
GUJARAT GRAM AND NAGAR PANCHAYATS SECRETARIES, (FUNCTIONS AND DUTIES) RULES, 1963

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GUJARAT GRAM AND NAGAR PANCHAYATS SECRETARIES, (FUNCTIONS AND DUTIES) RULES, 1963

No. PRR-10/63-H.-In exercise of the powers conferred by section 323 of the Gujarat Panchayats Act, 1961 (Guj. VI of 1962), the Government of Gujarat hereby makes the following rules, namely :
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1. Short title and extent :-

These rules may be called the Gujarat Gram and Nagar Panchayats Secretaries, (Functions and Duties) Rules, 1963.

2. Definitions :-

In these rules, unless the context otherwise requires,

- (1) "the Act" means the Gujarat Panchayats Act, 1961;
- (2) "Panchayat" means a gram or nagar panchayat;
- (3) "Secretary" means
 - (a) in relation to a gram panchayat the Secretary of that Panchayat, and
 - (b) in relation to a nagar panchayat the Secretary of that panchayat.

3. Additional Function and duties of Secretary :-

- (1) In addition of the functions and duties assigned to him by the Act, a Secretary shall-
 - (a) carry out all the executive order of the panchayat and shall be responsible for the supervision, direction and control of the servants

of the panchayat;

(b) take prompt measures for the recovery of taxes and other dues of the panchayat, and also the collection of land revenue and other Government dues if the panchayat is entrusted with the collection thereof;

(c) take prompt measures to remove any irregularity pointed out by the Auditor or by the taluka Panchayat or district Panchayat, as the case may be;

(d) Promptly report to the Chairman or, as the case may be Sarpanch, of the panchayat all cases of fraud, embezzlement, theft or loss of money including sums collected on account of land revenue and other Government dues or property of the panchayat. He shall also send copies of such reports to the taluka panchayat;

(e) stay at the place of the head quarters fixed for him unless a residential accommodation is not available to him at such place and the Taluka Development Officer has permitted him to stay at other place on the recommendation of the panchayat.

(f) report to the panchayat all cases of neglect, illegality breach of rules and disobedience on the part of his subordinates, or of contracts

(g) bring to the notice of the controlling authority concerned all cases in which repairs, improvements, new works or other measures appear desirable and all acts contravening to the provisions of the Act, rules bye- laws, and standing orders;

(h) watch over all panchayat property.

(2) The Secretary shall also be the Secretary of each of the Committee of panchayat as constituted under the Act.

(3) It shall be the duty of the Secretary to attend every meeting of the Gram Sabha, the panchayat and every Committee thereof. He shall furnish information or any clarification necessary to answer-questions put or resolutions moved at any such meeting and shall also furnish such information as is obtainable from the files and records of the panchayat as may from time to time, be required by the Sarpanch, Upa-Sarpanch, Chairman, Vice Chairman, or a member of the panchayat, or the Taluka Development Officer, or District Development Officer, the Mamlatdar or the Collector.

(4) The Secretary shall record the minutes of the proceedings of each such meeting and shall forward copies of such minutes or extracts therefrom to such officers as may be specified in this behalf by the taluka panchayat, or as the case may be district panchayat.

(5) The Secretary may if so authorised by the panchayat file complaints and suits on behalf of the panchayat and shall attend to the proceedings of any complaint or suit so filed.

4. Additional functions of Secretary of nagar panchayat :-

In the case of a nagar panchayat, it shall also be the duty of its Secretary-

(a) to arrange for and closely supervise, the writing and registration of correspondence;

(b) to keep minutes of proceedings of all committees of the nagar panchayat;

(c) to have prepared and to certify the correctness, of all periodical accounts, and to see that all registers are kept upto date;

(d) to furnish all such information obtainable from the files/and records as may from time to time be required by any member or Chairman Vice-Chairman of the panchayat or by the Taluka Development Officer or District Development Officer.

(e) to supervise the keeping of the accounts and records of the collection of revenue, the expenditure and all works in hand;

(f) to report all cases of neglect, illegality, breach of rules and disobedience on the part of his subordinates, or of contractors to the panchayat;

(g) to bring to the notice of the controlling authority concerned all cases in which repairs, improvements, new works or other measures appear desirable and all encroachment, nuisances and breaches of the Act, rules and bye-laws and standing orders;

(h) to watch over all panchayat property:

(i) to see that the following accounts and documents to be maintained at the panchayat office are written punctually;

(1) a day-book in which all receipt and expenditure shall be entered as soon as they are received or disbursed;

(2) classified Register of receipts and payment;

(3) a Pass Book with the Government Treasury or any Bank in which the nagar or other panchayat funds as the case may be, are lodged showing,-

(i) on the credit side every sum paid into the Treasury or Bank;

(ii) on the debit side every sum drawn from the Treasury or Bank by cheques with the number and the date of the cheque;

(4) any other books of accounts maintained by the panchayat;

(j) to scrutinise the correctness of every claim against the panchayat and verify the existence of a budget provision for satisfying the claims and due authority from the panchayat for the charge and before the satisfaction of every claim to bring to the notice of the controlling authority all papers, vouchers and completion certificate and all facts necessary to enable the latter to ascertain the correctness of such claim;

(k) to have prepared under his direction complete record relating to the receipts and expenditure required by law to be laid before the panchayat at its next meeting;

(l) to have annual abstract of accounts similarly prepared as soon as may be after the 31 March, in each year and laid before the panchayat at its next meeting:

(m) to lay before the relevant committee of the panchayat cases requiring its consideration together with all previous correspondance and papers connected with the case.