public affairs. It is concluded that the year has been a successful one for the country, and that the government has been able to maintain the peace and order.

Chapter 46

CLAIMS

CLAIMS

I. Monthly Claims:

While preparing the monthly claim, they should enclose the following in case an employee is transferred from one station to another.

- i) Copy of the orders through which he has been transferred.
- ii) Copy of Relieving orders.
- iii) Joining Report.
- iv) L.P.C (The claim should be in accordance with the LPC and from the date of joining including transit period).
- v) In case of employees who are already in the same office, their claim should be prepared as per the pay and allowances drawn in the last month.
- vi) All the deductions made in the pay bills should be remitted to the relevant head of account by 5th of every month besides entry in the subsidiary registers which should tally with that of cash book figures.
- vii) After observing the above aspects, the claims should be admitted and payment should be made accordingly.
- viii) The voucher number and date of passing the every claim should be recorded in office copy pay bill or contingent bills register as against each as the case may be.

II. Arrears Claims:

In case of arrears claim or any individual, the CEO/Dy.CEO of Zilla Parishad should observe the following:

- i) Pay fixation statements along with option forms duly appended by the competent authority in original in respect of pay fixation arrears.
- ii) proceedings copy through which the pay was fixed.

- iii) Pay differences statement (i.e., due and drawn statements) showing the pay and allowances drawn and to be drawn as per the orders and difference to be paid. All the columns of different statements should be totalled and see that it is tallied vertically and horizontally.
- iv) Sanctioned increment and subsequent increments statement.
- v) At the time of preparation of arrears claim, it has to be observed whether the individual employee has availed Extraordinary Leave, Half Pay Leave etc., and the claim should be restricted to the extent during the period covered by sanction.
- vi) A certificate to the effect that the employees has not availed any kind of Extraordinary Leave or Half Pay Leave should be enclosed in case he has not actually availed such leaves.
- vii) The Personal pay and Special Pay etc., should not be clubbed with the Basic Pay while should be separately shown in the appropriate columns provided in the bill.
- viii) In case of increment arrears, the increment should be sanctioned within six months, from the due date of the increment. If period of six month exceeds in sanctioning the increments, the approval of the S.C. is required as per G.O.Ms.No.1297 dt.26.5.1960.
- ix) In case of other arrears claim like fixation arrears, the claim should be preferred within six months from date of sanction orders.

I. Check Slip for Pay Bills

- 1) Whether there is sanction of competent authority for all the posts for which claim is made during the month.
- 2) Whether scales of pay and pay claimed during the month for each incumbent are correct?
- 3) Whether leave is sanctioned by the competent authority and leave granted is in accordance with rules in force?
- 4) Whether allowance drawn is in accordance with order of the Government?

- 5) Whether increment certificate is attached and due date of increment and pay after increase are correct?
- 6) In the case of increments due after declaration of probation whether probation is declared correctly as per rules?
- 7) Whether certificate required for drawal of allowance duly attested are enclosed to the bills?
- 8) Whether there is a sanction of competent authority for drawal of special pay?
- 9) Whether sanction for investigation and payment of arrears claim has been obtained as per G.O.Ms.No.1297 Plg & L.A. (Accts) Dept., dt.26.5.1960 and G.O.Ms.No.308 PR (Samithis) Dept dt.17.6.1985.
- 10) Whether rents due on the quarters has been deducted from the pay bill of concerned incumbent duly following in the instructions contained in the G.O.Ms.No.5 Fin & Plg (FW.PRC.I) Dept., dt.7.1.1983 and other orders issued by the Government from time to time?
- 11) Whether the standard deductions such as GPF and APGLI, Group Insurance, and PLI and LIC are being recovered in the monthly pay bills regularly?
- 12) Whether the outgoing remittances such as GPF, APGLI, GI, PLI, LIC and other deposits are being made regularly in every month?
- 13) Whether the schedules in support of deductions towards Festival Advance, GPF, APGLI, GI, LIC etc., other cash recoveries (abatement charges) in respect of staff have been enclosed to the Pay bill duly signed?
- 14) In support of the claim towards FTA in respect of staff members concerned, the certificate prescribed in ruling-4 under Rule. 17 of AP Manual of Spl. Pay and Allowances has to be enclosed to the bill.

II. Check Slip for Arrear Pay and Allowances Bills

- 1) Name of the establishment
(with Head of account)
- 2) Nature of arrears sanctioned Reference to the Government orders through which the arrears are allowed to be paid.
- 3) Period of arrears sanctioned.
- 4) Proceedings of the competent authority sanctioning the arrears.
- 5) Whether sanction for investigation and payment of arrears claim has been obtained as per G.O.Ms.No.1297 PR&RD (Accts) Dept., dt.26.5.1960 and G.O.Ms.No.308 PR (Samithis) Dept., dt.17.6.1985.
- 6) Financial provision
 - i) Reference of the grant released for admitting the above arrears.
 - ii) Amount released for payment of the above arrears.
 - iii) Amount of expenditure including this bill.
 - iv) Balance available.
- 7) Other details, if any.

III. Check Slip for T.A.Bills

- 1) Whether bill is preferred within three months from the date on which the claim has fallen due as per Note 3 of Art. 52 and as per Note 2 of Art.54 of AP F.C.I.?
- 2) Whether rates of DA, mileage, rail or bus fares are correct as per G.O.Ms.No.30 Fin & Plg (Fin.Wing.TA) Dept. dt.11.2.1987 and as per rules contained in the APTA Rules Manual of Spl.Pay and Allowances?
- 3) Whether the bill is countersigned by the competent authority?

- 4) Whether the required certificates are furnished by the claimant as per rules?
- 5) In the case of TTA bill, whether transfer is in public interest or at request?
- 6) Whether there is budget provision?
- 7) In case of transfer of TA bills, the following orders should be enclosed
 - i) A copy of the transfer order
 - ii) A copy of the relieving order
 - iii) Dependents Certificates
 - iv) Personal effects certificates
 - v) Railway rate certificate certifying the correct rate of transporting his personal effects by goods train and passenger train per quintal.
 - vi) Lorry receipt from the Lorry Transporting Company in case of transportation of personal effects by road.
 - vii) No TTA is eligible to the employees, who are transferred at their request.

IV. Check Slip of Contingent Bills

1. Whether expenditure is authorized?
2. Whether there is sanction of competent authority and whether it is within prescribed limits?
3. Whether quotations or tenders are called for after due publicity of tender notice?
4. Whether EMD (Earnest Money Deposit) is paid by the tenderer?
5. Whether lowest tender is accepted by the competent authority and if not whether reasons for not accepting the lowest tender are recorded?

6. Whether sub-vouchers are enclosed to the bill duly cancelled as required under Sr.19 of TR 16?
7. Whether necessary agreement is obtained?
8. Whether certificate stock entry is recorded duly noting the page No. of the stock register?
9. Whether is budget provision?
10. Reference of sanction
 - a) Administrative sanction
 - b) Technical sanction
11. These bills should contain with stamped receipt where the amount of the bill is Rs.250/- and above, with sanction orders of the competent authority.
12. When the amount of the bills is less than and upto Rs.500/- no quotations are required?
13. When the amount of the bill is more than Rs.500/- and upto Rs.1000/- the quotation should be obtained and prepare the comparative statements accepting the lowest quotation should be along with sanction orders?
14. The Sub-vouchers of the contingent expenditure should find a certificate to the effect that the stock is entered in the relevant stock register on Page No.
15. Budget provision grant position should also be watched whenever payments are effected. The grants appropriation register and register of bills passed for payment is insisted for drawal of any bill.
16. In respect of telephone bills a certificate to the effect that all the calls included in the telephone bill are official and except... which are private and action has been taken the charges, has to be enclosed to the bill.

V. Check Slip of Advances for Celebration of Marriages

1. Whether the application prescribed in the G.O.Ms.No.90, Fin & PLg (PPR&L) Dept., dt.26.3.70 and modified in the Govt. Memo NO.70C/20/A1/A&L/83-1, dt.20.8.1983, for celebration of marriage of self/son/daughter has been submitted duly filled in all the columns (i.e., 18 columns) (Proforma is enclosed).
2. Whether agreement prescribed (copy enclosed) by the Govt. Vide Memo.No. has been executed at the time of applying the marriage advance.
 - a) Whether personal security bond (copy enclosed) has been executed.
 - b) Whether utilization certificate in the prescribed proforma (copy enclosed is being as per instruction issued in para 7 of G.O.Ms.No.90 Fin (PPR&L) Dept., dt. 26.3.1970.
3. Whether the applicant is eligible for the advance (personal under suspension are not eligible).
4. If so the maximum amount of advance to which the applicant is eligible.
5. Amount of advance recommended.
6. Number of instalments (i.e) not more than 80 instalments, fixed by the Government in their G.O.Ms.No.96, Fin & Plg., dt.8.4.1985) in which the advance should be recovered.
7. Whether any charges are pending against the applicant or surety.
8. What is the age of self/ son/ daughter for whose marriage the advance is applied for.
9. Whether terms and conditions as mentioned in the G.O.Ms.No.90, fin (PPR&L) Dept., dt.26.3.70 as amended from time to time have been followed.
10. Certified that the particulars regarding the applicants services, pay and recoveries from pay have been checked up with his/her service register, pay bills, etc., and found to be correct.

VI. Check Slips for Work Bills

1. Whether the expenditure on the work is permissible under the Head of Account in which it is proposed as per Government standing instructions?
2. Whether the estimates is prepared and duly sanctioned administratively and technically as per rules?
3. Whether the estimate is prepared with reference to the current schedule of the rates and whether durations, if any are sanctioned by the competent authority?
4. Whether the site on which the work is proposed to be executed belongs to or is vested in Mandal Parishad/ Zilla Parishad?
5. Whether vide publicity is given to tender notice as per Government orders and codal procedure?
6. Whether prescribed E.M.D. is paid?
7. Whether comparative statement is prepared correctly and checked and approved by the competent authority as per rules?
8. Whether lowest tender is accepted by the competent authority, and if not whether reasons for not accepting the lowest tender are recorded?
9. Whether necessary agreement has been obtained on the stamp paper worth of Rs.10/- together with detailed items which are to be executed as per sanctioned estimates of the work?
10. Whether measurements are recorded by the competent authority?
11. Whether the work is check-measured by the competent authority?
12. Whether pre-measurements are recorded for jungle clearance and steel used in R.C.C?
13. Whether amount due to contractor is correctly arrived at with reference to the agreed rates and quantities as per check measurement?

14. Whether cost of materials supplied departmentally, if any, is recovered in the bill?
15. Whether materials used in the work as per requirements as per approved data?
16. Whether materials, if any, supplied in excess of requirements returned by the contractor and entered in the stock register?
17. Whether centage charges in addition to the cost is recovered in respect of unused materials not returned by the contractor?
18. Whether dues, if any, towards supply of water, hire charges of diesel road rollers, lorries supplied etc., are recovered?
19. Whether N.M.Rs. are correctly prepared duly notifying certificates of payment and alternative certificates are furnished by the technical and administrative authorities?
20. In case of departmental execution whether materials purchased and properly accounted for and unused materials taken to stock register?
21. Whether expenditure incurred is within the estimate amount?
22. Whether the revised estimates or completion reports is prepared and approved by the competent authority?
23. Whether the buildings/ roads/ wells/M.I. tanks are entered in the register of immovable properties.
24. Specify the page No. of the concerned property register in which it is entered.

VII. General Check Slip of Bills

Before the bills are passed for payment, they should be examined in every respect and special attention shall have to be paid on the following points:

- 1) That the bill is in proper form with necessary certificates and has been signed by the proper person or persons (ie., authorized person or persons).

- 2) That it is a charge covered by proper sanction.
- 3) That the arithmetical calculations are correct.
- 4) That it contains no erasures or unattested corrections.
- 5) That the charge is covered by budget allotment.
- 6) That it is accompanied by M. Book containing abstract of certificate at the end and showing the total quantity and value of the different descriptions of the works charged for as also the items of previous payment and deductions made on account of the work as shown in the C.C. (Contract Certificate).
- 7) That the quantity of any work shown in the M. Book is the arithmetical result of the measurement thereof.
- 8) That the requisite details as regards locality, leads size and descriptions of materials have been given in the M. Book.
- 9) That in cases where measurements have been recorded upto date the quantity since the previous payment correct with reference to the previous measurement as seen from the M. Book.
- 10) That the check measurement certificate has been recorded and signed by the check measuring officers at concerned page and pages of M. Book where the measurements are recorded in token of having check measured the item of works executed.
- 11) That the rates do not exceed those provided in the contract agreement sanctioned estimate and schedule of rates as the case may be.
- 12) That all the previous payments of works done have been diverted and that necessary deductions have been made on account of security deposits, file, other deductions, if any.

Note: Check slip is nothing but questionnaire prescribed which consists of various checks to be exercised by the Chief Executive Officer/ Dy. Chief Executive Officer before any bills is passed for payment. Generally the check slip will have to be enclosed only in respect of works.

VIII. Check Slip for Sanction of Advances for
Extension and Repairs to House Building

As Per G.O.Ms.No.99 Fin & Plg (F.W.A.&L) Dept., dt. 27.4.1981

1. Whether five years period after construction of the house has been completed in case of the repairs and extensions are proposed requested for sanction of advance for repairs and extensions.
2. Whether earlier advance if any has been fully repaid with interest or not.
3. Whether there is minimum period of five years between the availment of the first and second repair loan.
4. Whether all the formalities as prescribed in the G.O.Ms.No.99 Fin & Plg (F.W.A&L) Dept., dt.27.4.1981 have been fulfilled.
5. Whether there is a repairs estimate together with plans for which the loan is applied.
6. Whether there is mortgage deed in favour of Government.
7. Repairs, extensions, enlargements or improvements should be completed within six months from the date of drawal.
8. The loanee should submit within six months from the date of drawal of the advance with utilization certificate and completion report from competent local authority not lower in rank than Assistant Engineer to the effect that the loanee has carried out repairs, extensions and enlargements to the house should be in accordance with the plan and estimate already submitted by him to the loan sanctioning authority.
9. If he fails to submit the (2) certificates within stipulated time, penal interest has to be levy from the date of drawal of the advance to the date of above 2 certificates (utilization certificates and completion report).
10. Whether the loanee who have already mortgaged the house in favour of Government towards security for the advance already for the purpose either for construction of house or for purchase of ready built house.

- 11. If so obtain an additional mortgage deed in favour of Government to cover the additional advance taken from the Government towards repairs and extensions etc.

Chapter 47

BUDGET

BUDGET

(G.O.Ms.No.15 PR & RD Accts.IV dt.10.1.95)

Budget is a very essential document for presenting the amounts that will be received by the Zilla Parishad and expenditure to be incurred therefrom. It reflects the activities taken up and executed by the Zilla Parishad.

1. It shall be presented by the Chief Executive Officer about the entire exercise of obtaining figures from the Executive Engineer, PEO will be pursued by the Accounts Officer who will prepare a draft budget proposal.
2. The Chairman will sit with the CEO and other wing officers and offer his views on the draft proposals.
3. The system of compilation of figures for the budget year will comprise of two parts RE and BE (Revised Estimate for the current year and Budget Estimate for the budget year).
4. The Budget so prepared shall be in Telugu and got printed (if it is feasible) and circulated atleast 21 days in advance to all members who will be acquainting themselves with the allotments made and take part in the budget discussion. The Budget should be placed before the Standing Committee which shall scrutinize the budget and make such recommendations as it thinks fit.
5. So as to make the budget figures confirm to the actuals to the nearest precision the following precautions have been identified in G.O.Ms.No.15 PR & RD dt.10.1.95.
 - a) Provision has been made for all obligatory charges, including functions, institutions, trusts and the like transferred from the District Boards.
 - b) Provision has been made for the due-discharge of all liabilities in respect of loans contracted by the Zilla Parishad and other commitments.
 - c) Provisions shall be made for collection of the entire loans outstanding recovery and those falling due.
 - d) Variations between the figures of the Budget year and those of the previous year have been adequately explained.

- e) The working balance is not less than 2 1/2% excluding the state grants and debit heads accumulations of the railway cess fund and provident fund.
- f) Revised estimates may be calculated on any of the following basis:
- i) By adding to the actuals of the first six months of the current year those of the last six months of the previous year or
 - ii) By taking proportionate figures so that the revised estimate is two times of the actuals of the first six months or
 - iii) By assuming that the revised estimates for the current year will bear the same proportion to the actuals of the previous year has been to the first four months of that year.
 - iv) It is generally better to take average of figures for the past three years instead of using the figures for a single year.
- g) The abstract accounts to be sent along with the budget shall be prepared with reference to the figures posted in the detailed budget and the subsidiary accounts maintained.
- h) Every budget estimate shall be accompanied with a detailed number statements i proforma I and II as prescribed in Memo NO.32234/Accts.IV PR & RD dt.22.6.91 without which the salary grants for the staff working in Zilla Parishad will not be released. Similarly number statements should be enclosed in respect of teachers under the education establishment.
- i) Provision shall be made for all sanctioned schemes, but not for schemes of new expenditure. The budget should be in two parts

Section I Maintenance
Section II Development

Section I deals with the budget estimates to be released from Government and Heads of Departments and revenue derived from District Boards Assets towards maintenance functions.

Section II deals with grants received and expenditure incurred for development works relating to plan schemes and other capital works.

- j) Earmark 15%, 6% and 15% of general funds to be spent on schemes beneficial to the SC's/ST's/Women. Two thirds of the earmarked funds in respect of SC's/ST's will be spent by the ZP and the balance transferred to the SC/ST Finance Corporation to be spent by it. No such transfer is necessary in respect of funds earmarked for women. In other words, funds earmarked for women will be spent by the Zilla Parishad. However, the unspent balances, if any, at the end of the financial year shall be made over to the SC/ST/Women Finance Corporation.
- k) The unspent balances of grants under all plan schemes shall be worked out upto the year previous to the year in which the budget estimate is prepared and provision shall be made for refund of unspent balance.
- l) i) Applications for all allotments for additional allotments shall be made in form 'C' appended to these rules.
- ii) All allotments made in the budget shall lapse at the end of the financial year for which the budget relates.
- iii) All expenditure incurred during the course of the year shall be reflected in strict accordance with the allotments made. Where an additional allotment under any head of account is subsequently found necessary a revised or supplemented budget shall be framed by reappropriations from other heads.
- All application for reappropriations shall be made in the form 'B' appended to these rules.
- m) i) The sanctioning of budget shall not by itself, be deemed to authorize the ZP to incur all the expenditure provided for therein. The sanction from the competent authorities should be obtained.
- ii) Not more than Rs.3 lakhs per annum should be spent from General funds for repairs to school buildings. Similarly the funds like Railway cess (in coastal districts) trusts and endowment funds, contributions realized from public should not be utilized for purposes other than those for which it is intended.

- n) i) If the budgets are not prepared and placed before the Standing Committee before 30th November, then Chief Executive Officer shall be liable for disciplinary action.
- ii) The budget sanctioned by the Zilla Parishad in a special meeting for the purpose may make such modifications as it thinks fit and after satisfying itself shall pass the budget.
- iii) The budget so sanctioned shall be submitted to Government before 15th January and approval obtained. The Government have powers U/S 199 to modify or alter provisions in the budget and approve.
- iv) In case of Zilla Parishad for any reason fails to pass the budget, the CEO will submit the same to Government and Government will approve as it is submitted as per rules.

Budget Control:

Government have introduced a system of Treasury control from 1967, according to which all budget allocations will have to be authorized and communicated by the Director of Treasuries and Accounts for any payments to be made from the Treasuries. However, in the case of Panchayat Raj Department, Government have issued order in G.O.Ms.No.540

PR&RD dt.1.9.90 in which Chief Accounts Officer of Panchayat Raj and Rural Development Department (Secretariat) is empowered to issue budget authorization (in place of Director of Treasuries and Accounts) and such authorization will be accepted by the District Treasuries/Sub Treasuries for adjustment of grants released to the PR institutions. However, ink-signed copies of budget authorization from the Chief Accounts Officer PR&RD Secretariat will have to be presented at the District Treasury to enable them to adjust grant from Government funds to the funds of ZP/MPs/ Gram Panchayats.

Chapter 48

NUMBER STATEMENTS

NUMBER STATEMENTS

1. Shall contain pay of officers and pay of establishment, full details of pay drawn and the scales of pay and allotment shall be entered separately for each service, class or category i.e.,

Planning Establishment

Secondary School Establishment

Teaching Staff

General Fund Establishment

Provident Fund Establishment

Pension Establishment

Engineering Establishment

The scale of pay their FTA, allowances admissible to them should be given.

In respect of secondary schools the proceedings of DEO according sanction to temporary and permanent recognition shall be quoted.

NUMBER STATEMENTS

Still contain pay of officers and pay of establishment (all details of pay drawn and the source of pay and amount) shall be entered separately for each service class or category.

Primary Establishment

Secondary School Establishment

Teaching Staff

General Fund Establishment

Revenue Fund Establishment

Pension Establishment

Financial Establishment

The state of pay for the allowance, submitted to them should be given

In respect of each year, the percentage of ORO earnings paid to primary establishment (including staff on leave)

Chapter 49

ANNUAL ADMINISTRATION REPORTS

1951

ANNUAL ADMINISTRATION REPORT

ANNUAL ADMINISTRATION REPORTS

The Chief Executive Officer should also prepare and send annually an Administrative Report on the activities of ZP for the preceding year in the form prescribed in G.O.Ms.No.29 PR&RD Manual I dt.16.1.98.

1. The report should be submitted after placing the report before the Standing Committee No. I and after its scrutiny before Zilla Parishad for its perusal and modifications, additions if any and submitted to the Government.
2. The report shall be placed before the Standing Committee of Zilla Parishad before 30th May, before General body of Zilla Parishad by 30th June and reach the Government by 15th July.
3. The Zilla Parishad shall also consolidate the Administration Reports of Mandal Parishad and place them before Standing Committee I and Zilla Parishad and submit it to Commissioner on the dates prescribed for submission of Administration Report.
4. The Administration Report contain two parts of Zilla Parishad.

Part I is narrative and Part II is statistical data.

Part I deals with significant achievements in Zilla Parishads, changes if any in composition, business transacted in ordinary, urgent and special meetings, election to fill any causal or ordinary vacancies, position with regard to changes in jurisdiction, any major Panchayats converted into Municipalities of Township committees, population figures in Mandals, tours of Chairman and Vice Chairman, evaluation of tours, staff strength any new posts sanctioned, approvals of budgets of Mandals, coordination or plan schemes, resource profile and its optimum utilization, position with regard to roads, extensions, upgradations, new formations, condition of buildings, new construction works taken up, resources from remunerative enterprises including ferries, markets, report on secondary education results, infrastructure, activities on public health, minor irrigation and social welfare. A special report on financial position both receipts and expenditure and general financial picture should be incorporated.

Part II is statistical data. the proforma of administration report is appended in a separate manual.

ANNUAL ADMINISTRATION REPORTS

The Board of Directors has the honor to present to you the Annual Administration Report for the year ending 1954. The Board is pleased to report that the year has been a successful one for the Corporation.

The Board has also the honor to present to you the Annual Administration Report for the year ending 1953. The Board is pleased to report that the year has been a successful one for the Corporation.

The Board has also the honor to present to you the Annual Administration Report for the year ending 1952. The Board is pleased to report that the year has been a successful one for the Corporation.

The Board has also the honor to present to you the Annual Administration Report for the year ending 1951. The Board is pleased to report that the year has been a successful one for the Corporation.

The Board has also the honor to present to you the Annual Administration Report for the year ending 1950. The Board is pleased to report that the year has been a successful one for the Corporation.

The Board has also the honor to present to you the Annual Administration Report for the year ending 1949. The Board is pleased to report that the year has been a successful one for the Corporation.

The Board has also the honor to present to you the Annual Administration Report for the year ending 1948. The Board is pleased to report that the year has been a successful one for the Corporation.

The Board has also the honor to present to you the Annual Administration Report for the year ending 1947. The Board is pleased to report that the year has been a successful one for the Corporation.

The Board has also the honor to present to you the Annual Administration Report for the year ending 1946. The Board is pleased to report that the year has been a successful one for the Corporation.

Chapter 50

FINANCIAL STATEMENT

Chapter 20

FINANCIAL STATEMENTS

FINANCIAL STATEMENT

Government have also prescribed in G.O.Ms.No.1647 P & LA dt.5.12.61 that a quarterly statement of financial position of Zilla Parishad in the Proforma appended should be placed before the Standing Committee of the ZP and ZP to enable the members to understand the inflow and outflow of funds in the Zilla Parishad and the purposes for which they are spent. They may also seek information as to expected dates of releases due to meet any urgent demands.

FINANCIAL STATEMENT

The accompanying financial statements were prepared in accordance with the provisions of the Securities Exchange Act of 1934, and the Securities Act of 1933, as amended. The financial statements are prepared on the basis of the accounting records and other data which are the responsibility of the Company. The financial statements are prepared on the basis of the accounting records and other data which are the responsibility of the Company. The financial statements are prepared on the basis of the accounting records and other data which are the responsibility of the Company.

Chapter 51

RECOVERIES AND WRITE OFFs

RECOVERIES AND
WRITE OFFS

RECOVERIES AND WRITE OFFS

The Chief Executive Officer shall scrutinize personally from time to time, the records and registers relating to revenues due to the Zilla Parishad, obtain from the Subordinate Officers concerned at the beginning of each half year statements of all uncollected amounts of revenue and take timely action for their realization. The CEO, ZP shall be personally responsible, if owing to any default on his part any amount due to the Zilla Parishad, becomes irrecoverable (G.O.Ms.No.99 PR & RD M - 1 dt.11.2.90). He will be liable for surcharge.

Ex: Dues from ferries (contractors) markets, revenue receipts, sale of stores materials, rent of buildings, sale of tools and plants, receipts from rest houses, lease of lands, produce of usufruct of trees etc.

Write off of articles etc., due to theft, fire, accident or otherwise may be written off upto Rs.1000 by the ZP.

RECOVERIES AND WRITE OFFS

The Chief Executive Officer shall submit personally from time to time the records and registers relating to revenues due to the Zilla Parishad. Copies from the Subordinate Officers concerned by the payment of each fall year statements of all collected amount of revenue and also monthly statement for that collection. The CEO shall be personally responsible, failing to pay details of the same any amount due to the Zilla Parishad becomes irrecoverable. (The N.D.B. No. 1, 1971 S.R.) He will be liable for

Ex: Donations (from markets, fairs, etc.), revenue receipts, sale of stores, materials, rent of buildings, sale of tools and plants, receipts from rest houses, lease of lands, produce or surplus of trees, etc.

Write off of articles etc. due to theft, fire accident or otherwise may be written off only as found by the CEO.

Chapter 52

REMISSIONS

REMISSIONS

1. Each Zilla Parishad has some remunerative enterprises like markets, ferries, endowment land leased for cultivation, fishery tanks etc.
2. There will be occasionally losses due to reasons beyond the control of the lessees like inundation of markets for certain period during floods, fish getting escaped due to mischief (it should be established) similarly total crop damages due to lack of irrigation etc.
3. The Zilla Parishad will get the proposals examined after due enquiry by technical expert as well as by CEO and if it is satisfied that the lessee deserves some remission, it may sanction such remission for fully justified reasons upto Rs.2500/- both in cases of ZP and Mandal Parishads.
4. In Zilla Parishad where the amount of remission exceed Rs.2500/- but does not exceed Rs.2500/-, in respect of Zilla Parishads the previous approval of Commissioner PR&RD for necessary actions (G.O.Ms.No.72 PR & RD dt.1.2.90).
5. The proposal for the grant of remission of revenue should be scrutinized with special care as it is contrary, generally to the interest of the Government and the local bodies as well.

Chapter 53

RAILWAY CESS FUND

RAILWAY CESS FUND

This is in vogue in Coastal Andhra where railways used to levy surcharge on railway fares for limited period going on pilgrimage. This tax is levied under S.117 of AP (AA) Public Health Act, 1939. One such instance is between Guntur and Repalle (in Guntur District). the surcharge used to be got adjusted to the Ex.District Boards. There are also some instances where this tax might be levied for the whole year and the surcharge is included in the ticket. The railways deduct 3% - 5% depending on the provision where tickets are not printed separately (3%).

The amount so adjusted will have to be apportioned between ZP and MP and also Panchayats in such a manner as may be agreed upon mutually.

In case of disagreement the matter may have to be referred to Government and the decision of Government shall be final unless the Railways are aggrieved by the Government orders in which case they may take up the matter with Union government for a decision.

RAILWAY CESS FUND

The Railway Cess Fund is a fund established under the Railway Cess Act, 1923, for the purpose of providing for the maintenance and repair of the railways. The fund is administered by the Railway Cess Committee, which is a body of persons appointed by the Government. The fund is used to pay for the cost of the maintenance and repair of the railways, and for the cost of the purchase of new rolling stock and other equipment. The fund is also used to pay for the cost of the construction of new railways and for the cost of the improvement of existing railways. The fund is a separate fund and is not part of the Consolidated Fund of India.

The amount of cess levied on the railways is fixed by the Government and is payable by the railway companies. The amount of cess is fixed at a rate of one per cent on the gross receipts of the railways. The cess is levied on the gross receipts of the railways and is not on the net receipts. The cess is payable by the railway companies to the Railway Cess Fund.

In case of any dispute between the railway companies and the Government as to the amount of cess payable, the matter may be referred to the Railway Cess Tribunal. The Railway Cess Tribunal is a body of persons appointed by the Government and is empowered to determine the amount of cess payable by the railway companies. The Railway Cess Tribunal is a quasi-judicial body and its decisions are final. The Railway Cess Tribunal is also empowered to award costs in any case referred to it. The Railway Cess Tribunal is a permanent body and its members are appointed for a fixed term of years.

Chapter 54

UTILIZATION CERTIFICATES

UTILIZATION CERTIFICATES

The Utilization certificates have to be furnished by the officer to whom releases were made immediately after the time for its utilization is over unless permission of Government is obtained for further extension. Unspent balances if any will have to be refunded. The utilization certificates have to be got countersigned by the Audit officer Local Fund Department.

The Utilization certificates should be submitted by the Officer who has received the grants in respect of specific purposes. The grants released during the year will lapse at the end of the year, following the year (as per G.O.Ms.No.354 PR&RD Dated 15.6.94) during which the releases are made.

The salary grants shall lapse at the end of the financial year.

The format of the utilization certificate has been prescribed in Memo NO.6612/PIg dated 22.2.64.

G.O.Ms.No.	Amount Released	Amount Utilized	Balance	Challan No. and date in which the unutilized amount is refunded
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The certificates are required to be furnished under Article 211 of the Financial Code Vol I.

UTILIZATION CERTIFICATES

The Utilization Certificates have to be furnished by the office to whom releases were made immediately after the time for its utilization in each fiscal year. The Utilization Certificates are to be submitted to the Commission on Governmental Operations, Washington, D.C. 20540. The Utilization Certificates have to be submitted to the Commission on Governmental Operations, Washington, D.C. 20540.

The Utilization Certificates should be submitted by the office who has received the grants in respect to specific purposes. The grants referred to during the year will close at the end of the year following the year for which the grants were provided (i.e., during which the releases are made).

The entry shall appear at the end of the financial year.

The form of the Utilization Certificate has been prescribed by Memorandum 55-2.

U.S. Office	Amount Released	Amount Utilized	Balance Carried Over and Justified

The certificate shall be submitted to the Commission on Governmental Operations, Washington, D.C. 20540.

Chapter 55

ZILLA PARISHAD FUND

ZILLA PARISHAD FUND

The Zilla Parishad Fund consists of

1. The Central or State Government funds allotted to Zilla Parishad.
2. Grants from All India bodies and institutions for development of Khadi and Cottage industries.
3. Proceeds from taxes or fees which the Zilla Parishad may under any law may levy.
4. Surcharge on stamp duty, pilgrim tax, levied under Sec. 117 of AP Public Health Act, 1939 (under Ex District Boards Act), seignorage fee on minor minerals, state taxes or fees as may be prescribed.
5. Income from endowments and trusts administered by the Parishad.
6. Such income of the District Board as the Government may by order allocate to it.
7. Donations and contributions from Mandal Parishads or from the public in any form.
8. Any other income from remunerative enterprises like fisheries, avenues, ferries and the like.
9. Lease amount from Zilla Parishad lands.
10. Per capita grant of Rs.4/- per head of population as per G.O.Ms.No.279 PR dt.20.6.98.
11. Lapsed deposits, fines from contractors.
12. Income from investment of general funds.
13. Income from hire charges of tools and plants, rents from buildings and other properties.
14. The following are the earmarked funds:
 - i. funds collected for opening and maintenance of elementary schools.

- ii. specific state grants for specific purposes, MNP, PWS, RWS, ARWS, RRM, MI, Sugar Cane Cess, Tenth Finance Commission, Salary grants, grants towards payment of honorarium to Chairman and ZPTC members.
 - iii. Revenues derived from sale of capital assets.
 - iv. Deposits (including provident fund).
15. Pension contribution grants received from Government.
 16. Funds relating to the community development programme.
 17. Loan funds.
 18. Railway cess fund (G.O.Ms.No.704 PR ACT III) dt.5.11.94.
fin G.O.Ms.No.229 PR Act I dt.17.6.97.

The Zilla Parishad fund consists of assigned revenues, own revenues and grants

ASSIGNED REVENUES:

1. Once out of five pies on surcharge on stamp duty under Transfer of property Act.
2. Seignorage fees collected under Minor Mineral Concession Rules, 1986.
3. Pilgrim tax levied U/s 117 of the AP (AA) Public Health Act, 1939.

OWN REVENUES:

1. Market rents, ferry rentals, fishery rentals, avenue plantations.
2. Rents from shopping complexes, office complexes.
3. Receipts from guest houses, rents from staff quarters.
4. Petty supervision charges of 7 1/2% and 1% Tools & Plants charges.
5. Interest on investments from general funds.
6. Lapsed deposits (deposits unclaimed and pending from more than 3 years).

For every office, Government have sanctioned permanent advances to Mandal Offices of Executive Engineers, Zilla Parishads at the rates of

Rs.200 and Rs.200 and Rs.500 respectively to be recouped for meeting petty contingent charges like payment of conveyance towards auto charges to go for encashment, DD charges payable at banks and other petty contingent charges, which are not recorded in cash books but petty cash books maintained from contingencies and recouped as and when the amounts are fully utilized.

Expenditure under permanent advance for petty cash should be written in a separate Cash Book. Under 2% educational, contingent releases grants the following items are permitted to be incurred. (Govt. Memo No.87836/Accts. I/ 87 PR&RD dt.3.11.87).

- i. Pay to contingent staff like sweepers and watchmen.
- ii. Stationery.
- iii. Postage.
- iv. Table copies of text books (for class teachers only).
- v. Miscellaneous (reasonable requirements)
 - a) Kerosene (where no electricity is available)
 - b) Brooms.
 - c) Ropes.
 - d) Conveyance charges.
 - e) Repairs to furniture.
 - f) NCC and Scout Allowances.
 - g) Basic materials for manual training.
 - h) Hot and cold weather charges.
 - i) Weaving, Spinning and Needle work.
 - j) School gardening (only recurring).
 - k) Drawing charges.

- I) Domestic science charges (where special fee is not collected).
- vi. Repairs to school buildings.
- vii. Repairs to furniture if funds are placed under contingencies in (G.O.Ms.No.2796 of Educational Dept., dt.27.11.1966).
- viii. TA incurred on account of journeys undertaken by the Head Masters or the assets to encash the cheques issued towards pay and allowances of the teaching and non teaching staff at the sub-treasury/banks.
- ix. Commission to meet the cost of the bank drafts issued on account of pay and allowances of teaching and non-teaching staff.
- x. Pay and allowances of conductresses employed in the schools.
- xi. Rents on rented school buildings approved by the Education Department.
- xii. Purchase of science equipment (as per G.O.Ms.No.1063 dated 23.9.96 of Education Department).

Chapter 56

GENERAL FUNDS

GENERAL FUNDS

1. Per Capita Grant of Rs.4 released by State Government in terms of G.O.Ms.No.279 PR & RD dt.20.6.98.
2. Surcharge on stamp duty at 1% of the 5% surcharge levied under Rule 7 of the rules relating to levy of duty on transfer of property issued in G.O.Ms.No.778 PR dated 8.7.65 which reads that the amount payable to Gram Panchayat, Mandal Parishad and Zilla Parishad concerned shall be apportioned the transfer duty paid in the ratio of 3:1:1 respectively less deduction of 5% on account of the collection of the transfer duty and the amount refunded as per rule 6, if any.
3. Mineral cess collected as per G.O.Ms.No.547 dt.3.9.81 was adjusted upto 1991 to the Zilla Parishads, Mandal parishads and Gram Panchayats.

After 1991, the adjustments of Mineral cess were stopped due to a judgment of Supreme Court but Government have issued orders for continuing collection and adjustment of seignorage fee on minor minerals as per Minor Mineral Concession Rules, 1986.

4. Income from leases of remunerative enterprises, fishery rentals, market revenues, ferry rentals, fairs and festivals, quarry leases, income from rents from shopping complexes, endowments and trusts.
5. Income from investment of general funds.
6. Income from guest houses, avenues plantations, fees collected on encroachments, lease of ZP lands and other properties including hiring of tools and plants.

Chapter 57

EXPENDITURE FROM ZILLA PARISHAD FUND

ZILLA PARISHAD FUND
EXPENDITURE FROM

EXPENDITURE FROM ZILLA PARISHAD FUND

(G.O.Ms.No.229 PR & RD Accts. I dt.17.6.97)

Admissible Items of Expenditure

The Chief Executive Officer shall be competent to incur expenditure on the day to day expenditure connected with the administration of the office. Wherever the ceilings are prescribed he should address the Government or place before SC/ZP for approval subject to budget provision and on the technical advise of the Accounts Officer.

1. Provision and amenities of Principal Zilla Parishad office and record room and other offices including cost of appurtenances, fittings and insurances.
2. Salaries and Allowances of Provincialised staff.
3. Wages of contingent staff.
4. Purchase of liveries, contributions to pension and provident fund, gratuities etc., of the staff. The expenditure on liveries of Class IV staff should be debited to contingent charges.
5. The cost of maintenance of vehicles, POL charges, cost of tyres, tubes, batteries and other repair charges. They should not buy Air Conditioners, luxury items etc., without prior approval of Government.
6. Rents of buildings after obtaining valuation from EE (PR) and subject to limits of sanction prescribed to CEO, ZP and Government.
7.
 - a) Postage, Stationery (in emergencies upto Rs.1000/-, Printing charges for getting copies of budgets, costs of duplicating of minutes of ZP and Standing Committees.
 - b) Telephone charges.
 - c) Travelling expenses of office establishment.
 - d) Repairs to type writers, duplicators, Air coolers, water coolers (if any), furniture, clocks etc.
 - e) Charges fro the standardized form provided at the Government press or at rates approved by Government press.

8. TA of Chairman, vice Chairman and members of Zilla Parishad.
9. Honorarium to the Chairman and ZPTC members TA will be paid to the vice Chairman if he tours while discharging functions of Chairman.
10. Repairs and maintenance of buildings.
11. Costs of acquisition of land for all or any of the purposes under the Act.
12. Preparation and maintenance of records of rights in immovable property.
13. Provision and maintenance of ZP works.
14. Zilla Parishad surveys, the preparation of Maps of the district etc.
15. Incurring of law charges: The legal expenses in communication with defence of suits against surcharge certificates of staff/non-officials cannot be met from the funds, so also defence cases challenging the validity of elections.
16. Charges for construction, repair and maintenance of roads to departmental buildings, guest houses, choultries and cost of tools and plants and stores materials.
17. Charges for preventive measures and by health staff, control of epidemic and anemic diseases, maintenance of staff and equipment under Public Health, maintenance of Maternity and Child Welfare.
18. Contributions to other Panchayat Raj institutions, Municipal Councils and other public or private institutions.
19. The Zilla Parishad may also contribute to the funds of a Mandal Parishad with the previous permission of the government.
 - a) towards expenses of any public exhibition, ceremony or entertainment in a local area within or outside its jurisdiction (G.O.Ms.No.112 dt.4891).
 - b) contribution towards any charitable or fund of any institution or the relief of the poor or the treatment of the diseases of inform persons or investigation of the causes of the disease.
20. Any other extraordinary charges with the permission of the Government.
21. Refunds of revenue originally credited to the ZP funds.

22. Earmark 15%, 6% and 15% of general funds to be spent on schemes beneficial to the SC's/ST's/Women. Two thirds of the earmarked funds in respect of SC's/St's will be spent by the ZP and the balance transferred to the SC/ST Finance Corporation to be spent by it. No such transfer is necessary in respect of funds earmarked for women. In other words, funds earmarked for women will be spent by the Zilla Parishad. However, the unspent balances, if any, at the end of the financial year shall be made over to the SC/ST/Women Finance Corporation.
23. Repayment of deposits.
24. Payment of advance to officers and servants of Zilla Parishad. The expenditure sanctioned by the CEO will be placed before the Standing Committee for information.
25. a) The expenditure on administration shall be incurred from out of the sectoral allocations fixed by Government for utilization from General Fund in G.O.Ms.No.446 PR & RD dt.29.10.98).

They are detailed here under:

i.	for upgradation, maintenance and restoration of existing assets including MI sources	35%
ii.	for the welfare of SC	15%
	ST	6%
	Women and Child Welfare	15%
iii.	for drinking water in emergencies	9%
iv.	for office management, office equipment establishment expenditure	16%
v.	for unforeseen contingencies such as activities of public welfare, contributions to sports festival, cultural programmes, etc.	4%

		100%

- b) Except with the prior permission of Government the allocations made in as per G.O.Ms.No.446 PR&RD dt.29.10.98 should not be exceeded or altered.

- c) The General revenues are those funds of the Zilla Parishad excluding those sanctioned for specific purposes or earmarked meant for PWS, RWS, Rural Roads, Minor Irrigation, Grants under UK assistance, Construction of Mahila Mandal Office complexes, MNP, Minor Irrigation, Sugar Cane Cess, Special Component grants, JRY, EAS etc.

Chapter 58

MISCELLANEOUS

MISCELLANEOUS

- I. (a) For portraits of National leaders an amount of Rs.50/- can be incurred by PR institutions.
- (b) For expenditure in connection with the visits of high dignitaries - Rs.1,000/- (Expenditure on refreshments is banned).
- II. Charges for arranging relief of victims of natural calamities upto Rs.1,000/- with voluntary help from local public (G.O.MS.No.992, P & L A dt.27.7.60).
- III. For purchase of wooden furniture from Jails Department no quotation or tender is required. Only when FEDCON or Jails Department expresses its inability the purchases should be routed through Committees constituted under G.O.Ms.No.389 & 390 PR & RD dt.21.6.1988.
- IV. Repairs to Typewriters in excess of Rs.75/- can be met with approval of Standing Committee I.
 - (a) The government in their Memo NO.1623/PR, dt. 23.12.81 permitted the CEO's to purchase Stationery articles worth Rs.1,000/- and Rs.500/- for MPDOs.
 - (b) Purchase of xerox machine, duplicator or computers should be procured through A.P.Technological Services Corporation Ltd., Hyderabad Memo No.395/P.rogs.VI/62-2, P & LA dt.1.4.63.
- V. Tractor drivers, Temporary contingent staff likely to be made permanent are eligible to receive uniforms.

Govt Memo No.3484/Ms.II/60-12, dt.25 7.61.

Govt Memo No.1234/Jeeps dt.17.2.62, CPR.

VI. Advertisements:

The Government instructed all Departments that advertisements to News papers should be routed through the Director of Information and Public Relations who will enter into negotiations and fix up charges for advertisement to be channelled through the Government agency.

- VII. (a) Purchase of Refrigerators and other luxury articles are prohibited for use in Zilla Parishads.
- (b) Installation of Telephones in G.O.Ms.No.412, GA (OP-III) Dept. Govt. authorised all Heads of Departments (Commissioner PR for authorising installation of Telephones without STD facilities in Subordinate Offices).

VIII. Purchase of Vehicles:

In placement of condemned vehicles depending on the necessity and priority the Committee constituted in G.O.Ms.No.308, PR & RD, dt.8.6.92 will not only examine the requirements but select the Agency and price for placing the order.

IX. Purchase of Materials:

In cases where articles have to be purchased but no Government Agency is forthcoming to supply such articles may be purchased by following the procedure laid down in G.O.Ms.No.594, P & L A, dt.7.4.61 and G.O.Ms.No.1133, P & LA, dt.11.8.61 by calling for tenders and examining the samples and placing orders subject to guidelines in force.

- a) The tender should be received and accepted in sealed covers.
- b) Advertisements in News papers required where the value of the articles required exceed Rs.25,000/-.
- c) The advertisement should indicate the dates during which the tender forms will be available for sale, the amount of EMD, the last date upto which the tender would received, the date of their opening and the process of finalization.
- d) Usually the lowest tender will be accepted after examining the samples received along with filled in tenders.
- e) The subsequent supplies should match in quality to the samples supplied.
- f) Where more than one article is called for it should indicate whether the tender will be examined in respect of each article as a separate entity for placement of orders or will be grouped together or the

lowest rates of all articles put together will be considered for placing orders.

- g) After the process is completed the matter will be placed before Standing Committee /ZP for confirmation.
- h) Within 7 days after confirmation the CEO will enter into agreement with the supplier in the form of agreement appended to these rules.
- i) In case of any default the EMD of supplier will not only be confiscated but the supplier will be made liable to make good the loss sustained by the Zilla Parishad in case of alternative purchases.
- j) Prevailing local market rates should be available with the CEO AO.
- k) If the Standing Committee rejects the tender and wants to adopt Departmental purchases any loss caused to ZP funds will be surcharged against such members who are responsible for the loss.

X. Maintenance of vehicles:

- a) Government have introduced various measures in bringing economy in government expenditure like usage of Telephone and expenditure on vehicles in G.O.Ms.No.529, GA (OP-II) Dept., Ceiling of 160 litres per month was fixed for consumption on petrol for all officers below the cadre of the Secretary to Govt. to whom a ceiling of 200 litres per month was fixed.
- b) In Govt. Memo No.382/Progs.IV/PR&RD dt.4.1.86 a ceiling of 250 litres per month was fixed to the Chairman of Zilla Parishad.
- c) G.O.Rt.No.341, Fin.& Plg. dt.4.3.96 the Mandal Parishads (other than those for which were erstwhile Panchayat Samithis which had vehicles)were permitted to engage on hire Jeeps five days in a month by paying hire charges of Rs.275/- per day.

XI. Expenditure from earmarked funds for SC/ST/Women

- a) The funds are earmarked from ZP general funds taking up schemes benefiting members of SC/ST/Women at 15%, 6% and 15% respectively as per Government orders in G.O.Ms.No.308 Prog III

PR & RD dt. 8.6.92 and as per guidelines issued in G.O.Ms.No.457 PR & RD Prog.III dt. 17.9.80, the following programmes may be undertaken for the benefit of SC.

- i) Maintenance of community halls, youth clubs and other public institutions and at the instance of concerned Social Welfare Officers, ZP may sanction any expenditure like construction of compound walls to girls hostels etc.,
 - ii) Levelling of land acquired for members of Scheduled Castes and development of plot assigned for house sites and for provision of amenities like internal roads. Formation of drains in the colonies of SC's in consultation with District Manager, Housing Society.
 - iii) Construction of community sanitary amenities like latrines.
 - iv) Construction of pathways/link roads connecting the SC localities.
 - v) Rehabilitation of persons engaged in unclean occupations.
- b) Schemes for ST (G.O.Ms.No.3351 PR & RD dt.6.4.78)
- a) Community irrigation works.
 - b) Construction and repairs to schools/Ashram schools.
 - c) Medical Aid to Tribals suffering from chronic diseases.
 - d) Aid to Tribals affected by floods and droughts.
 - e) Construction and repairs to colonies for Scheduled Tribes.
 - f) Construction of pathways to Tribal Localities.
 - g) Construction and repairs to drinking water wells.
 - h) Electrification of Tribal Localities.
 - i) Construction and repairs to houses for Scheduled Tribes.
- c) Women Development (G.O.Ms.No.38 WD & CW dt.29.5.98)
- i) Equipment gift for the best mandals ranging from Rs.1000 to 2500/-. The awards will be decided by the screening committee with Collector and District Magistrate as Chairperson.
 - ii) Construction of buildings for Mahila Mandals upto an estimated cost of Rs.1,50,000/- with contribution of GP, MP, ZP and Organisation at the rate of 10%, 30%, 50% and 10% respectively.

- iii) Construction of DWACRA group buildings.
 - iv) Nursery schools/pre-primary schools attached to Mahila Mandals to be sanctioned in non ICDS areas, including maintenance of such existing schools in non-ICDS areas.
 - v) Conduct of Grama Lakshmi Training Camps/ AWAreness Camps for rural women groups.
 - vi) Rural Entrepreneur Development Programme for rural women.
 - vii) Holiday Camps for children.
 - viii) Economic Programme/Income Generating Schemes.
 - ix) All activities authorized under community development such as starting of Balwadis, Sewing Centres, etc.
 - x) Competitions among women in the activities like cleanliness and decoration of houses and rangoli, tailoring, knitting and embroidery, art, dance, drawing, literacy talent etc. games, sports, cultural activities, kitchen garden maintenance.
 - xi) Maintenance of Mahila Mandali buildings and children homes located in their respective mandals.
 - xii) Atrocities against women - financial assistance for legal expenses are for starting income generation schemes (Non recoverable).
 - xiii) Legal aid/legal assistance for women in the case of dowry harassment etc.
- d) In order to review proper implementation of provisions relating to expenditure on earmarked funds for SC/ST/Women Government in their G.O.Ms.No.114 PR (PR I) dt. 8.11.77 have constituted a District Committee with the following:
- a) District Collector (Chairman).
 - b) District Social Welfare Officer.
 - c) District Women Welfare Officer.
 - d) Executive Engineer PR.

- e) All MPDOs.
- f) The Chief Executive Officer Zilla Parishad (Convenor).

The State level committee headed by Secretary to Government PR Dept., and other Heads of Depts. concerned was constituted.

The District Level Committee will meet every month and submit a copy of the review of the State Level Committee.

Chapter 59

**METHOD OF FINANCIAL
TRANSACTION IN ZILLA
PARISHAD**

METHOD OF FINANCIAL
TRANSACTION IN ZILLA
PARISHAD

METHOD OF FINANCIAL TRANSACTION IN ZILLA PARISHAD

1. The payment of any sum out of the Zilla Parishad fund may be made or authorized by the Chief Executive Officer in the absence of Budget provision in the case of:
 - a) Refund of taxes, surcharge of fees under the Act or any law;
 - b) Repayments of moneys belonging to contractors or other persons and held in the budget and of moneys collected or credited to the Zilla Parishad fund by mistake;
 - c) Sums payable under a decree or order of a Civil Court passed against the Zilla Parishad or under a compromise of any suit or legal proceedings or claim;
 - d) Any sum which the Chief Executive Officer of the Zilla Parishad is required under any law to pay by way of compensation or expenses; and
 - e) Expenses lawfully incurred in anticipation of recoupment from a persons liable under any provision of law:

Provided that the Chief Executive Officer shall forthwith communicate the circumstances to the Government who shall take such action as may in the circumstances be necessary or expedient to cover any expenditure not covered by a Budget grant.

2. The Chief Executive Officer shall not any more money from Zilla Parishad fund, other than what is absolutely necessary and immediately required.
3.
 - a) All payment out of the Zilla Parishad fund in respect of bills presented to the Zilla Parishad shall be made only after the bills are passed by the Chief Executive Officer.
 - b) Same as provided in the rules for the incurring of petty contingent expenditure from the permanent advance payment shall be made only by cheques drawn in the government Treasury.
4. When the Chief Executive Officer hands over the charge of office either temporarily or permanently, he shall send a specimen signature of the relieving officer together with the certificate in the form given below to the Treasury Officer or to the local official of the concerned bank.

FORM OF CERTIFICATE

To,

I have this day, the 199.. handed over charge of the office of the Chief Executive Officer, Zilla Parishad, to Sri whose specimen signature is given below.

Relieving Officer

Relieving Officer

5. Cheque Books shall be kept in the personal custody of the Chief Executive Officer and when a transfer or charge takes place, a note shall be recorded in the Cash book over the signature of both the relieved and the relieving Chief Executive Officer showing the number of unused cheques, cheque books made over and received by them respectively.

Bills

6. (i) Every person having any claim against the Zilla Parishad fund shall present a bill at the Zilla Parishad Office, wherever possible such bill shall be in the form prescribed for the purpose, and the claimant shall duly date and sign the same and stamp it where necessary.
- (ii) Wherever possible printed forms shall be used in preparing bills.
- (iii) Where a claimant presents a bill in a form different from the one prescribed for the purpose, a separate bill in the proper form shall be prepared by the officer incurring the expenditure and the claimant's bills shall be attached thereto as a sub-voucher.
- (iv) Every bill shall be presented to the Chief Executive Officer who shall make it over to the Accountant. The latter shall enter it in the register of bills and then check and examine the bills as regards its admissibility with reference to sanction or other documents, the propriety of the claim and the arithmetical accuracy. If on such check and examination and the bill is found to be correct and in order, it shall be placed before the Chief Executive Officer for signing the payment order in the bill which shall run as follows:

"Pay by cheque (amount in words and figures) only and debit to (Major, Minor or detailed heads)"

Where payments have to be made in cash, for disbursement of salaries and allowances etc., to the staff and authorized advances, cheques shall be drawn in favour of Chief Executive Officer, Zilla Parishad himself. All such sums shall be noted in a petty cash book maintained by the Accountant.

7. (i) Separate Acknowledgments (stamped wherever necessary) shall be taken (where disbursements are made in the Zilla Parishad office) in the last column of the bills and in the other cases in the acquittance register from each officer or servant to whom any salary or allowance is paid except where the drawer of bills who is the sole payee, has already furnished a receipt (stamped where necessary) on the bill itself.
- (ii) Where the Chief Executive Officer makes any payment from a sum drawn by him from the Treasury or any bank approved by Government in which the monies of the Zilla Parishad are lodged, he shall unless a receipt (stamped where necessary) has been furnished on the bill itself obtained attached to the bills a separate receipt (stamped where necessary).
8. (i) Whenever any item of expenditure requires the sanction of any authority higher than the officer or servant drawing the bill, such sanction shall be obtained and the terms thereof shall be quoted on the bill. A copy of the order of sanction shall also be communicated to the Director of State Audit appointed under Sec. 266 of the Act.
- (ii) No item of expenditure shall be sanctioned; by the Chief Executive Officer unless a certificate in the following form has been furnished in respect thereof:

Rs. Ps.

- (a) Amount may met from the Budget allotment of
- (b) The amount spend under this head upto date is
- (c) The amount sanctioned upto date but not spent is
- (d) The amount to be sanctioned now is

Total

The Balance remained will be Rs.

9. (i) An order directing the payment of any claim made in a bill shall be valid only for a period of six months and shall be renewed if payment is to be made thereafter.

(ii) No claim again the Zilla Parishad shall be admitted for payment:

Where a bill is presented after a period of more than six months, but not more than one year, from the date on which the claim became due, without the orders of the Chief Executive Officer, Zilla Parishad:

Provided that the above restrictions shall not apply to claims of officers and servants of the Zilla Parishad in respect of payment of arrears of pay and allowances which are governed by rules separately made in that behalf.

Establishment Bills

10. (i) Pay bills shall be prepared in such forms as may be laid down by the Government from time to time.

(ii) The monthly pay bill of the establishment of the Zilla Parishad shall be supported either by an absentee statement in such form as may be laid by the Government from time to time or by a certificate in the bill that no leave has been granted to any member of the establishment.

11. In cases of appointment for the first time the following particulars shall be furnished along with the bill:

(i) The authority for the creation of the post;

(ii) The authority for the filling up of the post;

(iii) Authenticated copies of qualification, age, health and vaccination certificates of the individual in whose favour they pay is drawn.

12. To the first pay bill in which the periodical increment is drawn, an increment certificate in such form as may be paid down by the Government from time to time shall be attached.

13. The pay of an officer or servant lent by the Government or transfer from any other local authority shall be drawn only after the receipt of a last

pay certificate (which shall be in such form as may be laid down by the Government from time to time), granted by the head of his former office. Such certificate shall be attached to the first pay bill drawn after such loan or transfer.

14. (i) Pay, leave salary, allowances or pension may be drawn for the day of an employee as death. The hour at which death take place shall not affect the claim.
- (ii) Payments due to a deceased officer or servant of the Zilla Parishad shall not be made except on the production of an authority of the nature specified in sub-clauses (i) (ii) (iii) (iv) of clause (b) of sub-section (1) of Section 214 of the Indian Succession Act, 1925 (Central Act XXXIX of 1925).

Provided that payments may be made without the permission of such authority -

- (a) To the extent Rs.5,000/- under the orders of Chief Executive Officer if he is satisfied, after such enquiry as may be considered sufficient, about the right and title of the claimant; and
- (b) Above Rs.5,000/- but upto Rs.10,000/- under the orders of the Zilla Parishad on the execution of indemnity bond duly stamped for the gross amount due for payment with two or more sureties as it may required, if it is satisfied, after such enquiry as it may consider sufficient, about the right and title of the claimant and considers that undue delay and hardship would be caused by insisting on the production of such authority.

If there is any doubt as to the claimant's legal right to the amount, payment should be made only to the persons producing the legal authority.

Note: The limit of Rs.5,000/- refers to the net and non the gross amount.

15. The last payment of an employee's pay and allowances or in case he is finally quitting the service of the Zilla Parishad at the end of any leave granted to him, until it has been ascertained that there are no demands outstanding against him. A certificate to this effect signed by the Chief

Executive Officer shall be attached to the bill in which such pay and allowances or leave salary is claimed.

16. Arrears of pay shall be drawn not in the monthly bill but on a separate bill which shall quote the bill from which the claim was omitted or withheld or on which it was refunded by deduction.
17. (i) Pay bills shall be signed by the Chief Officer incharge of the establishment or institution concerned and shall be passed by the Chief Executive Officer.
(ii) Cheques in respect of payments of salary and fixed allowances shall be payable on the first working day of the following month:

Provided that when an officer or servant finally quits the service of the Zilla Parishad or is transferred to the service of another local authority or the Government, cheques may be issued on the date of such event.

18. The Officer drawing a bill shall be personally responsible for the amount so drawn until it has been disbursed to the proper person or persons and their acquittances (stamped where necessary) have been obtained. If the payee was not present himself within 30 days from the date of the drawal of money, the amount drawn for him shall be refunded by short drawal in the next bill. The amount of salary and allowances drawn shall not in any circumstances be placed under deposit.
19. In order to facilitate the check of the monthly bill for recurring charges, such as establishment, house rent and fixed travelling allowances and audit register in the prescribed form shall be maintained in the office of the Zilla Parishad.
20. Travelling allowance other than fixed travelling allowances shall be drawn on a separate bill in such form as may be laid down by the Government from time to time.
21. Fixed Travelling Allowance shall be drawn in the pay bill of the officer or servant concerned and not on Travelling Allowance bills.

Chapter 60

DISTRICT SELECTION COMMITTEES

DISTRICT SELECTION COMMITTEES

1. This Committee has been functioning from 1961-62 for recruitment of various categories of personnel in Panchayat Raj institutions both (teaching and non teaching).
2. For some time the Chairman of ZP used to preside over the selections. Now Collector heads the committee with Chief Executive Officer, DEO and the head of concerned department of the district level will be on the Selection Committee.
3. All qualified personnel who got their names registered in the employment exchanges would be asked to update their records and to send the eligible names to the DSC.
4. The qualification for teachers, language pandits and other shall be as prescribed under the relevant service rules.
5. The following are the committee members constituted under the provisions of the rules in G.O.Ms.No.303/92 GA Sec.A dt.17.4.90, G.O.Ms.No.568 PR & RD dt. 21.12.1992, G.O.Ms.No.506 PR & RD dt.1.7.99.
 - i. Collector (Chairman of the Committee)
 - ii. Chief Executive Officer
 - iii. DEO - Member-Convenor for teachers recruitment
 - iv. DRO will be member-convenor for posts included in Gr.IV services.
6. The selection proceeds consists of a written test for 72% and weightage of 28% made for higher qualifications, percentage of marks in training course (teacher) and waiting period etc., past experience other extra qualifications etc. The same committee will conduct selections for posts under ITDA, Municipalities and Govt. schools.
7. Interview system for teachers has been replaced by awarding marks of weightage 28% for different items.
8.
 - i) The syllabus will be published in the notification calling for advertisement Model question papers are available in local markets
 - ii) The SCERT or the agency entrusted with conduct of written test will again collect answer scripts and get them valued. Their marks sheets showing the marks obtained by each candidate to the

Chairman (Collector) but answer scripts will be retained by SCERT/ the agency entrusted with the work.

After adding the weightage marks to the marks secured in written test merit list following the rule of reservation will be prepared. In case of ST candidates bring not available the vacancies should be carried over for a period of three recruitment years. Government have also allowed inter passed candidates to appear for the examinations for teachers recruitment and in the event of their selection to appoint them on condition that within a period of two years they should acquire the teachers qualifications (SGBT).

9. The names of the selected candidates will be displayed on the notice board.
10. One set of selection list should be submitted to Government for approval and record.
11. All candidates to be informed of their selection and in the case stipendiary teachers should be posted nearer to their native places. The service in this case does not count for probation, increments, etc.
12. The panel will be valid for a period of one year from the date of selection. All the vacancies arising during the course of the year should be filled from this panel only.
13. The entire process of selection will be completed in a confidential manner.
14. Those who secure higher marks can opt to work in government schools subject to the availability of vacancies according to their merit.
15. The question papers will contain questions that can be answered by an under graduate student only.
16. The selected candidates will be allotted to Mandal Parishads, DEO's, (DY.DEO's) and Zilla Parishad and it is the duty of Mandal Authorities to issue posting orders within a month.
17. The issue of hall tickets, the arrangement of seating in examination centres, the issue of question and answer sheets and other matters will be notified in the advertisement inviting applications. The persons who have not come upto the selection will be intimated of the fact by the Convenor (Member) of the District Selection Committee.

Chapter 61

PROVISIONS RELATING TO TEACHERS

PROVISIONS RELATING TO
TEACHERS

PROVISIONS RELATING TO TEACHERS

The establishment and maintenance of Secondary schools is one of the subjects assigned to the District Boards under the AP District Boards Act 1920. The District Boards were maintaining secondary schools in all the district in the Andhra region. After the formation of Zilla Parishads and Panchayat Samithis in 1959 the Secondary schools were taken over the Zilla Parishads and the Primary Schools and Upper Primary Schools by the Panchayat Samithis. Before provincialisation of services of teachers w.e.f. 20.2.81 the Presidents of Panchayat Samithis and Chairman of Zilla Parishads were notified as the appointing authorities in respect of secondary grade/graduate teachers working in the primary and secondary schools.

The District Selection Committees were constituted under the AP Panchayat Samithis and Zilla Parishads Act for recruitment of teachers and other posts like health staff, Ministerial staff etc., The Collectors and for a short period the Chairman, Zilla Parishads were made as Chairman of the District Selection Committees. After the provincialization of these posts the Committees were reconstituted with Collector as Chairman, the DEO as member and CEO as member/convenor. Government have also issued broad guidelines in respect of conduct of written test as well as interview at the District level by the Committee. Candidates were selected taking into consideration the available vacancies over a period of one year so that as and when vacancies arise, the committee can allot candidates from a panel approved by it. After provincialisation of services of teachers the MPDO was made the appointing authority in respect of School Assistants and teachers of equivalent scales of pay. The CEOs were made the appointing authorities of Trained graduate teachers and equivalent cadres including Head Masters of Secondary schools.

Earlier to 1995 the subject of appointment of teachers was dealt with at Government level in PR department and it was transferred to the Education Department in 1994. At Mandal level the MPDOs and the District level the CEOs were made as the authorities competent to transfer teachers within their jurisdiction (with the exception of graduate teachers working Mandals will be made by the CEOs).

At present after selections are made by the District Selection Committees the candidates are allotted to various Mandal Parishads and Zilla Parishads for absorption against the existing vacancies in the Panchayat Raj Institutions. Government have framed service rules for teachers in G.O.Ms.No.505 Education

Dept., dated 16.11.98 amalgamating the services of Panchayat Raj teachers and that of Government teachers. According to the provisions in these rules of the teachers working in Mandal Parishads/Zilla Parishad will be appointed by the District Education Officer/Regional Joint Director of School Education. In view of these provisions the tire subject matter relating to the establishment of teachers from issuing of appointment order, control and discipline exercising powers under the CCA rules and other Service rules be exercised by the District Education Officer/RJD or any other Department Officer nominated by the Government.

TEACHERS - TRANSFERS:

The establishment of all teaching and non-teaching staff in Zilla Parishads and Mandal Parishad is managed by these institutions. Government have been periodically issuing guidelines for the transfers of teachers in PR institutions. The latest guidelines were issued in G.O.Ms.No.205 Edu. dt.6.7.98. According to these guidelines:

1. The MDO is competent to effect transfers of teachers working in the Mandal with the approval of President. The graduate teachers will be transferred by the Zilla Parishad.
2. The Chief Executive Officer of the Zilla Parishad shall be competent to effect transfers of teachers with the prior approval of the Chairman, Zilla Parishad. The CEO is also competent to make inter mandal transfers of teachers.
3. Government in Education Dept., will effect the transfers of teachers from one district to another with in consultation with the CEOs of concerned Zilla Parishads.
4. No transfers should be made during ban period.
5. The transfers should be made in compliance with the guidelines issued by Government from time to time.
6. Appeals against the orders issued by the Mandal Presidents/CEOs can be preferred to Government. Within 30 days of transfers Government shall have powers to keep transfers under abeyance or cancel them as they deem fit. Government shall have power to relax any of the provisions contained in these rules.
7. Transfers should not be made after commencement of academic year except in cases of

- i) Disciplinary measure/action.
 - ii) Consequent on promotion.
 - iii) Consequent on readjustment of surplus posts if any.
 - iv) Inter district transfers on material basis under orders of Government.
8. All transfers of teacher shall be displayed on the notice boards besides communicating to the parties concerned.
 9. No teacher should be retained at any place beyond a period of 10 years.
 10. No teacher shall have the benefit of mutual transfer more than twice during his tenure of service.
 11. Male teachers working in girls schools should be replaced by female teachers. Teachers should not be posted to their native Mandals.
 12. The following categories of teachers may be posted nearest to their native places in relaxation of rule (11) above.
 - i) Physically Handicapped teachers.
 - ii) Scheduled Caste/Schedule tribe.
 - iii) Widow teachers.
 - iv) Unmarried female teachers.
 13. It should be endeavoured to provide atleast one lady teacher in each operation Black Board school.
 14. The operation of organization of local cadres orders, 1975 will be applicable as per the service rules governing each category.

- 1. The organization's mission statement is clear and concise.
- 2. The organization's values are clearly defined and communicated.
- 3. The organization's code of ethics is comprehensive and enforceable.
- 4. The organization's leadership is committed to ethical behavior.
- 5. The organization's policies and procedures are designed to promote ethical behavior.
- 6. The organization's training and development programs include ethical instruction.
- 7. The organization's performance evaluation system includes ethical criteria.
- 8. The organization's communication channels are open and transparent.
- 9. The organization's decision-making process is fair and equitable.
- 10. The organization's relationships with stakeholders are based on trust and integrity.
- 11. The organization's financial practices are sound and ethical.
- 12. The organization's environmental practices are responsible and ethical.
- 13. The organization's social practices are ethical and contribute to the community.
- 14. The organization's overall culture is one of ethical behavior.

Chapter 62

FAIRS AND FESTIVALS

FAIRS AND FESTIVALS

Government have issued rules in G.O.Ms.No.127 PR&RD (Pts.III) department dated 14.3.96 regarding appointment of revenues derived from fairs and festivals:

- 1) In case of fairs and festivals appertaining to Gram Panchayat entire revenue goes to it.
- 2) In case of fairs and festivals are classified as appertaining Mandal Parishad the income is shared between Mandal Parishad and Gram Panchayat equally.
- 3) In cases where the fairs and festivals are classified as appertaining to Zilla Parishads the income will be apportioned in the ratio of 25:37 1/2:37 12% to the Zilla Parishad, Mandal Parishad and Gram Panchayat respectively.

FAIRS AND FESTIVALS

The first fair was held in 1850 at the corner of Fifth and
Broad streets in New York City. It was a success and was
followed by many others.

In 1853 the first World Fair was held in London. It was
the first time that people from all over the world had
gathered in one place.

The first American World Fair was held in 1853 in
New York City. It was a great success and was
followed by many others.

The first World Fair was held in 1853 in London. It
was the first time that people from all over the world
had gathered in one place. It was a great success and
was followed by many others.

Chapter 63

MARKETS

MARKETS

Government have classified markets as Local Markets, Mandal Level Markets and District Level Markets as per Section 112 of the APPR Act. Under the Rules issued in G.O.Ms.No.628 PR & RD and Relief (Pts III) Dept dt. 23.9.95, the Government have indicated the apportionment from out of the revenues between the PR institutions.

1. In the cases of local importance (Gram Panchayat markets) the entire income shall be credited to Gram Panchayat funds.
2. In the case of Mandal Markets 35% of the net income shall be credited to the funds of the Mandal Parishad and 65% to the concerned Gram panchayat.
3. In respect of markets which are managed by the ZP, the net income derived from such markets shall be apportioned between the ZP, Mandal Parishad and Gram panchayat in the ratio of 25:37.5:37.5 percent respectively.
4. the gram panchayat, mandal parishad and Zilla Parishad shall maintain the roads, sanitation at the markets and lighting (if necessary) as prescribed in the rules.

Chapter 64

PREPARATION OF ASSETS AND LIABILITIES

Chapter 10

PREPARATION OF
ASSETS AND LIABILITIES

PREPARATION OF ASSETS AND LIABILITIES

1. In cases where the Zilla Parishad wants to borrow funds for purposes of carrying its activities a statement of assets and liabilities will have to be prepared and submitted to the loan sanctioning authority.
2. The method of preparation will be on the following lines:
 - a) Assets have a definite useful period of life.
 - b) Fixed assets are depreciated annually i.e., Land, Building, Roads and Bridges, Irrigation sources, Drinking water wells, PWS works, Market yards, Endowments, Ferries, Vehicles, Machinery, Equipment, Tools and Furniture, Current assets are Cash, Consumable stores, Recoverable loans and advances, Rents, Fees, Fines, Depreciation, compensations receivable.
 - c) The services like Education, Medical facilities and Social services are intangible assets.
3. Liabilities are those created by borrowings or transfer of capital for the purpose of utilisation of capital input. Liabilities are inputs whereas assets are outputs. Grants released to PR institutions, Borrowings, Deposits refundable, Payment of loans, Rents, Ferries, Fees, Taxes, Pay and Allowances are liabilities. They are again classified as Current, Non-Current and intangible.
4.
 - a) To work out the ratio between the assets and liabilities at the end of each year a statement of assets is worked out based on the figures from Cash Book, petty Cash Book, Permanent Advance Register, Grants Register and Treasury Pass Book, Stock Registers of consumable stores, Advances Recoverable Registers, Loan ledgers, Investment Registers, Miscellaneous Revenue Register.
 - b) Intangible assets can be worked out on the figures available in the Establishment Audit Register.
 - c) Fixed assets are recorded in Register of Immovable Properties, Register of Roads, Register of Permanent assets, Stock Register of Tools, Plants, Machinery, Equipment, Vehicles, Furniture and Ferris.

5. In the same manner the entries available in Loan ledgers, Register of Contingent Charges, Register of Estimates and Allotments, Deposits Register, Grants Appropriation Register, GPF ledgers, Register of LIC Premia, Register of Pensions, Pay Bill Register of establishment, TA Bills Register.
6. The surplus value of assets is arrived at (after depreciation) based on the present market value of the asset, provided they are maintained properly. The surplus value can be converted into reserve funds of the institution which will help in raising capital borrowings for taking up remunerative schemes.
7. In discharging liabilities every effort should be made to discharge liabilities in the order "first come first go" basis. It should be watched that liabilities never exceed assets and always a liability created is converted into an asset.

Chapter 65

RULES RELATING TO AUDIT, SURCHARGE, DISALLOWANCE AND APPEAL RULES

APPEAL RULES
DISALLOWANCE AND
AUDIT, SURCHARGE,
RULES RELATING TO

RULES RELATING TO AUDIT, SURCHARGE, DISALLOWANCE AND APPEAL RULES

1. The Chief Executive Officer of a Zilla Parishad in case of a Zilla Parishad shall submit all accounts to the Auditor appointed under Sub sections (1) and (2) of Sec.266 as required by him.
2. The Auditor may:
 - i)
 - a) by summons in writing, required production of any books, deed, contract, Account, Voucher, Receipt or other document for perusal or examination of which her may consider necessary.
 - b) by summons in writing, require any person having the custody or control of any such document or accountable for it to appear in person before him.
 - c) require any person so appearing to make and sign a declaration with respect to such documents or to answer any question or to prepare and furnish any statement relating thereto.
 - ii) Whoever fails to comply with any question lawfully made upon him under this rule shall be punishable with fine which may extend to Rs.100/-.
3.
 - i. The Auditor shall report to the Zilla parishad
 - a) any material impropriety or irregularity which he may observe in the expenditure or in the recovery of moneys due to a Mandal Parishad/Zilla parishad or in the accounts of Mandal parishad/ Zilla parishad under special schemes the funds of which are lodged in the banks and separate accounts maintained in respect of such schemes.
 - b) Any loss, waste, misappropriation of moneys or other property owned by or vests in the Zilla Parishad if such loss, waste, misapplication or misappropriation is a direct consequence of

his neglect or misconduct with the names of persons directly or indirectly responsible for such loss, waste, misappropriation or misapplication.

Provided that where the Auditor himself is not able to assess the loss caused to the Zilla Parishad due to the non-availability of the required records, he may address the Commissioner of Panchayat Raj for furnishing the required information or to cause further enquiry into such cases or to arrive at the loss caused to the Zilla Parishad in respect of the following cases:

- i) Where there is no data available to estimate the loss or deficiency caused to a Zilla Parishad.
 - ii) Where records of expenditure as required were not maintained by the persons responsible.
- II. The Commissioner of Panchayat Raj will cause further investigation into the matter, assess the loss caused to the Zilla Parishad the person/persons responsible therefor and furnish the required information to the Auditor. The Commissioner may also initiate disciplinary action under CCA Rules besides ordering recovery of amounts of losses caused to Zilla Parishad in case of persons employed in Zilla Parishad.
4. The Chief Executive Officer shall forthwith remedy any defects or irregularities that may be pointed out by the Auditor and report the same to the Zilla Parishad.
 5. Any Auditor may disallow every item contrary to law and surcharge the same on the person making or authorizing the making of the illegal payment and may charge against any person responsible therefor, the amount of any deficiency, loss or unprofitable incurred by the negligence or misconduct of that person or of any sum which out to have been, but it is not, brought to account by that person and shall, in every case, certify the amount due from such person.

Provided that, no surcharge proceedings shall be instituted after a lapse of three years from the date of completion of audit.

Under Sec. 10 of the State Audit Act, 1989 the amount of loss, wastage, misappropriation, misapplication or amounts covered by financial impropriety can be surcharged on the persons responsible.

The Surchargee has to make good the loss to the funds of the Zilla Parishad within 60 days (sixty days) failing which the amounts will be recovered as per Revenue Recovery Act.

If the Surchargee makes a representation before the authorities competent to receive appeals questioning the issue of surcharge certificates, action for recovery will have to be postponed till the matter is decided.

6. The Auditors should audit the accounts of the Mandal Parishads/Zilla Parishads of special grants received from State/ Central Govt in respect of wage employment schemes like JRY/ EAS/ JGSY/ SGSY (or whenever they might be called) and issue the audit reports as a separate part in respect of these special schemes funded by Government of India and State Government.

The amendments to make good the loss to the funds of the 2010
Financial year 60 days (early days) during which the amounts will be
recovered on the Revenue Recovery Act

If the Surrogate makes a representation before the auditor
concerning the recovery of the amounts of the 2010
Financial year 60 days (early days) during which the amounts will be
recovered on the Revenue Recovery Act

The Auditor should audit the accounts of the Mutual Fund/Trust
in respect of special grants received from the Central Government
to wage employment schemes like KRYEASAGSY/BCSY or wherever
they might be called, and also the profit earned as a separate part of
audit of these special schemes funded by Government or State
Government

Chapter 66

ACQUISITION OF PROPERTIES

ACQUISITION OF
PROPERTIES

ACQUISITION OF PROPERTIES

(Rules issued in G.O.Ms.No.557, M-I dt. 7.10.89)

1. The Zilla Parishad may require lands for construction of roads, culverts, bridges, quarries and if the value of the land exceeds Rs.10,000/- the site should be certified as suitable for the purpose jointly by the EE PR and D.M.H.O.
2. If it is for the purpose of a school or dispensary the approval of District Medical and Health Officer should be obtained.
3. One of the following methods can be adopted for acquisition.
 - i) Persuading the party to donate the site as it would benefit local inhabitants.
 - ii) To negotiate to sell it at a substantially lesser value of its market value by private negotiations.
 - iii) to address the Land Acquisition Officer and to pay compensation as fixed by the LAO as per the provisions of Land Acquisition Act,1894.
4. Encumbrance certificate should be obtained in respect of property from the Registration Department.
5. For any payment proposed by the Zilla Parishad, the reasonableness of amount, the validity of title should be examined by the Law Officer of Govt / Zilla Parishad.
6. The rules 1 & 2 shall not apply if the ZP proposes to purchase properties sold in court decrees.
7. The ZP can lease out its properties upto a period of 3 years. No structures shall be allowed to come upon its properties without the specific orders of the District Collector.
8. Lease of road margins, lands vested in ZP but not belonging to it shall not be allowed except with the previous consultation with the EE concerned.

9. All land transactions of acquisition, disposal, transfer by lease etc., shall be published as indicate in rule 9 of G.O.Ms.No.597 PR & RD dt. 7.10.89. The formats prescribed in the rules for acquisition sale, transfer by lease for more than 3 years should be in the formats and be executed and registered with the assistance of Government/ Zilla Parishad Pleader concerned.

The Zilla Parishad should acquire land for construction of projects, drains and if the value of the land exceeds Rs.10,000, the sale should be entered as sale for the purpose only by the Z.P. and G.M.H.O.

It is for the purpose of a school, dispensary, the approval of District Medical and Health Officer should be obtained.

One of the following methods can be adopted for acquisition

i) Remanding the party to grant the site as if what benefit would be derived.

ii) The registered sale for a substantial purpose, value of the land value of the land registered.

iii) To acquire the land Assistant Commissioner to give notice as fixed by the law under the provisions of land acquisition Act 1954.

Environment and Pollution should be checked under the provisions of the Environment Act.

For any payment proposed by the Zilla Parishad, the approval should be obtained from the Zilla Parishad, the Zilla Parishad, the Zilla Parishad, the Zilla Parishad.

The rules 1 & 2 shall not apply if the Z.P. proposes to hand over the land to the Government.

The Z.P. can lease the land for a period of 3 years. The land shall be allowed to be used for the purpose without the approval of the District Collector.

Leases of land under the provisions of the Act, but not being a lease, shall be allowed except with the previous sanction with the Z.P. concerned.

Chapter 67

OFFICIALS AND NON OFFICIAL REPRESENTATIVES - RELATIONS

OFFICIALS AND
NON-OFFICIAL
- REPRESENTATIVES -
RELATIONS

OFFICIALS AND NON OFFICIAL REPRESENTATIVES - RELATIONS

Occasionally some instances are reported to Government where there have been cases of assaults on Government Servants/ Employees of Zilla Parishad/Mandal Parishad/Gram Panchayat by non-official functionaries.

Govt in Memo No.6161/Mandals II PR dt. 30.9.89 issued instructions which read as follows:

"Government are of the view that the problems between officials and non-officials should be solved amicably and no person official or non-official should take law into his hands. Whenever an individual has a complaint against another, whether official or non official has a complaint against another, the matter should be brought to the notice of appropriate higher authorities for remedial action, without taking law into his hands. Further whenever instances or transgression of law are brought to the notice of the law enforcing authorities suitably, firm action may be taken against the law breaking persons without fear or favour."

OFFICIALS AND NON OFFICIAL REPRESENTATIVES - RELATIONS

Government officials and non-official representatives have been the subject of a number of studies in the past. The present study is a contribution to this field.

The following are the main findings of the study:

Government officials and non-official representatives should be given equal status and the same rights and responsibilities. The study shows that non-official representatives are often treated as second-class citizens and are not given the same respect and consideration as government officials. This is due to a number of factors, including the fact that non-official representatives are often seen as being less legitimate and less authoritative than government officials. The study also shows that non-official representatives are often excluded from important decision-making processes and are not given the same opportunities to influence policy and practice. This is a serious problem and needs to be addressed if the relationship between government officials and non-official representatives is to be improved.

Chapter 68

MISCELLANEOUS - INSPECTION OF MANDALS

INSPECTION OF WARRANTS
MISCELLANEOUS

MISCELLANEOUS - INSPECTION OF MANDALS

- 1) The CEO should draw up a programme of inspections of Mandal Parishads for the whole year got it approved by the Collector.
- 2) The Collector will inspect one Mandal in each division in each year.
- 3) The Revenue Divisional Officer, Sub Collector will also inspect one Mandal in their division.
- 4) The remaining Mandals will be distributed among the Deputy CEO and CEO and so that all Mandals are covered by inspection during each calendar year.
- 5) For preparation of notes of inspection one senior assistant may be deputed for about 2 days.
- 6) Within 10 days of inspection the observations of the inspecting officer along with the detailed notes of inspection will be sent to Mandal Parishad Development Officer.
- 7) The MPDO will submit rectification report within 2 months after placing the matter before the Mandal Parishad.
- 8) The purpose of inspection is to offer guidance and improve efficiency but not merely fault finding.
- 9) The Accounts Officer, Zilla parishad shall inspect all Mandal Parishads for inspection of loans branch and accounts. He should guide the staff in proper maintenance of Accounts. Special drives should be got arranged with Audit Officer LF accounts for dropping audit objections pending in Mandal Parishads, Schools and different wings of Zilla Parishad MP's and ZP's.
 - a) The Zilla Parishad will be inspected by the Commissioner PR & RD and Secretary to Government PR & RD Department.
 - b) The CEO should submit replies to observations pointed out in the inspection notes to the Inspecting Officer within two months of the receipt of notes of inspection.

MISCELLANEOUS - INSPECTION OF MANDALS

- 1) The Chief should draw up a programme of inspections of Mandals for the whole year, if approved by the Collector.
- 2) The Collector will inspect one Mandal in each division each year.
- 3) The Revenue Districtal Officer, Sub-Divisional will also inspect one Mandal within division.
- 4) The Revenue Mandals will be inspected during the financial year and the results to be reported to the Mandals in the next financial year.
- 5) The programme of visits of inspection and other assistance may be drawn up for each year.
- 6) Where the Mandals are inspected in the course of the regular office work, the results of inspection will be reported to the Revenue Districtal Officer.
- 7) The Mandals will be inspected in the course of the regular office work and the results of inspection will be reported to the Revenue Districtal Officer.
- 8) The results of inspection will be reported to the Revenue Districtal Officer and the results will be reported to the Revenue Districtal Officer.
- 9) The Revenue Districtal Officer will be responsible for the inspection of Mandals in the division and the results will be reported to the Revenue Districtal Officer.
- 10) The Revenue Districtal Officer will be responsible for the inspection of Mandals in the division and the results will be reported to the Revenue Districtal Officer.

Chapter 69

RMPs

1. The government used to release subsidy to RMPs and maternity assistants who are working in rural areas where no medical facilities exist.
2. Government have stopped filling up these posts consequent on retirements of those serving upto the date of Govt. decision to abolish the posts on their retirement (1992).
3. For those continuing subsidy to RMPs and pay on allowances to maternity assistants are released by Government.

Chapter 70

MUNICIPAL MARKETS

MUNICIPAL MARKETS

(G.O.Ms.No.952 M.A. dt. 13.9.63)

There are some markets of district importance located in Municipal towns, the municipalities have to make a consultation of 35% of net proceeds to Zilla Parishads. Some Zilla Parishads had to approach courts and obtained decrees as the Municipalities refused to pay due to inadequate finances.

MUNICIPAL MARKETS

1910-1911

There are some markets in the district in which the Municipal Councils have not yet been established. The Municipal Councils in the district have been established in the following places:—

Chapter 71

OFFICE ORGANIZATION

OFFICE ORGANIZATION

1. The Chief Executive Officer is the executive authority under the Act. It confers upon him several functions under Sec. 186 and the rules issued in G.O.Ms.No.488, PR & RD dt. 3.12.96.
2. He is entrusted with the powers to allocate work among officers and staff of the Zilla Parishad i.e. Deputy Chief Executive Officer, Parishad Education Officer and the Accounts Officer.
3. Govt. have issued job charts for these officers and it has been clarified that all files to be routed from the wing officers to the Chairman should be submitted through the Chief Executive Officer including Executive Engineer and Accounts Officer, PEO and Deputy CEO.
4. The Executive Engineer, who has comparatively larger volume of work load than PEO, AO, Dy.CEO has his own office, the rest of the three officers are accommodated in the same building where the CEO sits.
5. Executive Engineer (PR) & Executive Engineer (RWS)
He should furnish proposals, obtain sanction from competent administrative body ie., Standing Committee/General Body/Government. The technical sanction for works vests with the Superintending Engineer, Executive Engineer, Deputy Executive Engineer, Assistant Engineer as prescribed by the Government.
6. The CEO is the head of the office and the Attendance Register of the office staff should be seen by him whenever he is present at headquarters.
7. All Wing Officers like EE, Dy.CEO, AO and PEO shall attend review meetings or attend discussions whenever their presence is required by the CEO.
8. The CEO will make arrangements for opening of tappals relating to the Zilla Parishad either in his presence or in the presence of Deputy CEO.
9. The letters addressed to Chairman in his name should be sent to him and in no instance should they be opened by CEO or any other subordinate officer or staff in G.O.Ms.No.44 P&R dt. 23.1.90 clarifies.

All correspondence by various officers under the control of the Zilla Parishad should be made by them in the name of the Chief Executive Officer.

10. As Chairman, Zilla Parishad may be away from headquarters communications addressed to the Chairman by official designation during such absence should be opened by the Chief Executive Officer and prompt action taken by him. All such communications should be sent on for perusal of the Chairman of the Zilla Parishad, after he returns to headquarters.
11. It would facilitate matters if an arrangement is made whereby the Chairman attends the office on certain convenient days in a week.
12. If the Chairman wishes to initiate correspondence in regard to powers specifically conferred upon him he may arrange with the CEO to get the paper registered and issued from the section to which it relates.
13. All communications from Government will be addressed to the CEO except in cases where Government feel that it should be sent to Chairman.
14. The CEO can correspond with Government on all matters as Executive Authority on behalf of the Zilla Parishad but important matters which he considers necessary should be seen by Chairman will be circulated to him.
15. The Chairman should not endorse directly to any office marking his observations for carrying out his instructions except through the CEO.
16. After tappals are opened they should be seen by the wing officers according to their subjects and sent to the sections after recording them in Inward Register giving a number, marking the name of section to which it relates and should be delivered to concerned assistant under acknowledgement in the Inward Register. The currents should be machine numbered.
17. The papers received by each clerk should be registered in the PR and submitted after initial examination submitted to the officer concerned for orders in following up action.
18. In addition to the periodical check of Personal Register as per the time table fixed by the CEO, each Superintendent and officer should inspect

- the Personal Registers, Periodical Registers through a run on note file atleast once in a month.
19. A separate register should be maintained in the Peshi of CEO noting down the communications received from Government, Commissioner PR, other Heads of Departments and Communication from Courts, APAT, Government Pleaders, Registered letters, D.O. letters, Correspondence from Assembly Secretariat and other important letters and the PA (of CEO) should round off disposed files only after a final reply is sent. This register should be checked by the CEO once in a month.
 20. The office should have a record room and the records arranged as per the instructions contained in the District Office Manual (as per TOTTENHAM's system) and issues from and records delivered to the record room should be duly recorded. Ventilation, lighting, fire fighting equipment, protection from white ants should be ensured. Records should be arranged serially year wise and classification wise like R.Dis.(30 years retention period) D.Dis.(10 years) and L.Dis.(1 year).
 - a) Absolute cleanliness should be maintained in record room.
 - b) Lighting should be arranged.
 - c) It should be ensured that it is securely locked.

In every Zilla Parishad Office:

- (1) Lunch room for ladies may be provided.
- (2) Toilets in the office premises to be kept clean.
- (3) If feasible water cooler may be arranged.
- (4) If there is a cooperative canteen, the management should obtain permission relating to rates of food items served, timings etc.,
- (5) Persons should not be allowed to loiter in verandahs of the office building.
- (6) Smoking and gambling should be prohibited.
- (7) Each assistant should be supplied with an almyrah for keeping under lock and key, records should never be allowed to be kept on the table.
- (8) Every office should have cash chest (properly with a double locking system).

- (9) Movement Register should be kept and the staff going out should record their movements.
- (10) No employee should refuse to attend to turn duty work assigned to him.
- (11) Special precautions should be taken while getting money from Banks/ Treasuries towards disbursement of salaries.
- (12) Salaries should be paid on the first working day and not before except under specific orders of Government.
- (13) All holidays declared for State Government office will apply to PR institutions.
- (14) The CEO, Dy.CEO, AO & EE should make surprise visits to the sections during office hours.

On all currents marked "urgent", "immediate", "put up within 3 days", the assistants should comply with the orders and in case of difficulty, represent to the concerned officer/CEO.

- (15) All Officers of Zilla Parishad are connected by NICNET system and all reports to officers having similar facilities should be sent through NICNET system only.

Chapter 72

**LOSS OF GOVERNMENT
MONEY WHILE IN TRANSIT
FROM BANK**

LOSS OF GOVERNMENT
MONEY WHILE IN TRANSIT
FROM BANK

LOSS OF GOVERNMENT MONEY WHILE IN TRANSIT FROM BANK

There have been a few incidents where the money for salaries being brought from banks are stolen or snatched away forcefully by thieves and it would take quite some time to enquire into the facts, fix responsibility and recover the money or write off the amounts involved.

Government in Finance Dept., in the Memo 15455 (AP Financial and Planning) dt. 19.3.78 have ordered that in order to ensure that the innocent staff expecting to receive salaries are not disappointed, has permitted the drawing officers to draw the amount lost due to theft, embezzlement etc., again as a special advance.

Another bill "Special Advance" under the following Head of Account can be drawn on the orders of the competent authority who have powers to write off the amounts as contained in Appendix 23 of AP Financial Code Vol.II. The amount so drawn will be classified under 8550 - K. Deposits and Advances - Civil Advance (d) other advances (XII) 104 other advances.

LOSS OF GOVERNMENT MONEY WHILE IN TRANSIT FROM BANK

There have been a few instances where the money for a large fund provided from banks and stored in vaults was lost by the bank. It would be a good idea to have the money stored in a vault of the Federal Reserve Bank in order to avoid such a loss.

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Chapter 73

LOSS OF RECORDS DUE TO THEFT, ARSON ETC

LOSS OF RECORDS
DUE TO THEFT, ARSON ETC

LOSS OF RECORDS DUE TO THEFT, ARSON ETC

Occasionally reports are received from Mandals and other institutions of Zilla Parishads/Mandals regarding loss of records due to theft or fire etc (or arson by naxalites etc.). The head of office or institution should submit a detailed report on the occurrence of the events and the exact loss to properties or records of office and submit it to the Collector and Chief Executive Officer and mark copies to Secretary to Government/Superintendent of Police/Deputy Superintendent of Police, RDO, MRO for suitable action.

Simultaneously he should initiate action for reconstruction of records as per instructions issued by Government in their Memo NO.69481/Audit II/dt. 9.10.90.

For reconstruction of Cash Book, Treasury Pass Book:

1. The original vouchers available with LF Audit Department will be useful in writing cash book with the help of Monthly Account/Annual Account.
2. The cheques issued will be available with the Accountant General and the entries in Cash Book etc., can be reconstructed.
3. The challans available with APGLI/AGs Office/ZP Office about deductions/records from staff pay bills can be reconstructed.
4. Deposits etc., can be prepared with the help of duplicate work bills and audit reports.
5. Any amount proposed for write off due to damage, loss of theft may be submitted by submitting proposals to the competent authority.

LOSS OF RECORDS DUE TO THEFT, ARSON ETC

Under the provisions of the Records Act, 1957, it is the duty of the records officer to ensure that records are properly maintained and that they are available for use by the public. In the event of a fire or theft, the records officer should immediately report the incident to the appropriate authorities and take steps to minimize the damage to the records. It is also the duty of the records officer to ensure that the records are properly stored and protected from damage.

The records officer should also ensure that the records are properly indexed and that they are available for use by the public. In the event of a fire or theft, the records officer should immediately report the incident to the appropriate authorities and take steps to minimize the damage to the records.

The records officer should also ensure that the records are properly stored and protected from damage.

The records officer should also ensure that the records are properly indexed and that they are available for use by the public.

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The records officer should also ensure that the records are properly indexed and that they are available for use by the public.

Chapter 74

DISPATCH AND INWARD

DISPATCH AND INWARD

All papers received in the Zilla Parishad must be registered by subject Assistants and inward section Assistant. All papers should be put up within five days from the date of receipt.

Urgent references and specific papers marked by the officers should be personally attended to by the Superintendent/Senior Assistant. They must seek instructions from the officers whenever they need guidance.

Dispatch Register, Stamp Account and Local delivery book should be checked once in a week. The outgoing papers should not be held up for more than a day or two. The Government have issued instructions for use of perforated stamps for preventing misuse. Daily Stamp Account should be maintained. All outgoing papers dispatched without delay.

DISPATCH AND INWARD

An open road is the best road. It is the road that is not blocked by a barrier. It is the road that is not blocked by a barrier. It is the road that is not blocked by a barrier.

Light is the best light. It is the light that is not blocked by a barrier. It is the light that is not blocked by a barrier. It is the light that is not blocked by a barrier.

Dispatch is the best dispatch. It is the dispatch that is not blocked by a barrier. It is the dispatch that is not blocked by a barrier. It is the dispatch that is not blocked by a barrier.

Chapter 75

LAST GRADE EMPLOYEES

LAST GRADE EMPLOYEES

AP Last Grade Employees Service Rules will apply. For all officers in the PR bodies Government Servants Conduct Rules, 1964 will apply uniformly.

Drivers: AP General Subordinate Service Rules apply to categories like drivers, telephone operators, etc.

The drivers and Class IV employees should maintain punctuality, disciplines code of conduct, and not to smoke in office premises.

Attender should come to office around 9.30 A.M. and be available till 5.30 P.M. an in case of urgent work should be prepared to stay late.

LAST GRADE EMPLOYEES

All Last Grade Employees Service Rules will apply. For all officers in the PR Police Government Service Conduct Rules 1984 will apply uniformly.

Drivers - All General Subordinate Service Rules apply to categories PR drivers, telephone operators, etc.

The drivers and class IV employees should maintain punctuality. The Police Code of Conduct and not to smoke in office premises.

Attendance should come to office around 9:30 A.M. and be available till 5:30 P.M. and in case of urgent work should be prepared to stay late.

Chapter 76

APPLICABILITY OF AP GOVERNMENT SERVANTS CONDUCT RULES

CONDUCT RULES
GOVERNMENT SERVANTS
APPLICABILITY OF AP

APPLICABILITY OF AP GOVERNMENT SERVANTS CONDUCT RULES

All employees are governed by AP Civil Services Conduct Rules 1964. According to which no employee can,

1. Lend/borrow moneys, without the specific permission of appointing authority.
2. Submit annual property statements by 15th Jan. every year.
3. Should not accept any gifts (except of a trivial nature).
4. Get outside influence to further his interests in service benefits.
5. Should not involve in activities of any political parties, agitations etc.

Most important that every officer/subordinate should observe is:

6. While purchasing movable articles costing above Rs.20,000 the higher authority should be kept informed of the transaction as well as how it is financed.
7. All immovable properties should be purchased only after obtaining permission of the appointing authority.
8. Should not disturb others work and use any unparliamentary words with colleagues.
9. Should not commit the offence of bigamy.

APPLICABILITY OF AP GOVERNMENT SERVANTS CONDUCT RULES

All employees are governed by the Civil Services Conduct Rules 1954
According to what an employee does

1. Leadership manner without the specific permission of appointing authority
2. Institutional regular statements by 12th Jan every year
3. Should not accept any gift except of a minor nature
4. On leave continue to fulfil the needs of public service
5. Should not involve in activities in any political party, religious or other organisations
6. While on duty should not be engaged in any other work which is not in the public interest
7. All employees, irrespective of the post, shall be governed by the Civil Services Conduct Rules 1954
8. Officers of Group 'A' and 'B' shall be governed by the Civil Services Conduct Rules 1954
9. Officers of Group 'C' and 'D' shall be governed by the Civil Services Conduct Rules 1954

Chapter 77

REVENUE OFFICERS

REVENUE OFFICERS

In several Zilla Parishads there is a post of Revenue Officer in the cadre of Sr.Asst. and Jr.Assistants to look to the work of assisting the CEO in the matter of conduct of auctions of remunerative enterprises, revenue yielding properties etc., and to take care of recovery of monthly or quarterly instalments and remit them in the ZP General Funds.

REVENUE OFFICERS

In several of the territories there is a body of Revenue Officers, known as the Revenue Officers, and the work of assessing the tax on the profits of and on the income of individuals and companies. The Revenue Officers are also responsible for the collection of the tax on the profits of and on the income of companies and on the income of individuals.

Chapter 78

**JAWAHAR GRAM
SAMRUDHI YOJANA**

JAWAHAR ERANI
SAMRUDHI YOLANA

JAWAHAR GRAM SAMRUDHI YOJANA

- 1) The Central Government streamline and restructured the JRY and renamed it as J.G.S.Y. for the development of rural infrastructure at the village level and to be implemented by the Gram Panchayats which came into force from 1.4.1999.
- 2) The Primary objective of JGSY is to creation of demand driven community village infrastructure which includes (1) Durable assets at the village level to enable the rural poor to increase the opportunities for sustained employment. the secondary objective is generation of supplementary employment for the unemployed poor in the rural aras who come under below poverty line. It is a centrally sponsored scheme.
- 3) The Central and State share cost at 75:25 where the Gram Panchayats are not in existence their share of funds goes to Mandal concerned who will be responsible for implementation of JGSY.
- 4) For allocation of funds population of each villages less than 1000 will be taken as 1000. No upper ceiling on population for allocation of funds. Weightage of 60% for SC/ST population and 40% on the total population including SC/ST will be given for allocating funds. The grant will be adjusted in two instalments every year.
- 5) Those who got 2nd installment previous year are eligible for 1st instalment of the current year. 60% of the 1st instalment including O.B. and state share has to be spent to become eligible to get 2nd instalment. If the opening balance of the district exceeds 15% of the central share, the excess balance over 15% will be deducted at the time of release of second instalment.
- 6) The State Government shall release its matching share within a week after release of central assistance. The funds to the village panchayats will be distributed within 15 days of the receipt of Central or State share.
- 7) If the carry over funds of village Panchayat are more than 15% during a particular year the excess unspent balance will be cut to that Panchayat and the said excess amount will be distributed to the other Panchayat within the Mandal.

- 8) The JGSY funds shall be kept in a nationalised bank or a post office in an exclusive and separate S.B. Account by Zilla Parishad/Panchayat and interest accrued thereon shall be treated as part of J.G.S.Y. additional resources. Donations from individuals and institutions should be treated as additional funds, and dovetailed with J.G.S.Y. to complete the works.
- 9) The J.G.S.Y. funds of village panchayat shall be drawn through a cheque signed by the Sarpanch and another member of Gram Panchayat or E.O., G.P. specially authorized by the village panchayat through its resolution. Every payment shall be authorized by Panchayat and Gram Sabha should be informed about it in its following meeting. Drawal for any other purpose shall be unauthorised.
- 10) 22.5% of the annual allocation must be spent on individual beneficiary schemes for SC/ST without any diversion duly ensuring their participation.
 - i) Development of allotted land like ceiling surplus land, Government land etc.
 - ii) Fuel and fodder plantation, floriculture and fruit tree plantation in the private lands of SC/ST.
 - iii) Work sheds or infrastructure for any self employment programmes for SC/ST.
 - iv) Open irrigation wells or irrigation bore wells or pond excavation for pisciculture.
 - v) Assets for improving the standard of life of SC/ST by providing Dwelling units, sanitary latrines and smokeless chullahs.
- 11) 3% Annual allocation should be utilized for creation of barrier free infrastructure for the disabled. If the said funds are not spent the unspent amount can be spent for other JGSY works.
- 12) 7.5% or Rs.7500/- which ever less per each year maybe spent on the administration, contingencies and for technical consultancy.
- 13) Upto 15% of the funds can be spent for maintenance of assets already created under NREP/RLEGP and JRY.

- 14) The remaining grant of $(22.5\%+3\%+7.7\%+15\%=48\%)$ 52% ;should be spent for creation of durable productive community assets as per felt needs of the area on the following priority.
- 15) i) Infrastructure of SC/ST habitation.
ii) Infrastructure support for JGSY.
iii) Infrastructure for supporting agricultural activities.
iv) Community infrastructure for education, health and roads.
v) Other social economic and physical infrastructure.
- If formation of roads is taken up under JGSY, block tapping of two roads may be taken up under other Government programmes.
- 16) While executing works wage-material ratio of 60:40 is released to build up rural infrastructure duly following labour intensive works with sustainable low cost technology. There is no ceiling on the cost of the work taken up but the said works may be taken up from the annual action plan and executed at the local level and do not involve high level of the technical inputs.
- 17) The following shall not be taken up under JGSY
- i) Temple, Mosque, Gurudwara, Church etc.
ii) Monuments, Memorials, Statues, Idols, Arch gates, Welcome gates.
iii) Bridges.
iv) Higher Secondary Schools.
v) Desiltation of irrigation tanks.
vi) B.T. and C.C. roads outside the village panchayat.
- 18) The items of works chosen by village panchayat and approached by Gram Sabha shall not be changed at the block or district level. The Mandal authorities may prepare and approve standard designs and cost estimates which are generally taken up by the GP's, which help in quicker

preparation of plan of action by the village panchayat and scrutiny by the gram sabha. The village panchayat may take technical advice from the block officials or from reputed NGOs.

- 19) An annual action plan equivalent to value of 125% of its allocation of the previous year including O.B. shall be prepared by the GRam Panchayat before the beginning of each financial year and approve by the Gram Sabha before 31st March of every year.
 - i) No work shall be executed unless it is included in the annual action plan.
 - ii) The works proposed in the plan shall be completed within two financial years.
- 20) The Panchayat can execute the works costing Rs.50,000/- each with the approval of Gram Sabha no other administrative or technical sanction is necessary. For works and schemes costing more than 50,000/- after taking approval of gram sabha, the village panchayat shall get the technical administrative approval of concerned authorities. In case of shortage of technical staff, technical appraisal may be done by technically qualified people as per the norms prescribed by the Government.
- 21) The programme will be implemented through village panchayats. The technical supervision will be the responsibility of Mandal. At the village level coordination review, supervision and monitoring will be done by the village panchayat. Guidance, coordination, supervision, periodical reporting monitoring will be the responsibility of Mandal and Zilla parishad.
- 22) Muster rolls shall be maintained for every work separately showing the details of wages paid to workers and they should be kept in stitched form duly numbered and certified by the Sarpanch and placed before the Gram Sabha.
- 23) Contractors or middle men or any other intermediary agency should not be permitted to execute the works.
- 24) The village panchayat shall maintain sign boards showing complete inventory of the assets created giving details of project cost, date of start, completion benefits obtained and employment generated.

- 25) Both physical and financial audit of works are compulsory at the end of each financial year. The audit should be done by the L.F. auditors or chartered accountant appointed by the Government.
- 26) In order to ensure social control of JGSY meetings of gram sabha shall be convened every quarter at fixed date, time and place to consider planning execution, monitoring and supervision of JGSY. Then meetings are open to all members of village community who shall be free to raise any issue regarding its implementation.
- 27) The wage shall be paid in cash as per minimum wages act or higher wages fixed by the State Government. When wage rates are not notified, the Gram Panchayat may make payment to the workers at the prevailing agriculture wage rates in the areas. Equal wages should be paid to both men and women workers for the same work or similar nature. No discrimination be made between men and women while recruitment is made. Payment of wages shall be made by the Gram panchayat on a fixed day of the week preferably on the local market day.
- 28) Funds available from other sources like market committees, cooperatives, cane societies etc., and funds like National and State finance etc., can be dovetailed with JGSY for construction of durable community assets. JGSY funds should not be used as a substitute for departmental plan funds.
- 29) The Gram Sabha shall appoint a vigilance committee with 3 members out of which one must be SC/ST and one must be women to over see, supervise and monitor the implementation of each JGSY work.
- 30) If any official during their inspection finds any irregularity he should report the same to the Collector/CEO to take necessary action against him.
- 31) To enable the Centre and State authorities to monitor the progress, the infrastructure creates employment generates monthly progress report to be furnished by 10th of every month and annual report by 25th of April of succeeding year to the Centre.
- 32) Training to be imparted at State/District/Mandal and Gram Panchayat level officers handling JGSY works by CAPART/Universities, APARD, Central Building Research Institute to create awareness of the appropriate technology and various low cost techniques, duly ensuring durability.

- 33) Arrangements like drinking water, rest sheds for workers and creches for the children coming with working mothers duly meeting the expenditure out of non wage component.
- 34) For redressal of grievances relating to works executed by Gram Panchayats, representations may be made to the MPDO/CEO/AP/ District Collector who enquire into the matter and settle the problems.

Chapter 79

RESERVATIONS

Note: *These Provisions are applicable to Gram Panchayats, Mandal Parishads and Zilla Parishads equally with such modifications as in the place of a Gram Panchayat, Mandal Parishad and Zilla Parishad shall be substituted wherever it is required. In substance contained is the same so they are included here for the guidance of the three PR institutions.*

COMMON PROVISIONS

RESERVATIONS

Reservations in the offices of Sarpanch, Gram Panchayat and members of Gram Panchayat shall be determined by the RDO as per the provisions of the Act and the rules made therein.

1. The elections to the three tiers of Panchayat Raj i.e., Gram Panchayat, Mandal Parishads and Zilla Parishads will be conducted as prescribed in G.O.Ms.No.755 PR&RD dated 30.11.94 as amended by G.O.Ms.No. 80 PR&RD dt. 7.2.95.
2. The elections will be direct to the offices of member of Gram Panchayat, Sarpanch, Gram Panchayat, member of the Mandal Parishad Territorial Constituency and members of Zilla Parishad Territorial Constituency.
3. The elections to President and Vice President of Mandal Parishad and Chairman, Vice Chairman of Zilla Parishads will be on indirect basis. These elections are conducted on party lines and the contestants for the offices of President/Vice President, Chairman/Vice Chairman should get proper authorization from the President of the political party which they represent and present it before the election officer along with the nomination form.
4. The schedule of elections contain the stages of
 - i. election notification;
 - ii. receipt of nominations usually extend for a period of 7 to 8 days.
 - iii. scrutiny of nominations.
 - iv. date and time upto which the withdrawal can be accepted;
 - v. publication of list of valid nominations.
 - vi. polling;
 - vii. declaration of result and issue of certificate.

5. Reservation for election Chairman of Zilla Parishad and President of Mandal Parishads will be determined as provided in G.O.Ms.No.75 PR&RD dated 4.2.95 as amended by G.O.Ms.No.87 PR & RD dated 12.2.95.
6. The Government will reserve offices in favour of, members of Scheduled Tribes and Scheduled Castes, Backward Classes and women in respect of the offices of Chairman Zilla Parishad.
7. The number of offices reserved for members of Scheduled Tribes should be 8% of the total number of Zilla Parishads in the state and in respect of Scheduled Castes 18% of the total number of Zilla Parishads. For BC's 34% of the offices of Chairman Zilla Parishad shall be reserved in favour of members belonging to backward classes (Rule 19 of rules issued in G.O.Ms.No.75 PR&RD dt. 4.2.95 amended by G.O.Ms.No.85 PR dt.12.2.95).
8. 1/3rd of the number of offices reserved for Scheduled Castes, Tribes and Backward Classes and 1/3rd of the non reserved offices shall be reserved for women.
9. The reservation shall be made in the order as shown below
 - i. Scheduled Tribes;
 - ii. Scheduled Castes;
 - iii. Backward Classes.

It means that the offices of Chairman Zilla Parishad which is reserved for Scheduled Tribes cannot be reserved in favour of Scheduled Castes even though it has the largest population. In such cases the next district with the second largest population shall be reserved in favour of Scheduled Castes. In the same manner after exhausting the vacancies reserved for Scheduled Tribes only. Vacancies should be reserved Scheduled Castes and the backward classes.

10. In respect of Zilla Parishad Territorial Constituency members the vacancies will be reserved by the District Collector on the basis of the population of Scheduled Tribes, Scheduled Castes/backward classes to the total population of the district.
11. In Backward Classes a uniform percentage of 34 shall be reserved in respect of backward classes.

12. Where there is fraction of 1 and it is less than 1/2, the figure should be ignored and it is more than 1 1/2 it will be rounded of to 1.
13. In the same way as stated above the reservation should be made in the order of Scheduled Tribes, Scheduled Castes and Backward Classes among the members of Zilla Parishad Territorial Constituency.
14. The Collector should also ensure that the office of ZPTC members reserved fro a particular community cannot be reserved for the same community in respect of Mandal Presidents.
15. The offices of President of Mandal and the reservation for the offices of members and Presidents of Mandal Parishads shall be reserved by the Collector in the same manner prescribed in these rules.
16. Government have issued instructions in Memo No.70407 PR & RD dt. 4.2.95 in which it has been clarified that the persons eligible to vote or contest for President, Vice President of the Mandal Parishad shall be the MPTC members only.
17. In the same manner it has been clarified that the ZPTC members alone will be competent both to contest and to elect Chairman and Vice Chairman of the Zilla Parishad.
18. The Rules specified in G.O.Ms.No.755 PR&RD dt. 30.11.94 prescribed form 1 to form 19 relating to the process of election may be referred to.

12. The purpose of this study was to explore the experiences of older adults with dementia who are living in residential care facilities. The study was conducted in a residential care facility in the United Kingdom. The study was conducted in a residential care facility in the United Kingdom. The study was conducted in a residential care facility in the United Kingdom.
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Chapter 80

DISQUALIFICATIONS

DISQUALIFICATIONS (S.18-22)

The following disqualifications mentioned in SS. 18-22 of APPR Act equally apply to offices of members of gram panchayat, MPTC members, ZPTC members, Upa Sarpanch, Sarpanch, Mandal Parishad President and Vice President, Chairman and Vice Chairman, Zilla Parishad.

1. The person's name should be on the electoral roll and he should not be less than 21 years of age.
2. No employee of Central/State Government or a local authority or an employee of a corporation of any institution receiving aid from the funds of the Government and no office bearer of any body constituted under a law made by the State Legislature of the State or of Parliament shall be qualified to hold office.
3. A dismissed employee of the government or Local body (State or Central) on the ground of corruption or disloyalty to the State shall be disqualified.
4. Every person convicted for an offence punishable under Chapter IX A of Indian Penal Code or under any law or rule relating to the infringement of secrecy of voting shall be disqualified for a period of 5 years from the date of his conviction or for such shorter period as the court, may by order, determine.
5. A person convicted for an offence, specified under Sec.8 (2) (1) of the Representation of Peoples Act, 1951, the disqualification shall not take effect until after the expiration of the time for filing an appeal against such conviction and where an appeal is filed until the disposal of the appeal.

Provided that a person convicted for an offence under Sec. 8 (1) of the Representation of Peoples Act, shall be disqualified for being chosen as or for continuing as a member of a gram panchayat, Mandal Parishad, Zilla Parishad for a period of 6 years from the date of conviction and a person convicted under Sub. Sec (2) shall be disqualified for a period of 6 years from the date of conviction and a further period of five years from the date of release.

6. A person who has been convicted by a Criminal Court
 - i. for an offence under Protection of Civil Rights Act;

- ii. for an offence involving moral delinquency shall be disqualified for a period of 5 years from the date of conviction or where he is sentenced to imprisonment while undergoing sentence and after a period of 5 years from the date of expiration thereof.
7. If he is of
- i. Unsound mind and declared so by a competent court
 - ii. A deaf, mute or suffering from leprosy
 - iii. An applicant to be adjudicated an insolvent or an undischarged insolvent
 - iv. Is interested in a subsisting contract made with or any work being done for the Gram Panchayat, Mandal Parishad or Zilla Parishad or any State or Central Government. A person will not be treated as having an interest in contract simply because
 - a. he is a share holder and not a Director;
 - b. has any lease, sale or purchase of immovable property or an agreement for the same;
 - c. any agreement for loan of money or any security for the payment of money only or;
 - d. in any newspaper in which any advertisement to the affairs of the gram panchayat are inserted;
 - e. is employed as paid Legal Practitioner or Secretary of a company or a corporation (other than a Coop Society) in which not less than 25% of the paid up share capital is held by the State Government;
 - f. is an Honorary Magistrate under the Code of Criminal Procedure, 1973 with jurisdiction in any part of the village;
 - g. is already a member of gram panchayat and his term will not cease before the fresh election;
 - h. is in arrears of any dues, including sums surcharged, otherwise than in a fiduciary capacity to the gram panchayat in respect

of which a bill is served and the date for payment specified therein has expired;

- i. a person having more than two children (the birth of another child within one year from the date of commencement of the Act, will not be taken into consideration for incurring disqualification).

Members of Gram Panchayats, Mandal Parishads & Zilla Parishads (ZPTC) shall be disqualified if he:

1. Is or becomes subject to any of the disqualifications specified in Sec. 19.
2. Absents himself from the meetings of the Gram Panchayat/ Mandal Parishad/ Zilla Parishad for a period of 90 days for such duration in which three meetings were convened reckoned from the date of last meeting or his restoration to office as member under Sub. Section 1 of SEc 21, as the case may be, (if less than 3 meetings held absents himself for three consecutive ordinary meetings held after the said date. Women members with advanced stage of pregnancy a period of 120 days is to be reckoned provided that:
 - i. due notice of meeting was served on him; and
 - ii. the meeting was not one of a requisition meeting.
3. A person who ceases a member under S. 18 or S.20 (a) read with Sec. 19 he shall be restored to office for such period of unexpired portion if and when the conviction is annulled or in the case of restoration after receiving the intimation from the DPO, he will be restored to office and any person was elected to fill the vacancy shall have to vacate office.
 - a) Where an allegation is made that any person who is elected as a member of a gram panchayat is not qualified or has become disqualified under S. 17, S.18, S.19 or Sec.20 by any voter or authority to the Executive Authority in writing and the Executive Authority has given intimation of such allegation to the member through the District Panchayat Officer and such member disputes the correctness of the allegation so made or any member himself raises any doubt whether or not he has become disqualified under any of these sections, such member or any other member may and the Executive Authority shall at the direction of the gram

panchayat or the Commissioner shall within a period of two months from the date on which such intimation is given or doubt is entertained, as the case may be, apply to the District Munsif having jurisdiction over the area.

- b) Till a decision is given he will continue to hold office;
- c) In case of Sarpanch or Upa Sarpanch, they will be restored to office in case they have vacated the office.

Chapter 81

**CONSTITUTION
73RD AMENDMENT
ACT, 1992**

CONSTITUTION
3RD AMENDMENT
ACT, 1982

CONSTITUTION

73RD AMENDMENT ACT, 1992

The 29 subjects enumerated in the Eleventh Schedule to the constitution are as follows:

1. Agriculture including agriculture extension.
2. Land improvement, implementation of land reforms, land consolidation and soil conservation.
3. Minor irrigation, water management and watershed development.
4. Animal husbandry, dairy farms and poultry.
5. Fisheries.
6. Social forestry and farm forestry.
7. Minor forest produce.
8. Small scale industries including food processing industries.
9. Khadi, Village and cottage industries.
10. Rural housing.
11. Drinking Water.
12. Fuel and fodder.
13. Roads, culverts, bridges, ferries, waterways and their means of communication.
14. Rural electification, including distribution of electricity.
15. Non-conventional energy sources.
16. Poverty alleviation programmes.
17. Education, including primary and secondary schools.

18. Technical training and vocational education.
19. Adult and non-formal education.
20. Libraries.
21. Cultural activities.
22. Markets and fairs.
23. Health and sanitation, including hospitals, Primary Health Centres and dispensaries.
24. Family Welfare.
25. Women and child development.
26. Social welfare, including welfare of the handicapped and mentally retarded.
27. Welfare of the weaker sections and in particular of the Scheduled Castes and Scheduled Tribes.
28. Public Distribution System.
29. Maintenance of community assets.

Chapter 82

OATH OF ALLEGIANCE (S.252)

OATH OF ALLEGIANCE
(2.225)

OATH OF ALLEGIANCE (S.252)

Every person who is elected to any of the following offices shall before taking his seat make at a special meeting or any other meeting an oath of affirmation of this allegiance to the constitution of India in the following form.

FROM (G.O.Ms.No.132 PR & RD dt. 11.3.93)

"I certify having become a Sarpanch/ Member of Gram Panchayat/ President/ Member of a Mandal Parishad/Chairman/ Member of Zilla Parishad, swear in the name of God/ solemnly affirm that I will bear true faith and allegiance to the constitution of India as by law established and that I will faithfully discharge the duty upon which I am about to enter"

1. No such Sarpanch, President or Chairman or member shall take his seat at a meeting of the Gram Panchayat/ Mandal Parishad or as the case may be of the Zilla Parishad or do any act as such member unless he has made the oath of affirmation as laid down in this section.
2. If any person fails to take oath of office and ceases to hold office and on intimation by the Executive Authority applies for time to Gram Panchayat/ mandal Parishad/Zilla Parishad for extension of time, the Gram Panchayat/Mandal Parishad/ZP shall grant him time of not less than 4 months and not more than 9 months to take oath, pending which he will be restored to office.
3. If even during the extended period the member is not able to take oath, for reasons beyond his control apply to Government and Government may grant further time to enable him to take oath and notwithstanding anything in this Act, he will continue to hold office, if such person takes oath of affirmation during such extended period.

OATH OF ALLEGIANCE (S. 252)

Every person who is one of the following officers shall before taking his seat in a special meeting or other meeting call to attention of the members the following

FROM THE OATH OF ALLEGIANCE (S. 252)

Every person who is one of the following officers shall before taking his seat in a special meeting or other meeting call to attention of the members the following

No person shall be elected or appointed to any office or position in the Government of this State until he has taken the following oath of allegiance

I, _____ do hereby swear that I am a citizen of the State of _____ and that I will support the Constitution of the State of _____ and will defend the same against all enemies foreign and domestic

I, _____ do hereby swear that I am a citizen of the State of _____ and that I will support the Constitution of the State of _____ and will defend the same against all enemies foreign and domestic

Chapter 83

**MEMBERS HOLDING DUAL
OFFICES IN PANCHAYAT
RAJ INSTITUTIONS**

MEMBERS HOLDING DUAL OFFICES IN PANCHAYAT RAJ INSTITUTIONS

(G.O.Ms.No.135 PR & RD dt. 13.3.95)

1. If any person is elected to more than one category of office mentioned below he shall within 15 days from the date of such recent election shall resign one of the officers/seats he wishes to continue and the other he wants to vacate.

WARD:

- i) Ward member of Gram Panchayat;
 - ii) Sarpanch of Gram Panchayat
 - iii) Member of Mandal Parishad Territorial Constituency;
 - iv) Member of Zilla Parishad Territorial Constituency.
2. In case he fails to exercise the option within 15 days he shall continue to hold the office in the highest tier and the District Collector will intimate to him the offices vacated by him.
 3. The offices vacated by him shall be filled as casual vacancies in the manner prescribed by government.

MEMBERS HOLDING DUAL OFFICES IN PANCHAYAT RAL INSTITUTIONS

(G.O. Ms. No. 125 P.R. & R. Dt. 13.12.1974)

If any person is engaged in more than one category of office mentioned below he shall within 30 days from the date of such appointment submit a written application to the Government for waiver of conditions and the Government may waive the same.

2. WAIVER

(a) Members of Panchayat Ral

(b) Members of Panchayat Ral

(c) Members of Panchayat Ral

(d) Members of Panchayat Ral

3. In cases where the person is engaged in more than one category of office mentioned above the Government may waive the conditions and the Government may waive the same.

4. The office vacated by the person shall be filled up as usual in the Panchayat Ral.

Chapter 84

RESIGNATIONS

RESIGNATIONS

In case where a member resigns his office, he should tender the resignation letter to the authority specified, in writing, who will ascertain about the genuineness of resignation and accept the same by issuing proceedings as to the date from which the resignation comes into force.

- | | | | |
|----|----|---|----------------------------------|
| 1. | a) | In case of members of a Gram Panchayat and Upa Sarpanch | }MPDO |
| | b) | Sarpanch | }Gram Panchayat/
}DPO |
| 2. | | In case of MPTC members, Vice President and President of a Mandal Parishad | }Chief Executive
}Officer. ZP |
| 3. | | In case of members of ZP (ZPTC), Vice Chairman and Chairman of Zilla Parishad | }District
}Collector |

Chapter 85

NO CONFIDENCE MOTION

NO CONFIDENCE MOTION

A motion expressing want of confidence in the Upa Sarpanch or President or Vice President, or Vice Chairman or Chairman of a Zilla Parishad may be made by giving a written notice of intention to the following authorities signed by not less than one half of the members of the gram panchayat than on the Gram Panchayat, Mandal Parishad or Zilla Parishad.

- 1) Gram Panchayat - Revenue Divisional Officer
- 2) Mandal Parishad - -do-
- 3) Zilla Parishad - Collector

(Rules issued in G.O.Ms.No.200 PR & RD dt. 24.8.98 as amended in G.O.Ms.No.253 PR&RD dt. 6.6.98)

Provided that no notice of non-confidence motion shall be made within 2 years of the date of assumption of office by the person against whom the motion is sought to be moved.

Provided further no such notice shall be made against the same person more than once during his term of office.

If the motion is carried with the support of not less than 2/3rd of total number of members in the case of Upa Sarpanch, the Commissioner and in the case of Vice President and President of Mandal Parishad or Vice Chairman or Chairman of Zilla Parishad, the Government shall by notification remove him from office.

Notice to be given to

- 1) Upa Sarpanch, Vice President, President of Mandal Parishad }RDO/Assistant
}Collector/
}Sub Collector
}having
}jurisdiction
- 2) Vice Chairman/Chairman of ZP }Collector of the
District

The APPR Act, 1994 provides for removing a Upa Sarpanch of Gram Panchayat, a Vice President or President of a Mandal Parishad, Vice Chairman or Chairman of a Zilla Parishad by moving a no confidence motion. A notice for convening a special meeting should be signed by 50% of the members then on the Gram Panchayat, Mandal Parishad or Zilla Parishad and delivered to the authority prescribed, who will convene a meeting for the purpose. If 2/3rd of the members vote in favour of removal, the Presiding Officer should submit a report to the Government/ Commissioner who will issue a notification removing the person from office.

The removal will take effect from the date of notification.

Provided that no notice of no confidence motion shall be made within 2 years of the date of assumption of office by the person against whom the motion is sought to be moved.

Provided further that no such notice shall be made against the same person more than once during his term of office.

If the motion is carried with the support of not less than 50% of total number of members in the case of Upa Sarpanch, the Commissioner, and in the case of Vice President and President of Mandal Parishad or Vice Chairman or Chairman of Zilla Parishad the Government shall by notification remove him from office.

Notice to be given to

- 1. Upa Sarpanch, Vice President, President of Mandal Parishad
- 2. Vice Chairman, Chairman of ZP

Chapter 86

FAILURE TO ATTEND MEETINGS

MEETINGS
FAILURE TO ATTEND

FAILURE TO ATTEND MEETINGS

Under Sub-sec (2) of Section 21 of APPR Act wherever a member incurs disqualification for failure to attend three consecutive meetings and such member applies to the Gram Panchayat for restoration within 30 days he shall be deemed to have been restored to his membership. In this case the restoration automatic. If the member so restore to his membership again incurs disqualification for his failure to attend three consecutive meetings, he may file an application again to the Gram Panchayat within 30 days for restoration and the Gram Panchayat may restore him to his membership. In other words restoration is automatic in the first instances and depends on the decision of the Gram Panchayat in the second instance.

FAILURE TO ATTEND MEETINGS

(Under Sub-section 2 of Section 7 of APFR Act wherever a member makes default for failure to attend three consecutive meetings and such member applies to the Gram Panchayat for restoration within 30 days no action shall be taken to restore to his membership. In the case the restoration application is made by the member again after the application for his failure to attend three consecutive meetings for the first or subsequent year to the Gram Panchayat within 30 days for restoration and the Gram Panchayat may restore him to the membership. In other words restoration is automatic in the first instance and depends on the demand of the Gram Panchayat in the second instance.

Chapter 87

SUSPENSION OR CANCELLATION OF RESOLUTIONS

RESOLUTIONS
CANCELLATION OF
SUSPENSION OR

SUSPENSION OR CANCELLATION OF RESOLUTIONS

Where the Government are of the opinion either suo-motu or on a reference made by the Executive Officer, MPDO, CEO may take action for suspension or cancellation of a resolution in cases where such resolution:

1. is not legally passed;
2. is in excess or abuse of the powers conferred by or under this Act or any other law or;
3. or its execution is likely to cause danger to human life, safety or is likely lead to a riot or affray after giving an opportunity to the local authority concerned, the competent authority may cancel a resolution;
4. if in the opinion of the District Collector immediate action is necessary to suspend a resolution he will make a report to Government who will suspend the resolution.

SUSPENSION OR CANCELLATION OF RESOLUTIONS

Where the Government are of the opinion either that a resolution is inoperative or that it is not in the public interest, they may, by order, suspend or cancel the resolution in accordance with the provisions of the Act.

1. A resolution passed by the Government is subject to the provisions of the Act.
2. A resolution passed by the Government is subject to the provisions of the Act.
3. A resolution passed by the Government is subject to the provisions of the Act.
4. A resolution passed by the Government is subject to the provisions of the Act.

Chapter 88

MISCELLANEOUS

MISCELLANEOUS

Powers of Control and Supervision

- 1) The Commissioner is vested with general superintendence and direction in the activities of the Zilla Parishad/ Mandal Parishad Sec.256.
- 2) The Government or any officer authorized by government have powers to call for any document, record, return, plan, estimate, account or statistics and record in writing any observation for consideration of the Zilla Parishad/ Mandal Parishad.

If at any time it appears to the Government that a Chairman of the Zilla Parishad or Standing Committee has made default in performing any function or discharging any duty imposed by or under this Act or any other law for the time being in force the Government may by order in writing fix a period for performing such function or discharging such duty.

If in the given period the aforesaid authority has not complied with the orders of Government, the Government may appoint some other person to perform that function and direct the expenses incurred by the authority/person be paid out of the Zilla Parishad fund and the custodian of the funds is bound to implement the orders of the Government.

MISCELLANEOUS

Power of Council and Supervisors

(1) The Council and Supervisors are vested with general legislative and executive powers in the exercise of the State's Police Power.

(2) The Council and Supervisors may, in their discretion, employ any person to call for any document, report, plan, estimate, account or other information and report in writing any information for consideration of the Council and Supervisors.

It is the intent of the Council and Supervisors that a Chairman of the Council or a member of the Council shall not be held liable for performing any function or duty imposed by or under this Act or any other law for the time being in force, the Council and Supervisors may, in writing, fix a period for the performance of any such function or duty.

If it is found that the Council and Supervisors have not complied with the provisions of this Act, the Council and Supervisors may, in writing, cause to be published in the official gazette of the State a notice to that effect, and the Council and Supervisors may, in writing, cause to be published in the official gazette of the State a notice to that effect.

Chapter 89

POWERS OF GOVERNMENT TO ISSUE DIRECTIONS (Sec.248)

DIRECTIONS (Sec. 248)
GOVERNMENT TO ISSUE
POWERS OF

POWERS OF GOVERNMENT TO ISSUE DIRECTIONS(Sec.248)

The Government shall be competent to issue such directions to the Chief Executive Officer for the proper working of the Zilla Parishad or for the implementation of the resolutions thereof and the Chief Executive Officer shall implement such orders forthwith and place a copy thereof for the perusal of the Chairman and Vice Chairman.

Notwithstanding anything contained in the Act, it shall be competent to the Commissioner or Government to issue such directions as they may consider necessary to the Executive Authority/Mandal Parishad Development Officer/Chief Executive Officer for the proper working of the Gram Panchayat, Mandal Parishad, or the Zilla Parishad or for the implementation of the resolution thereof and the Executive Authority, Mandal Parishad Development Officer or the Chief Executive Officer of Zilla Parishad shall implement those directions failing which, he shall be liable for disciplinary action under the relevant rules.

The Sarpanch/Mandal Parishad President/Chairman of Zilla Parishad shall ensure implementation of the Government orders and shall not do anything in derogation to the directions of the Government. The Sarpanch, President or the Chairman who contravenes the provision shall be deemed to have wilfully omitted or refused to carry out the orders of the Government for the proper working of the Gram Panchayat, Mandal Parishad or Zilla Parishad within the meaning of S.249.

Chapter 90

**POWER TO REMOVE
FROM OFFICE**

POWER TO REMOVE
FROM OFFICE

POWER TO REMOVE FROM OFFICE

1. If in the opinion of the District Collector, the Sarpanch or Upa Sarpanch and in the opinion of the Government the President or Vice President or as the case may be the Chairman or the Vice Chairman.
 - i. Wilfully omitted or refused to carry out the orders of the Government for the proper working of the concerned local body or
 - ii. Abused his position or the powers vested in him or
 - iii. is guilty of misconduct in the discharge of his duties or
 - iv. Persistently defaulted in the performance of his functions and duties entrusted to him under the Act to the detriment of the functioning of the concerned local body or has become incapable of such performance.

The collector as the case may be, the Government may remove such Sarpanch or Upa Sarpanch, the Vice President or President or as the case may be the Chairman or Vice Chairman after giving him an opportunity for explanation.

Provided that not withstanding the fact that the Sarpanch, Upa Sarpanch, President or Vice President or as the case may be the Chairman or vice Chairman ceased to hold office by resignation or otherwise, the authority competent to remove him after giving an opportunity to make a representation to the person concerned, record a finding then the person will not be eligible to contest election for a period of two years from the date of such cessation.

2. If the Collector/Government is satisfied that an elected member of a Gram Panchayat or Mandal Parishad or Zilla Parishad is guilty of any misconduct while acting or purporting to act in the discharge of his duties, remove such member, after giving him an opportunity for explanation and any member so removed shall not be eligible for reelection as a member for a period of two years from the date of removal.
3. For the same grounds stated in item (1) (2) if the Collector or as the case may Government are of the opinion that further continuance of such person in office would be detrimental to the interests of the concerned

local body or the inhabitants of the village, Mandal or District, the District Collector or as the case may be. The Collector may by order, suspend such Sarpanch or Upa Sarpanch and Government may order suspend President or Vice President or as the case may be Chairman, Vice Chairman or member not exceeding three months pending investigation into the said charges and action thereon under the foregoing provisions of this section. The Collector/Government can extend the period of suspension upto a maximum of 6 months. The suspended person shall not be entitled to attend meetings except a meeting for consideration of a no-confidence motion.

4. a) A person aggrieved by the orders of District Collector may within 30 days prefer an appeal to the Commissioner, and pending enquiry the Commissioner may stay the orders of the Collector.
- b) Any person aggrieved by the orders of the Commissioner of PR may prefer a Review Petition to the government within 30 days from the date of the order and pending or decision on such review petition the government may stay the orders appealed against. (G.O.Ms.No.693 PR & RD dt. 28.10.95).

Chapter 91

POWERS OF GOVERNMENT/ COMMISSIONER/ COLLECTOR IN EMERGENCIES

IN EMERGENCIES
COLLECTOR
COMMISSIONERS
GOVERNMENT
POWERS OF

POWERS OF GOVERNMENT/COMMISSIONER/ COLLECTOR IN EMERGENCIES

(Sec. 262)

The Government/ Commissioner/ Collector, in cases of emergency direct or provide for the doing of any act which a Zilla Parishad or its Executive Authority is empowered to execute or doing of which is necessary in their opinion for the safety of the public and direct that the expense of executing that work or doing of such act shall be paid by the persons having the custody of the funds of the Zilla Parishad.

Subject to such control as may be prescribed the Government, the Commissioner or the Collector may, in cases of emergency, direct or provide for the execution of any work of the doing of any act which a Gram Panchayat or Executive Authority is empowered to execute or do, and the immediate execution or doing of which is in his opinion is necessary for safety of the public and may direct that the expense of executing such work or doing such act shall be paid by the person having the custody of the Gram Panchayat fund in priority to any other charges against such fund except charges for the service of authorized loans. (The provision is applicable to mandal Parishads and Zilla Parishads).

COLLECTOR IN ENERGIES GOVERNMENT COMMISSIONERS POWERS OF

1952

The Government Commission on Energy, in its report of 1951, stated that the Government should have a more active role in the energy field. It is the policy of the Government to encourage the development of the energy resources of the country and to ensure that the energy resources are used in the most efficient manner possible. The Government is committed to the development of the energy resources of the country and to the conservation of the energy resources of the country.

The Government is committed to the development of the energy resources of the country and to the conservation of the energy resources of the country. The Government is committed to the development of the energy resources of the country and to the conservation of the energy resources of the country. The Government is committed to the development of the energy resources of the country and to the conservation of the energy resources of the country. The Government is committed to the development of the energy resources of the country and to the conservation of the energy resources of the country. The Government is committed to the development of the energy resources of the country and to the conservation of the energy resources of the country.

Chapter 92

**POWERS OF GOVERNMENT
TO REVIEW AND TO REVISE
(Sec.264)**

POWERS OF GOVERNMENT
TO REVIEW AND TO REVISE
(Sec. 264)

POWERS OF GOVERNMENT TO REVIEW AND TO REVISE (Sec.264)

The Government may either suo-motu or on an application from any person interested, call and examine the record of a Gram Panchayat, Mandal Parishad or Zilla Parishad or of its Standing Committee's or of any authority, officer or person, in respect of any proceeding to satisfy themselves as to regularity of such proceeding of the correctness, legality or propriety of any decision or orders passed therein and if an order should be modified, annulled or reversed or remitted for reconsideration, they may pass orders accordingly.

Provided that no such order shall be passed without giving an opportunity to the party concerned.

Government may stay the execution of any such decision or order pending exercise of their powers under subsection (1) in respect thereof.

Government may suo motu or at any time on an application received from any person interested within 90 days of the passing of an order review any such order if it was passed by them under any mistake of fact of law or in ignorance of any material fact.

Application made by interested person should be accompanied by a fee of fifteen rupees.

POWERS OF GOVERNMENT TO REVIEW AND TO REVISE (Sec 264)

The Government may direct any person to furnish information or to produce any document or to attend before a committee or a person appointed for the purpose of investigating or reporting on a matter of public interest. The Government may also direct any person to furnish information or to produce any document or to attend before a committee or a person appointed for the purpose of investigating or reporting on a matter of public interest.

Provided that the Government shall not exercise its powers under this section in relation to any person who is a member of the Council of Ministers or a Minister of State.

Nothing in this section shall be taken to prevent the Government from exercising its powers under any other law for the time being in force.

Nothing in this section shall be taken to prevent the Government from exercising its powers under any other law for the time being in force.

Nothing in this section shall be taken to prevent the Government from exercising its powers under any other law for the time being in force.

Chapter 93

**LIABILITY OF SARPANCH,
PRESIDENT, CHAIRMAN
FOR LOSS, WASTE,
MISAPPLICATION OF
PROPERTY**

PROPERTY
MISAPPLICATION OF
FOR LOSS, WASTE,
PRESIDENT, CHAIRMAN,
LIABILITY OF SARPANOH,

LIABILITY OF SARPANCH, PRESIDENT, CHAIRMAN FOR LOSS, WASTE, MISAPPLICATION OF PROPERTY

(S.265)

1. If after giving the Sarpanch, Upa Sarpanch, President, Vice President, Chairman, Vice Chairman, or Executive Authority, the Mandal Parishad Development Officer, the Chief Executive Officer, an opportunity of showing cause to the contrary, the Commissioner is satisfied that the loss, waste, misapplication of any money or other property owned by or vested in the Gram Panchayat, Mandal Parishad or as the case may be the Zilla Parishad is a direct consequence of misconduct, or gross neglect on the part of such person the Commissioner may by order in writing direct such person to pay to the Gram Panchayat, Mandal Parishad or of the Zilla Parishad before the date fixed by him, the amount required to reimburse it for such loss, waste or mis application unless such person proves that he had acted in good faith.
2. If the amount is not so paid the Commissioner shall cause to be recovered as arrears of land revenue and credited to the fund of the Gram Panchayat, Mandal Parishad or the Zilla Parishad.
3. An appeal shall lie within 30 days from any order of the Commissioner, to Government and their decision thereon shall be final.

Chapter 94

**ASSESSMENTS ETC., NOT
TO BE IMPEACHED (S.267)**

ASSESSMENTS ETC., NOT
TO BE IMPEACHED (2.287)

ASSESSMENTS ETC., NOT TO BE IMPEACHED (S.267)

1. No assessment or demand made and no charge imposed under the authority of this Act shall be impeached or affected by reasons of any clerical error or of any mistake
 - i. in respect of the name residence, place of business or occupation of any persons or
 - ii. in the description of any property or any thing or
 - iii. in respect of the amount assessed, demanded or charged provided that the provisions of this Act have in substance and effect complied with this Act shall merely for a defect in form be quashed or set aside by any court.
2. No suit shall be brought in any court to recover any sum of money collected under the authority of this Act or to recover damages on account of assessment or collection of money made under the said authority.

Provided that the provisions of the Act have in substance and effect have been complied with.
3. No distraint or sale under this Act shall be deemed unlawful, nor any person making the same be deemed a trespasser on account of any error, defect or want of form in the bill, notice, schedule, form, summons, notice of demand, warrant of distraint, inventory or other proceeding relating thereto, if the provisions of this Act and the rules and byelaws made thereunder have in substance and effect been complied with.
4. No court shall grant permanent or temporary injunction or make interim orders restraining any proceeding which is being or about to be taken under this Act. For the revision or amendment of the assessment books or restraining such revision or amendment from taking effect.

ASSESSMENTS ETC., NOT TO BE IMPEACHED (S.267)

1. The assessment made by the Board of Revenue under the provisions of the Act shall not be liable to be impeached in any court of law.

2. The Board of Revenue may, in its discretion, direct any person to furnish information in writing.

3. The Board of Revenue may, in its discretion, direct any person to furnish information in writing.

4. The Board of Revenue may, in its discretion, direct any person to furnish information in writing.

5. The Board of Revenue may, in its discretion, direct any person to furnish information in writing.

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10. The Board of Revenue may, in its discretion, direct any person to furnish information in writing.

11. The Board of Revenue may, in its discretion, direct any person to furnish information in writing.

12. The Board of Revenue may, in its discretion, direct any person to furnish information in writing.

Chapter 95

**ACTS OF GRAM
PANCHAYATS, MANDAL
PARISHADS AND ZILLA
PARISHADS NOT TO BE
INVALIDATED**

ACTS OF GRAM
PANCHAYATS, MANDAL
PARISHADS AND ZILLA
PARISHADS NOT TO BE
INVALIDATED

ACTS OF GRAM PANCHAYATS, MANDAL PARISHADS AND ZILLA PARISHADS NOT TO BE INVALIDATED

(S.251)

No act of a Gram Panchayat, Mandal Parishad, or Zilla Parishad shall be deemed to be invalid by reason only of defect in the establishment of such Gram Panchayat/Mandal Parishad/Zilla Parishad or on the ground that the Sarpanch/President/Chairman or any member was not entitled or to hold office by reason of any disqualification or by reason of any irregularity or illegality in his election as the case may be, or by reason of such act having been done during the period of any vacancy in the Office of Sarpanch, Upa Sarpanch/President/Vice President/Chairman/Vice Chairman or member of such Gram Panchayat, MPTC/ZPTC.

ACTS OF GRAM PANCHAYATS
MANDAL PARISHADS AND ZILLA
PARISHADS NOT TO BE
INVALIDATED

(20)

These Acts (Gram Panchayat, Mandal Parishad, Zilla Parishad) shall be deemed to be validly passed and to have been in force from the date of their respective enactments, notwithstanding that they were not published in the Official Gazette of the State or that they were not published in the Official Gazette of the District or that they were not published in the Official Gazette of the Panchayat or that they were not published in the Official Gazette of the Mandal or that they were not published in the Official Gazette of the Zilla.

Chapter 96

DISSOLUTION OF GRAM PANCHAYAT, MANDAL PARISHAD AND ZILLA PARISHAD

PARISHAD
PARISHAD AND ZILLA
PANCHAYAT, MANDAL
DISSOLUTION OF GRAM

DISSOLUTION OF GRAM PANCHAYAT, MANDAL PARISHAD AND ZILLA PARISHAD

1. If at any time it appears to the Government, that a Gram Panchayat, Mandal Parishad or ZP is not competent to perform its functions or has failed to exercise its powers or perform its functions or has exceeded or abused any of the powers conferred upon it by or under this Act or any other law for time being in force, the Government may direct the Gram Panchayat, Mandal Parishad or the Zilla Parishad to remedy such incompetency, failure, excess or abuse or to give a satisfactory explanation therefor. And if the Gram Panchayat, Mandal Parishad or Zilla Parishad fails to comply with such direction, the government may dissolve it with effect from a specified date and reconstitute in either immediately or within six months from the date of dissolution and cause all the functions and powers of such Gram Panchayat, Mandal Parishad or Zilla Parishad to be exercised and performed by such person or authority as the Government may appoint in that behalf during the period of its dissolution and any person or authority so appointed may, if the Government so direct, receive remuneration for the services rendered from the funds of the Gram Panchayat, Mandal Parishad or Zilla Parishad as the case may be.
2. With effect from the date of dissolution all members, Sarpanch, Upa Sarpanch, President, Vice President, Chairman or Vice Chairman, Zilla Parishad shall forthwith deemed to have vacated offices. The Government may delegate their powers to Collectors in respect of Gram Panchayats.
3. If at any time it appears to the Government that a Standing Committee of a ZP is not competent to perform its functions or has failed to exercise its powers or perform its functions or has exceeded or abused any of the powers conferred upon it by or under this Act or any other law for the time being in force the Government may direct the Standing Committee to remedy such incompetency, failure, excess, or abuse or to give a satisfactory explanation therefor and if the Standing Committee fails to comply with such direction, the Government may dissolve the Standing Committee and direct the ZP to reconstitute the dissolved Standing Committee immediately thereafter.

DISSOLUTION OF GRAM PANCHAYAT, MANDAL PARIASHAD AND ZILLA PARIASHAD

It is an act of the Government that a Gram Panchayat...
The Government may, if it thinks fit, dissolve any Gram Panchayat...
The Government may, if it thinks fit, dissolve any Mandal Parishad...
The Government may, if it thinks fit, dissolve any Zilla Parishad...

When the Government is satisfied that the...
The Government may, if it thinks fit, dissolve any...
The Government may, if it thinks fit, dissolve any...

It is an act of the Government that a Gram Panchayat...
The Government may, if it thinks fit, dissolve any Gram Panchayat...
The Government may, if it thinks fit, dissolve any Mandal Parishad...
The Government may, if it thinks fit, dissolve any Zilla Parishad...

Chapter 97

PROTECTION OF ACTS DONE IN GOOD FAITH

PROTECTION OF ACTS
DONE IN GOOD FAITH

PROTECTION OF ACTS DONE IN GOOD FAITH

(S.257)

1. No suit, prosecution or other legal proceedings shall be instituted against any person for anything which is in good faith done or intended to be done under this Act or the rules made thereunder.
2. The Chairman, the Vice Chairman, or a member of ZP, the President, the Vice President or a member of Mandal Parishad or the Sarpanch, Upa Sarpanch or a member of Gram Panchayat, the Executive Officer or any servant of Gram Panchayat, the Mandal Parishad Development Officer or servant of a Mandal Parishad, the Chief Executive Officer or any other servant of the Zilla Parishad shall be deemed to be public servants within the meaning of Sec. 21 of Indian Penal Code, 1860.

PROTECTION OF ACTS DONE IN GOOD FAITH

18 357

1. The Commission is of the opinion that the protection of acts done in good faith should be extended to include cases where the act is done in good faith and the person is not aware of the fact that the act is prohibited.

2. The Commission is of the opinion that the protection of acts done in good faith should be extended to include cases where the act is done in good faith and the person is not aware of the fact that the act is prohibited. The Commission is of the opinion that the protection of acts done in good faith should be extended to include cases where the act is done in good faith and the person is not aware of the fact that the act is prohibited. The Commission is of the opinion that the protection of acts done in good faith should be extended to include cases where the act is done in good faith and the person is not aware of the fact that the act is prohibited.

Chapter 98

DESTRUCTION/LOSS OF RECORDS DUE TO THEFT, FIRE ACCIDENTS

DESTRUCTION LOSS OF
RECORDS DUE TO THEFT,
FIRE ACCIDENTS

DESTRUCTION/LOSS OF RECORDS DUE TO THEFT, FIRE ACCIDENTS

1. Whenever loss or destruction of records occurs in a Mandal Parishad/ Institution of MP or ZP/Zilla Parishad/Gram Panchayat a panchanama has to be conducted giving an account of loss of records destroyed or burnt and a complaint will be lodged with POlice and Revenue authorities. There might be some half - burnt or in case of floods some records left from being washed away. These will be used in reconstruction of records as per the detailed instructions issued in Govt. Memo 68484/Audit II/90 - 1 PR & RD dated 9.10.90.
2. Fresh Cash Books will be opened taking the Treasury Pass Book balance and necessary adjustments are made after the records are rebuilt and accounts are prepared. Using the vouchers available with auditors the records can be reconstructed as all transactions are reflected in monthly accounts.
3. Service Registers should be opened with reference to instructions issued in G.O.Ms.No.239 Fin & Plg dt. 4.7.75, G.O.Ms.No.125 F&P dt. 19.3.76 and G.O.Ms.No.202 F&P dt. 11.6.80.

Chapter 99

**POWER TO MAKE
BYELAWS**

POWER TO MAKE
BYELAWS

POWER TO MAKE BYELAWS

(S.259)

Rules have been issued in G.O.Ms.No.434 PR&RD and Relief, (Mandals DI) dated 15.7.95 regulating the procedure for making Bye laws by the Gram Panchayats/Mandal Parishads/Zilla Parishads. To begin with, the Gram Panchayat must public the draft of proposed Bye laws or alternation of Bye laws calling for objections and suggestions within a period of not less than 30 days. Bye laws or alteration of Bye laws will have effect only when they are approved by the Commissioner in case of Gram Panchayats, Zilla Parishads in case of Mandal Parishads and Government in case of Zilla Parishads. The Bye laws so approved shall be published in English and Telugu in the district Gazette and will come into force on the expiry of 30 days after such publication.

POWER TO MAKE BYELAWS

1958

It has been suggested that the power to make byelaws should be given to the local authorities in order to enable them to deal with the various types of nuisance which may arise in their areas. It is proposed that the power should be given to the local authorities in order to enable them to deal with the various types of nuisance which may arise in their areas. It is proposed that the power should be given to the local authorities in order to enable them to deal with the various types of nuisance which may arise in their areas.

Chapter 100

FERRIES

FERRIES

According to Sec.57 of the APPR Act, the management of a ferry vests in a Gram Panchayat if the road connecting the ferry point belongs to Gram Panchayat. In case of ferries which are connected by a road maintained by mandal Parishad such ferries shall vest in the Mandal Parishad concerned. In cases of ferries where road connecting such ferry is maintained by Zilla Parishad such ferries shall vest in the Zilla Parishad concerned. The Government in G.O.Ms.No.22 TR&B dated 13.1.99 have transferred the management of ferries in the state presently under the control of R&B department w.e.f. 1.4.99 to the control of Panchayat Raj institution. Guidelines have been issued the Government for management of the ferries by Panchayat Raj institutions concerned. The following procedure has been suggested:

1. In respect of such ferries transferred to the control of Panchayat Raj institution joint committees representing the gram panchayats, Mandal Parishads and Zilla Parishads on either side of the ferry points will be constituted and the day to day management of these ferries will be regulated according to the procedure prescribed for the conduct of business at the meetings of Mandal Parishads/Zilla Parishads and their Standing Committees.
2. The Executive Authority representing the Joint Committee, disposes of the rights of collection of fees etc., by causing a notification to be published in two leading newspapers with the largest circulation in the area where the ferry is located. And also by publication in the manner prescribed under the rules by beat of drum in the villages concerned.
3. The system of Auction cum tender prescribes that for disposal of these rights simultaneous process of conducting of auction and calling for tenders will be followed in which tender schedules also will be issued to interested parties and filled in sealed tenders will be accepted by the presiding officer/Chief Executive Officer upto one hour prior to the commencement of auction.
4. The auction will be commenced at the time and place notified. During auction at the point when the highest bid is announced before it is knocked down the presiding officer will cause the ballot box placed before him to be opened and read out the names as well as the rates offered by the tenderers.

5. Comparing between two rates of the amounts, of highest bid in auction Vs. the highest tendered amount, the amount which is higher will be accepted subject to confirmation by the competent authority. The Joint Committee shall be competent to conform the bid/tender amount and before conformation the matter will have to be reported to the Government through the District Collector.
6. The amount so received from auction cum tender procedure will be apportioned between the two district in the ratio of 50:50 for each district. The following proportion should be followed for apportionment of the amount between the Zilla Parishads, Mandal Parishads and Gram Panchayats namely 25%, 37.5% and 37.5% respectively.
7. Other provisions relating to provision of amenities by Gram Panchayat, management of roads by Mandal Parishads/Zilla Parishads and steps for checking the issue of tickets and collection of tariff. Steps for safeguarding the safety of vessels and the capacity upto which the no. of tolls passengers permitted to travel by each vessel, weighing scales to be deployed on either side of embankment and other measures in relation to formation of kaccha roads in between the ferry points where there are sand cast areas, maintenance of ramps will be regulated in accordance with such decisions as may be taken by the Joint Committee in consultation with PWD/RD engineers.
8. Ferries are classified as belonging to Gram Panchayat, Mandal Parishad and Zilla Parishads on the basis of construction and maintenance of roads connecting the ferry points to the nearest Highway or village.
 - i) If the roads maintained by Gram Panchayat the ferry rights vest in Gram Panchayat.
 - ii) If the road is maintained by the mandal Parishad the ferry rights vest in the Mandal Parishad.
 - iii) If the road is maintained by the Zilla Parishad the ferry rights vest in the Zilla Parishad.

The Government in R & B have transferred 18 points in G.O.Ms.No.22T & R&B Dated 13.1.99 special rules earmarking apportionment of income are under issue.

Chapter 101

MARKETS

MARKETS

(G.O.Ms.No.628 PR&RD dt. 23.9.95)

Under Sec.112 of the APPR Act Government have powers to classify markets as public and private markets. The public markets are again classified as markets of local importance, Mandal importance and of district importance.

1. **Local Importance:** If the vendors and buyers of these markets come within a radius of 5-10 kms. i.e. from neighbouring villages and Panchayats, the arrangements of formation and maintenance of roads, public lighting and sanitation will be looked after entirely from the Gram Panchayat in whose jurisdiction the markets are located. Such markets are classified as local markets in a Gram panchayat and the entire income will be credited to Gram Panchayats.
2. **Mandal Level (Mandal Markets):** These are markets serving the requirements of an area extending beyond the limits of an area of a Mandal Parishad, and the Mandal Parishad is primarily responsible for maintenance of roads and other major functions. In these cases the markets are classified as Mandal markets and the income is apportioned. the apportionment from these markets will be shared between Gram Panchayats and Mandal Parishads of 65:35.
3. **District Level Markets:** For markets where people from all parts of the district and even beyond the other transact business at these markets some of the major functions of maintenance of roads etc., are undertaken by the Zilla Parishads.

The income from the proceeds of the market will be shared between the Zilla Parishads, Mandal Parishads and Gram Panchayats in the ratio of 25:37.5:37.5% respectively.

Chapter 102

FAIRS AND FESTIVALS

FAIRS AND FESTIVALS

G.O.Ms.No.127 PR&RD Dated 14.3.96

1. Fairs and festivals in connection with Jataras, religious or customary gatherings, centres of pilgrimage are classified into local levels (Gram Panchayats), Mandal level and of District importance.
2. The apportionment of income in the gram festival of local level importance will be entirely credited to Gram Panchayats.
3. In cases where the fairs and festivals are treated as appertaining to a Mandal, the income is apportioned between the Gram Panchayat and Mandal equally.
4. The festivals of district importance the income will be apportioned between the Gram Panchayat, Mandal Parishad and Zilla Parishad in the ratio of 25:37.5:37.5 respectively.

Chapter 103

**AP PANCHAYAT RAJ ACT,
1994**

AP PANCHAYAT RAJ ACT, 1994

(Act No.13 of 1994)

In 1994, the integrated Act for all the three tiers of Panchayat Raj ie., Gram Panchayat, Mandal Parishad and Zilla Parishad was passed and enacted in our state. The AP Panchayat Raj Act came into force w.e.f.22.4.94.

In pursuance of the new Act, the Government have constituted State Election Commission, and State Finance Commission.

Chapter 104

**STATE ELECTION
COMMISSION**

STATE ELECTION COMMISSION

The constitution and functions of the State Election Commission are specified U/S 200 & 201 of the Act. He is the authority under whose directions all ordinary elections/casual elections to all the three tiers of Panchayat Raj will be conducted. The elections to Gram Panchayats were to be held on non party basis. Provisions were also made empowering the Election commission to requisition the services of officers and employees of Government/ Local authorities for the conduct of elections, allotment of symbols under Act (S.202) requisitioning of the premises or vehicles for election purposes and payment of compensation etc., and lists out the corrupt practices and punishments indicated therefor.

1. Bribing.
2. Undue influence.
3. Appeal by a candidate to vote for refrain from voting on the ground of religion, race, caste, community, language, or the use of religious symbols and national flag or the national emblem.
4. Feelings of community promotion or attempt to
5. Providing free conveyance to an elector.
6. Involvement of Government employees for purposes other than his duties.

The punishments for corrupt practices as prescribed in the Act is imprisonment upto 3 years and with fine upto Rs.3000/-.

The Act prohibits the printing of pamphlets, posters etc., unless the names of publisher and printer appear thereon (S.216) maintenance of secrecy of voting, prohibition of holding public meetings of canvassing within a distance 100 metres (S.219) penalty for disorderly conduct near polling stations (S.220), (S.222) misconduct at the polling stations (S.221) breaches of official duty in connection with official duty, booth capturing, (S.224) and removal of ballot boxes from the polling stations (S.225) impersonation (S.226) were also provided for in the Act. The Act empowers the State Election Commission for the conduct of free and fair elections. There are no provisions relating to Nyaya Panchayats in the present enactments.

Elections to Panchayat Raj bodies in the Scheduled Areas were not held as its application to Schedules Areas was stayed by orders of High Court.

Elections:

The entire process of election will be conducted under the control and supervision of the State Election Commission and the personnel drafted for election work shall be treated as on deputation to the Election Commission and they enjoy the protection of law as defined under the rules in performing their duties with regard to conduct of elections. The offences treated as election offences are enumerated under Sections 211-230 of the APPR Act. The penal provisions relating to such offences have also been indicated in the same provisions.

The Election Commission will also fix the date of commencement of the term of offices of the newly constituted gram panchayats Mandal Parishads and Zilla Parishads. Any petition questioning the validity of an election should be made by filing an election petition filed in the country of Principal of District Munsif having jurisdiction over the Gram Panchayat, Mandal Parishads and in the court of the Principal District Judge in respect of ZPTC members.

The election for the offices of coopted members Chairman, Vice Chairman, Chairman, member and President, Vice President will be conducted on the party basis.

The election will be by show of hands and such of those persons who disobey the party whip and are so intimated of the fact to the Collector or Chief Executive Officer, the person who disobeys such whip shall be disqualified and ceases to continue as a member.

Chapter 105

**STATE FINANCE
COMMISSION**

STATE FINANCE COMMISSION

The Government have provided for the constitution of State Finance Commission once in five years and the term and conditions of State Finance Commission should be fixed by the Government.

The Commissioner shall have the following functions:

1. It shall review the financial position of Gram Panchayats, Mandal Parishads and Zilla Parishads and submit recommendations to the Government.
 - a) on the principles which should govern
 - i) The distribution between the State and the Gram Panchayats, the Mandal Parishads, Zilla Parishads, the net process of taxes, duties, tolls and fees which may be assigned to or apportioned between the said Gram Panchayats and Parishads at all levels of their respective shares of such proceeds.
 - ii) The determination of taxes, duties, tolls and fee which may be apportioned by the said gram panchayats, and Mandal Parishads, Zilla Parishad.
 - iii) The grants-in-aid to the Gram Panchayats and Mandal Parishads and Zilla Parishads from the Consolidated Fund of the State.
 - iv) The measures needed to improve the financial position of the said Gram Panchayats and Parishads.

STATE FINANCE COMMISSION

The Government have provided for the constitution of State Finance Commission once in five years and the term and conditions of State Finance Commission are as follows by the Government.

The Commission shall have the following functions:

It shall review the financial position of Gram Panchayats, Mandal Panchayats and Zilla Panchayats and submit recommendations to the Government.

and the Government shall provide for the same.

The Government shall provide for the State and the Gram Panchayats the financial resources. The Government shall provide for the State and the Gram Panchayats the financial resources. The Government shall provide for the State and the Gram Panchayats the financial resources. The Government shall provide for the State and the Gram Panchayats the financial resources.

The determination of taxes, duties, tolls and levies which may be imposed by the Gram Panchayats, Mandal Panchayats and Zilla Panchayats shall be subject to the approval of the Government.

The Government shall provide for the Gram Panchayats and Mandal Panchayats and Zilla Panchayats from the Consolidated Fund of the State.

The Government shall provide for the Gram Panchayats and Mandal Panchayats and Zilla Panchayats from the Consolidated Fund of the State.

Chapter 106

GENERAL POWERS AND FUNCTIONS OF PANCHAYATS

GENERAL POWERS AND FUNCTIONS OF PANCHAYATS

(Section 46, 161 & 192)

1. Agriculture, including agricultural extension.
2. Land improvement, implementation of land reforms, land consolidation and soil conservation.
3. Minor irrigation, water management and watershed development.
4. Animal husbandry, dairying and poultry.
5. Fisheries.
6. Social forestry and farm forestry.
7. Minor forest produce.
8. Small Scale Industries, including food processing industries.
9. Khadi, village and cottage industries.
10. Rural housing.
11. Drinking water.
12. Fuel and fodder.
13. Roads, culverts, bridges, ferries, waterways and other means of communication.
14. Rural electrification including distribution of electricity.
15. Non-conventional energy sources.
16. Poverty alleviation programme.
17. Education, including primary and secondary schools.
18. Technical training and vocational education.
19. Adult and non-formal education.
20. Libraries.
21. Cultural activities.
22. Markets and fairs.
23. Health and sanitation, including hospitals, primary health centres and dispensaries.
24. Family Welfare.
25. Women and Child development.
26. Social welfare, including welfare of the handicapped and mentally retarded.
27. Welfare of the weaker sections, and in particular, of the Scheduled castes and the Scheduled Tribes.
28. Public distribution system.
29. Maintenance of community assets.

Chapter 107

PRINCIPLE OF RESERVATION

PRINCIPLE OF RESERVATION

Reservations are provided for members of Scheduled Tribes, Scheduled Castes, Backward Classes and women in the offices of Chairman Zilla Parishad, Members ZPTC, Presidents of Mandal Parishads, MPTC members, Sarpanch and Members of a Gram Panchayat.

1) Chairman of Zilla Parishad:

Basing on the percentage of population of Scheduled Tribes and Scheduled Castes proportionate percentage of offices of Chairman of Zilla Parishad is made at the Government level. The seats are reserved at:

8% of total number of Zilla Parishad Members in favour of Scheduled Tribes.

18% of total number of Zilla Parishad Members in favour of Scheduled Castes.

34% of total number of Zilla Parishad Members in favour of Backward Classes.

1/3rd of offices are reserved for women among ST, SC, BC reservations and in the unreserved categories.

2) Members of ZPTC:

i) For Scheduled Tribes - The offices will be reserved in proportion of the percentage of Scheduled Tribes to the total population of the district.

ii) The reservation of offices to members of Scheduled Castes will be in proportion to the population to the total population of the district.

iii) The reservation of members to Backward Classes will be determined in the following manner:

$$\begin{array}{r} \text{Reservation for Backward Classes in the State } 34\% \\ \hline \text{State percentage of BC's } 38.8\% \end{array} \times \begin{array}{l} \text{District} \\ \text{BC} \\ \text{Percentage} \end{array}$$

= 0.876 X District Backward Class Percentage

As per Rule 13(2) of rules issued in G.O.Ms.No.75 PR&RD & G.O.Ms.No.85 PR&RD the reservation of seats for Backward Classes will be made by drawal of lots in the office of Zilla Parishad.

In case of Scheduled Tribes, the constituencies where the population is highest will be reserved for STs/SCs in the descending order. If a constituency is already reserved for Scheduled Castes, the next ZPTC with highest percentage will be reserved for Scheduled Castes. Similarly the seats reserved for Backward Classes.

One third of seats reserved for women will be reserved in constituencies where their population is highest after deleting the vacancies already reserved for STs, STs and BCs.

Chapter 108

RESERVATION OF PRESIDENTS OF MANDALS

RESERVATION OF PRESIDENTS OF MANDALS

The Commissioner shall determine in the first instance the number of offices to be reserved for members belonging to Scheduled Tribes and Scheduled Castes subject to the condition that the percentage of offices to be reserved to STs shall be 7.61 and SCs 17.56. The Commissioner will fix the total number of offices to be reserved in each district on the basis of the percentage of their population (ST/SC/BC) to the total population of the district. The reservation of offices of Mandal Presidents will be determined after the reservation of ZPTC members has been completed so as to ensure that the offices reserved for ZPTC members in favour of ST/SC/BC is not reserved again for ST/SC/BC as the case may be in respect of offices of Presidents of Mandal Parishads.

The offices of MPTC members will again be reserved on the basis of the percentage of population of ST/SC to the total population of the Mandal subject however to the principle that where a constituency is reserved for ST is not again reserved for SC even though it has the highest population but the next MPTC in the descending order.

In respect of reservations to Backward Classes the formulae of fixing the number of offices to be reserved, will be followed i.e,

$0.876 \times \text{percentage of BC population to the total population of Mandal}$

0.876 represents - 34% (As provided in the Act)

38.8 (figures of BC Corporation)

The reservation of BCs will be made by drawal of lots in the places notified by him on the dates and timings fixed. This will however limited to those constituencies after deleting the offices reserved for STs and SCs.

In case of women 1/3rd of the vacancies reserved for ST's, SC's and BC's and unreserved vacancies will be reserved in favour of women on the basis of the constituencies where the population of women is highest in the descending order.

Sarpanches:

The Revenue Divisional Officer shall determine the number of offices to be reserved for members of Scheduled Castes/Scheduled Tribes on the basis of the percentage of their population to the total population of Mandal Parishad.

For the purpose of determining the reservation of offices in respect of Backward Classes ($0.876 \times$ percentage of BC's in the Mandal).

From among the remaining vacancies, reservations will be made in favour of women among ST's, SC's, BC's and unreserved offices.

Ward Members of Gram Panchayat:

The offices of Gram Panchayat will be reserved in favour of members of Scheduled Tribes, Scheduled Castes as far as possible in the same proportion to the total no. of seats to be filled by direct election to the Gram Panchayat as the population of ST's or SC's bears to the total population of Gram Panchayat.

In respect of reservation in favour of members of Backward Classes the principle of ($0.876 \times$ Mandal Backward Class Percentage).

Such of those offices remaining unreserved shall be reserved for Backward Classes will be made by Mandal Parishad Development Officer at such date, time and plan notified for the purpose by drawal of lots.

The reservation of seats for women shall be made at 1/3rd of the members reserved for ST's, SC's and BC's and unreserved categories. The seats will be reserved (after excluding the offices reserved for ST's, SC's and BC's) in the descending order where their population is highest.

Rotation:

The system followed in the first ordinary elections after the enforcement of APPR Act, provides that the vacancies reserved for various categories shall not be reserved for the same category in the next election. The reservation will be made in the Ward/ Mandal/ Zilla Parishad to the next highest population so as to provide opportunities for members of other communities to contest the seats.

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

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