

**RULES RELATING TO FORM AND CONTENT OF LICENCES -  
NOTICES AND PERMISSIONS ETC., IN THE GRAM  
PANCHAYATS UNDER ANDHRA PRADESH PANCHAYAT RAJ  
ACT, 1994**

CONTENTS

1. .
2. .
3. .
4. .
5. .
6. .

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In exercise of the powers conferred by Clause (XV) of sub-section (2) of Section 268 read with Section 123 of the Andhra Pradesh Panchayat Raj Act, 1994 (Act No.13 of 1994) and in supersession of the rules issued in G.O. Ms. No.235, Panchayat Raj, dated the 5th March, 1965, the Governor of Andhra Pradesh hereby makes the following rules relating to form and contents of Licences, Notices and Permissions etc.

**1. . :-**

All licences, Notices, permissions given, issued or granted, as the case may be, under the provisions of this Act, shall be in writing.

**2. . :-**

Every licence, permission, notice, bill, summons or other document which is required by this Act, or by any rule, bye-law or regulation made under it shall bear the signature of the Executive Authority or of any officer of a Gram Panchayat and shall be deemed to be properly signed if it bears facsimile of the signature of the Executive Authority or of such Officer, as the case may be, stamped, thereon.

**3. . :-**

Nothing in Rule 2 above shall be deemed to apply to a cheque drawn upon a Gram Panchayat fund or to any deed or contract entered into by the Gram Panchayat.

**4. . :-**

Every order granting licences or permissions shall be published on the notice board of the Gram Panchayat.

**5. . :-**

When any notice is required by Act, or by any rule, bye-law, regulation or order made thereunder, to be served on or sent to any person, the service or sending thereof may be effected;

(i) by giving or tendering the said notice to such person; or

(ii) if such person is not found, by leaving such notice at his last known place of abode or business, or by giving or tendering the same to some adult member or servant of his family; or

(iii) if such person does not reside in the village and his address elsewhere is known to the executive authority, by sending the same to him by registered post; or

(iv) if none of the means aforesaid be practicable by fixing the same in some conspicuous part of such last known place of abode or business.

**6. . :-**

When the person is an owner or occupier of any building or land it shall not be necessary to name the owner or occupier in the notice and in the case of joint owners or occupiers it shall be sufficient to serve it on or send it to, one of such owners or occupiers.