
GUJARAT GRAM AND NAGAR PANCHAYATS (PROCEDURE) RULES, 1963

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GUJARAT GRAM AND NAGAR PANCHAYATS (PROCEDURE) RULES, 1963

No. PRR-12/63-H-In exercise of the powers conferred by section 323 of the Gujarat Panchayats Act, 1961 (Guj VI of 1962), and all other powers enabling it in this behalf the Government of Gujarat

hereby makes the following rules, namely: -

1. Short title :-

These Rules may be called the Gujarat Gram and Nagar Panchayats (Procedure) Rules, 1963.

CHAPTER 1 Preliminary

2. Definitions :-

In these rules unless the context otherwise requires:-

(a) "the act" means the Gujarat Panchayats Act, 1961.

(b) "Chairman" means the chairman of a nagar panchayat and in his absence the Vice-chairman of the nagar panchayat;

(c) "clear days" means days exclusive of the day of issue of a notice or intimation, and of the day of meeting;

(d) "Form" means a form appended to these rules;

(e) "member" means a member of a panchayat;

(f) "motion" means a proposal made to evoke action on part of the panchayat and includes an amendment of a motion;

(g) "panchayat" means-

(i) in relation to gram panchayat, the gram panchayat, and

(ii) in relation to a nagar panchayat, the nagar panchayat;

(h) "Sarpanch" means the Sarpanch of a gram panchayat and in his absence the Upa-Sarpanch of the gram panchayat;

(i) "Secretary" means the secretary of a panchayat;

(j) "Section" means a section of the Act;

(k) "Village chavdi" includes such a place as is deemed to be a chavdi under the land Revenue, Code.

CHAPTER 2 Meeting of a Panchayat

3. Time, place and agenda of meetings :-

Subject to the provisions of section 80 an panchayat shall meet ¹ [at least once in every month on such date as may be fixed by the Chairmen or as the case may be the Sarpanch . The meeting shall generally be held at the panchayat office. The agenda of the meeting shall be prepared by the Secretary in consultation with the Chairman or as the case may be Sarpanch.

*. The word was Substituted by GNRDD No.KP/166/PRR, 11(2) 64 JH dated 11th September, 1964.

4. Notice of ordinary meeting :-

-The Secretary shall, at least five clear days before the date fixed for any ordinary meeting cause to be sent to all the members intimation of the date, time and place of and the business to be transacted at such meeting. No meeting shall be held on any day observed as holiday by the panchayat.

5. Special meeting :-

The Secretary shall, at least *three clear days before the day fixed for a special meeting send or cause to be sent to all the members intimation of the date, time and place of such special meeting and of the business to be transacted thereat.

6. Notice of meeting to be displayed on notice board :-

A notice stating the date, time and place of every meeting of the panchayat and of the business to be transacted thereat, shall be

displayed on the notice board at the office of the panchayat.

7. Mode of delivery of notice :-

-Every notice under these rules shall if practicable, be served personally by delivering or tendering it to the member to whom it is addressed or if such person is not found by giving or tendering it to some adult male members of his family who is residing with him. If none of the aforesaid modes of serving notice is feasible, the notice shall be affixed on some conspicuous part of the house in which the member ordinarily resides or is known to have last resided or carried on business, or personally worked for gain, in the presence of two persons residing in the gram or as the case may be nagar.

8. Presiding Officer of meeting :-

Where at any meeting the Chairman or as the case may be, the Sarpanch is not present within 30 minutes, after the time appointed for holding the meeting, the member present at the meeting shall choose one of the members present and entitled to vote to preside over the meeting.

Provided that where the Chairman or as the case may be the Sarpanch attends at any time during the course of such meeting the person so presiding over the meeting shall vacate the chair and the meeting shall continue under the presidentship of the Chairman as or the case may be the Sarpanch.

9. Quorum :-

. -

(1) The quorum necessary for the transaction of business at a meeting of the panchayat shall be [one-third) of the total number of member of the panchayat including the Chairman and the Vice-Chairman or as the case may be the Sarpanch and the Upa-Sarpanch. ¹Explanation-If the number of members of the Panchayats is odd, in calculating one-third members for the purpose of quorum, any fraction shall be counted as one e.g. if the number of members is even the quorum shall be three, if the number is eleven the quorum shall be four and so on.

(2) If at any time during a meeting it is brought to the notice of the presiding officer that the number of members present inclusive of the presiding officer falls short of the number required for quorum, the presiding officer shall, if there be no quorum after waiting for a period of not less than thirty minutes and not more than one hour, adjourn the meeting to some other day, fixing such time and place as he thinks convenient, and the business which remains undisposed of at such meeting shall be disposed of at the adjourned meeting or at any subsequent adjournment thereof whether there be a quorum there at or not. ² Provided that no business shall be transacted at any adjourned meeting other than that left undisposed of at the previous meeting.

1. Subs. vide G.G. Gaz Ext. Pt. I-A, dt. 1.6-1986, p. 69.

2. Subs. by Noti. No. KP/76/PRR-12(8)-81JH dt. 10-6-1981-Guj. Govt. Gaz. Ex. Pt. 1-A dt. 0-7-1981 P. 40-1]

10. Adjournment for want of quorum :-

If within one hour from the time appointed for a meeting, there be no quorum, the meeting shall if called upon the requisition of members dissolved and in any other case, unless all the members present agree to wait longer, the presiding officer shall adjourn the meeting to such hour ¹[in the same or the following day or some other subsequent day as he may reasonably fix and notice of such adjournment shall be displayed on the notice board of at the office of the panchayats, and the business which would have been brought before the original meeting had there been a quorum thereat shall be brought before adjourned meeting and may be disposed of at such meeting or at any subsequent adjournment thereof whether there be a quorum thereat or not.

² [Provided that no business shall be transacted at any adjourned meeting other than that left undisposed of at the previous meetings.

1. These words were substituted by GNRDD No. KP/86/PRR 12(2) 64- JH, dated 12th June 1964

2. Subs. by Noti. No. KP/76/PRR-12(8)-81JH dt. 10-6-1981-Guj.

11. Meeting to be open to public :-

All meetings of a panchayat shall be open to the public provided that the presiding officer may in any particular case direct that the public generally or any persons shall withdraw from the meeting.

12. Order of business at meeting :-

. -The items of business at a meetings of the panchayat shall generally be shown in the following orders namely:

1(i) Confirmation of the minutes of the previous meetings;

(ia) interpolations or questions;

(ii) report of the action taken on the decision at the previous meeting;

(iii) election of members to different committees of the panchayats;

(iv) matters relating to urgent official brought forward by the presiding officer.

(v) any motion regarding change of **2** [agenda.

(vi) motions if any, sent by the members.

(vii) resolutions.

(viii) statement of receipts and expenditure.

(ix) progress reports.

(x) item such as budget plans, programmes, and audit reports, etc.

(xi) any matter which the State Government or any other officer authorised by the State Government in this behalf, may require the pancha- yats to consider.

(xii) any other item which may be brought up at the meeting with permission of the presiding officer.

1. Subs. by Noti. No. KP/76/PRR-12(8)-81JH dt. 10-6-1981-Guj. Govt. Gaz. Ex. Pt. 1-A dt. 0-7-1981 P. 40-1]

2. Amended by GN PRR-12(5) 68-JH, dated 20th July, 1968.

13. Ordinarily business to be transacted according to agenda :-

Except with the permission of the presiding officer.

(a) no business, which is not entered in the agenda, shall be transacted at any meeting.

(b) the business, to be transacted at any meeting shall be taken up in the order in which it is entered in the ¹ [agenda.

Provided that, in granting permission for priority transacting any business, the presiding officer shall be guided by the majority of votes for or against the motion moved therefor.

1. Amended by GN PRR-12(5) 68-JH, dated 20th July, 1968.

14. Notice of amendment of resolution :-

Subject to the provisions of section 87 of the Act, the notice of motion for modification amendment variation or cancellation of any resolution of a panchayats shall be given to the members in accordance with the provisions of rule 7 and the notice shall set

forth fully the resolution which is proposed to be modified amended, varied or cancelled at the meeting and also the motion for the modification, amendment variation, or cancellation of such resolution.

15. Adjournment of meeting :-

A meeting may, with the consent of the majority of the members present be adjourned from time to time, But no Business shall be transacted at any adjourned meeting other than that left undisposed of at the previous meeting. The date, time and place of the adjourned meeting shall be announced at the meeting before it is adjourned and no separate notice shall be necessary.

16. Procedure for questions :-

1[

(1) It shall be open to any member to ask questions at any meeting of the panchayat. In respect of every such questions, not less than five clear days notice shall be given by the member in writing to the ¹ [Chairman or, as the case may be Sarpanch. The Chairman or as the case may be Sarpanch may disallow any question which is in accordance with the provisions of sub-rule (2) A list of questions so disallowed shall be displayed on the notice board of the panchayat office. In the case of questions which are defamatory in character, only the serial number of the question and the name of the member asking the same shall be given and not details thereof.

(2) In order that a question may be admissible:-

(a) it must not bring in any name or statement not strictly necessary to make the question intelligible;

(b) if a question contains a Statement the members asking it must make himself responsible for the accuracy of the statement;

(c) it must not contain any arguments; references imputations ironical expressions ephithets or defamatory statement;

(d) it must not ask for an expression of opinion or the solution of an abstract legal question or a hypothetical proposition;

(e) it must not be asked as to the character or conduct of any person except in his official or public capacity;

(f) it must not be of excessive length;

(g) it must not be a question which was once fully answered;

(h) it should be asked with a view to getting information of any matter pertaining to the administration of the panchayat.

(3) [deleted]

*.Amended by GN PRR-12(6)- JH dated 8th April, 1969

17. Notice of no confidence motion :-

(1) Any member of a panchayat who desires to move a motion of no confidence against the Chairman, Vice-Chairman, Sarpanch or Upa-Sarpanch of the panchayats shall give notice thereof to the Secretary in Form A. Where the motion of no confidence is to be moved against the chairman and also against Vice Chairman or as the case be against the sarpanch and also against the upa-sarpanch two separate notice shall be given. If the notice is given jointly by more than one member, the motion may be moved by any of the members who have signed the notice. Every such notice shall be supported by at least one-half of the total number of member of the Panchayats,

(2) The member giving any notice under sub-rule (1) shall forward there with there additional copies thereof to the Secretary who shall deliver one copy to the Chairman or as the case may be

Sarpanch, one copy to the Vice-Chairman or as the case may be Upa-Sarpanch and one copy to Taluka Development officer.

1 Explanation- For the purpose of this rule, if the total numbers of a panchayat is odd, then in calculating the number for the purposes of this rule, a fraction shall be counted as one, that is to say, if the number of members is fifteen the number required for supporting the notice so that a motion may be moved, shall be eight, and so on."

1. added by GN PRR- 12 (1) 64-JH, dated 7th April, 1964.

18. Meeting for consideration of no confidence motion :-

(1) Motion of which a notice has been given under sub-rule (1) of rule 17 shall be considered by the panchayat at the next ordinary meeting if it is to be held not earlier than the expiry of seven days and not later than the expiry of thirty days after the date of receipt of the notice by the Secretary.

(2) If an ordinary meeting of the panchayat is not due at any time during the period specified in sub-rule (1) a special meeting of the panchayats shall be convened during that period for considering the motion.

19. Panchayats decisions and names members voting for or against motion to be reported :-

When the panchayat takes a decision on any motion of no confidence, the Secretary shall forthwith communicate to the officer to whom a copy of the motion was sent under sub-rule (2) of rule 17 the names of all the members who were present at the meeting at which such decision was taken and the nature of vote given by each member, whether in favour or against the motion and the names of members who obtained from voting.

20. Resolution :-

(1) Subject to the provisions of this rule any member may move a resolution relating, to a matter concerning the administration of the panchayats.

(2)

(a) A member who wishes to move a resolution shall give at least ² [four clear days notice of his intention to do so and shall together with the notice submit a copy of the resolution which he wishes to move. The Chairman or as the case may be, Sarpanch shall on the admissibility of a resolution and shall disallow any resolution which in his opinion, does not answer to the requirements of sub-rules (2) to (6) or contravens the provisions of the Act or the rules made thereunder, and his decision shall be final.

(b) The Chairman or, as the case may be, Sarpanch may for reasons to be stated by him, allow a resolution to be entered in the agenda at a shorter notice:-

(3) Every resolution shall be clearly and precisely expressed and shall raise one definite issue,

(4) A resolution shall not contain arguments, inference, ironical expressions or defamatory statements nor shall it refer to the conduct or character of any persons except in his official or public capacity:

(5) A resolution shall be of an affirmative character;

(6) Notice of a resolution shall be in writing and signed by the mover

(7) [deleted]

(8) The order in which the resolution of which notice has been given shall be moved determined by ballot;

(9) No member shall be entitled to ballot for more than one resolution at a time.

(10) Resolution ballot but not reached or disposed of at a meeting shall lapse.

(11) A member shall be at liberty to give a fresh notice in respect of a resolution which has lapsed.

(12) Not more than ten resolutions according to the order of priority determined by ballot shall be set down for every meeting.

(13) A member in whose name a resolution appears on the agenda shall when called upon either

(a) move the resolutions,,

(b) withdraw the resolution, in which case he shall confine himself to a mere statement to that effect

(14) If the member when called upon, is absent the resolution standing in his name shall be deemed to have been withdrawn.

(15) Every resolution which has been moved shall required to be seconded. A resolution which has not been seconded shall not be discussed nor shall any question be put on it.

(16) The discussion on a resolution shall be limited to the subject of the resolution.

(17) Where any resolution involving several points has been discussed, it shall be in the discretion of the presiding officer to divide the resolution and put any point to vote separately as he thinks fit.

(18) Routine resolution, may be put to the meeting by the presiding officer without their having been moved or seconded.

(19) The presiding officer has the same right of moving or seconding or speaking on a resolution or motion as any other member.

Provided that the provisions of Sub-rules (8) and (9) shall not apply in the case of a resolution, moved by the presiding officer.

*.Amended by GN PRR-12 (5) 68-JH, dated 20th July, 1968.

21. Power of Chairman or Sarpanch to dispense with notice :-

..-The chairman or sarpanch may, at his discretion, allow any question or resolution at shorter notice or at the meeting itself.

22. Resolutions to be relevant to business :-

No member shall be entitled to propose a resolution other than the one directly arising out of the subject before the meeting and relevant thereto, except in the case of emergency and with the consent of the presiding officer.

23. Power to divide resolution or amendment :-

The presiding officer may divide a resolution into two or more distinct resolutions, or an amendment into two or more distinct amendments as he may deem necessary.

24. Resolutions not properly proposed etc not to be discussed :-

No resolution shall be discussed or noted in the Minute Book of the Panchayat unless it has been properly moved and seconded provided that, by resolution the presiding officer need not be seconded.

25. Decision of panchayat how to be ascertained :-

A matter requiring the decision of the panchayat shall be decided by means of a question put by the Presiding Officer on a resolution made by a member.

26. Procedure on admission of resolution :-

(1) A member who has given notice of a resolution shall, when called upon, either:

(a) state that he does not wish to move the resolution, or

(b) move the resolution which shall be duly seconded by another member.

(2) Save as otherwise provided in sub-rule, (4) of rule, 30, if a member when called upon is absent any other member may with the permission of the person presiding move, the resolution standing in the name of the absent member. If permission is not granted to any other member to move the resolution, the resolution shall lapse.

27. Presiding Officer to propose question :-

After a resolution has been moved and seconded the presiding officer shall propose the question by reading the resolution for the consideration of the meeting.

28. Withdrawal of resolution :-

After a resolution has been moved and seconded it shall not be withdrawn or altered in substance except with the consent of the

member who seconded it.

29. Amendment to resolution :-

(1) After a resolution has been moved and seconded any member may move an amendment thereto.

(2) Every amendment must be relevant, and within the scope of the resolution to which it relates

(3) No amendment shall be moved which has merely the effect of a negative vote.

(4) An amendment in the alternative shall not be moved.

(5) Any number of amendments may be moved to the same resolution but no member shall move more than one amendment to the same resolution.

(6) The presiding officer may disallow any amendment which is in his opinion, irrelevant or frivolous.

30. Conduct of members during meeting :-

(1) A member desiring to make any observation on any matter before the meeting shall rise in his seat and, if called upon by the presiding officer, address his remarks to the presiding officer. If he is not called upon by the presiding officer, he shall resume his seat:

Provided that the presiding officer may permit any member to address the meeting while sitting.

(2) A member shall confine his speech strictly to the question before the meeting and shall cease to make remarks which are held

by the presiding officer to be irrelevant or offensive.

(3) Members shall not talk amongst themselves in the meeting so as to disturb the proceeding or a member who is speaking.

31. Right of presiding officer to address meeting :-

1 .

(1) The presiding officer may address the meeting at any stage of a debate.

(2) Save as provided in the proviso to sub-rule (1) of rule 30, he shall rise in his seat while addressing the meeting.

1. Dane vide GNP and HDNKP/1349/PRR-12(5)/68-JH, dated 20th July, 1968.

32. Mover to start debate :-

After a resolution has been placed before the meeting for consideration under rule 24 the mover may speak in support of the motion and the seconder may either follow or reserve his speech for a later of the debate thereon.

33. Right of reply :-

The mover, or if the mover waives his right the seconder of a substantive resolution may reply at the conclusion of the debate thereon but no other member shall, without the express Permission of the Presiding Officer speak more than one on the same resolution except for the purpose of making a personal explanation but such case not debatable after shall it be brought forward.

34. Time limit for speech :-

The presiding officer may fix a reasonable time-limit within which the mover the seconder or any other member shall end his speech.

35. Resolution to be voted on conclusion of debate :-

(1) The presiding officer may on the conclusion of a debate on a resolution or at any time when the presiding officer is satisfied that the resolution has been sufficiently discussed, put the resolution to the vote of the meeting

(2)

(i) When there are one or more amendments to a resolution, the presiding officer shall first put to vote the amendment or amendments one by one;

(ii) if all amendments are lost, the presiding officer shall put the resolution to vote;

(iii) if any amendment or amendments are carried, the presiding officer shall put to vote the resolution incorporating the amendment or amendments which have been carried;

(iv) the presiding officer may group together the amendments which are substantially the same;

Provided that in a group of amendments the presiding officer may give precedence to any amendment which is most comprehensive and that when such amendment is either carried or lost it shall not be necessary to put to vote the other amendments in the group;

(3) The resolution with or without an amendment or amendments as finally carried under sub-rule (2) shall be considered to be the decision of the panchayat.

36. Resolution for adjournment or postponement to have precedence :-

(1) A resolution to adjourn a meeting or to postpone the consideration of a question shall take precedence over any other resolution before the meeting.

(2) A resolution under this rule cannot be made more than once during the debate on any question.

37. Manner of taking votes :-

(1) Votes may be taken by a show of hands but shall be if the majority of members present so decide, be taken by ballot.

(2) any member present at a meeting may refrain from voting if he so chooses.

38. xxx xxx xxx :-

¹ [Deleted]

1. Rule 38, deleted by GNP and HD No.KP/1349/PRR-12(5) 68-JH dated the 20th July 1968.

39. Points of order :-

(1) The presiding officer shall decide all points of order and his decision thereon shall be final.

(2) ¹ A member may at any time raise a point of order for the decision of the presiding officer but in doing so he shall confine himself to stating the point.

(3) No discussion on any point of order shall be allowed except with the consent of the presiding officer.

1. Substituted and inserted by GNP and HDNo. KP/1349/PRR-12(5) 68-JH dated 20th July, 1968.

40. Member speaking to resume his seat when presiding officers stands or point of order is raised :-

If while a member is speaking, the presiding officer, rises or another member raises a point of order, the member speaking shall resume his seat.

41. Maintenance of order at meeting :-

The presiding officer shall preserve order at the meeting and have all powers necessary for the purpose of enforcing his decision.

42. Unruly meeting may be adjourned :-

The presiding officer may adjourn any meeting that refuses to abide by his ruling on a point of order ¹ or if there is disorder in the meeting.

1. Rules 45.A and 45-B were inserted by GNP and HD No. KP/434/PRR 12 (3)/65-JH, dated 23rd August 1965.

43. Suspension and withdrawal of unruly members :-

When any member disregards the authority of the presiding officer or is guilty of obstructive or offensive conduct at any meeting, the presiding officer shall forth with put the question that such member be suspended from the meeting for the remainder of the sitting and if three fourths of the members present are in favour (hereof, the member named shall withdraw, failing which the presiding officer may call such aid as he deems expedient to secure such suspension or withdrawal.

Explanation-For the purpose of the rule "obstructive conduct" means conduct wilfully and persistently adopted with a view to preventing business being done at the meeting.

44. Procedure for leaving meeting :-

-A member who wishes to leave the meeting before its close shall,

immediately before leaving, intimate his intention to the presiding officer.

45. Record of proceeding of meeting :-

-The minutes of each meeting of the panchayat shall be recorded in a bound book in Gujarati by the Secretary. In this book shall be entered the names of the members present at each meeting, the decisions arrived at the names of the members voting for or against and of the members remaining neutral. The minutes of the meeting shall be prepared on the day following the day of the meeting or as soon as thereafter, as may be and shall be signed by the presiding officer. A copy of minutes of panchayat shall be the Taluka Panchayat concerned within seven days of the close of the meeting. The minutes shall be open to inspection at all reasonable times, by any member of the panchayat.

45A. Circumstances in which and conditions subject to which propositions may be circulated for votes of the members :-

. 1 -

(1) Whenever a question requiring urgent decision arises within ten days from the date of the meeting of the panchayat last held or during a period when seasonal agricultural operations are in progress or whenever, for any special reasons calling of a meeting of the panchayat may not be feasible and it appears necessary to the Chairman or, as the case may be, Sarpanch to take a decision

(2) A copy of such proposition shall be sent to each member of the panchayat together with a reply paid post card or envelope or with postage stamps of sufficient value for the reply specifying a time limit within which reply should be sent by the member concerned and the member may be informed that if no reply is received from him within the time-limit so specified, a decision of the panchayat on the question will be recorded by the Chairman or, as the case may be the Sarpanch on the basis of the majority of the votes of the members from whom replies are received within the specified time-limit.

1. Rules 45.A and 45-B were inserted by GNP and HD No. KP/434/PRR 12 (3)/65-JH, dated 23rd August 1965.

45B. Record of voting by circulation of propositions :-

The provisions of rules 45 and 46 shall so far as maybe, apply to the proceedings adopted and decisions taken pursuant to the provisions of rule 45-A.

46. Important decisions to be displayed on notice board :-

Important decisions which the panchayat considers necessary to bring to the notice of the general public shall be displayed on the notice board of the panchayat at its office.

CHAPTER 3 Meetings of Committees

47. Convener and notice of meeting of committee :-

The Chairman of a committee shall be the convener. Three clear days notice of an ordinary meeting and one clear days notice of a special meeting shall be given.

48. Manner of service of notice :-

The manner of service of notice shall be the same as that for the meeting of the panchayat.

49. Quorum :-

. -No business shall be transacted at any meeting of the committee unless, one third of its strength or ¹ [two members whichever is more are present.

1. Done by GN PKR.12(8) 65-JH dated 23rd August, 1965.

50. Rules of procedure :-

-The rules of procedure for the meetings of the Panchayats shall generally apply mutatis mutandis to the meetings of committees.

51. Chairman of the Committee :-

The chairman of the committee shall preside over the meeting whenever he is present and in his absence the members shall elect

a chairman :

Provided that where a meeting relates to the election of a Chairman of any committee, it shall be presided over by the Chairman, or as the case may be, the Sarpanch.

52. Secretary :-

The officer of the Panchayat dealing with the subject allotted to a committee under the Panchayats Functions List shall be the Secretary of the Committee. If there be no such officer, the Secretary of the Panchayat shall be the Secretary of the Committee.

53. Record of proceedings :-

. ¹ -A written record of the proceedings of every meeting shall be kept.

1. deleted by GN PRR-12(7) 70 JH, dated 13th March, 1970.

54. Proceedings of meeting to be signed :-

. -A person who under rule 51 presides over the meeting shall affix his signature to the record of the proceedings of the meeting. The record of the proceedings so signed shall be read out at the next meeting of the Committee for confirmation.

55. Secretary to maintain record of proceedings :-

The responsibility for the maintenance of the records of proceedings shall be that of the Secretary of the Committee.

56. Proceedings to be placed before panchayats :-

The proceedings of every meeting of every committee shall be placed before the panchayat at its next meeting.

56A. Decision by a committee by circulating proposition for vote of members :-

. ¹ -The provisions of rules 45-A and 53 to 56 shall generally apply mutatis mutandis to a decision required to be taken by a committee

on any question requiring urgent decision under circumstances set out in rule 45-A.

1. Done by GN PKR.12(8) 65-JH dated 23rd August, 1965.

57. Deleted :-

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1. deleted by GN PRR-12(7) 70 JH, dated 13th March, 1970.

58. Panchayat to control delegated powers :-

Where powers are delegated to a committee, the panchayat shall reserve to itself the power to review, cancel, modify or otherwise amend any decision of the committee within 90 days of such decision.

59. Implementation of decisions of committees :-

Each committee shall be responsible for the implementation of all its decisions in respect of the subjects assigned to it. All administrative work involved in carrying out the decisions of a committee shall be attended to by the executive authority of the panchayat. The responsibility for ensuring participation of the members of the public where necessary for proper supervision of the work which is being done, and for the timely completion of the work shall be that of the committee. The committee may in turn assign different items of its work to a sub-committee consisting of one or more of its members.

60. Office procedure :-

The office procedure for the work of a committee shall be the same as that for the Panchayat.

61. Venue of meeting :-

The meeting of a committee shall normally be held at the panchayat office unless the committee unanimously decides to meet elsewhere.

CHAPTER 4 Notice, Warrants etc

62. Notice under section 53 :-

The notice referred to in section 53 shall be given by the Secretary to the Gram Panchayat or as the case may be, the Secretary of the Nagar Panchayat. The following particulars shall be stated in the notice, namely :-

(1) The date of the vacancy.

(2) The cause of the vacancy.

(3) The date on which the term of the office in which the vacancy has occurred expires.

63. Notice of inquiry :-

(1) A notice of the inquiry to be held under section 101 shall be in Form B and shall state the time and place of the inquiry. It shall be signed by the officer issuing it.

(2) Such notice not less than ten days before the inquiry:-

(a) shall be affixed at the village Chavdi or some other conspicuous place in the gram or nagar in which the property is situate and also at the office of the gram or nagar panchayat and at a conspicuous part of the property;

(b) shall also be served on the relevant panchayat and on all persons who are known or believed to have made and claim to the property or any right in or over it.

(3) The notice shall be served under clause (b) of sub-rule (2) by tendering or delivering a copy thereof to the person concerned or if he cannot be found, by affixing a copy of it to some conspicuous part of the place where he ordinarily resides.

(4) If the residence of the person on whom notice is to be served is in another district, the notice shall be sent by post to the Collector of the District who shall cause it to be served in the manner provided in sub-rule (3).

(5) The notice to be served on the gram or as the case may be, nagar panchayat shall be served on the Chairman or Sarpanch of such Panchayat.

64. Notice of decision :-

¹Written notice in Form "C" of any order passed under section 101. specifying briefly the subject matter contents and date of the order passed, shall be served in the manner specified in sub-rule (3). (4) and (5) of the rule 63 upon the gram or as the case may be nagar panchayat and on the person referred to in clause (b) of sub-rule (2) of that rule and shall also be affixed in the manner provided in clause (a) of the said sub-rule (3).

1. Rule-64 substituted by the GHPRR-12(5) 68-JH, dated 20th .July , 1965.

65. Form of warrant :-

The warrant to be issued by an authorised officer under sub-section (2)* of section 318 shall be in form D