



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT**

**The West Bengal**  
**Panchayat (Constitution) Rules, 1975**

[Corrected upto April, 1998]

Price : Rs. 12/-



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT**

**The West Bengal**  
**Panchayat (Constitution) Rules, 1975**

[Corrected upto April, 1998]

Price : Rs. 12/-

### **List of Amendments**

1. Notification No. 14364/Panch, dated 21.6.78
2. Notification No. 16778/Panch, dated 21.7.78
3. Notification No. 141/Panch, dated 11.1.79
4. Notification No. 16765/Panch, dated 31.8.79
5. Notification No. 6352/Panch, dated 17.4.79
6. Notification No. 534/I/Panch, dated 10.1.84
7. Notification NO. 11264/I/Panch, dated 23.5.86
8. Notification No. 1658/I/Panch, dated 26.5.93
9. Notification No. 1658/I/Panch, dated 26.5.93
10. Notification No. 121-PN/O/I, dated 13.1.95
11. Notification No. 1524/PN/O/I, dated 21.6.95
12. Notification No. 847/PN/O/I, dated 12.3.98
13. Notification No. 1263/PN/O/I, dated 11.4.98

*Government of West Bengal*  
**THE WEST BENGAL PANCHAYAT (CONSTITUTION) RULES, 1975 \***  
**INDEX**

CHAPTER I	1
<i>Preliminary</i>	
Rule	
1. Short title	
2. Definitions	
CHAPTER IA	1—10
Reservation of Offices of Chairpersons	
2A Reservation of offices at <b>Gram Panchayat</b> and <b>Panchayat Samiti</b>	
2B Reservation of offices at <b>Zilla Parishad</b> and <b>Mahakuma Parishad</b>	
<b>Schedule of Forms</b>	
Form 1 to 1D & Form 2—Form 7	11—26
CHAPTER II	27—29
<i>Election of Pradhan and Upa-Pradhan of Gram Panchayat</i>	
CHAPTER III	29—31
<i>Election of Sabhapati and Sahakari Sabhapati of Panchayat Samiti</i>	
CHAPTER IV	31
<i>Election of Sabhadhipati and Sahakari Sabhadhipati of Zilla Parishad</i>	
CHAPTER IV-A	32
<i>Election of Sabhadhipati and Sahakari Sabhapati of Mahakuma Parishad</i>	
CHAPTER V	33—34
Resignation of and filling up of casual vacancy in the office of the <b>Pradhan</b> and <b>Upa-Pradhan</b> of a <b>Gram Panchayat</b> , <b>Sabhapati</b> and <b>Sabhapati</b> of <b>Panchayat Samiti</b> or <b>Sabhadhipati</b> and <b>Sahakari Sabhadhipati</b> of <b>Mahakuma/Zilla Parishad</b> .	
CHAPTER VI	34
Number of members of <b>Sthayee Samiti</b> of <b>Panchayat Samiti</b>	

CHAPTER VII	34—36
Election of members of <b>Sthayee Samiti</b> of <i>Panchayat Samiti</i>	
CHAPTER VIII	36—37
Election of <b>Karmadhyaksha</b> of <b>Sthayee Samiti</b> of <b>Panchayat Samiti</b>	
CHAPTER IX & X	37—39
Election of members of <b>Sthayee Samiti</b> of <b>Mahakuma/Zilla Parishad</b>	
CHAPTER XI	39—40
Election of <b>Karmadhyaksha</b> of <b>Sthayee Samiti</b> of <b>Mahakuma/Zilla Parishad</b>	
CHAPTER XII	40—42
Resignation of and filling up of casual vacancy in the office of the <b>Karmadhyaksha</b> or any member of a <b>Sthayee Samiti</b> of a <b>Panchayat Samiti</b> or a <b>Mahakuma Parishad</b> or <b>Zilla Parishad</b>	
CHAPTER XIII	42—43
Removal of a member of <b>Sthayee Samiti</b> of a <b>Panchayat Samiti</b> or <b>Mahakuma/Zilla Parishad</b> .	
CHAPTER XIV	
Removal of <b>Karmadhyaksha</b> of a <b>Sthayee Samiti</b> of a <b>Panchayat Samiti</b> or a <b>Mahakuma/Zilla Parishad</b>	

**THE WEST BENGAL  
PANCHAYAT (CONSTITUTION) RULES, 1975<sup>1</sup>**

**CHAPTER I**

**Preliminary**

**1. Short title :** These rules may be called the West Bengal Panchayat (Constitution) Rules, 1975.

**2. Definition :** (1) In these rules,—

(a) ‘Act’ means the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973) ;

<sup>2</sup>[(aa) ‘Commission’ means the West Bengal State Election Commission referred to in sub-section (1) of section 3 of the West Bengal State Election Commission Act, 1994 (West Bengal Act VIII of 1994)] ;

(b) ‘Form’ means a Form appended to these rules and includes a translation thereof in Bengali and Nepali ;

(c) ‘Section’ means a section of the Act ;

<sup>3</sup>[(d) ‘Sub-divisional Officer’ means an officer appointed as such by the State Government, and includes an Additional Sub-divisional Officer having jurisdiction.]

(2) The expressions used in these rules, but not defined, shall have the meanings assigned to them respectively in the Act.

(3) The Bengal General Clauses Act, 1899 (I of 1899) shall apply for interpretation of these rules as it applies for the interpretation of an Act of the West Bengal Legislative Assembly.

**<sup>4</sup>[CHAPTER IA**

**Reservation of offices of chairpersons**

**2A.** Reservation of offices at *Gram Panchayat* and *Panchayat Samiti*—(1) As soon as may be, but not later than six weeks before the date of poll appointed for any general election, the District Magistrate and District Panchayat Election Officer shall,

- 
1. Published under Notification No. 19325/Panch, dated the 24 November 1975, in the “Calcutta Gazette, Extraordinary”, Part I, dated the 24th November, 1975.
  2. Substituted by Notification No. 847/PN/O/I, dated 12.3.98 for “Commissioner.”
  3. Inserted by *ibid.*
  4. Chapter IA containing Rules 2A & 2B inserted by Notification No. 121-PN/O/I, dated 13.1.95

2 THE W. B. PANCHAYAT (CONSTITUTION) RULES, 1975

by an order in Form 1B, after previous publication of the draft of the order in Form 1A not later than nine weeks before the date of poll, determine, <sup>1</sup>[subject to such direction as may be issued by the Commission] from among the total number of the offices of —

- (i) the *Pradhan*,
- (ii) the *Upa-Pradhan*,
- (iii) the *Sabhapati*, and
- (iv) the *Sahakari Sabhapati*

in a district, such number, of offices reserved for—

- (a) the Scheduled Castes and the Scheduled Tribes as shall bear, as nearly as may be, the same proportion to the total number of the offices of the *Pradhan*, the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be, in the district as the population of the Scheduled Castes or the Scheduled Tribes, as the case may be, in the Blocks within the district, bears with the total population in the Blocks,
- (b) women as shall constitute—
  - (i) not less than one-third of the offices reserved under clause (a), and
  - (ii) not less than one-third of the total number of offices of the *Pradhan*, *Upa-Pradhan*, *Sabhapati* or *Sahakari Sabhapati*, as the case may be, in the district including the offices reserved under sub-clause (i).

<sup>2</sup>[*Explanation* : For the purpose of this sub-rule, figures upto the first place of decimal shall be taken for calculations and, for final determination of the number of seats to be reserved, the whole number obtained shall be raised by one if the digit at the first place of decimal is not less than five while ignoring any digit below five at the first place of decimal]

(2) The District Magistrate and District Panchayat Election Officer shall, <sup>3</sup>[subject to such direction as may be issued by the Commission,] by an order in Form 1B, after previous publication of the draft of the order in Form 1 A, declare from among the offices of the—

- (i) *Pradhan*,
- (ii) *Upa-Pradhan*,
- (iii) *Sabhapati*, and
- (iv) *Sahakari Sabhapati*

in a district,—

- 
1. Ins. by Notification No. 847/PN/O/I, dated 12.3.98
  2. Explanation ins. by *ibid*.
  3. Ins. by *ibid*.

- (a) such offices to be reserved, by rotation, for the Scheduled Castes and the Scheduled Tribes, as may be necessary to match the number<sup>1</sup>[determined under clause (a) of sub-rule (1) :
- (i) the prescribed authority shall assign consecutive serial numbers to all the *Grams* and separately to all the *Pranchayat Samities* in a district following, as far as practicable, the sequence of the numbers assigned to the Legislative Assembly constituencies and, if necessary, the numbers assigned to the Legislative Assembly polling stations within any such constituency comprising any part of the district ;
- (ii) for the purpose of reservation under clause (a) of sub-rule (1),<sup>2</sup>[subject to the provisions under item (vii),] such *Grams* and such Blocks as may have the Scheduled Castes or the Scheduled Tribes population constituting more than five per cent of the total population of that *Gram* or that Block, as the case may be, shall be taken into consideration ;
- <sup>3</sup>(iii) on assignment of numbers referred to in item (i), the Grams or the Blocks shall be arranged in ascending order of serial numbers and formed into groups of fifty *Gram* or Blocks of consecutive serial numbers with a part group, where necessary, consisting of any additional number of *Gram* or Blocks ;
- (iv) for the purpose of reservation, the number of offices to be reserved shall be apportioned to different groups in the following manner :—

---

1. Subs. by Notification No. 847/PN/O/1 dated 12/3/1998 for “determined under clause (a).”

2. Ins. by *ibid.*

3. Subs. by *ibid.* which was earlier as under :

- “(iii) On assignment of numbers, the *Grams* and the Blocks taken into consideration shall be arranged separately in ascending order of the serial numbers and formed into two groups having all the odd numbers of the *Grams* or odd numbers of the Blocks, as the case may be, in the first group and all the even numbers in the second group ;
- (iv) for the first term of elections among every three consecutive terms,—
- (a) offices of the *Pradhans* and the *Sabhapaties* shall be reserved commencing from the lowest serial number of the first group of the *Grams* or the Blocks, as the case may be, and moving gradually, if necessary, to the second group, commencing from its lowest serial number again, to reach the required number, and
- (b) offices of the *Upa-Pradhans* and the *Sahakari Sabhapaties* shall be reserved, commencing from the lowest serial number of the second group of *Grams* or the Blocks, as the case may be, and moving gradually, if necessary, to the first group, commencing from its lowest serial number again, to reach the required number ;
- (v) for the second and the third term of election, the same procedure shall be followed except that reservation shall be made after excluding the *Grams* or the Blocks, as the case may be, reserved in earlier term or term of elections and, in the event of shortfall of the required number of offices in a term, offices in a *Gram* or Block, as the case may be, obtained at the lowest serial number of the group where reservation commenced in the first term, shall be reserved notwithstanding that such *Grams* or such Blocks were reserved in any earlier term.”



- (a) if the total number of **Grams** or Blocks referred to in item (iii) is divisible by fifty, the number determined under clause (a) of sub-rule (1) shall be apportioned, as far as practicable, equally among such groups of fifty and, in the case of remainder, the number so apportioned shall be raised by one in as many groups as may be necessary, beginning from the first group having the lowest serial number, or
- (b) if the total number referred to in item (iii) is not divisible by fifty, the number determined in terms of clause (a) of sub-rule (1) shall be notionally apportioned to each sub-group of ten offices among such total offices, raising the total number of such sub-groups by one, if the last digit in the total number is five or more, while ignoring any digit less than five ; apportionment to each group of fifty *Grams* or Blocks shall, then, be made of the number arrived at by multiplying the number notionally assigned to a sub-group which may be whole number, or a decimal number taken upto second place of decimal, by five, and in the case of part group of less than fifty, the number apportioned shall be the number for the sub-group multiplied by the number of sub-group deemed to be comprised in the part group ; in the case of remainder, initially apportioned number shall be raised by one in as many groups as may be necessary, beginning from the first group commencing from the lowest serial number, or
- (c) if the total number referred to in item (iii) is less than fifty, the number determined in terms of clause (a) of sub-rule (1) shall be apportioned to the group comprising all *Gram* or Blocks, as the case may be.

*Explanation :*

- (1) For the purpose of calculations, figures upto second place of decimal shall be taken into account and, at the last stage, for determining the number of offices to be reserved from each group, the decimal number, if any, shall be rounded off to a whole number on raising it by one if the digit in the first place of decimal is five or more while ignoring such digit if it is less than five.
- (2) Notwithstanding anything in this rule, the number of offices to be reserved shall be apportioned, as far as practicable, equally among the available groups of fifty with appropriate apportionment to the part group consisting of less than fifty *Gram* or Blocks, as the case may be ; for this purpose, the number initially calculated for apportionment to a group of fifty, may be marginally increased or reduced, as far as practicable, in order to apportion the required number equally among the groups available on each occasion ;

- (v) reservation by rotation of the offices, determined under clause (a) of sub-rule (1) for every three consecutive terms, shall be made in accordance with the roster as specified in column (1), column, (2), or column (3) of Schedule I for reservation of the offices of the *Pradhan* or the *Sabhapati* and in column (4), column (5) or column (6) of the said Schedule for reservation of the offices of the *Upa-Pradhan* or the *Sahakari Sabhapati* in the following manner :
- (a) the roster shall be applied separately for every group of fifty *Grams* or Blocks, as the case may be, or for the part group having less than fifty *Grams* or Blocks and, for this purpose, another set of consecutive serial numbers, commencing from figure one, shall be given to them, where necessary, so that reservation may be made on matching such consecutive serial numbers with the identical numbers in the roster, and
- (b) reservation of the offices shall be made when the serial number assigned to a *Gram* or a Block, as the case may be, matches the number obtained in the roster and, for this purpose, the roster shall be taken up from the beginning and followed in sequential order reserving such offices as match the numbers in the roster on ignoring the unmatched numbers until the required number is reached ] ;
- (vi) if, following the principle of rotation under these rules, any office is selected in any term of election for reservation for both the Scheduled Castes and the Scheduled Tribes, preference shall be given to reservation for the Scheduled Tribes and, thereafter, reservation for the Scheduled Castes shall be made of the *Gram* or the Block, as the case may be, coming next in order ;
- (vii) if, in a district, the number of the *Gram* or the Blocks available for reservation by rotation, falls short of the number determined under clause (a) of sub-rule (1), the [Commission] may, be order, include, for the purpose of reservation, such other offices relating to the *Grams* or the Blocks, as the case may be, as have the Scheduled Castes or the Scheduled Tribes population, as the case may be, constituting not more than five per cent of the total population in that *Gram* or that Block, as the case may be, to match the number of the offices required or reservation, and such inclusion shall commence from the *Gram* or the Block having higher proportion of the Scheduled Castes or the Scheduled Tribes population, as the case may be ;
- (b) such offices to be reserved, by rotation, for women as may be necessary to match the number determined under sub-clause (i) and sub-clause (ii) of clause (b) of sub-rule (1) :

---

1. Subs. by Notification No. 847/PN/O/I, dated 12.3.98 for "Commissioner."

6 THE W. B. PANCHAYAT (CONSTITUTION) RULES, 1975

Provided that such declaration of offices shall be made at first in respect of the offices determined under sub-clause (i) of clause (b) of sub-rule (1), and then in respect of the offices determined under sub-clause (ii) of clause (b) of sub-rule (1) :

Provided further that the total number of offices reserved for the Scheduled Castes and the Scheduled Tribes shall be taken into account while determining the number of offices to be reserved for women among them :

Provided also that such declaration shall be made in accordance with the roster as specified in—

- (i) Schedule A for the offices of the *Pradhan* and the *Sabhapati*, and
- (ii) Schedule B for the offices of the *Upa-Pradhan* and the *Sahakari Sabhapati* :

Provided also that for the purpose of reservation of seats in accordance with the roster as aforesaid, all offices available for reservation by rotation shall be arranged in the ascending order of numbers and another set of consecutive serial numbers, commencing from the figure one, shall be given to them so that reservation may be made on matching such consecutive serial numbers with the identical serial numbers in the roster :

Provided also that the publication of the order in Form 1A or Form 1B may be made with respect to any one or more of the offices separately or with respect to all the offices jointly as may be decided by the District Magistrate and District Panchayat Election Officer :

<sup>1</sup>[Provided also that if, in any term of election, the number of offices of the *Upa-Pradhan* or the *Sahakari Sabhapati*, as determined for reservation under sub-clause (ii) of clause (b) of sub-rule (1), is not available from the roster valid for that term and if offices, not already reserved for that term, exist, the roster valid for any other term in consecutive order shall be applied for reservation for that term so as to match the number determined under sub-clause (ii) of clause (b) of sub-rule (1)].

*Explanation* : For the purpose of this rule,

- (a) the population of the Scheduled Castes, the Scheduled Tribes or the total population in a *Gram* or Block shall be determined primarily on the basis of the last preceding census of which the relevant figures have been published ;
- (b) when census figures are not available for a *Gram* or Block, the District Magistrate and District Panchayat Election Officer shall, subject to such order of Commissioner as may be made in this behalf, determine the population of the Scheduled Castes or the Scheduled Tribes or the total population on the basis of any other authenticated record maintained by any office or any department of the State Government or, if no such record is available, on the basis of a local enquiry which may include house to house enumeration, caused by him for the purpose as aforesaid, after consulting, where necessary, any portion of the Assembly electoral roll or the electoral roll prepared by the Commission for the time being in force or any other authenticated record that may be of assistance.

---

1. Proviso ins. by Notification No. 847/PN/O/I, dated 12.3.98

<sup>1</sup>[(3) For the purpose of reservation under clause (a), and clause (b), of sub-rule (1), preference shall be given to reservation of the offices of the *Pradhan* or the *Sabhapati*, as the case may be and after such reservation, offices of the *Upa-Pradhan* or the *Sahakari Sabhapati* shall not be reserved in the same *Gram* or the same Block, as the case may be:

Provided that if, in a *Gram* or Block, for any term of election, an office of *Upa-Pradhan* or *Sahakari Sabhapati*, as the case may be, appears to be reserved in accordance with the roster applicable where office of the *Pradhan* or the *Sabhapati* has already been reserved for the same term, such reservation of the office of the *Upa-Pradhan* or the *Sahakari Sabhapati* shall be deemed to have no effect and such reservation for that term of election shall be carried forward to the next *Gram* or Block in the same roster or, if no *Gram* or Block is available, in the same roster, in the *Gram* or Block occurring in sequential order in the roster valid for the next term of election :

Provided further that when reservation is made from the roster valid for the next term of election, such roster during the next term of election shall be deemed to commence after excluding the *Gram* or the Blocks, as the case may be, reserved for the preceding term but such excluded *Grams* or Blocks may be taken up again for reservation on exhausting the *Gram* or the Blocks available in the roster for that term.

<sup>2</sup>(3A) Notwithstanding anything contained in these rules, if, for any term of election, an office of the *Pradhan* in a *Gram* or of the *Sabhapati* in a Block, is required, in accordance with these rules, to be reserved for a specified category of persons when, in that *Gram* or the Block, as the case may be, no seat or constituency for members is reserved for such specified category of persons, such reservation for the office of the *Pradhan* or of the *Sabhapati* in that *Gram* or Block shall be deemed to be inoperative, and reservation for such specified category of persons shall be carried over to the next such *Gram* or Block occurring in the list of *Gram* or Blocks arranged in ascending order of the serial numbers assigned to each of them irrespective of whether any such serial number occurs in the roster for reservation, where—

- (i) the office of the *Pradhan* or the *Sabhapati* is not required to be reserved in accordance with these rules, for any category of persons, and
- (ii) one or more seats or constituencies for members are reserved for that specified category of persons for which the office of the *Pradhan* or the *Sabhapati* is required to be reserved,

and on such reservation for a specified category of persons being carried over from a *Gram* or Block, the office of the *Pradhan* or of the *Sabhapati* in that *Gram* or that Block, as the case may be, shall remain eligible in that term of election for reservation, in accordance with these rules, for any other category of persons :

---

1. Sub-rules (3) and (4) added by Notification No. 847/PN/O/I, dated 12.3.1998  
2. Sub-rule (3A) ins. by Notification No. 1263/PN/O/I, dated 11.4.98

Provided that for the purpose of identifying an appropriate *Gram* or Block for carrying over the reservation, the list arranged in ascending order of the serial numbers assigned to the *Gram* or Blocks within the district, as the case may be, shall be taken up in consecutive order and on reaching the last number available, identification may again be taken up, if necessary, from the first serial number in the list.

*Explanation* : In this sub-rule, the expression “specified category of persons” shall mean and include Scheduled Castes, Scheduled Castes (Women), Scheduled Tribes and Scheduled Tribes (Women)].

(4) Notwithstanding anything contained in these rules, if in a district, for any term of election, the number of offices of the *Upa-Pradhan* or the *Sahakari Sabhapati* available for reservation after exclusion of the *Grams* or the Blocks, as the case may be, where offices of the *Pradhan* or the *Sabhapati* have been reserved for that term of election, is less than the number of offices determined under clause (a), or clause (b), of sub-rule (1), such number of offices of the *Upa-Pradhan* or the *Sahakari Sabhapati* as are available shall be reserved for that term of election and the number of offices determined under clause (a), or clause (b), as the case may be, of sub-rule (1) shall be deemed to be redetermined accordingly].

**2B.** Reservation of offices at *Zilla Parishad* and *Mahakuma Parishad* : (1) As soon as may be, but not later than six weeks before the date of poll appointed for any general election, the Commission shall, by an order in Form 1D, after previous publication of the draft of the order in Form 1C not later than nine weeks before the date of poll, determine, from among the total number of the offices,

- (i) the *Sabhadhipati*, and
- (ii) the *Sahakari Sabhadhipati*.

of the *Zilla Parishad* and the *Mahakuma Parishad* in West Bengal, such number of offices reserved for—

- (a) the Scheduled Castes and the Scheduled Tribes as shall bear, as nearly as may be, the same proportion to the total number of the offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, in West Bengal, as the population of the Scheduled Castes or the Scheduled Tribes, as the case may be, in the Blocks under the jurisdiction of all *Zilla Parishads* and *Mahakuma Parishad* within West Bengal bears with the total population in the same areas,
- (b) women as shall constitute—
  - (i) not less than one-third of the offices reserved under clause (a), and
  - (ii) not less than one-third of the total number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case be, in West Bengal including the offices reserved under sub-clause (i) :

Provided that the number of the Scheduled Castes or the Scheduled Tribes or the total population in the Blocks of West Bengal shall be determined on the basis of the last preceding census of which the relevant figures have been published.

<sup>1</sup>[*Explanation* : For the purposes of this sub-rule, figures upto the first place of decimal shall be taken for calculations and, for final determination of the number of seats to be reserved, the whole number obtained shall be raised by one if the digit at the first place of decimal is not less than five while ignoring any digit below five at the first place of decimal].

(2) The <sup>2</sup>[Commission], by an order in Form 1D, after previous publication of the draft of the order in Form 1C, shall declare from among the offices of the—

- (i) *Sabhadhipati*, and
- (ii) *Sahakari Sabhadhipati*

of the *Zilla Parishads* and the *Mahakuma Parishads* in West Bengal—

- (a) such offices to be reserved, by rotation, for the Scheduled Castes and the Scheduled Tribes as may be necessary to match the number determined under clause (a) of sub-rule (1)

Provided that—

- (i) the <sup>2</sup>[Commission] shall assign consecutive serial numbers to all the *Zilla Parishads* and the *Mahakuma Parishad* in West Bengal following, as far as practicable, the sequence of the numbers assigned to the Legislative Assembly constituencies comprising parts of the districts ;
- (ii) for the purpose of reservation under clause (a) of sub-rule (1) <sup>3</sup>[subject to the provisions of item (vii)], the *Zilla Parishad* or the *Mahakuma Parishad* having within its jurisdiction the Scheduled Castes or the Scheduled Tribes population constituting more than five per cent of the total population of that area, shall be taken into consideration ;
- (iii) on assignment of numbers referred to in item (i), the *Zilla Parishads* and the *Mahakuma Parishad* shall be arranged in ascending number of serials and thereafter reservation of the offices of the *Sabhadhipati* and *Sahakari Sabhadhipati* for three successive terms of elections will be made in accordance with the roster as specified in column (1), column (2), and column (3) for *Sabhadhipati*, and column (4), column (5), and column (6) for *Sahakari Sabhadhipati*, in the roster as specified in Schedule I following, mutatis mutandis, the manner laid down in items (iii), (iv) and (v) of the proviso to clause (a) of sub-rule (2) of rule 2A];

<sup>5</sup>[(iv) \*\*\*

(v) \*\*\*]

---

*Explanation* ins. by Notification No. 847/PN/O/I, dated 12.3.98

2. Subs. by *ibid* for “Commissioner”.

3. Ins. by *ibid*.

4. Subs. by *ibid*.

5. Items (iv) and (v) omitted by *ibid*.

- (vi) if following the principle of rotation under those rules, any office is selected in any term of election for reservation of both the Scheduled Castes and the Scheduled Tribes, preference shall be given to reservation for the Scheduled Tribes and, thereafter, reservation for the Scheduled Castes shall be made of the office coming next in order ;
- (vii) if the number of offices available for reservation by rotation falls short of the number determined under clause (a) of sub-rule (1), the [Commission] may, by order, include such other offices which were excluded earlier for reason of having the Scheduled Castes population or the Scheduled Tribes population, as the case may be, in that district or *Mahakuma* of not more than five per cent of the total population of that district or *Mahakuma*, as the case may be, to reach the number of the offices required for reservation, and such inclusion shall commence from the *Zilla Parishad* or the *Mahakuma Parishad* comprising the area having higher proportion of the Scheduled Castes population or the Scheduled Tribes population, as the case may be ;
- (b) such office to be reserved by rotation for women as may be necessary to match the number determined under sub-clause (i) and sub-clause (ii) of clause (b) of sub-rule (1) :

Provided that such declaration of offices shall be made at first in respect of the offices determined under sub-clause (i) of clause (b) of sub-rule (1) and, then, in respect of the offices determined under sub-clause (ii) of clause (b) of sub-rule (1) :

Provided further that the total number of offices reserved for the Scheduled Castes and the Scheduled Tribes shall be taken into account while determining the number of offices to be reserved for women among them :

Provided also that such declaration shall be made in accordance with the roster as specified in—

- (i) Schedule A for the offices of the *Sabhadhipati*, and
- (ii) Schedule B for the offices of the *Sahakari Sabhadhipati* :

Provided also that for the purpose of reservation of seats in accordance with the rosters as aforesaid, all offices available for reservation by rotation shall be arranged in the ascending order of numbers and another set of consecutive serial numbers, commencing from the figure one, shall be given to them so that reservation may be made on matching such consecutive serial numbers with the identical serial numbers in the roster.]

<sup>2</sup>[(3) For the purpose of reservation of the offices of the *Sahakari Sabhadhipati*, the provisions of sub-rule (3), and sub-rule (4) of rule 2A shall apply *mutatis mutandis*].

---

1. Subs. by Notification No. 847/PN/O/I, dated 12.3.98 for “Commissioner.”  
2. Sub-rule (3) ins. by *ibid*.

**FROM 1**

[\* Rules 3(1), 4(1), 5(1) 6,8(1), 9(1), 11(1), 12(1), 14(1), 14(3), 15(2), 16(2)]

<sup>1</sup>[From of notice of meting for the taking of oath and/or for election of *Pradhan/Upa-Pradhan of Gram Panchayat, Sabhapati, Sahakari Sabhapati of Panchayat Samiti, Sabhadhipati/Sahakari Sabhadhipati of* <sup>2</sup>[Mahakuma]/Zilla Parishad,Members/Karmadhyaksha of Sthayee Samiti of Panchayat Samiti/<sup>2</sup>[Mahakuma]/Zilla Parishad].

In pursuance of the provisions under rules \*3(1),4(1), 5(1), 6, 8(1), 9(1), 11(1), 12(1), 14(1), 14(3), 15(2), 16(2) of West Bengal Panchayat (Constitution) Rules, <sup>3</sup>[1975], notice is hereby given for a meeting of the

\*\* .....

..... *Gram Panchayat\*/Panchayat Samiti/* <sup>2</sup>[Mahakuma]/Zilla Parishad/Sthayee Samiti of \*\*..... *Panchayat Samiti\* <sup>2</sup>[Mahakuma] Zilla Parishad* to be held at the time, place on the date fixed below to take oath and/or to elect*Pradhan\**and *Upa-Pradhan/Sabhapati and Sahakari Sabhapati/Sabhadhipati and Sahakari Sabhadhipati/members of Sthayee Samiti/Karmadhyaksha of Sthayee Samiti.*

All members of *Gram Panchayat\*/Panchayat Samiti/<sup>2</sup>[Mahakuma]/Zilla Parishad/Sthayee Samitis of Panchayat Samiti/<sup>2</sup>[Mahakuma]/Zilla Parishad* are requested to attend.

Date	Place	Time
(1)	(2)	(3)

Date .....

Place .....

<sup>4</sup>[Prescribed authority and Block Development Officer/Sub-divisional Officer/District Magistrate]

- 
1. Heading subs. by Notification No. 847/PN/O/I, dated 12.3.98
  2. Amended by Notification No. 12932/I/Panch, dated 16.5.89
  3. Subs by Notification No. 14364/Panch, dated 21.6.78
  - \* Strike off the words and figures which are not applicable.
  - \*\* Appropriate particulars of the election to be inserted here.
  4. Subs by Notification No. 847/PN//O/I, dated 12.3.98



**FROM 1A**

(See rule 2A)

In Exercise of the power conferred by \*sub-section (1) of section 9, and sub-section (1) of section 98, of the West Bengal Panchayat Act 1973 (West Bengal Act XII of 1973), read with rule 2A of the West Bengal Panchayat (Constitution Rules, 1975, I, the District Magistrate and District Panchayat Election officer of the district of ..... for the purpose of reconstitution of the Panchayat following the next general elections hereby publish the draft of the order to determine for the offices<sup>2</sup>of *Pradhan/Upa-Pradhan/Sabhapati/Sahakari Sabhapati of the Gram Panchayats/Panchayat Samitis*] within\* the district as specified in column (1) of the Schedule below, the total number of offices in the district specified in the corresponding entries in column (4), and the offices reserved for women specified in the corresponding entries in column (5), of the said Schedule, for the information of persons likely to be affected thereby.

The draft will be taken into consideration after two weeks from this day and any objection or suggestion with respect thereto which may be received by the undersigned before the date shall be duly considered.

**THE SCHEDULE****District** .....

Description of the office	Total number of offices in the district	Number of offices to be reserved for			Number of the <i>Gram Panchayats</i> or <i>Panchayat Samities</i> , offices of which are reserved for the Scheduled Castes or the Scheduled Tribes	Name of the <i>Gram Panchayats</i> or <i>Panchayat Samitis</i> offices of which are reserved for woman
		Sche- duled Caste	Sche- duled Tribes	Women		
(1)	(2)	(3a)	(3b)	(3c)	(4)	(5)

.....  
Signature of the District Magistrate and  
District Panchayat Election Officer

1. Form 1A to 1D ins. by Notification NO. 121-PN/O/I, dated 13.1.95

2. Subs. by Notification No. 847/PN/O/I dated 12.3.98

\* Delete the portion not applicable.

**FORM 1B**

(See rule 2A)

In exercise of the power conferred by \*sub-section (1) of section 9, and sub-section (1) of section 98, of the West Bengal *Panchayat Act, 1973* (West Bengal Act XLI of 1973), read with rule 2A of the West Bengal Panchayat (Constitution) Rules, 1975, I, the District Magistrate and District Panchayat Election Officer of the District of ..... for the purpose of reconstitution of the *Panchayats* following the next general elections, hereby determine, after previous publication of the draft of this order as required under the said rules, for the offices <sup>1</sup>[of *Pradhan/Upa-Pradhan/Sabhapati/Sahakari Sabhapati* of the *Gram Panchayats/Panchayat Samitis*] \*within the district, as specified in column (1) of the schedule below, the total number of offices in the district specified in the corresponding entries in column (2) of the said Schedule, the number of offices in the district reserved for the Scheduled Castes, the Scheduled Tribes and the woman members specified in the corresponding entries in columns (3a), (3b) and (3c) respectively of the said Schedule, the offices reserved for the Scheduled Castes or the Scheduled Tribes specified in the corresponding entries in column (4), and the offices reserved for woman specified in the corresponding entries in column (5), of the said Schedule.

## THE SCHEDULE

District .....

Description of the office	Total number of offices in the district	Number of offices to be reserved for			Number of the <i>Gram Panchayats</i> or <i>Panchayat Samities</i> , offices of which are reserved for the Scheduled Castes or the Scheduled Tribes	Name of the <i>Gram Panchayats</i> or <i>Panchayat Samitis</i> offices of which are reserved for woman
		Sche- duled Caste	Sche- duled Tribes	Women		
(1)	(2)	(3a)	(3b)	(3c)	(4)	(5)

.....  
Signature of the District Magistrate and  
District Panchayat Election Officer

1. Subs. by Notification No. 847/PN/O/I, dated 12.3.98

\* Delete the portion not applicable

**FORM 1C**

(See rule 2B)

In exercise of the power conferred by \*sub-section (1) of section 143 of the West Bengal *Panchayat* Act, 1973 (West Bengal Act XLI of 1973), read with rule 2B of the West Bengal Panchayat (Constitution) Rules, 1975, I, the State Election Commissioner, for the purpose of reconstitution of the *Zilla Parishad* and the *Mahakuma Parishad* following the next general elections, hereby publish the draft of the order to determine for the officers [of the *Sabhadipati/Sahakari Sabhadhipati* of the *Zilla Parishad*]\* and the *Mahakuma Parishad* within the State, as specified in column (1) of the Schedule below, the total number of offices in the State specified in the corresponding entries in columns (2) of the said Schedule, the number of offices in the State reserved for the Schedule Castes, the Scheduled Tribes and woman members specified in the corresponding entries in columns (3a), (3b) and (3c) respectively of the said Schedule, the offices reserved for the Scheduled Castes or the Scheduled Tribes specified in the corresponding entries in column (4), and the offices reserved for woman specified in the corresponding entries in column (5), of the said schedule, for the information of persons likely to be affected thereby.

The draft will be taken consideration after two weeks from this day and any objection or suggestion with respect thereto which may be received by the undersigned before that date shall be duly considered.

**THE SCHEDULE***State of West Bengal*

Description of the office	Total number of offices in the State	Number of offices to be reserved for			Names of the <i>Zilla Parishad/ Mahakuma Parishad</i> , offices of which are reserved for the Scheduled Castes or the Scheduled Tribes	Name of the <i>Zilla Parishad/ Mahakuma Parishad</i> , offices of which are reserved for woman
		Sche- duled Caste	Sche- duled Tribes	Women		
(1)	(2)	(3a)	(3b)	(3c)	(4)	(5)

.....  
Signature of the State  
Election Commissioner

1. Subs, by Notification No. 847/PN/O/I, dated 12.3.98

\* Delete the portion not applicable.

**FORM 1D**

(See rule 2B)

In exercise of the power conferred by sub-section (1) of section 143 of the West Bengal *Panchayat* Act, 1973 (West Bengal Act XLI of 1973), read with rule 2B of the West Bengal Panchayat (Constitution) Rules, 1975, I, the State Election Commissioner, for the purpose of reconstitution of the *Zilla Parishads* and the *Mahakuma Parishad* following the next general elections, hereby determine after pervious publication of the draft of this order as required under the said rules, <sup>1</sup>[for the offices of the *Sabhadipati/Sahakari Sabhadhipati* of ] the *Zilla Parishads* and the *Mahakuma Parishad* within the State, as specified in column (1) of the Schedule below, the total number of offices in the State specified in the corresponding entries in columns (2) of the said Schedule, the number of offices in the State reserved for the Scheduled Castes, the Scheduled Tribes and the woman members specified in the corresponding entries in columns (3a), (3b) and (3c) respectively of the said Schedule, the offices reserved for the Scheduled Castes or the Scheduled Tribes specified in the corresponding entries in column (4), and the offices reserved for woman specified in the corresponding entries in cloumn (5) of the said Schedule.

**THE SCHEDULE**  
**State of West Bengal**

Description of the office	Total number of offices in the State	Number of offices to be reserved for			Names of the <i>Zilla Parishad/Mahakuma Parishad</i> , offices of which are reserved for the Scheduled Castes or the Scheduled Tribes	Name of the <i>Zilla Parishad/Mahakuma Parishad</i> , offices of which are reserved for woman
		Sche- duled Caste	Sche- duled Tribes	Women		
(1)	(2)	(3a)	(3b)	(3c)	(4)	(5)

.....  
Signature of the State  
Election Commissioner

1. Substituted by Notification No. 847/PN/O/I, dated 12.3.98

**FORM 2**

[ \*Rules 3(2), 4(2), 5(2), 6, 8(2), 9(2), 11(2), 12(2), 14(1), 15(2), 16(2)]

**From of appointment of Presiding Officer for election of *Pradhan\** and *Upa-Pradhan* of *Gram Panchayat/Sabhapati* and *Sahakari Sabhapati* of *Panchayat Samiti*, *Sabhadhipati/Sahakari Sabhadhipati* of<sup>1</sup>[*Mahakuma*]/*Zilla Parishad*/ *Members* and *Karmadhyaksha* of *Sthayee Samiti* of *Panchayat Samiti*/ *Members* and *Karmadhyaksha* of *Sthayee Samiti* of <sup>1</sup>[*Mahakuma*]/*Zilla Parishad*.**

In exercise of the powers conferred on me by rule(s) \*[3(2), 4(2), 5(2), 6, 8(2), 9(2); 11(2), 12(2), 14(1), 15(2), 16(2)] of the west Bengal Panchayat (Constitution) Rules, [1975]<sup>2</sup>, I do hereby appoint Shri .....  
 (designation) to preside over the meeting for election of *Pradhan\** and *Upa-Pradhan* of \*\*..... *Gram Panchayat/Sabhapati\** and *Sahakari Sabhapati* of \*\*.....  
*Panchayat Samiti /Sabhadhipati\** and *Sahakari Sabhadhipati* of \*\* .....  
 ..... <sup>1</sup>[*Mahakuma*]/*Zilla Parishad* /  
*Members* \* and *Karmadhyaksha* of *Sthayee Samiti* of \*  
 ..... *Panchayat Samiti* /  
*Members*\*/[*Karmadhyaksha* ..... of  
 \*..... *Sthayee Samitis* of  
 \*..... *Panchayat Samiti* /  
<sup>1</sup>[*Mahakuma*]/*Zilla Parishad*.

Date .....

Place .....

.....  
 Prescribed Authority and Block Development  
 Officer/Sub-divisional Officer/District Magistrate

- 
1. Amended by Notification No. 12932, dated 19.5.89  
 2. Subs, by Notification No. 14364/Panch, dated 21.6.78  
 \* Strike off the words and figures which are not applicable.  
 \*\* Appropriate particulars of the election to be inserted here.

**FORM 3**

[ Rules 3(4)]

**Form of oath or affirmation**

I, A.B., <sup>1</sup>[ ] having been elected/appointed a member of the ..... *Gram Panchayat/Panchayat Samity*<sup>2</sup>[Mahakuma]/ Zilla Parishad, do swear in the name of God/solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, and that I will faithfully discharge the duties upon which I am about to enter.

Date .....

Place .....

.....  
(Signature)

- 
1. Omitted by Notification No. 11264/I/Panch, Dated 23.5.86
  2. Amended by Notification No. 12932, dated 19.5.89

**<sup>1</sup>[FORM 3A]**

[ Rules 4(6)]

**Form of declaration of candidates for election of <sup>2</sup>[Pradhan/Upa-Pradhan of Gram panchayat]/Sabhapati and Sahakari Sabhapati of Panchayat Samiti/Sabhadhipati/Sahakari Sabhadhipati of Mahakuma Parishad/Zilla Parishad/ Karmadhyaksha of a Sthayee Samiti of Mahakuma Parisad/Zilla Parishad.**

I, Shri ..... having been proposed and seconded as a candidate for election to the office of <sup>2</sup>[\*Pradhan/Upa-Pradhan \*\* ..... *Gram Panchayat*] \*Sabhapati/Sahakari Sabhapati \*\* ..... *Panchayat Samiti/\* Sabhadhipati/Sahakari Sabhadhipati* ..... *Sabhadhipati* ..... *Mahakuma Parishad/ Zilla Parishad\*/Karmadhyaksha \*\** ..... *Sthayee Samiti* ..... *Mahakuma Parishad/Zilla Parishad*, do hereby declare that on being elected, I shall be a whole-time functionary of my office and that during the period for which I hold or am due to hold such office, I shall not hold any office of profit unless I have obtained leave of absence from my place of employment and I shall not carry on, or be associated with, any business, profession or calling in such manner as shall or is likely to interfere with due exercise of my powers, due performance of my functions or due discharge of my duties.

.....  
(Signature of Candidate)

- 
1. Ins, by Notification No. 1658/I/Panch, dated 26.5.93
  2. Ins, by Notification No. 874/PN/O/I, dated 12.3.98
  - \* Strike off the words which are not applicable.
  - \*\* Appropriate particulars of the election to be inserted here.

**FORM 4**

[ \*Rules 3(7), 4(4), 5(4), 6, 8(6), 9(3), 11(3), 12(3), 14(1), 15(2), 16(2)]

**From of declaration of result of an uncontested election in the office of *Pradhan\** and *Upa-Pradhan* of *Gram Panchayat/Sabhapati* and *Sahakari Sabhapati* of *Panchayat Samiti, Sabhadhipati* and *Sahakari Sabhadhipati* of<sup>1</sup>[*Mahakuma*]/*Zilla Parishad/ Members* and *Karmadhyaksha* of *Sthayee Samiti* of *Panchayat Samiti/*<sup>1</sup>[*Mahakuma*]/*Zilla Parishad.***

In pursuance of the provisions of rules \*[3(7), 4(4), 5(4), 6, 8(6), 9(3); 11(3), 12(3), 14(1), 15(2), 16(2)] of the west Bengal Panchayat (Constitution) Rules, [1975]<sup>2</sup>, the following person(s) is/are hereby declared as duly elected *Pradhan\*/Upa-Pradhan/ Sabhapati/Sahakari Sabhapati/Sabhadhipati/Sahakari Sabhadhipati/ Members/ Karmadhyaksha* of a *Sthayee Samiti* of a *Panchayat Samiti*/<sup>1</sup>[*Mahakuma*]/*Zilla Parishad.*

Name of the <i>Gram Panchyat/ Panchayat Samiti/Zilla Parishad/Sthayee Samiti of Panchayat Samiti/ 1[Mahakuma] Zilla Parishad</i>	Name and address of the person(S) elected	Name of the office to which elected	<sup>3</sup> Name of the political party with whose symbol he was elected as member
(1)	(2)	(3)	(4) ]

Date .....

Place .....

.....  
Signature of the Presiding Officer

- \* Strike off the words which are not applicable.  
1. Amended by Notification No. 12932/I/Panch, dated 19.5.89  
2. Subs. by Notification No. 14364/Panch, dated 21.6.78  
3. Ins. by Notification No. 847/ON/O/dated 12.3.98

**FORM 5**

[ \*Rules 3(7), 4(4), 5(4), 6, 8(8), 9(3), 11(3), 12(2), 14(1), 15(2), 16(2)]

**From of Ballot Paper for election of Pradhan\*/Upa-Pradhan of\*\*  
 ..... Gram Panchayat, Sabhapati\*/Sahakari Sabhapati of \*\*  
 ..... Panchayat Samiti, Sabhadhipati\*/  
 Sahakari Sabhadhipati of \*\* ..... <sup>1</sup>[Mahakuma]/Zilla  
 Parishad, Members\*/Karmadhyaksha of \*\*.....  
 Sthayee Samiti of \*\* ..... Panchayat Samiti\*/  
 1[Mahakuma]/Zilla Parishad.**

Serial No.	Name(s) of candidate(s)	For mark (x) by voter
(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		

Date .....

Place .....

.....  
 Signature of the Presiding Officer

\* Strike off the words which are not applicable.

\*\*. Appropriate particulars of the election to be inserted here.

1. Amended by Notification No. 12932/I/Panch,dated 19.5.89



**FORM 6**

[ \*Rules 3(7), 4(4), 5(4), 6, 8(10), 9(3), 11(3), 12(3), 14(1), 15(2), 16(2)]

**From of recording the number of valid votes in an election of *Pradhan\*/Upa-Pradhan of Gram Panchayat/Sabhapati / Sahakari Sabhapati of Panchayat Samiti, Sabhadhipati / Sahakari Sabhadhipati of <sup>1</sup>[Mahakuma]/Zilla Parishad, member/ Karmadhyaksha of Sthayee Samiti of Panchayat Samiti/ <sup>1</sup>[Mahakuma] /Zilla Parishad.***

In pursuance of the provisions under rule(s)<sup>1</sup> \*[3(7), 4(4), 5(4), 6, 8(10), 9(3); 11(3), 14(1), 15(2), 16(2)] of the West Bengal Panchayat (Constitution) Rules, [1975]<sup>2</sup>, the number of valid votes received by the persons(s) in an election of *Pradhan\*/Upa-Pradhan of a Gram Panchayat, Sabhapati/Sahakari Sabhapati of a Panchayat Samiti, Sabhadhipati/Sahakari Sabhadhipati of <sup>1</sup>[Mahakuma]/Zilla Parishad, Member (s)/Karmadhyaksha of a Sthayee Samiti of a Panchayat Samiti/.<sup>1</sup>[Mahakuma]/Zilla Parishad* is recorded below :

Name of the <i>Gram Panchayat*/ Panchayat Samiti/Zilla Parishad/Sthayee Samiti of Panchayat Samiti/ <sup>1</sup>[Mahakuma]/ Zilla Parishad</i>	Name and address contesting candidates	Nature of office for which election held	Number of valid votes secured
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			

Date .....

Place .....

.....  
Signature of the Presiding Officer

\* Strike off the words and figures which are not applicable.

\*\* Appropriate particulars of the election to be inserted here.

1. Amended by Notification No. 12932/I/Panch, dated 19.5.89

2. Subs, by Notification No. 14364/I/Panch, dated 21.6.78

**FORM 7**

[ \*Rules 3(7), 4(4), 5(4), 6, 8(11), 9(3), 11(3), 12(3), 14(1), 15(2), 16(2)]

**Form of declaration of result of an uncontested election in the office of Pradhan\*andUpa-Pradhan of Gram Panchayat/Sabhapati and Sahakari Sabhapati of Panchayat Samiti/ Sabhadhipati and Sahakari Sabhadhipati of [Mahakuma]<sup>1</sup>/ Zilla Parishad/Members and Karmadhyaksha of Sthayee Samiti of Panchayat Samiti/<sup>1</sup>[Mahakuma ]/Zilla Parishad.**

In pursuance of the provisions under rules <sup>1</sup> \*3(7), 4(4), 5(4), 6, 8(11), 9(3); 11(3), 12(3),14(1), 15(2), 16(2) of the West Bengal Panchayat (Constitution) Rules, [1975]<sup>2</sup>, the following persons(s) is/are hereby declared as duly elected Pradhan\*/Upa-Pradhan /Sabhapati/Sabhapati/Sahakari Sabhapati/Sabhadhipati/Sahakari Sabhadhipati/ Members /Karmadhyaksha of a Sthayee Samiti of a Panchayat Samiti/<sup>1</sup>[Mahakuma ]/Zilla Parishad .

Name of the Gram Panchyat/ Panchayat Samiti/Zilla Parishad/Sthayee Samiti of Panchayat Samiti/ <sup>1</sup> [Mahakuma ]/ Zilla Parishad	Name and address of the person(s) elected	Name of the office to which elected	<sup>3</sup> [Name of the political party with whose symbol he was elected as member
(1)	(2)	(3)	(4) ]

Date .....

Place .....

.....  
Signature of the Presiding Officer

\* Strike off the words which are not applicable.

1. Amended by Notification No. 12932/I/Panch, dated 19.5.89
2. Subs. by Notification No. 14364/Panch, dated 21.6.78
3. Ins. by Notification No. 847/PN/O/I dated 12.3.98

## ¶ SCHEDULE A

**Roster for reservation of offices of the *Pradhan*,  
the *Sabhapati* and the *Sabhadhipati* for Woman  
by rotation (For the Scheduled Castes , the  
Scheduled Tribes and the General Category)**

(See rules 2A, 2B)

Total number of offices among which reservation shall be made	Offices to be reserved in 1st term of General Election	Offices to be reserved in 2nd term of General Election	Offices to be reserved in 3rd term of General Election
1	2	3	4
1	1	—	—
2	1	2	1
3	1	2	3
4	1,3	2,4	1,3
5	1,4	2,5	3,1
6	1,4	2,5	3,6
7	1,4,7	2,5,1	3,6,4
8	1,4,7	2,5,8	3,6,1
9	1,4,7	2,5,8	3,6,9
10	1,4,7,10	2,5,8,1	3,6,9,2
11	1,4,7,10	2,5,8,11	3,6,9,1
12	1,4,7,10	2,5,8,11	3,6,9,12
13	1,4,7,10,13	2,5,8,11,1	3,6,9,12,2
14	1,4,7,10,13	2,5,8,11,14	3,6,9,12,1
15	1,4,7,10,13	2,5,8,11,14	3,6,9,12,15
16	1,4,7,10,13,16	2,5,8,11,14,1	3,6,9,12,15,2
17	1,4,7,10,13,16	2,6,8,11,14,17	3,6,9,12,15,1
18	1,4,7,10,13,16	2,5,8,11,14,17	3,6,9,12,15,18
19	1,4,7,10,13,16,19	2,5,8,11,14,17,1	3,6,9,12,15,18,2
20	1,4,7,10,13,16,19	2,5,8,11,14,17,20	3,6,9,12,15,18,1
21	1,4,7,10,13,16,19	2,5,8,11,14,17,20	3,6,9,12,15,18,21
22	1,4,7,10,13,16,19,22	2,5,8,11,14,17,20,1	3,6,9,12,15,18,21,2
23	1,4,7,10,13,16,19,22	2,5,8,11,14,17,20,23	3,6,9,12,15,18,28,21,1
24	1,4,7,10,13,16,19,22	2,5,8,11,14,17,20,23	3,6,9,12,15,18,21,24
25	1,4,7,10,13,16,19,22,25	2,5,8,11,14,17,20,23,1	3,6,9,12,15,18,21,24,2
26	1,4,7,10,13,16,19,22,25	2,5,8,11,14,17,20,23,26	3,6,9,12,15,18,21,24,1
27	1,4,7,10,13,16,19,22,25	2,5,8,11,14,17,20,23,26	3,6,9,12,15,18,21,24,27

1. Schedule A and Schedule B inserted by Notification No. 121-PN/O/I, dated 13.1.95

	1	2	3	4
28	1,4,7,10,13,16,19,22,25 28	2,5,8,11,14,17,20,23,26,1	3,6,9,12,15,18,21,24,27,2	
29	1,4,7,10,13,16,19,22,25, 28	2,5,8,11,14,17,20,23,26, 29	3,6,9,12,15,18,21,24,27,1	
30	1,4,7,10,13,16,19,22,25, 28	2,5,8,11,14,17,20,23,26, 29	3,6,9,12,15,18,21,24,27,30	
31	1,4,7,10,13,16,19,22,25 28,31	2,5,8,11,14,17,20,23,26, 29,1	3,6,9,12,15,18,21,24,27,30 2	
32	1,4,7,10,13,16,19,22,25, 28,31,	2,5,8,11,14,17,20,23,26, 29,32	3,6,9,12,15,18,21,24,27,30, 1	
33	1,4,7,10,13,16,19,22,25, 28,31	2,5,8,11,14,17,20,23,26, 29,32	3,6,9,12,15,18,21,24,27,30, 33	
34	1,4,7,10,13,16,19,22,25, 28,31,34	2,5,8,11,14,17,20,23,26, 29,32,1	3,6,9,12,15,18,21,24,27,30, 33,2	
35	1,4,7,10,13,15,19,22,25, 28,31,34,	2,5,8,11,14,17,20,23,26, 29,32,35	3,6,9,12,15,18,21,24,27,30, 33,1	
36	1,4,7,10,13,16,19,22,25, 28,31,34	2,5,8,11,14,17,20,23,26, 29,32,35	3,6,9,12,15,16,21,24,27,30, 33,36	
37	1,4,7,10,13,16,19,22,25, 28,31,34,37	2,5,8,11,14,17,20,23,26, 29,32,35,1	3,6,9,12,15,18,21,24,27,30, 33,36,2	
38	1,4,7,10,13,16,19,22,25, 28,31,34,37	2,5,8,11,14,17,20,23,26, 29,32,35,38	3,6,9,12,15,18,21,24,27,30, 33,36,1	
39	1,4,7,10,13,16,19,22,25, 28,31,34,37	2,5,8,11,14,17,20,23,26, 29,32,35,38	3,6,9,12,15,18,21,24,27,30, 33,36,39	
40	1,4,7,10,13,16,22,25, 28,31,34,37,40	2,5,8,11,14,17,20,23,26, 29,32,35,38,1	3,6,9,12,15,18,21,24,27,30, 33,36,39,2	
41	1,4,7,10,13,16,19,22,25, 28,31,34,37,40	2,5,8,11,14,17,20,23,26, 29,32,35,38,41	3,6,9,12,15,18,21,24,27,30, 33,36,39,1	
42	1,4,7,10,13,16,19,22,25, 28,31,34,37,40	2,5,8,11,14,17,20, 23,26,29,32,35,38,41	3,6,9,12,15,18,21,24, 27,30,33,36,39,42	

\* Serial number shown under columns 2, 3 and 4 indicate the position of seats in the Schedule drawn up in ascending order of assigned serial number of seats.

\*\* In the case of higher number of total seats available for reservation, same procedure may be followed by the prescribed authority commencing from first seat in first term of election, second seat in term of election and third seat in third term of election, and selecting every third seat on each occasion and the first or the second seat as the occasion may arise.

**SCHEDULE—B**

**Roster for reservation of offices of the *Upa-Pradhan*, the *Sahakari Sabhadhipati* for *Sahakari Sabhadhipati* woman by Rotation**  
**(For the Scheduled Castes , the Scheduled Tribes and the General Category)**  
*(See rules 2A, 2B)*

Total number of offices among which reservation shall be made	Offices to be reserved in 1st term of General Election	Offices to be reserved in 2nd term of General Election	Offices to be reserved in 3rd term of General Election
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	—	1	—
2	2	1	2
3	2	3	1
4	2,4	1,3	2,4
5	2,5	3,1	4,2
6	2,5	3,6	4,1
7	2,5	3,6,2	4,7,1
8	2,5,8	3,6,1	4,7,2
9	2,5,8	3,5,9	4,7,1
10	2,5,8,1	3,6,9,2	4,7,10,3
11	2,5,8,11	3,6,9,1	4,7,10,2
12	2,5,8,11	3,6,9,12	4,7,10,1
13	2,5,8,11,1	3,6,9,12,2	4,7,10,13,3
14	2,5,8,11,14	3,6,9,12,1	4,7,10,13,2
15	2,5,8,11,14	3,6,9,12,15	4,7,10,13,1
16	2,5,8,11,14,1	3,6,9,12,15,2	4,7,10,13,16,3
17	2,5,8,11,14,17	3,6,9,12,15,1	4,7,10,13,16,2
18	2,5,8,11,14,17	3,6,9,12,15,18	4,7,10,13,16,1
19	2,5,8,11,14,17,1	3,6,9,12,15,18,2	4,7,10,13,16,19,3
20	2,5,8,11,14,17,20	3,6,9,12,15,18,1	4,7,10,13,16,19,2
21	2,5,8,11,14,17,20	3,6,9,12,15,18,21	4,7,10,13,16,19,1
22	2,5,8,11,14,17,20,1	3,6,9,12,15,18,21,2	4,7,10,13,16,19,22,3
23	2,5,8,11,14,17,20,23	3,6,9,12,15,18,21,1	4,7,10,13,16,19,22,2
24	2,5,8,11,14,17,20,23	3,6,9,12,15,18,21,24	4,7,10,13,16,19,22,1
25	2,5,8,11,14,17,20,23,1	3,6,9,12,15,18,21,24,2	4,7,10,13,16,19,22,25,3
26	2,5,8,11,14,17,20,23,26	3,6,9,12,15,18,21,24,1	4,7,10,13,16,19,22,25,2
27	2,5,8,11,14,17,20,23,26	3,6,9,12,15,18,21,24,27	4,7,10,13,16,19,22,25,1

1	2	3	4
28	2,5,8,11,14,17,20,23,26,1	3,6,9,12,15,18,21,24,27,2	4,7,10,13,16,19,22,25,28,3
29	2,5,8,11,14,17,20,23,26	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29	1	2
30	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28
	29	30	1
31	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29,1,	30,2	31,3
32	2,5,8,11,14,17,20,23,25,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28
	29,32	30,1	31,2
33	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29,32	30,33	31,1
34	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29,32,1	30,33,2	31,34,3
35	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29,32,35	30,33,1	31,34,2
36	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29,32,35	30,33,36	31,34,1
37	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29,32,35,1	30,33,36,2	31,34,37,3
38	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29,32,35,38	30,33,36,1	31,34,37,2
39	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29,32,35,38	30,33,36,39,1	31,34,37
40	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29,32,35,38,1	30,33,36,39,2	31,34,37,40,3
41	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29,32,35,38,41	30,33,36,39,1	31,34,37,40,2
42	2,5,8,11,14,17,20,23,26,	3,6,9,12,15,18,21,24,27,	4,7,10,13,16,19,22,25,28,
	29,32,35,38,41	30,33,36,39,42	31,34,37,40,1

\*. Serial numbers shown under columns 2, 3 and 4 indicate the position of seats in the Schedule drawn up in ascending order of assigned serial number of seats.

\*\* In the case of higher number of total seats available for reservation, same procedure may be followed by the prescribed authority commencing from second seat in first term of election, third seat in second term of election and fourth seat in third term of election, and selection every third seat on each occasion and the first or the second seat as the occasion may arise.]

## ²[SCHEDULE-I

**Rosters I for reservation of offices of the *Pradhan* the *Upa-Pradhan*, the *Sabhapati*, the *Sahakari Sabhapati*, the *Sabhadhipati* and the *Sahakari Sabhadhipati* for the Scheduled Castes and the Scheduled Tribes by rotation**  
(Sec rule 2A, 2B)

Serial No. of Office of the <i>Pradhan</i> , the <i>Sabhapati</i> and the <i>Sabhadhipati</i> to be reserved (A)			Serial No. of office of the <i>Upa-Pradhan</i> , the <i>Sahakari Sabhapati</i> , and the <i>Sahakari Sabhadhipati</i> to be reserved (B)		
*For the 1st term of election	For the 2nd term of election	For the 3rd term of election	For the 1st term of election	For the 2nd term of election	For the 3rd term of election
(1)	(2)	(3)	(4)	(5)	(6)
1	18	3	16	37	14
7	24	9	22	43	20
13	30	15	28	49	26
19	36	21	34	5	32
25	42	27	40	11	38
31	48	33	46	17	44
37	4	39	2	23	50
43	10	45	8	29	6
49	16	1	14	35	12
5	22	7	20	41	18
11	28	13	26	47	24
17	34	19	32	3	30
23	40	25	38	9	36
29	46	31	44	15	42
35	2	37	50	21	48
41	8	43	6	27	4
47	14	49	12	33	10
3	20	5	18	39	16
9	26	11	24	45	22
15	32	17	30	1	28
21	38	23	36	7	34
27	44	29	42	13	40
33	50	35	48	19	46
39	6	41	4	25	2
45	12	47	10	31	8

\* Serial numbers shown under columns(1) to (6) shall be matched with the serial number of seats in each group of fifty or the part group consisting of less than fifty Grams or Block, as the case may be].

1. Schedule- 1 inserted by Notification No. 847/PN/O/I, dated 12.3.98

## CHAPTER II

**Election of Pradhan and Upa-Pradhan of Gram Panchayat**

3. (1) As soon as may be after the constitution of *Gram Panchayat* is notified in the Official Gazette under sub-section (4) of section 4, but not later than twentyone days from the date of publication of the notification or within such further time as may be allowed by the District panchayat Election Officer for reasons to be recorded by him in this behalf, the prescribed authority appointed for the purpose of sub-section (2) of section 9 shall call a meeting of all the members <sup>1</sup>[referred to in clause (i) of sub-section (2A) of section 4] of such *Gram Panchayat* for the taking of oath and for the election of a *Pradhan* of a *Pradhan* and *Upa-Pradhan* of the *Gram Panchayat*, by fixing a date, place and time and causing a written notice to this effect in Form 1 to be <sup>2</sup>[served on each of the members referred to in clause (i) of sub-section (2A) of section 4] of the *Gram Panchayat* at least <sup>3</sup>[seven] days before the date fixed for the meeting.

(2) Such meeting shall be presided over by such officer as may be authorised by the prescribed authority in Form 2, and such officer shall not be entitled to vote at the election.

(3) On the date of the meeting of there is no quorum <sup>4</sup>[consisting of one-third of the total member of members referred to in clause (i) of sub-section (2A) of section 4], subject to a minimum of three members,] the Presiding Officer shall adjourn the meeting. The adjourned meeting shall be held on such date, place and time as may be fixed by the prescribed authority and the provisions regarding notice to members of *Gram Panchayat* referred to in sub-rule (1) shall apply :

Provided that no quorum shall be necessary in an adjourned meeting.

(4) The members who are required to take oath under section 197 <sup>5</sup>[and have not already made and subscribed such oath on affirmation] shall, before taking the seats, make and subscribed an oath or affirmation in Form 3 before the Presiding Officer.

<sup>6</sup>[(5)\*\*\*]

(6) The Presiding Officer shall call upon the members present to purpose and second, the names of the <sup>7</sup>[candidates eligible under order in Form 1B for election] of the *Pradhan* of the *Gram Panchayat*. He shall record the names of the candidates proposed together with the names of the proposers and seconders. <sup>8</sup>[\*\*\*]

- 
1. Subs. by Notification No. 1524/PN/O/I, dated 21.6.95, for "referred to in clause (ii) of sub-section (2A) or section 4."
  2. Subs. by *ibid*, for "served on each of the members, referred to in clause (ii) of sub-section (2A) of section 4."
  3. Subs. by Notification No. 16778/Panch, dated 21.7.78
  4. Subs. by Notification No. 1524/PN/O/I, dated 21.6.95, for "consisting of one-third of the number of members referred to in clause (ii) of sub-section (2A) of section 4."
  5. Ins. by Notification No. 121-PN/O/I, dated 13.1.95
  6. Sub-rule (5) omitted by *ibid*.
  7. Subs. by *ibid*, for "candidates for election."
  8. Omitted by Notification No. 847/PN/O/I, dated 12.3.98.



<sup>1</sup>[(6A) Commencing from the date on which section 7 of the West Bengal Panchayat (Amendment) Act, 1997 (West Bengal Act XV of 1997) comes into force, the Presiding Officer, on recording the names, shall call upon each candidate to furnish a written declaration in Form 3A to the effect that on being elected, he shall be a wholetime functionary of his office and that during the period for which he holds, or is due to hold, such office, he shall not hold any office or profit unless he has obtained leave of absence from his place of employment or shall not carry on, or be associated with, any business, profession or calling in such manner as shall, or is likely to, interfere with due exercise of his powers, due performance of his functions or due discharge of his duties. If the declaration in Form 3A is not received from any candidate, the Presiding Officer reject the candidature of such candidate on recording the reason and, thereafter, the list of candidates shall be made final. He shall reject any proposal after the list of candidates has been finalised by him].

<sup>2</sup>[7. (a) If only one candidate is proposed and seconded, the Presiding Officer shall, in Form 4, declare him to be duly elected to be the *Pradhan* of the *Gram Panchayat* :

<sup>3</sup>[Provided that when an office of the *Pradhan* is reserved for the category of persons belonging to the Scheduled Castes, the Scheduled Castes (Woman), the Scheduled Tribes or the Scheduled Tribes (Woman), and when –

- (i) there is only one seat or constituency of members reserved for the same category of persons in that Gram Panchayat, and
- (ii) only one candidate elected from the reserved seat referred to in clause (i) is proposed as candidate for election to the office of the *Pradhan*,

it shall not be necessary to second the candidature of that person and on being proposed, the Presiding Officer shall declare him, in Form 4, to be duly elected to be the *Pradhan* of the *Gram Panchayat*].

- (b) if more than one candidate have been proposed and seconded, the Presiding Officer shall cause to be prepared as many ballot papers as there are members present containing the names of candidates arranged in alphabetical order of their surnames in Form 5. The Presiding Officer shall put his signature with date on the back of each ballot paper and shall hand over one such ballot paper to each member present after writing the name of the member and obtaining his dated initial on the back of the ballot paper. The Presiding Officer shall also ask each member to record his vote by placing the mark 'X' in the place provided for the purpose in the ballot paper opposite to the name of the candidate for whom he intend to vote, and to return it to the Presiding Officer. Immediately after the ballot papers are received back, the Presiding Officer shall, in the

---

1. Sub-rule (6A) ins. by Notification No. 847/PN/O/I, dated 12.3.1998.  
 2. Sub-rule (7) subs, by Notification No. 121-PN/O/I, dated 13.1.95.  
 3. Proviso added by Notification No. 1236/PN/O/I, dated 11.4.98.

presence of the attending members, count them and record the number against each candidate in Form 6. If requested by any member present, the Presiding Officer may, at the time of counting, show both sides of any ballot paper to the member of members; but he shall not allow any member to touch the ballot paper. The Presiding Officer may reject any ballot paper which, in his opinion, raises a reasonable doubt as to for whom the voter has cast his vote. A note to that effect shall be made by the Presiding Officer upon the ballot paper so rejected, and it shall not be included in the count. The Presiding Officer shall declare in Form 7 the candidate who has secured the largest number of votes to be duly elected to be the *Pradhan* of the *Gram Panchayat*. In the case of equal number of votes being recorded in favour of two or more candidates, selection shall be made from among such candidates by lot in such manner as the Presiding Officer may deem fit and, thereupon, the candidate thus selected shall be declared to be duly elected to be the *Pradhan* of the *Gram Panchayat*.

(8) After the election of the *Pradhan*, election of the *Upa-Pradhan* shall be held in the <sup>1</sup>[manner provided in sub-rule (6) and sub-rule (7)].

(9) The Presiding Officer shall forward the names of the *Pradhan* and the *Upa-Pradhan* to the prescribed authority who shall publish the same in the locality in such manner as he may think fit. The prescribed authority shall forward the names of *Pradhan* and *Upa-Pradhan* to the District Panchayat Election Officer, <sup>2</sup>[The Commissioner, the Director of Panchayats and Rural Development and] the State Government for information. <sup>3</sup>[The Director of Panchayats and Rural Development] shall published the names of the *Pradhan* and the *Upa-Pradhan* in the Official Gazette.

(10) The papers relating to the election of the *Pradhan* or the *Upa-Pradhan* shall be sent by the Presiding Officer to the prescribed authority for safe custody. The prescribed authority shall keep the papers in safe custody for six months after which they may be destroyed.

### CHAPTER III

#### Election of *Sabhapati* and *Sahakari Sabhapati* of *Panchayat Samiti*

4. (1) As soon as may be after the constitution of a *Panchayat Samiti* is notified in the Official Gazette under sub-section (3) of section 94 but not later than twenty-one days from the date of publication of the notification or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf, the prescribed authority appointed for the purpose of sub-section (2) of section 98 shall call a meeting of all the members <sup>4</sup>[referred to in clause (ii) of sub-section (2) of section 94] of the *Panchayat Samiti* for the taking of oath and for the

---

1. Subs. by Notification No. 121/PN/O/I, dated 13.1.95, for "aforesaid manner."  
 2. Subs. by Notification No. 847/PN/O/I, dated 12.3.98 for "the Commissioner and."  
 3. Subs. by *ibid.* for "The Commissioner."  
 4. Ins. by Notification No. 121/PN/O/I, dated 13.1.95.

---

1. Published

election of a *Sabhapati* and a *Sahakari Sabhapati* of the *Panchayat Samiti*. by fixing a date, place and time and by causing a written notice to his effect in Form 1 to be<sup>1</sup>[served on each of the members, referred to in clause (ii) of sub-section (2) of section 94]. of the Panchayat Samiti at least 7<sup>2</sup>[seven] days before the date fixed for the meeting.

(2) Such meeting shall be presided over by such officer, not below the rank of a<sup>3</sup>[group A officer] as may be authorised by the prescribed authority in Form 2, and such officer shall not be entitled to vote at the election.

(3) On the date of the meeting if there is no quorum<sup>4</sup>[consisting of one-fourth of the total number of members referred to in clause (ii) of sub-section (2) of section 94], the Presiding Officer shall adjourn the meeting. The adjourned meeting shall be held on such date, place and time as may be fixed by the prescribed authority and the provisions regarding notice to members of Panchayat Samiti referred to in sub-rule (1) shall apply :

Provided that no quorum shall be necessary in an adjourned meeting.

(4) <sup>5</sup>[The members who are required to take oath under section 197 shall, before taking the seats, make and subscribe an oath or affirmation in Form 3 before the Presiding Officer].

<sup>6</sup>[Provided that the members who have already made and subscribed such oath or affirmation, need not do so again].

<sup>7</sup>[(5) \*\*\*]

(6) The Presiding Officer shall call upon the members present to propose and second the names of the <sup>8</sup>[eligible candidates for election] of the *Sabhapati* of the *Panchayat Samiti*. He shall record the names of the candidates proposed together with the names of the proposers and the seconders. He shall then call upon each candidate to furnish a written declaration in Form 3A to the effect that on being elected, he shall be a whole-time functionary of his office and that during the period for which he holds or is due to hold such office, he shall not hold any office of profit unless he has obtained leave of absence from his place of employment or shall not carry on or be associated with any business, profession or calling in such manner as shall be likely to interfere with due exercise of his powers, due performance of his functions or due discharge of his duties. If the declaration in Form 3A is not received from any candidate, the Presiding Officer shall reject his candidature on recording the reason, and thereafter the list of candidates shall be made final. He shall reject any proposal after the list of candidates has been finalised by him.

---

1. Subs. by Notification No. 121/PN/O/I, dated 13.1.95, for "served on each member."

2. Subs. by Notification No. 16778/Panch, dated 21.7.78

3. Subs. by Notification No. 121/PN/O/1, dated 13.1.95 for "gazetted officer."

4. Subs. by *ibid.* for "as provided for in sub-section (3) of section 105."

5. Amended by Notification No. 1658/Panch, dated 26.5.93

6. Proviso added by Notification No. 121-PN/O/I, dated 13.1.95

7. Sub-rule (5) omitted by *ibid.*

8. Subs. by *ibid.*, for "candidates for election."

(7) The Presiding Officer shall then conduct the election of the *Sabhapati* in the same manner as laid down in sub-rules (7), (8), (9) and (10) of rule 3.

(8) After the election of the *Sabhapati*, the election of the *Sahakari Sabhapati* shall be held in the aforesaid manner.

#### CHAPTER IV

##### Election of Sabhadhipati and Sahakari Sabhadhipati of Zilla Parishad

5. (1) As soon as may be after the constitution of a *Zilla Parishad* is notified in the Official Gazette under sub-section (3) <sup>1</sup>[or clause (a) of sub-section 5)] of section 140 but not later than <sup>2</sup>[twenty one] days from the date of publication of the notification or within such further time as may be allowed by the District panchayat Election Officer for reasons to be recorded by him in this behalf, the prescribed authority appointed for the purpose of sub-section (2) of section 143 shall call a meeting of all the members <sup>3</sup>[referred to in clause (ii) of sub-section (2) of section 140] of the *Zilla Parishad* for the taking of oath and for the election of a *Sabhadhipati* and *Sahakari Sabhadhipati* of the *Zilla Parishad*, by fixing a date, place and time and by causing a written notice to this effect in Form 1 to be <sup>4</sup>[served on each of the members, referred to in clause (ii) of sub-section (2) of section 140] of the *Zilla Parishad* at least <sup>5</sup>[seven] days before the date fixed for the meeting.

(2) Such meeting shall be presided over by such officer not below the rank of a <sup>6</sup>[group A officer] as may be authorised by the prescribed authority in Form 2, and such officer shall not be entitled to vote at the election.

(3) On the date of the meeting if there is no quorum <sup>7</sup>[consisting of one-fourth of total number of members referred to in clause (ii) of sub-section (2) of section 140], the Presiding Officer shall adjourn the meeting. The adjourned meeting shall be held on such date, place and time as may be fixed by the prescribed authority and the provisions regarding notice to members of *Zilla Parishad* as referred to in sub-rule (1) shall apply:

Provided that no quorum shall be necessary in an adjourned meeting.

(4) The Presiding Officer shall then conduct the election of the *Sabhadipati* or *Sahakari Sabhadhipati* in the same manner as laid down <sup>8</sup>[in sub-rules (4), (6), (7) and (8)] of [rule 4]

<sup>9</sup>[Provided that Presiding Officer shall allow only such candidates for election who are eligible under the order, if any, in Form 1D referred to in rule 2B].

- 
1. Subs. by Notification No. 11264/I/Panch, dated 23.5.86
  2. Amended by Notification No. 1658/I/Panch, dated 26.5.93
  3. Ins. by Notification No. 121-PN/O/I, dated 13.1.95
  4. Subs. by *ibid*, for "served on each member."
  5. Subs. by Notification No. 16778/Panch. dated 21.7.78
  6. Subs. by Notification No. 121-PN/O/I, dated 13.1.95, for "gazetted officer."
  7. Subs. by *ibid*, for "as provided for in sub-section (3) of section 150."
  8. Subs. by *ibid*, for "under sub-rules (4), (5), (6), (7) and (8)."
  9. Proviso added by Notification No. 121-PN/O/I, dated 13.1.95

CHAPTER IV-A<sup>1</sup>**Election of *Sabhadhipati* and *Sahakari Sabhadhipati* of *Mahakuma Parishad***

**5A.** (1) As soon as may be after the constitution of a *Mahakuma Parishad* is notified in the Official Gazette under sub-section (3) of section 185B but not later than <sup>2</sup>[twenty one] days from the date of publication of the notification or within such further time as may be allowed by the District panchayat Election Officer for reasons to be recorded by him in this behalf, the prescribed authority appointed for the purpose of sub-section (2) of section 143, read with sub-section (6) of section 185B shall call a meeting of all the members <sup>3</sup>[referred to in clause (ii) of sub-section (3) of section 185B] of the *Mahakuma Parishad* for taking of oath and for the election of *Sabhadhipati* and *Sahakari Sabhadhipati* of the *Mahakuma Parishad* by fixing a date, place and time and by causing a written notice to this effect in Form 1 to be <sup>4</sup>[served on each of the members, referred to in clause (ii) of sub-section (3) of section 185B] of the *Mahakuma Parishad* at least seven days before the date fixed for the meeting.

(2) Such meeting shall be presided over by such officer not below the rank of group 'A' officer, as may be authorised by the prescribed authority in Form 2, and such officer shall not be entitled to vote at the election.

(3) On the date of the meeting, if there is no quorum <sup>5</sup>[consisting of one-fourth of the total number of members referred to in clause (ii) of sub-section (3) of section 185B], the Presiding Officer shall adjourn the meeting. The adjourned meeting shall be held on such date, place and time as may be fixed by the prescribed authority and the provisions regarding notice to members of the *Mahakuma Parishad* as referred to in sub-rule (1) of this rule shall apply :

Provided that no quorum shall be necessary in an adjourned meeting.

(4) The Presiding Officer shall then conduct the election of the *Sabhadhipati* or *Sahakari Sabhadhipati* in the same manner as laid down <sup>6</sup>[in sub-rules (4), (6), (7) and (8)] of rule 4.

<sup>7</sup>[Provided that the Presiding Officer shall allow only such candidates for election who are eligible under the order if any, in Form 1D referred to in rule 2B.]

1. Ins. by Notification No. 12932/I/Panch, dated 19.5.89

2. Amended by Notification No. 1658/I/panch, dated 26.5.1993

3. Ins. by Notification No. 121-PN/O/I, dated 13.1.95

4. Subs. by *ibid*, for "served on each member".

5. Subs. by *ibid*, for "as provided for in sub-section (3) of section 150, read with sub-section (6) of section 185B".

6. Subs. by *ibid*, for "under sub-rules (4), (5), (6), (7) and (8)."

7. Proviso added by *ibid*.

## CHAPTER V

**Resignation of and filling up of casual vacancy in the officer of the Pradhan and  
Upa-Pradhan of a Gram Panchayat, Sabhapati and Sahakari Sabhapati  
of Panchayat Samiti or Sabhadhipati and Sahakari Sabhadhipati  
of [Mahakuma]<sup>1</sup> / Zilla Parishad**

6. (1) As soon as may be but not later than thirty days from the date of any casual vacancy in the officer of *Pradhan* or *Upa-Pradhan*, *Sabhapati* or *Sahakari Sabhapati* or *Sahakari Sabhadhipati* by reason of death, resignation, removal or otherwise, or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf<sup>2</sup>[the prescribed authority referred to in sub-rule (1) of rule 3, sub-rule (1) of rule 4, sub-rule (1) of rule 5, or sub-rule (1) of rule 5, or sub rule (1) of rule 5A] shall call a meeting of all the members<sup>3</sup>[eligible to participate under rule 3, rule 4, rule 5 or rule 5A, as may be appropriate] for the election of a *Pradhan* or an *Upa-Pradhan*, a *Sabhapati* or a *Sahakari Sabhapati* a *Sabhadhipati* or a *Sahakari Sabhadhipati*, as the case may be, by fixing a date, place and time and causing a written notice to this effect in Form 1<sup>4</sup>[to be served on each such member] at least<sup>5</sup>[seven] days before the date fixed for such meeting.

<sup>6</sup>[(1A) Such meeting shall be presided over by such officer as may be authorised by the prescribed authority in Form 2 and such officer shall not be entitled to vote at the election].

(2) On the date of the meeting if there is no quorum, as provided in<sup>7</sup>[sub-rule (3) of rule 5A].<sup>8</sup> [the Presiding Officer] shall adjourn the meeting. The adjourned meeting shall be held on such date, place and time as may be fixed by the<sup>9</sup>[prescribed authority] and the provisions regarding notice to members referred to in sub-rule (1) shall apply :

Provided that no quorum shall be necessary for an adjourned meeting.

(3) The<sup>9</sup>[Presiding Officer] shall then conduct the election of the *Pradhan* or *Upa-Pradhan*, *Sabhapati* or *Sahakari Sabhapati*, or *Sabhadhipati* or *Sahakari Sabhadhipati*, as the case may be, in the same manner as laid down in<sup>10</sup>[sub-rules (6), (7), (8) and (9)] of rule 3<sup>11</sup>[and sub-rules (6), (7) and (8) of rule 4] as far as applicable.

- 
1. Amended by Notification No. 12932/I/Panch, dated 19.5.89
  2. Amended by Notification No. 1658/I/Panch, dated 26.5.93
  3. Ins. by Notification No. 121-PN/O/I, dated 13.1.95
  4. Subs. by *ibid*, for "to be served on each member".
  5. Subs. by Notification No. 16778/Panch, dated 21.7.78
  6. Amended by Notification No. 1658/I/Panch, dated 26.5.93
  7. Subs. by Notification No. 121-PN/O/I, dated 13.1.95
  8. Amended by Notification No. 1658/I/Panch, dated 26.5.93
  9. Amended by *ibid*.
  10. Subs. by Notification No. 121-PN/O/I, dated 13.1.95
  11. Amended by Notification No. 1658/I/Panch, dated 26.5.93

(4) The papers relating to an election to fill a casual vacancy shall be kept in safe custody by the <sup>1</sup>[prescribed authority] for six months after which they may be destroyed.

## CHAPTER VI

### Number of members of *Sthayee Samiti of Panchayat Samiti*

7. The number of members of each *Sthayee Samiti* of a *Panchayat Samiti* to be elected by members of a Panchayat Samiti under clause (b) of sub-section (2) of section 124 shall be as follows :

Number of members of a Panchayat Samiti under section 94 (2)	Number of members of each Sthayee Samiti of Panchayat Samiti
(1)	(2)
2[15 and below	3
16 to 30	4
31 and above]	5

<sup>3</sup>[Provided that the number of members of a Sthayee Samiti already constituted shall remain unchanged for its unexpired term].

## CHAPTER VII

### Election of members of *Sthayee Samiti of Panchayat Samiti*

8. (1) Within one week from the date of election of the *Sabhapati* of a *Panchayat Samiti* <sup>4</sup>[or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf], the Sub-divisional Officer shall call a meeting of the members of *Panchayat Samiti* for election under clause (b) of sub-section (2) of section 124 of members of the *Sthayee Samitis* by fixing a date, time and place and by causing a written notice thereof in Form 1 to be served on each member of the Panchayat Samiti at least <sup>5</sup>[seven] days before the date fixed for the purpose.

(2) Such meeting shall be presided over by such officer not below the rank of a <sup>6</sup>[group A officer] as may be authorised by the Sub-divisional Officer in Form 2 and such officer shall not be entitled to vote at the election.

(3) If on the date of the meeting there is no quorum as provided for in sub-section (3) of section 105, the Presiding Officer shall adjourn the meeting which shall be held on a date to be fixed by the Sub-divisional Officer. The adjourned meeting shall be held on such date, place and time as may be fixed by the Sub-divisional Officer and the

1. Amended by Notification No. 1658/I/Panch, dated 26.5.1993
2. Subs. by Notification No. 121-PN/O/I, dated 13.1.95
3. Proviso added by *ibid.*
4. Subs. by Notification No. 141/Panch, dated 11.1.79
5. Subs. by Notification No. 16778/Panch dated 21.7.78.
6. Subs. by Notification No. 121-PN/O/I, dated 13.1.95

provisions regarding notice to members of Panchayat Samiti referred to in sub-rule (1) shall apply :

Provided that no quorum shall be necessary for an adjourned meeting.

<sup>1</sup>(4) There shall be as many receptacles as there are *Sthayee Samitis* to be constituted, each receptacle bearing a lable mentioning the name of *Sthayee Samiti* for which it is meant. The Presiding Officer shall, as soon as soon as may be, after the commencement of the meeting, satisfy all the members present that the receptacles are empty and shall then place them in the view of himself and the attending members].

(5) The election of *Sthayee Samiti* shall be conducted one after another in the same order as mentioned in sub-section (1) of section 124.

(6) The Presiding Officer shall call upon the members present to propose and second the names of candidates in conformity with the provisions of sub-section (3) of section 124 for election as members of a *Sthayee Samiti*. He shall record the names of the candidates proposed for the *Sthayee Samiti*, together with the names of their proposers and seconders. If the number of candidates proposed and seconded for a *Sthayee Samiti* is equal to or less than the number of seats prescribed under rule 7, the Presiding Officer shall declare them in Form 4 to be duly elected members of the *Sthayee Samiti*.

(7) When the number of candidates declared to be elected under sub-rule (6) is less than the number of seats prescribed, the Sub-divisional Officer shall call a meeting of members of the *Panchayat Samiti* for a fresh election to complete the number and the provisions regarding notice to members referred to in sub-rule (1) shall apply.

(8) If more than the prescribed number of seats are proposed and seconded for a *Sthayee Samiti*, the Presiding Officer shall cause to be prepared as many ballot papers in Form 5 as there are members present, each ballot paper bearing the name of the *Sthayee Samiti* and containing the names of the candidates <sup>2</sup>[in the alphabetical order of] their surnames for election to the *Sthayee Samiti*.

<sup>3</sup>(9) The Presiding Officer shall put his signature with date on the back of each ballot paper and shall hand over a ballot paper to each member present after writing the name of that member and obtaining his dated initial on the back of the ballot paper. He shall then ask each member to record his vote by placing the mark 'X' in the place provided for the purpose in the ballot paper opposite to the name of the candidate or candidates for whom the member intends to vote and then place it in the receptacle bearing the lable of the *Sthayee Samiti* concerned.]

<sup>4</sup>[(10) Immediately after voting is over, the Presiding Officer shall, in the presence of the attending members, take out the ballot papers from the receptacle, count them

---

1. Sub-rule (4) subs. by Notification No. 121-PN/O/I, dated 13.1.1995  
2. Ins. by Notification No. 847/PN/O/I, dated 12.3.98  
3. Sub-rule (9) subs. by Notification No. 121-PN/O/I, dated 13.1.95  
4. Sub-rule (10) subs. by *ibid*.



and record the number thereof in Form 6. On being requested by any member present, the Presiding Officer may, at the time of counting, show both sides of any ballot paper to the member or members; but he shall not allow any member to touch the ballot paper.]

(11) The Presiding Officer may reject any ballot paper which in his opinion, raises a reasonable doubt as to for whom the vote cast the vote, after recording a note to this effect on the ballot papers so rejected. He shall in Form 7 declare the prescribed number of candidates who have secured the large number of votes in order of merit to be duly elected as members of the *Sthayee Samiti* concerned.

(12) In case of an equal number of votes recorded in favour of two or more candidates, selection shall be made of such candidates by lot in such manner as the Presiding Officer shall deem fit and thereupon the candidates thus selected shall be declared to be duly elected as member of the *Sthayee Samiti*.

(13) As soon as election of members to all the *Sthayee Samitis* is completed in the aforesaid manner, the presiding Officer shall forthwith forward the names of elected members of all the *Sthayee Samitis* to the *Sabhapati* of Panchayat Samiti and to the Sub-divisional Officer for publication in their officer. The Sub-divisional Officer shall forward the names of elected members of all the *Sthayee Samiti* to the <sup>1</sup>[District Panchayat Election Officer, the Director of Panchayats and Rural Development, the Commission] and the State Government for information. <sup>2</sup>[The Director of Panchayat and Rural Development shall] publish the names of the members of the *Sthayee Samiti* in the official Gazette.

(14) The papers relating to the election of members to *Sthayee Samitis* of the *Panchayat Samiti* shall be sent to the Sub-divisional Officer for safe custody. The Sub-divisional Officer shall keep the papers in safe custody for three months after which they may be destroyed.

## CHAPTER VIII

### Election of *Karmadhyaksha* of *Sthayee Samiti* of *Panchayat Samiti*

9. (1) Within one week from the <sup>3</sup>[date of completion of elections of all the members] of *Sthayee Samiti* under clause (b) of sub-section (2) of section 124<sup>4</sup>[or with in such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf] the Sub-divisional Officer shall call a meeting of the members of each *Sthayee Samiti* other than members appointed under clause (c) of sub-section (2) of that section by fixing a date, place and time and by causing a notice thereof in Form 1 to be served on each member to the *Sthayee Samiti* at least <sup>5</sup>[Seven] days before the date fixed for the election of a *Karmadhyaksha*.

1. Subs. by Notification No. 847-PN/O/I dated 12.3.98 for "District Panchayat Election Officer, Commissioner."
2. Subs. by *ibid*, for "The Commissioner shall."
3. Subs. by *ibid*, for "date of the election of members."
4. Subs. by Notification No. 141/Panch, dated 11.1.79
5. Subs. by Notification No. 16778/Panch, dated 21.1.78

(2) The election meeting shall be presided over an officer not below the rank of <sup>1</sup>[group A officer] as may be authorised by the Sub-divisional Officer in Form 2. Such office shall not be entitled to vote at the election.

(3) The election of the *Karmadhyaksha* of the *Sthayee Samiti* shall be conducted in the same manner as laid down under <sup>2</sup>[sub-rules (3), 6 and (7)] of rule 3 as far as applicable :

<sup>3</sup>[Provided that not less than one half of total number of elected members] of the *Sthayee Samiti* shall form a quorum for the meeting :

<sup>4</sup>[Provided further that] no quorum is necessary in an adjourned meeting.

(4) The Presiding Officer shall send the name of the *Karmadhyaksha* of each *Sthayee Samiti* to the Sub-divisional Officer who shall forward the same to the *Sabhapati* of the *Panchayat Samiti* as also to the District Panchayat Election Officer, <sup>5</sup>[the Director of Panchayats and Rural Development, The Commission] and the State Government for information. <sup>6</sup>[The Director of Panchayats and Rural Development] shall publish the name of the *Karmadhyaksha* in the Official Gazette.

(5) The Presiding Officer shall send the papers relating to the election of *Karmadhyaksha* to *Sthayee Samitis* of a *Panchayat Samiti* to the Sub-divisional Officer for safe custody. The Sub-divisional Officer shall keep the papers in safe custody for three months after which they may be destroyed.

(6) The name of the *Karmadhyaksha* along with the names of members of each *Sthayee Samiti* shall then be published in the offices of the Sub-divisional officer and the *Panchayat Samiti*.

## CHAPTER IX

### Election of members of *Sthayee Samiti* of <sup>7</sup>[*Mahakuma*]/ *Zilla Parishad*

10. The number of <sup>8</sup>[Members of] each *Sthayee Samiti* of *Zilla Parishad* to be elected by the members of the *Zilla Parishad* under clause (b) of sub-section (2) of section 171 shall be as follows :

Number of members of Zilla Parishad under section 140 (2) <sup>9</sup> [section 140(50(a))]	Number of member of each Sthayee Samiti of Zilla Parishad
(1)	(2)
30 and below	3
31 to 60	4
61 and above	5

1. Subs. by Notification No. 121-PN/O/I, dated 13.1.95.
2. Subs. by *ibid*.
3. Subs. by Notification No. 847/PN/O/I, dated 12.3.98, for "provided that one half of the total number of numembers."
4. Subs. by *ibid*, "provided that."
5. Subs. by *ibid*, for "the Commission."
6. Subs. by *ibid*.
7. Amended by Notification No. 12932/I/Panch, dated 19.5.89
8. Subs. by Notification No. 16778/Panch, dated 21.7.78.
9. Amended by Notification No. 11264/I/Panch, dated 23.5.86

<sup>1</sup>[10A. The number of members of *Artha Sanstha*, *Unnayan O Parikalpana Sthayee Samiti* or any other *Sthayee Samiti*, that may be constituted, of the *Mahakuma Parishad* to be elected by the members of the Mahakuma Parishad under sub-clause (ii) of clause (c) of sub-section (7) of section 185B, shall be three.

## CHAPTER X

### Election of members of *Sthayee Samitis* of <sup>2</sup>[*Mahakuma*]/*Zilla Parishad*

11. (1) With in one week from the date of election of the *Sabhadhipati* of *Zilla Parishad* <sup>3</sup>[or with in such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf], the District magistrate shall call a meeting of the members of the *Zilla Parishad* for election of members of the *Sthayee Samitis* by fixing a date, time and place and by causing a written notice thereof in Form 1 to be served on each member of the *Zilla Parishad* at least <sup>4</sup>[seven] days before the date fixed for the purpose.

(2) The election meeting shall be presided over by an officer not below the rank of a <sup>5</sup>[group A officer] authorised in this behalf in Form 2 by the District Magistrate. Such officer shall not be entitled to vote at this election.

(3) The election shall be conducted as far as possible, in the manner as laid down under sub-rule (3) to (12) of rule 8.

(4) As soon as election of members to all *Sthayee Samitis* is completed he Presiding Officer shall forward to the District Magistrate and the *Sabhadhipati* of the *Zilla Parishad* the names of the candidates elected as members of each *Sthayee Samiti* for publication in their offices. The District Magistrate shall forward these names of elected members of *Sthayee Samities Samitis* to the District Panchayat Election Officer, <sup>6</sup>[the Director of Panchayats and Rural Development, the Commission] and the State Government for information. <sup>7</sup>[The Director of Panchayats and Rural Development shall] publish the names of the members of the *Sathayee Samiti* in the Official Gazette.

(5) The papers relating to the election of members to the *Sthayee Samitis* shall be sent to the District Magistrate for safe custody. The District Magistrate shall keep the papers in safe custody for three months after which they may be destroyed.

11A (1) Within one week from the date of election of *Sabhadhipati* of a *Mahakuma Parishad* or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf the District Magistrate shall call a meeting of the members of the *Mahakuma Parishad* for election of members of the *Sthayee Samities* by fixing a date, time and place and by causing a written notice thereof in Form 1 to be served on each member of the *Mahakuma Parishad* at least seven days before the date fixed for the purpose.

1. Inserted by Notification No. 12932/I/Panch, dated 19.5.89

2. Amended by *ibid.*

3. Subs. by Notification No. 16778/Panch, dated 21/7/1978

4. Subs. by Notification No. 141/Panch, dated 11/1/1979

5. Subs. by Notification No. 121-PN/O/I, dated 13.1.95

6. Subs. by Notification No. 847/PN/O/I, dated 12.3.98

7. Subs. by *ibid.*

(2) The meeting shall be presided over by an officer not below the rank of a group 'A' officer authorised in this behalf in Form 2 by the District Magistrate. Such officer shall not be entitled to vote at this election.

(3) The election shall be conducted, as far as possible, in the manner as laid down under sub-rules (3) to (12) of rule 8.

(4) As soon as election of members to all *Sthayee Samities* is completed, the Presiding Officer shall forward to the District Magistrate and the *Sabhadhipati* of the *Mahakuma Parishad*, the names of the candidates elected as members of each *Sthayee Samiti* for publication in their offices. The District Magistrate shall forward the names of elected members of *Sthayee Samitis* to the District Panchayat Election Officer, <sup>1</sup>[the Director of Panchayats and Rural Development, the Commission and] the State Government for information. <sup>2</sup>[The Director of Panchayats and Rural Development shall] publish the names of the members of the *Sthayee Samiti* in the Official Gazette.

(5) The papers relating to the election of the members to the *Sthayee Samitis* shall be sent to the District Magistrate for safe custody. <sup>3</sup>[The District Magistrate shall keep the papers in safe custody for three months after which they may be destroyed.]

## CHAPTER XI

### Election of *Karmadhyaksha* of *Sthayee Samiti* of <sup>4</sup>[*Mahakuma*]/*Zilla Parishad*

12. (1) Within one week from the <sup>5</sup>[date of completion of elections of all members] of *Sthayee Samiti* under <sup>6</sup>[sub-clause (ii) of clause (c) of sub-section (7) of section 186B or under clause (b) of sub-section (2) of section 171, as the case may be]<sup>7</sup>[or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf] the District Magistrate shall, by a notice in Form 1, call a meeting of the members of each *Sthayee Samiti* other than the members appointed under clause (c) of sub-section (2) of that section for the election of *Karmadhyaksha*. Such notice shall specify the date, time and place of the meeting and shall be served at least <sup>8</sup>[seven] days before the date fixed for the meeting.

(2) The election meeting shall be presided over by such officer, not below the rank of a <sup>9</sup>[group A officer] as may be authorised in this behalf, in Form 2 by the District magistrate. Such officer shall not be entitled to vote at the election.

- 
1. Subs. by Notification No. 847/PN/O/I, dated 12.3.98
  2. Subs. by *ibid.*
  3. Amended by Notification No. 12932/I/Panch, dated 19.5.89
  4. Amended by *ibid.*
  5. Subs. by Notification No. 847/PN/O/I, dated 12.3.1998
  6. Amended by Notification No. 12932/I/Panch, dated 19.5.89
  7. Subs. by Notification No. 141/Panch, dated 11.1.79
  8. Subs. by Notification No. 16778/Panch, dated 21.7.78
  9. Subs. by Notification No. 121-PN/O/I, dated 13.1.95

(3) The election of *Karmadhyaksha* of a *Sthayee* shall be conducted in the same manner as laid down under <sup>1</sup>[sub-rules (4), (6) and (7)] of rule 4 as far as applicable :

Provided that not less than one half of the elected members<sup>2</sup> of a *Sthayee Samiti* shall form a quorum for the meeting :

Provided further that no quorum shall be necessary in an adjourned meeting.

(4) The Presiding Officer shall send the name of the *Karmadhyaksha* of each *Sthayee Samiti* to the *Sabhadhipati* of the<sup>3</sup>[*Mahakuma Parishad* or *Zilla Parishad* as the case may be] and the District magistrate who shall forward the same to the District Panchayat Election Officer, <sup>4</sup>[the Director of Panchayats and Rural Development, the Commission] and the State Government or information, <sup>5</sup>[The Director of Panchayats & Rural Development shall] publish the name of *Karmadhyaksha* in the Official Gazette.

(5) The Presiding Officer shall send the papers relating to the election of *Karmadhyaksha* to a *Sthayee Samiti* of a<sup>3</sup>[*Mahakuma Parishad* or *Zilla Parishad* as the case may be] to the District Magistrate for safe custody. The District Magistrate shall keep the papers in safe custody for three months after which they may be destroyed.

(6) The names of *Karmadhyaksha* along with the names of the members of each *Sthayee Samiti* shall then be published in the offices of the<sup>3</sup>[*Mahakuma Parishad* or *Zilla Parishad* as the case may be] and the District Magistrate.

## CHAPTER XII

### **Resignation of and filling up of casual vacancy in the office of the *Karmadhyaksha* or any member of a *Sthayee Samiti* of a *Panchayat Samiti* or a<sup>6</sup>[*Mahakuma Parishad*] or *Zilla Parishad***

[13. (1) The *Karmadhyaksha* or any other member of *Sthayee Samiti* of a *Panchayat Samiti* may resign his office by giving notice in writing to the *Sabhapati* [who shall cause the notice to be placed within a period not exceeding one month before the *Panchayat Samiti* in its meeting] and on such resignation being accepted by the *Panchayat Samiti*, the *Karmadhyaksha* or such member shall be deemed to have vacated his office.]

(2) The *Karmadhyaksha* or any other member of a *Sthayee Samiti* of <sup>1</sup>[the

- 
1. Subs. by Notification No. 121-PN/O/I, dated 13.1.95
  2. Subs. by Notification No. 847/PN/O/I, dated 12.3.98
  3. Ins. by Notification No. 12932/I/Panch, dated 19.5.89
  4. Subs. by Notification No. 847/PN/O/I, dated 12.3.98
  5. Subs. by *ibid.*
  6. Amended by Notification No. 12932/I/Panch, dated 19.5.89
  7. Subs. by Notification No. 141/Panch, dated 11.1.79
  8. Ins. by Notification No. 847/PN/O/I, dated 12.3.98

Mahakuma Parishad] or a Zilla Parishad may resign his office by giving notice in writing to the Sabhadhipati <sup>2</sup> [who shall cause the notice to be placed within a period not exceeding one month before the Mahakuma Parishad or the Zilla Parishad, as the case may be, in its meeting], and on such resignation being accepted by the <sup>1</sup>[Mahakuma Parishad or Zilla Parishad, the Karmadhyaksha or such member shall be deemed to have vacated his office.]

**14.** (1) Any casual vacancy in the office of the Karmadhyaksha of a Sthayee Samiti of a Panchayat Samiti or <sup>1</sup>[Mahakuma Parishad] or a Zilla Parishad by death, resignation, removal or otherwise shall be filled by election in the manner laid down in rules 9 or 12 as the case may be.

(2) When a casual vacancy in the office of a Karmadhyaksha of a Sthayee Samiti of a Panchayat Samiti occurs, the Sub-divisional officer shall by a notice in Form 1, <sup>3</sup>[call, within fifteen days from the date of the casual vacancy or within such further time as may be allowed by the District Panchayat Election officer for reasons to be recorded by him in this behalf, a meeting] of the members of the Sthayee Samiti for election of a Karmadhyaksha.

(3) When a casual vacancy in the office of a Karmadhyaksha of a Sthayee Samiti of <sup>1</sup>[Mahakuma Parishad] or Zilla Parishad occurs, the District Magistrate shall, by a notice in Form 1, <sup>3</sup>[call within fifteen days from the date of the casual vacancy or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf a meeting of the members ] of the Sthayee Samiti for the election of a Karmadhyaksha.

**15.** (1) Any casual vacancy in the office of an elected members of a Sthayee Samiti of a Panchayat Samiti shall be filled by a fresh election.

(2) When a casual vacancy in the office of an elected members occurs, the Sub-divisional Officer shall, within thirty days<sup>4</sup>[or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in writing in this behalf], by a notice in Form 1, call a meeting of the members of the Panchayat Samiti for the election of a member. The Provisions of rule 8 shall, as far as may apply to such election.

**16.** (1) Any casual vacancy in the office of an elected member of a Sthayee Samiti of <sup>1</sup>[Mahakuma Parishad or] a Zilla Parishad shall be filled by a fresh election.

(2) When a casual vacancy in the office of an elected member occurs, the District Magistrate shall, within thirty days <sup>5</sup>[or within such further time as may be

---

1. Amended by Notification No. 12932/1/Panch, dated 19.5.89

2. Ins. by Notification No. 847/PN.O/I dated 12.3.98

3. Subs by Notification No. 16765/Panch, dated 31.8.79

4. Ins. by Notification No. 847/PN/O/I, dated 12.3.89

5. Ins. by *ibid.*

allowed by the District Panchayat Election Officer for reasons to be recorded by him in writing in this behalf], by a notice in Form 1, call a meeting of the members of the <sup>1</sup>[*Mahakuma Parishad* or] *Zilla Parishad* for the election of a members. The provisions of rule 11 shall, as far as may be, apply to such election.

### <sup>2</sup>[CHAPTER XIII

#### **Removal of a members of Sthayee Samiti of a Panchayat Samiti or**

#### **<sup>1</sup>[Mahakuma]/Zilla Parishad**

17. (1) The Sub-divisional Officer may, after giving an opportunity to show cause by order, remove a member, other than members referred to in clause (a) and (c) of sub-section (2) of section 124, from office if is absent from three consecutive meeting of a *Sthayee Samiti* without the leave of the *Sthayee Samiti*.

(2) The District Magistrate may, after giving an opportunity to show cause, by order, remove a member, other than the members referred to in <sup>3</sup>[clauses (i), (iii) and (iv) of sub section (3) of section 185 B] or in clauses (a) and (c) of sub section (2) of section 1714, as the case may be, from office if he is absent from three consecutive meetings of a *Sthayee Samiti* of the <sup>1</sup>[*Mahakuma* or] *Zilla Parishad* with out leave of the *Sthayee Samiti*.

(3) Any member of a *Sthayee Samiti* of a *Panchayat Samiti* who is removed from office under sub-rule (1) may, within thirty days from the date of the order, appeal to the District Magistrate against the order of such removal.

(4) Any members of *Sthayee Samiti* of <sup>1</sup>[the *Mahakuma* or] a *Zilla Parishad* who is removed from office under sub-rule (2) may, within thirty days from the date of the order, appeal to the divisional Commissioner against the order of such removal.

(5) The District Magistrate or the Divisional Commissioner as the case may be, may stay the operation of the order made under sub-rule (1) or sub rule (2), as the case may be, till the disposal of the appeal and may, after giving notice of the appeal to the Sub-divisional Officer or the District Magistrate, as the case may be and after giving the opportunity of being heard, modify, set aside or confirm the order. The order passed by the District Magistrate or the Divisional Commissioner, as the case may be, on such appeal shall be final.

(6) A member of *Sthayee Samiti* of a *Panchayat Samiti* or <sup>1</sup>[*Mahakuma Parishad* or] a *Zilla Parishad* may, at any time, be removed from office by a resolution of the Panchayat Samiti or the <sup>1</sup>[*Mahakuma Parishad* or a] *Zilla Parishad* as the case may be,

---

1. Amended by Notification No. 12932/1/Panch, dated 19.5.89

2. Chapter XII added by Notification No. 534/I/Panch dated 10.1.84

3. Amended by Notification No. 12932/1/Panch, dated 19.5.89

carried by the majority of the existing members of the *Panchayat Samiti* or the <sup>1</sup>[*Mahakuma Parishad* or the] *Zilla Parishad* as the case may be, at a meeting specially convened for the purpose. Notice for such meeting shall be given to the Sub-divisional Officer for removal of a member of a *Sthayee Samiti* of a *Panchayat Samiti* and to the District magistrate for removal of a member of a *Sthayee Samiti* of <sup>1</sup>[the *Mahakuma Parishad* or the] *Zilla Parishad*.

#### CHAPTER XIV

##### **Removal of a Karmadhyaksha of a Sthayee Samiti of a Panchayat Samiti or a<sup>1</sup>[Mahakuma] Zilla Parishad**

**18.** (1) The Sub-divisional Officer may, after giving an opportunity to show cause by order, remove a Karmadhyaksha of a *Sthayee Samiti* of a *Panchayat Samiti*, other than the *Karmadhyaksha* referred to in the first proviso to sub-section (1) of section 125, from office if he fails to convene the meetings to the *Sthayee Samiti* for three consecutive months.

(2) The District Magistrate may, after giving an opportunity to show cause, by order, removed a *Karmadhyaksha* of *Sthayee Samiti* of <sup>1</sup>[the *Mahakuma Parishad* or] a *Zilla Parishad*, other than the *Karmadhyaksha* referred to in the second proviso to sub section (1) of section 172, from office if fails to convene the meetings of the *Sthayee Samity* for three consecutive months.

(3) The *Karmadhyaksha* of *Sthayee Samiti* of a *Panchayat Samiti* who is removed under sub-rule (1) may, within thirty days from the date of the order, appeal to the District Magistrate against the order of such removal.

(4) The *Karmadhyaksha* of a *Sthayee Samiti* of <sup>1</sup>[the *Mahakuma Parishad* or] *Zilla Parishad* who is removed under sub-rule (2) may, within thirty days from the date of the order, appeal to the Divisional Commissioner against the order of such removal.

(5) The District Magistrate or the Divisional Commissioner, as the case may be, may stay the operation of the order made under sub-rule (1) or sub-rule (2) as the case may be till the disposal of the appeal and may, after giving notice of the appeal to the Sub-divisional Officer or the District Magistrate, as the case may be and after giving the appellant an opportunity of being heard, modify, set aside or confirm the order. The order passed by the District Magistrate or the Divisional Commissioner, as the case may be, on such appeal shall be final.

(6) (a) The *Karmadhyaksha* of a *Sthayee Samiti* of a *Panchayat Samiti* or <sup>1</sup>[the *Mahakuma Parishad* or] a *Zilla Parishad* when required in writing by not less than three members. other than the members appointed under clause (c) of sub-section

---

1. Amended by Notification No. 12932/1/Panch, dated 19.5.89

2. Chapter XIV added by Notification No. 534/1/Panch dated 10.1.84

3. Amended by *ibid*.



(2) of section 124 1[or under sub-clause (c) of sub-section (7) of section 185B] or under clause (c) of sub-section 171, as the case may be to call a meeting of the Sthayee Samiti for the <sup>2</sup>[sole purpose of removal] of the *Karmadhyaksha* shall do so fixing the date of such meeting within fifteen days, after giving intimation to the Sub-divisional Officer or the District Magistrate, as the case may be and seven days notice to the other members of the *Sthayee Samiti* having right to vote, failing which the members as aforesaid may call a meeting after giving intimation to the Sub-divisional Officer or the District Magistrate as the case may be and seven days notice to the *Karmadhyaksha* of the *Sthayee Samiti* and all other member of the *Sthayee Samiti* having right to vote. Such meeting shall be held in the office of *Panchayat Samiti* or <sup>3</sup>[the *Mahakuma Parishad* or] the *Zilla Parishad*, as the case may be, on such date and at such time as the members calling the meeting may decide.

<sup>4</sup>[(b) The *Karmadhyaksha* of the *Sthayee Samiti* may be removed from office by resolution of the *Sthayee Samiti* at a meeting referred to in clause (a), carried by at least half of the existing members having the right to vote, subject to minimum of three members.]

(c) The *Karmadhyaksha* of the *Sthayee Samiti* though present in the meeting referred to in clause (a) or clause (b) shall not preside over the meeting and the other members present shall elect one from amongst themselves preside over such meeting . The person presiding shall not have a second or casting vote even in case of equality of votes.

### Corrigendum

Due to inadvertence, different Forms—1 to Schedule-I—have been placed in pages 11 to 26 between Chapter-IA and Chapter-II instead of at the end of the rules

1. Amended by Notification No. 12932 dated 19.5.1989
2. Subs by Notification No. 847/PN/O/I, dated 12.3.98 for "purpose of removal".
3. Amended by Notification No. 12932/I/Panch, dated 19.5.89
4. Subs by Notification No. 847/PN/O/I, dated 12.3.98, for "(b) The *Karmadhyaksha* of a *Sthayee Samiti* may be removed from office by a resolution of the *Sthayee Samiti* carried at a meeting by at least three of the existing members having right to vote where the total number of non-official member is four and by at least four of the existing members having right to vote where the total number of non-official members is more than four.