

**RULES RELATING PROCEEDINGS OF GRAM PANCHAYATS
AND THEIR COMMITTEES ORDERS ISSUED**

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**RULES RELATING PROCEEDINGS OF GRAM PANCHAYATS
AND THEIR COMMITTEES ORDERS ISSUED**

In exercise of the powers conferred by sub section (1) of Section 268 read with sub section (1) of Section 41 and Section 42 of the Andhra Pradesh Panchayat Raj Act, 1994 (Act No. 13 of 1994), the Governor of Andhra Pradesh hereby makes the following rules, relating to the proceedings of the Gram Panchayats and the committee thereof;

PART 1

RULES REGARDING PROCEEDINGS OF GRAM PANCHAYATS AND COMMITTEES THEREOF

1. . :-

Every Gram Panchayat shall provide an office in such a place and subject to such conditions as may be specified in Annexure appended to these rules and as may be specified by the Government by a general or special order.

2. . :-

Every Gram Panchayat shall need at least once in every month in its office for the transaction of business upon such days and at such times as it may arrange and also at other times as often as a meeting shall be called by the Sarpanch.

3. . :-

(1) No meeting of Gram Panchayat shall be held unless notice of the day and time when and the place where the meeting to be held and of the business to be transacted thereat has been given at least three clear days before the day of the meeting.

(2) In cases of urgency, the Sarpanch may convey a meeting on giving shorter notice than that specified in sub rule (1).

4. . :-

(1) The Sarpanch of a Gram Panchayat shall, on the requisition in writing of not less than one third of the members thereon the Gram Panchayat, convene a meeting of the Gram Panchayat, provided that requisition specified the period within which and the purpose for which the meeting is to be held. The Requisition shall be given at least three clear days before the day of the meeting.

(2) In cases of urgency, the Sarpanch may convey a meeting on giving shorter notice than that specified in sub rule (1).

5. . :-

All the meetings of the Gram Panchayat shall be open to the public,

provided that the Presiding Member may, in any particular case, direct that the public generally or any particular person shall withdraw.

6. . :-

Every question which comes before a Gram Panchayat at any meeting shall be decided by majority of the members present and voting at the meeting and in case of equality of votes, the presiding member shall have an exercise a second or casting votes. When a resolution is not carried unanimously, the names of the members who vote for and against it shall be recorded.

7. . :-

No business shall be transacted at a meeting of any Gram panchayat unless there be present at least one third of the number of members then on the Gram Panchayat.

8. . :-

If within half an hour after the time appointed for a meeting quorum is not present, the meeting shall stand adjourned, unless all the members present agree to wait longer.

9. . :-

An attendance register shall be maintained in which the presiding member shall obtain the signature of all the members present at the meeting noting time of arrival and departure.

10. . :-

No resolution of a Gram Panchayat shall be notified or cancelled within three months after the passing thereof except at a meeting specially convened in that behalf and by a resolution of the Gram Panchayat supported by not less than one half of the total strength of members.

11. . :-

Minutes of the proceedings at every meeting of a Gram Panchayat shall be drawn up in the chief language of the village and entered in a book to be kept for that purpose and shall be signed by the Presiding Member, and the said minutes shall be read and recorded at the next meeting and at all reasonable times without charge be open at the office of the Gram Panchayat to the inspection of any person who pays any tax under this Act.

12. . :-

The Executive Authority of a Gram Panchayat shall have the

custody of the proceedings and records of the Gram Panchayat and of the Committees thereof and may grant copies of any such proceedings or records on payment of such fees as prescribed in Part. III of these rules. Copies shall be certified by the Executive Authority, as provided in Section 76 of the Indian Evidence Act, 1872 and copies as certified may be used to prove the proceedings and records of the Gram Panchayat or Committee be used to prove the proceedings of the body.

13. . :-

Rules 3, 6, 7, 8, 9 and 10 shall mutatis mutandis apply to the proceedings of Committee of the Gram Panchayat.

14. . :-

The Proceedings of every committee appointed by a Gram Panchayat shall be recorded in writing and submitted to the Gram Panchayat.

PART 2

RULES RELATING TO PROCEEDING OF GRAM PANCHAYATS AND COMMITTEES THERE OF

15. . :-

No member shall vote on, or take part in the discussion of any question coming up for consideration at a meeting of the Gram Panchayat, in any matter in which, apart from its general application to the public, he has any direct or indirect pecuniary interest whether by himself or through some other person.

16. . :-

The Sarpanch may prohibit any member from voting on, or taking part in the discussion of any question in which he believes such member to have such pecuniary interest or he may require such member to absent himself during the discussions.

17. . :-

Such member may challenge the decision of the Sarpanch who shall thereupon put the question to the meeting. The decision of the meeting shall be final. The member concerned shall be entitled to vote on the question.

18. . :-

If the Sarpanch is believed by any member present at the meeting to have pecuniary interest in any question under discussion and if a motion is carried to that effect, the Sarpanch shall not vote on or take part in such discussion.

19. . :-

Rules 15 to 18 shall mutatis mutandis apply to the proceedings of committee of the Gram Panchayat.

PART 3

GRANT OF COPIES OR PROCEEDINGS OR RECORDS

20. . :-

A Person requiring copies or extracts from proceedings or records of a Gram Panchayat shall submit an application (giving his full name and address and an accurate description of the proceedings or records as possible) to the Executive Authority of the Gram Panchayat. When the proceedings or records, copies of the extracts from which are applied for, belong to any year prior to the current calender year, a search fee according to the scale specified below shall be remitted to the Gram Panchayat as soon as the application has been admitted:

(a) For Searching records of any one year for a single document or entry Rs. 2.50. Ps.

(b) For Searching the records of every additional year Rs. 1.25. Ps.

21. . :-

If the record is not found, the fee paid shall not be refunded but the applicant shall be furnished with a certificate stating that the documents applied for cannot be found.

22. . :-

(1) If the record is found and the Executive Authority decides to grant copies of or extracts from it, the application shall deposit in cash, a fee of twenty paise for every 175 words or part thereof.

(2) In the case of statements or extracts from Registers where figures have to be copied, five figures shall be taken as equivalent to one word.

(3) In the case of maps or plans, a reasonable fee shall be fixed by the Executive Authority in consultation with the engineering staff in charge of the Gram Panchayat Works.

23. . :-

The Executive Authority shall intimate to the applicant the fees chargeable for the copy of, or extract from the proceeding or record. On receipt of the fee he shall have the copies, extracts or tracings prepared. The copies of or extracts shall then be certified

by him as true after scrutiny in office and furnished to the applicant if he appears in person to receive them, or sent by post if the applicant has deposited the necessary postage stamps for the purpose.

24. . :-

A receipt signed by the Executive Authority or any person empowered by him in this behalf shall be furnished to every person depositing search fees or copying fees.

25. . :-

If the Executive Authority considers the grant of the copy of or extracts from any proceedings or record confidential in nature he shall reject the application by an endorsement stating briefly the reasons for doing so.

26. . :-

Rules 24, 25, 26, 27, 28 and 29 shall mutatis mutandis apply to the proceedings of a committees of the Gram Panchayat.

27. . :-

The proceedings of every committee appointed by a Gram Panchayat shall be recorded in writing and submitted to the Gram Panchayat.