

GUJARAT GRAM PANCHAYATS (Gram Sabha Meetings and Functions) Rules, 1964

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GUJARAT GRAM PANCHAYATS (Gram Sabha Meetings and Functions) Rules, 1964

No. PRR 36/ 64-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 :

1. Short title :-

These rules may be called the Gujarat Gram Panchayats (Gram Sabha Meetings and Function) Rules, 1964.

2. Place of Meetings of the Gram Sabha :-

The meeting of the Gram Sabha shall ordinarily be held in the office of the Gram Panchayat or the village Chavdi or Chora at any convenient public place in gram as may be determined by the Sarpanch or in his absence by the Upa- Sarpancha.

3. Time of second ordinary meeting :-

Subject to the provisions of sub-sec. (1) of sec. 83, the second ordinary meeting of the Gram Sabha shall be held on such date and

at such time as may be fixed by the Sarpanch or in his absence by the Upa-Sarpanch.

4. Notice of Meetings :-

The notice of the first or second ordinary meeting of the gram sabha shall be given at least seven clear days before the date of such meeting and in the case of an extra ordinary meeting at least three clear days before the date of such meeting.

5. Mode of Publication of notice :-

A notice of every meeting of the gram Sabha shall be published :-

(a) by affixing it at, the office of the gram panchaynt and the village Chavdi or Chora and in the absence of a village Chavdi or Chora at any other conspicuous place or places in the gram, and

(b) by making an announcement by a heat of drum on the day immediately preceding the date of the meeting.

6. Contents of the notice :-

The notice of a meeting of the gram sabha shall specify the date, time and place of the meeting and the nature of the business to be transacted at the meeting. The business to be transacted at the first meeting in every year shall include items as provided in sub-section (1) of section 84 of the Gujarat Panchayats Act, 1961.

7. Procedure for placing any proposal before the meeting :-

Any proposal which a person desires to place before a meeting of the gram sabha may be sent by him to the Sarpanch or in absence to the Upa- Sarpanch at least two days before the date of the meeting. The Sarpanch or in his absence the Upa-Sarpanch shall decide whether any such proposal received before or after the publication of the notice, should be placed before the meeting of the gram sabha or not. The Sarpanch or in his absence the Upa-Sarpanch may disallow any such proposal on any of the following grounds :-

- (i) if the proposal is of a defamatory character;
- (ii) if the language used in the proposal is offensive;
- (iii) if the proposal is against public interest;
- (iv) if the proposal is of a trivial nature;
- (v) if the proposal is in respect of a matter which is sub-judice.

If the proposal proposed to be placed before the meeting of the gram sabha is to be disallowed on any other ground, the sarpanch or in his absence the Upa-Sarpanch shall be placed the matter before the Gram Panchayat whose decision in the matter shall be final.

8. Meeting of the Gram Panchayat :-

A meeting of the Gram Panchayat shall be held on the day immediately preceding the date fixed for the meeting of the gram sabha to consider the proposals coming before the meeting of the gram sabha.

9. Quorum :-

(1) Ten percent of the total number of persons included in the list of voters or 50 (fifty) such persons whichever is less shall form a quorum for a meeting of the gram sabha.

(2) If a meeting is adjourned for want of quorum, no quorum shall be necessary for the adjourned meeting but afresh notice of such adjourned meeting shall be given in the manner provided in rule 5.

10. Procedure for meetings :-

(1) The minutes of the previous meeting shall be read at each meeting and shall be confirmed and signed by the person presiding over the meeting (hereinafter, referred to as "the Chairmen"),

(2) Except with the permission of the Chairman

(a) no business, which is not included in the notice, shall be transacted at any meeting ;

(b) the business to be transacted at a meeting shall ordinarily be taken in the order in which it is entered in the notice ;

(3) If the business of a meeting is left undisposed of the Chairman may, with the consent of the persons present, adjourn the meeting to a subsequent date, time and place to be announced in the meeting. No. 10th fresh business shall be transacted at such adjourned meeting.

11. Order of business at a meetings :-

The order of business of every meeting of the gram sabha shall be as follows :-

(i) Reading of the proceedings of the previous meeting ;

"(ia) Reading by the secretary of the Gram Panchayat, of the changes, if any, made or authenticated in the Record of Rights after the previous meeting of the Gram Sabha, for information of the Gram Sabha'

(ii) Report of the action taken on the decisions of the Gram Sabha ;

1 (iii) Reading by the Secretary of the Gram Panchayat, for the information of the gram sabha important decisions of the gram panchayat. including information on the following matters after the previous meeting of the gram sabha, namely :-

(a) Distribution of village site plots ;

(b) Distribution of cultivable waste land ;

(c) Site selected for construction of public facilities ;

(d) Assessment of taxes, their recoveries and arrears ;

(e) Encroachment of village site land agricultural land;

(f) Purchase and sale of immovable and movable properties of gram panchayats.

(iv) Interpretations, if any ;

(v) Statement of receipts and expenditure, if any ;

(vi) Audit report and replies thereto, if any ;

(vii) Items such as budget, plan resolutions, on programmes, if any.

1. Substituted vide G.N.P.H. and U.D.I, No.KP/45/PRR. 56(3) 77.JH dt. 20/4/77

12. Power of Chairman to disallow any proposition :-

The Chairman may disallow the discussion of any proposition which he consider to be beyond the competence of the gram sabha and in doing so, he shall record his reasons in writing.

13. Points of order :-

All proposition not disallowed by the Chairman, shall be discussed at the meeting of the gram sabha The Chairman shall decide all points of order arising during the course of the meeting and his decision thereon shall be final.

14. Duty of the Chairman :-

It shall be the Chairman to regulate the transaction of business at the meeting and to preserve order thereat. He shall have, all the powers necessary for those purposes.

15. Conduct of Member :-

If any member disregards the authority of the Chairman or is guilty of obstructive or offensive conduct in or interrupts the proceedings of, a meeting, the Chairman shall have power to cause withdrawal of such person from the meeting.

16. Record of proceedings :-

A brief record of the proceedings of every meeting of the gram sabha shall be kept in Gujarati in bound book and a copy of the proceedings, shall be sent within seven days of the meeting to the Taluka Development Officer or to any other officer authorised by the Taluka Panchayat in this behalf.

17. Other functions of the Gram Sabha :-

The gram sabha also perform the following functions namely :

- (1) To consider proposals for organising community service, voluntary labour or mobilization of the local people for any specific work include in the annual or supplementary programme. and
- (2) to consider proposals for village production plans for development of cottage industries and proposals for safeguarding the interests of and giving encouragement to the progress and development of the weaker sections of the community.