



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

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

[Corrected upto June, 2013]



सत्यमेव जयते

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## **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. 634/I/Panch, dated 10.1.84
7. Notification No. 11264/I/Panch, dated 23.5.86
8. Notification No. 12932/I/Panch, dated 19.5.89
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
14. Notification No. 2061/PN/O/I, dated 22.6.04
15. Notification No. 5086/PN/O/I/3R-2/2012, dated 1.10.2012
16. Notification No. 7106/PN/O/I/3R-4/10 (Pt-I), dated 06.12.2012

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

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**THE WEST BENGAL  
PANCHAYAT (CONSTITUTION) RULES, 1975**

**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) ;

(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 ;

(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.

**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, 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, subject to such direction as may be issued by the Commission in this behalf, 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, the Scheduled Tribes and the Backward Classes 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 or the Backward Classes, as the case may be, in the Blocks within the district, bears with the total population in the Blocks:

Provided that for the purpose of determination of offices of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be, to be reserved under this clause for aforesaid categories of persons, the provisions under sub-section (1) of section 9 and sub-section (1) of section 98 of the Act shall be taken into consideration:

Provided further that while determining the ceiling limit of fifty per cent of the total number of offices of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be, only the whole integers shall be taken into consideration, ignoring any figure after the decimal point:

Provided also that when the number of offices of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be, determined for the Scheduled Castes and the Scheduled Tribes in terms of the prescribed manner reaches one-half of the total number of offices of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be, in a District, there shall be no reservation for the Backward Classes persons:

Provided also that when the total number of reserved offices for the Scheduled Castes and the Scheduled Tribes persons, taken together, exceeds fifty per cent of the total number of offices of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be, the number of offices for each category shall be reduced in the proportion of the population of the Scheduled Castes and the Scheduled Tribes to the total population in that District in order to match the figure of one-half of the total number of offices of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be, in that District, in which case also there shall be no reservation for the Backward Classes persons:

Provided also that when the total number of reserved offices for the Scheduled Castes and the Scheduled Tribes and the Backward Classes persons in terms of the provisions of this clause exceeds one-half of the total number of offices of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be, in that District, the number of offices reserved for the Scheduled Castes and the Scheduled Tribes shall remain unaltered and the number of offices determined for the Backward Classes persons shall be suitably reduced to match the figure of one-half of the total number of offices of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be:

Provided also that when the number of reserved offices of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be, determined for the Scheduled Castes and the Scheduled Tribes persons taken together is less than one-half of the total number of offices of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be, in that District, the available balance number of offices of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari Sabhapati*, as the case may be, shall be reserved for the Backward Classes persons in conformity with the percentage of their population to the total population in that District within the limit of fifty per cent of the total number of offices in that District.

*Explanation I:*— For the purpose of determination of number of offices to be reserved for the Scheduled Castes, the Scheduled Tribes and the Backward Classes under clause (a), all figures for calculation shall be taken up to the second place of decimal ignoring any digit after the second place of decimal altogether.

*Explanation II:*— For the final stage of calculation for arriving at the number of offices to be reserved, the digit in the second place of decimal, if any, shall be totally ignored, and the whole number in the figure 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.

(b) women as shall constitute—

- (i) as nearly as practicable one-half but not exceeding one-half of the offices reserved under clause (a), and
- (ii) as nearly as practicable one-half but not exceeding one-half 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).

*Explanation.*— For the purpose of determination of number of offices to be reserved under clause (b), while calculating the one-half of the figure, only the whole integers shall be taken into account, ignoring any figure after the decimal point.

(2) The District Magistrate and District *Panchayat* Election Officer shall, 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 1A, declare from among the offices of the—

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



in a district,—

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

Provided that—

- (i) the District Magistrate and District Panchayat Election Officer shall assign consecutive serial numbers to all the Grams and separately to all the Pranchayat Samitis 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), subject to the provisions under item (vii), such Grams and such Blocks as may have the Scheduled Castes or the Scheduled Tribes or the Backward Classes 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;
- (iii) on assignment of numbers referred to in item (i), the Grams or the Blocks coming into the zone of consideration in terms of item (ii) shall be arranged in ascending order of serial numbers and formed into groups of fifty Grams or Blocks of consecutive serial numbers with a part group, where necessary, consisting of any additional number of Grams 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:—
- (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 up to 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.

*Explanations :*

(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 digits in the first place of decimal is five or more while ignoring such digit if it is less than five making such adjustments as may be necessary to adhere to the required number.

(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 or to the groups of ten, where necessary, of *Grams* or Blocks, as the case may be; for this purpose, the number initially calculated for apportionment to a group of fifty or ten as the case may be, 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 two consecutive terms, shall be made in accordance with the roster as specified in column (1) or column (2) of Schedule I for reservation of the offices of the *Pradhan* or the *Sabhapati* and in column (3) or column (4) 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 or ten *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, any office is selected in any term of election simultaneously for reservation for the Scheduled Tribes, the Scheduled Castes and the Backward Classes persons or any two of such categories, such office shall be reserved in the preferential order of the Scheduled Tribes, the Scheduled Castes and the Backward Classes and reservation for the left out Scheduled Castes or Backward Classes or both, as the case may be, shall be made out of the offices coming next in order:

Provided that the office so reserved for the Scheduled Tribes or the Scheduled Castes on the aforesaid ground shall be eligible for consideration for reservation for the Scheduled Castes or the Backward Classes, as the case may be, in the next term of election.

(vii) if, in a district, the number of the *Grams* or the Blocks available for reservation by rotation, falls short of the number determined under clause (a) of sub-rule (1), the Commission may, by 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 or the Backward Classes 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 for reservation, and such inclusion shall commence from the *Gram* or the Block having higher proportion of the Scheduled Castes or the Scheduled Tribes or the Backward Classes 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):

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, the Scheduled Tribes and the Backward Classes 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 offices in accordance with the roster as aforesaid, all offices available for reservation by rotation shall be arranged in the ascending order of assigned serial 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:

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 the other term 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 and the Backward Classes 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 Backward classes 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.

- (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, 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 *Grams* or the Blocks available in the roster for that term.

- (4) Notwithstanding anything contained in these rules, if, for any term of election, an office of the *Pradhan* or the *Upa Pradhan* in a *Gram* or of the *Sabhapati* or the *Sahakari 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 the *Upa Pradhan* in that *Gram* or the *Sabhapati* or the *Sahakari Sabhapati* in that 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 for that term, where—
- (i) the office of the *Pradhan* or the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari 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 *Upa-Pradhan*,

the *Sabhapati* or the *Sahakari 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 the *Upa-Pradhan*, the *Sabhapati* or the *Sahakari 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 :

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 *Grams* 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) and Backward Classes and Backward Classes (Women).

- (5) 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 of—

- (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, the Scheduled Tribes and the Backward Classes 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 or the Backward Classes, 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:

Provided that for the purpose of determination of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, to be reserved under this clause for aforesaid three categories of persons, the provisions under sub-section (1) of section 143 of the Act shall be taken into consideration:

Provided further that the number of the Scheduled Castes or the Scheduled Tribes or the Backward Classes 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:

Provided also that when census figures are not available, the Commissioner may, determine the proportion which the Scheduled Castes or the Scheduled Tribes or the Backward Classes population bears with the total population on the basis of any other authenticated record maintained by any office or organization or any department of the State Government:

Provided also that while determining the ceiling limit of fifty per cent of the total number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, only the whole integers shall be taken into consideration, ignoring any figure after the decimal point:

Provided also that when the number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, determined for the Scheduled Castes and the Scheduled Tribes in terms of the prescribed manner reaches one-half of the total number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, in West Bengal, there shall be no reservation for the Backward Classes persons:

Provided also that when the total number of reserved offices for the Scheduled Castes and the Scheduled Tribes persons, taken together, exceeds fifty per cent of the total number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, the number of offices for each category shall be reduced in the proportion of the population of the Scheduled Castes and the Scheduled Tribes to the total population in West Bengal in order to match the figure of one-half of the total number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, in West Bengal, in which case also there shall be no reservation for the Backward Classes persons:

Provided also that when the total number of reserved offices for the Scheduled Castes and the Scheduled Tribes and the Backward Classes persons in terms of provision of this clause exceeds one-half of the total number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, in West Bengal, the number of offices reserved for the Scheduled Castes and the Scheduled Tribes shall remain unaltered and the number of offices determined for the Backward Classes persons shall

be suitably reduced to match the exact figure of one-half of the total number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be:

Provided also that when the number of reserved offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, determined for the Scheduled Castes and the Scheduled Tribes persons taken together is less than one-half of the total number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, in West Bengal, the available balance number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, shall be reserved for the Backward Classes persons in conformity with the percentage of their population to the total population in West Bengal within the limit of fifty per cent of the total number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be in West Bengal;

*Explanation I:*— For the purpose of determination of number of offices to be reserved for the Scheduled Castes, the Scheduled Tribes and the Backward Classes under clause (a), all figures for calculation shall be taken up to the second place of decimal ignoring any digit after the second place of decimal altogether.

*Explanation II:*— For the final stage of calculation for arriving at the number of offices to be reserved, the digit in the second place of decimal, if any shall be totally ignored, and the whole number in the figure 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;

(b) women as shall constitute—

- (i) as nearly as practicable one-half but not exceeding one-half of the offices reserved under clause (a), and
- (ii) as nearly as practicable one-half but not exceeding one-half of the total number of offices of the *Sabhadhipati* or the *Sahakari Sabhadhipati*, as the case may be, in West Bengal including the offices reserved under sub-clause (i) :

*Explanation.*— For the purpose of determination of number of offices to be reserved under clause (b), while calculating the one-half of the figure, only the whole integers shall be taken into account, ignoring any figure after the decimal point.

(2) The 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, the Scheduled Tribes and the Backward Classes as may be necessary to match the number determined under clause (a) of sub-rule (1):

Provided that—

- (i) the 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) 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 or the Backward Classes population constituting more than five per cent of the total population of the same 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 two successive terms of elections will be made in accordance with the roster as specified in column (1) & column (2) for *Sabhadhipati* and column (3), column (4) 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;
- (iv) if following the principle of rotation under these rules, any office is selected in any term of election simultaneously for reservation for the Scheduled Tribes, the Scheduled Castes and the Backward Classes persons or any two of such categories, such office shall be reserved in the preferential order of the Scheduled Tribes, the Scheduled Castes and the Backward Classes and reservation for the left out Scheduled Castes or Backward Classes or both, as the case may be, shall be made out of the offices coming next in order:

Provided that the office so reserved for the Scheduled Tribes or the Scheduled Castes on the aforesaid ground shall be eligible for consideration for reservation for the Scheduled Castes or the Backward Classes, as the case may be, in the next term of election.

(v) 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 or the Scheduled Tribes or the Backward Classes 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 or the Backward Classes 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):

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, the Scheduled Tribes and the Backward Classes 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 offices 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.

(3) For the purpose of reservation of the offices of the *Sahakari Sabhadhipati*, the provisions of sub-rules (3), (4) and (5) of rule 2A shall apply *mutatis mutandis*.

## 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 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 9 shall call a meeting of all the members 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* 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 served on each of the members referred to in clause (i) of sub-section (2A) of section 4 of the *Gram Panchayat* at least 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 if there is no quorum consisting of one-third of the total number 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 in an adjourned meeting at least three members shall form a quorum.

Provided further that in any subsequent adjourned meeting also, quorum referred to in the preceding proviso shall be applicable.

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

(5)\*\*\*

(6) The Presiding Officer shall call upon the members present to propose and second, the names of the 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.

(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 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, 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 shall 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.

(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*:

Provided that when an office of the *Pradhan* is reserved for the category of persons belonging to the Scheduled Castes, the Scheduled Castes (Women), the Scheduled Tribes or the Scheduled Tribes (Women), the Backward Classes or the Backward Classes (Women), 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 intends to vote, and to return it to the Presiding Officer.

Immediately after the ballot papers are received back, the Presiding Officer shall, in the 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 or 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 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, the Commission, the Director of Panchayats and Rural Development and the State Government for information. The Director of Panchayats and Rural Development shall publish 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 referred to in clause (ii) of sub-section (2) of section 94 of the *Panchayat Samiti* for the taking of oath and for the 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 this effect in Form 1 to be served on each of the members, referred to in clause (ii) of sub-section (2) of section 94 of the *Panchayat Samiti* 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 a 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 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 in an adjourned meeting, at least one-half of the members required for quorum in the first meeting subject to a minimum of three members shall form a quorum:

Provided further that in any subsequent adjourned meeting also, quorum referred to in the referred to in the preceding proviso shall be applicable.

(4) 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.

Provided that the members who have already made and subscribed such oath or affirmation, need not do so again.

(5) \*\*\*

(6) The Presiding Officer shall call upon the members present to propose and second the names of the 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 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 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.

(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) or clause (a) of sub-section (5) of section 140 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 143 shall call a meeting of all the members 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 served on each of the members, referred to in clause (ii) of sub-section (2) of section 140 of the *Zilla 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 a 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 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 in an adjourned meeting, at least one-half of the members required for quorum in the first meeting subject to a minimum of three members shall form a quorum.

Provided further that in any subsequent adjourned meeting also, quorum referred to in the preceding proviso shall be applicable.

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

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.

#### CHAPTER IV-A

##### 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 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 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 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 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 in an adjourned meeting, at least one-half of the members required for quorum in the first meeting subject to a minimum of three members shall form a quorum.

Provided further that in subsequent adjourned meeting also, quorum referred to in the preceding proviso shall be applicable.

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

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.

#### CHAPTER-IVB

#### **Removal of Pradhan or Upa-Pradhan of a Gram Panchayat, Sabhapati or Sahakari Sabhapati of a Panchayat Samiti, Sabhadhipati or Sahakari Sabhadhipati of a Mahakuma/Zilla Parishad**

5B. (1) The prescribed authority appointed under section 12, section 101 or section 146, as the case may be, on receipt of a legally acceptable motion referred to in sub-section (2) of any of the aforesaid section, as may be relevant, specially convene a meeting of the *Gram Panchayat* or the *Panchayat Samiti* or the *Mahakuma Parishad* or *Zilla Parishad*, as may be appropriate, by issue of notice in Form 1E.

(2) In the notice referred to in sub-rule (1), the prescribed authority shall specify the item of agenda and the place, date and hour of the meeting as may be fixed by him and shall cause copies of such notice to be sent either by registered post with acknowledgement due or by special messenger on obtaining acknowledgement of receipt as may be deemed reasonable by him, at least clear seven days before the date fixed for the meeting, upon all members referred to in sub-section (1) of section 12 or section 101 or section 146, as the case may be. He shall also cause to display a copy of the notice in the notice board of the *Panchayat* concerned.

(3) The prescribed authority shall authorize in Form 2A an officer to preside over the meeting referred to in sub-rule (1) and such officer shall be not below the rank of an Extension Officer posted in a Block in case of a *Gram Panchayat*, not below the rank of a Joint Block Development Officer in case of a *Panchayat Samiti* and not below the rank of an Additional District Magistrate in case of a *Mahakuma Parishad* or *Zilla Parishad*. The prescribed authority shall hand over the service returns of notices to the presiding officer before he proceeds for the meeting.

(4) At the appointed hour of the day, the presiding officer shall take up the business of the meeting on ascertaining and apprising the members present that the notices have been duly served upon all members. If he finds at that time that the quorum for the meeting has not been formed, he may wait for one hour and no longer reckoned from the appointed hour of the meeting. On the occasion when the quorum is not formed within such extended period of one hour, he shall declare the meeting as cancelled and once he declares so, he shall not hold the meeting afterwards even if the quorum is formed later on arrival of one or more members. The fact of cancellation of the meeting shall be recorded in the minute book referred to in sub-rule (7).



(5) Once quorum is reached, it shall remain valid throughout the meeting even if one or more members meanwhile depart from the meeting place.

(6) The presiding officer shall allow a member to join the meeting at any time before its closure subject to the condition that such member shall not claim reopening of any earlier stage of the proceedings already concluded before his arrival.

(7) The proceedings of the meeting shall be recorded by the Secretary of the concerned *Panchayat* or in his absence by any other employee except for Group-D employee as may be authorized by the presiding officer, in the Attendance Register-cum-Minute book specially provided by the prescribed authority with his authentication. Every member on his arrival shall put his signature or his left thumb impression on the minute book against his name. The Secretary or the employee authorized to record the proceedings, shall attest such left thumb impression and also record the time of arrival of each member under the supervision of the presiding officer.

(8) The presiding officer at the initial stage shall read out the motion brought before the meeting and ask the members present to express their views. He may state the legal provision on any related matter raised by any member but shall not express any view in this regard. When there is no consensus decision in the meeting, he shall call upon the members to cast their votes through open ballot system. He shall cause to be prepared as many ballot papers as there are members present noting the motion of the meeting and showing two separate columns of 'For' and 'Against' the motion. The presiding officer shall then put his full signature with date on the back of each ballot paper and shall hand over such ballot paper to each member present after complying with the provision under sub-section (6) of the aforesaid section relating to signature or left thumb impression with attestation of the member.

(9) The presiding officer shall ask each member to record his vote by placing the mark 'X' in the column of 'For' or 'Against' the motion and to return it to the presiding officer.

(10) Immediately after all ballot papers are received back, the presiding officer shall, in presence of the attending members, count them and record the number of votes cast 'For' and 'Against' the motion. The presiding officer may, on demand of a member show both sides of a ballot paper without allowing any member to touch it.

(11) The presiding officer may reject a ballot paper which in his opinion, raises a reasonable doubt as to whether the vote has been cast 'For' or 'Against' the motion. A note to that effect shall be recorded by the presiding officer upon the ballot paper so rejected as well as in the minutes of the meeting and such paper shall not be counted for decision. However, the presiding officer may not reject a ballot paper on any flimsy ground or for any minor procedural defect if the ballot paper is genuine and intention of the voter is clear.

(12) Although the presiding officer shall announce the number of votes cast in favour of 'For' and 'Against' the motion, he shall not formally declare the result or the effect of the meeting. The presiding officer after recording the entire proceedings of the meeting in terms of sub-section (7) and then complying with the provisions of sub-section (8) of any of the section referred to in sub-rule (2) shall conclude the meeting.

(13) The presiding officer before leaving the premises shall hand over a copy of the minutes to the Executive Assistant or in his absence to the Secretary of the *Gram Panchayat*, to the Executive Officer or in his absence, to the Joint Executive Officer of the *Panchayat Samiti*, to the Executive Officer or in his absence to the Additional Executive officer of the *Zilla Parishad* or *Mahakuma Parishad* as the meeting may relate to, for forwarding a copy of the minute to the prescribed authority in terms of sub-section (9) of section 12 or 101 or 146, as the case may be.

(14) Then the presiding officer within three working days of the meeting shall submit a report in writing along with a copy of the minutes and all other documents of the meeting to the prescribed authority who shall, within next five working days, take such action in terms of sub-section (10) as he may deem fit.”.

## CHAPTER V

### **Resignation of and filling up of casual vacancy in the office of the *Pradhan* and *Upa-Pradhan* of a *Gram Panchayat*, *Sabhapati* and *Sahakari Sabhapati* of *Panchayat Samiti* or *Sabhadhipati* and *Sahakari Sabhadhipati* of *Mahakuma/Zilla Parishad***

6. (1) As soon as may be but not later than thirty days from the date of any casual vacancy in the office of *Pradhan* or *Upa-Pradhan*, *Sabhapati* or *Sahakari Sabhapati* or *Sabhadhipati* 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 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 5A shall call a meeting of all the members 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 to be served on each such member at least seven days before the date fixed for such meeting.

(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 sub-rule (3) of rule 3, sub rule (3) of rule 4, sub-rule (3) of rule 5 or sub-rule (3) of rule 5A. 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 referred to in sub-rule (1) shall apply:

Provided that in an adjourned meeting, at least three members shall form a quorum:

Provided further that in any subsequent adjourned meeting also, quorum referred to in the preceding proviso shall be applicable.

(3) The 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 sub-rules (6), (7), (8) and (9) of rule 3 and sub-rules (6), (7) and (8) of rule 4 as far as applicable.

(4) The papers relating to an election to fill a casual vacancy shall be kept in safe custody by the 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 <i>Panchayat Samiti</i> under section 94(2)	Number of members of each <i>Sthayee Samiti</i> of <i>Panchayat Samiti</i>
(1)	(2)
15 and below	3
16 to 30	4
31 and above	5

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* 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 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 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, the number of members fall short of a quorum that is one-fourth of the total number of members, 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 provisions regarding notice to members of Panchayat Samiti referred to in sub-rule (1) shall apply:

Provided that in an adjourned meeting, at least three members shall form a quorum.

Provided further that in any subsequent adjourned meeting also, quorum referred to in the preceding proviso shall be applicable.

(4) There shall be as many receptacles as there are *Sthayee Samitis* to be constituted, each receptacle bearing a label mentioning the name of *Sthayee Samiti* for which it is meant. The Presiding Officer shall, 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 in the alphabetical order of their surnames for election to the *Sthayee Samiti*.

(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 label of the *Sthayee Samiti* concerned.

(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 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 voter 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 larger 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 offices. The Sub-divisional Officer shall forward the names of elected members of all the *Sthayee Samiti* to the District Panchayat Election Officer, the Director of Panchayats and Rural Development, the Commission and the State Government for information. The Director of Panchayats 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 a *Sthayee Samiti* of *Panchayat Samiti*

9. (1) Within one week from the [date of completion of elections of all the members] of a *Sthayee Samiti* under clause (b) of sub-section (2) of section 124 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 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 of the *Sthayee Samiti* at least seven days before the date fixed for the election of a *Karmadhyaksha*.

(2) The election meeting shall be presided over by an officer not below the rank of group A officer as may be authorised by the Sub-divisional Officer in Form 2. Such officer 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 [sub-rules (3), (6) and (7)] of rule 3 as far as applicable:

Provided that not less than one-half of total number of elected members of the *Sthayee Samiti* shall form a quorum for the meeting:

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, [the Director of Panchayats and Rural Development, the Commission] and the State Government for information. [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 [Mahakuma]/Zilla Parishad

10. The number of members of each *Sthayee Samiti* of a *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 a <i>Zilla Parishad</i> under section 140(2) or section 140(5)(a)	Number of members of each <i>Sthayee Samiti</i> of <i>Zilla Parishad</i>
(1)	(2)
30 and below	3
31 to 60	4
61 and above	5

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 *Mahakuma/Zilla Parishad*

11. (1) Within one week from the date of election of the *Sabhadhipati* of a *Zilla 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 *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 [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 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, the 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 Samitis* to the District Panchayat Election Officer, the Director of Panchayats and Rural Development, the Commission and the State Government for information. 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 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 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 *Mahakuma Parishad* at least seven days before the date fixed for the purpose.

(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 Samitis* 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, the Director of Panchayats and Rural Development, the Commission and the State Government for information. 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. 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 [Mahakuma]/Zilla Parishad

12. (1) Within one week from the [date of completion of elections of all members] of *Sthayee Samiti* under [sub-clause (ii) of clause (c) of sub-section (7) of section 185B or under clause (b) of sub-section (2) of section 171, as the case may be] 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 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 [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.

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

Provided that not less than one half of the elected members] 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 *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, the Director of Panchayats and Rural Development, the Commission and the State Government for information. 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 *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 *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 *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 *Sabhadhipati* 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 the *Mahakuma Parishad* or a *Zilla Parishad* may resign his office by giving notice in writing to the *Sabhadhipati* 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 *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 *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, [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 *Karmadhyaksha* of a *Sthayee Samiti* of *Mahakuma Parishad* or a *Zilla Parishad* occurs, the District Magistrate shall, by a notice in Form 1, call, within thirty 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 member 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 member occurs, the Sub-divisional Officer shall, within twenty one days 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 be, apply to such election.

16. (1) Any casual vacancy in the office of an elected member of a *Sthayee Samiti* of *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 twenty one days 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 *Mahakuma Parishad* or *Zilla Parishad* for the election of a member. The provisions of rule 11 shall, as far as may be, apply to such election.

### CHAPTER XIII

#### Removal of a member of *Sthayee Samiti* of a *Panchayat Samiti* or [*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 he is absent from three consecutive meetings 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 clauses (i), (iii) and (iv) of sub-section (3) of section 185B or in clauses (a) and (c) of sub-section (2) of section 171, as the case may be, from office if he is absent from three consecutive meetings of a *Sthayee Samiti* of the *Mahakuma* or *Zilla Parishad* without the 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 member of a *Sthayee Samiti* of 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 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 members of a *Panchayat Samiti* or *Zilla Parishad* or *Mahakuma Parishad* as the case may be, may in a meeting specially convened for the purpose, remove any one or more than one or all members elected by it to any of its *Sthayee Samiti* or all such *Sthayee Samitis* simultaneously, by a resolution carried by the majority of existing members:

Provided that no such meeting shall be convened within one year from the date of constitution or reconstitution of such *Sthayee Samiti* or in case of removal of any individual member, from the date of his election as a member and if any such meeting is convened, it shall be deemed to be void ab initio.—

*Explanation.*—Reconstitution of a *Sthayee Samiti* means electing one or more members in the casual vacancies in that *Sthayee Samiti* at such situation when a quorum cannot be reached with the existing members.

(b) For the purpose of removal of a member or members referred to under clause (a), one-third of the existing members of the *Panchayat Samiti* or *Mahakuma Parishad* or *Zilla Parishad* having right to vote, as the case may be, subject

to a minimum of three members shall sign a motion in writing expressing their lack of confidence against one member or more than one member, or all members of a *Sthayee Samiti* or more than one *Sthayee Samiti* or all *Sthayee Samitis* or recording their intention to remove such member or members indicating party affiliation or independent status of each of such signatory members and either deliver the motion in person through any of such members or send it by registered post to the Sub-divisional Officer in case of *Panchayat Samiti* and to the Divisional Commissioner in case of *Mahakuma Parishad* or *Zilla Parishad*; one copy of the motion shall be delivered to the member or members proposed to be removed either by hand or by registered post at the *Panchayat Samiti* or *Mahakuma Parishad* office or *Zilla Parishad* office, as the case may be, and another copy shall be sent by registered post at the residential address of each such member.

- (c) The Sub-divisional Officer or the Divisional Commissioner, as the case may be, shall satisfy himself that the motion conforms to the requirements of sub-rule (b) and on his satisfaction shall specially convene, by issue of notice with the item of agenda in Form 1F, within five working days of the receipt of the motion, a meeting of the *Panchayat Samiti* or *Mahakuma Parishad* or *Zilla Parishad*, as the case may be, to be held in its office fixing date and hour of the meeting and sending such notice before at least clear seven days to each of its existing members for consideration of the motion and for taking a decision on it.
- (d) The meeting referred to in clause (c) shall be held on a working day which shall not be later than fifteen working days from the date of receipt of the motion by the authority concerned and the meeting so convened shall not be postponed or cancelled except in pursuance of an order or direction of a competent court or for any other reason beyond control of the authority concerned.
- (e) Quorum required for such meeting shall be more than fifty per cent of the existing members having right to vote.
- (f) For the purpose of conduct of the aforesaid meeting, the provisions under sub-rules (3) to (14) of rule 5B shall be followed *mutatis mutandis* barring that for the purpose of authorization of presiding officer, Form 2B shall be applicable:

Provided that if the meeting is convened to consider the motion to remove more than one member of one *Sthayee Samiti* or more than one *Sthayee Samiti*, the motion shall be taken up for consideration one after another in the same order as mentioned in sub-section (1) of section 124 or sub-section (1) of section 171 as the case may be.

Provided further that in case of *Mahakuma Parishad*, the sequential order in sub-section (1) of section 171, shall be followed *mutatis mutandis*.

(g) If the motion is not carried by the majority of its existing members having right to vote or the meeting cannot be held for want of quorum, no notice of any subsequent motion under this sub-rule for the removal of the same member or members of the same *Sthayee Samiti* shall be taken into cognizance within a period of one year from the date appointed for such meeting.

(h) When the *Karmadhyaksha* of a *Sthayee Samiti* who had been elected to the said office on being an elected member of the said *Sthayee Samiti*, is removed under this sub-rule, from the office of the member of the said *Sthayee Samiti*, he shall be deemed to be removed from the said office of the *Karmadhyaksha* at the same time on the ground that he is no longer a member of the said *Sthayee Samiti*;

(i) Any casual vacancy in the membership in a *Sthayee Samiti* shall be filled in the manner *mutatis mutandis* laid down in rule 8 or rule 11 as the case may be within a period of twenty-one days from the date of its occurrence and in case of casual vacancy in the office of the *Karmadhyaksha* in the manner laid down in rule 9 or rule 12 as the case may be, within thirty days from the date of its occurrence:

Provided that District Panchayat Election Officer may, for reasons recorded in writing in this behalf, may extend the period for holding such election:

Provided further that at the time of vacancy in the office of the *Karmadhyaksha*, the *Sabhapati* or the *Sabhadhipati* shall perform the functions of the *Karmadhyaksha*.

#### CHAPTER XIV

##### **Removal of a *Karmadhyaksha* of a *Sthayee Samiti* of a *Panchayat Samiti* or a [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 of the *Sthayee Samiti* for three consecutive months.

(2) The District Magistrate may, after giving an opportunity to show cause, by order, remove a *Karmadhyaksha* of a *Sthayee Samiti* of [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 he fails to convene the meetings of the *Sthayee Samiti* for three consecutive months.

(3) The *Karmadhyaksha* of a *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 *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 the *Sthayee Samiti* of the *Panchayat Samiti* or *Mahakuma Parishad* or *Zilla Parishad*, as the case may be, other than the ex-officio *Karmadhyaksha* of *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti* may at any time, after one year of his election to the office of the *Karmadhyaksha* may be removed from office by a resolution of the *Sthayee Samiti* at a meeting specially convened for the purpose, carried by the majority of the existing members having right to vote, subject to a minimum of three such members.

(b) For the purpose of removal of *Karmadhyaksha* of a *Sthayee Samiti* of *Panchayat Samiti* or *Mahakuma Parishad* or *Zilla Parishad*, as the case may be, not less than three members, other than the members appointed under clause (c) of sub-section (2) of section 124 or under sub-clause (iii) of clause (c) of sub-section (7) of section 185B or under clause (c) of sub-section (2) of section 171, as the case may be, shall sign a motion in writing expressing their lack of confidence against the *Karmadhyaksha* of the said *Sthayee Samiti* or recording their intention to remove the *Karmadhyaksha* indicating party affiliation or independent status of each of such members and either deliver the motion in person through any of such members or send it by registered post to the Sub-divisional Officer in case of *Panchayat Samiti* and to the Divisional Commissioner in the case of *Mahakuma Parishad* or *Zilla Parishad*; one copy of the motion shall be delivered to the concerned *Karmadhyaksha* either by hand or by registered post at the *Panchayat Samiti* or *Zilla Parishad* office, as the case may be, and another copy shall be sent by registered post at his residential address.

(c) The Sub-divisional Officer or the Divisional Commissioner, as the case may be, shall satisfy himself that it conforms to the requirements of sub-rule (b) and on his satisfaction, shall specially convene, by issue of notice with the item of agenda in Form 1F, within five working days of the receipt of the motion, a meeting of the said *Sthayee Samiti* to be held in its office fixing date and hour of the meeting and sending such notice at least clear seven days ahead to each of its existing members referred to in clause (b) for consideration of the motion and for taking decision on it.

- (d) The meeting referred to in clause (c) shall be held on a working day which shall not be later than fifteen working days from the date of receipt of the motion by the authority concerned and the meeting so convened shall not be adjourned or cancelled except in pursuance of an order or direction of a competent court or for any other reason beyond control of the authority concerned.
- (e) Quorum for such meeting shall be more than fifty per cent of the existing members having right to vote subject to a minimum of three members.
- (f) For the purpose of conduct of the aforesaid meeting, the provisions under sub-rules (3) to (14) of rule 5B shall be followed *mutatis mutandis* barring that for the purpose of authorization of presiding officer, Form 2B shall be applicable.
- (g) If the motion is not carried by the majority of the existing members having right to vote, subject to a minimum of three members or the meeting cannot be held for want of quorum, no notice of any subsequent motion under this sub-rule for the removal of the same *Karmadhayaksha* of same *Sthayee Samiti* shall be taken into cognizance within a period of one year from the date appointed for such meeting.

## CHAPTER XV

### Number of members in each *Upa-Samiti* of a *Gram Panchayat*

19. The number of members in each *Upa-Samiti* of a *Gram Panchayat* to be elected by members of a *Gram Panchayat* under clause (b) of sub-section (3) of section 32A shall be as follows:—

Number of members of a <i>Gram Panchayat</i> under section 4 (2A)	Number of members in each <i>Upa-Samiti</i> of <i>Gram Panchayat</i>
(1)	(2)
10 and below	1
11 to 20	2
21 and above	3

Provided that no person, other than the *Pradhan* or the *Upa-Pradhan* of a *Gram Panchayat*, shall be a member of more than two *Upa-Samitis* at a time.

## CHAPTER XVI

### Election of members of *Upa-Samitis* of *Gram Panchayat*

20. (1) Within three months from the date of election of the *Pradhan* of the *Gram Panchayat*, the Block Development Officer shall call a meeting of the members of *Gram Panchayat* for election of members of the *Upa-Samitis* under clause (b) of sub-section (3) of section 32A for fixing a date, time and place by giving a notice thereof in Form 1 to each member of the *Gram Panchayat* 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 an Extension Officer as may be authorised by the Block Development Officer in Form 2 and such officer shall not be entitled to vote at the election.

(3) If on the date of the meeting, quorum *i.e.* presence of one-third of the total members is not obtained, the Presiding Officer shall adjourn the meeting which shall be held on a date to be fixed by the Block Development Officer and the provisions referred to in sub-rule (1) shall apply *mutatis mutandis*:

Provided that in an adjourned meeting, at least three members shall form a quorum.

Provided further that in subsequent adjourned meeting also, quorum referred to in the preceding proviso shall be applicable.

(4) There shall be as many receptacles as there are *Upa-Samitis* and each receptacle shall bear a label mentioning the name of *Upa-Samiti*. The Presiding Officer shall, 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 him and the attending members.

(5) The election of *Upa-Samitis* shall be conducted one after another in the same order as mentioned in sub-section (2) of section 32A.

(6) The Presiding Officer shall call upon the members present to propose and second the names of candidates in conformity with rule 19, for election of members to the *Upa-Samitis* as mentioned in sub-section (2) of section 32A. If the name of members proposed and seconded for such *Upa-Samitis* is equal to or less than the number of seats as specified in rule 19, the Presiding Officer shall declare them in Form 4 to be duly elected members of such *Upa-Samitis*;

Provided that no member in absentia shall be elected in any of the *Upa-Samitis*.

(7) When the number of candidates declared to be elected is less than the number of seats as specified in rule 19, the Block Development Officer shall call a meeting of the members of the *Gram Panchayat* for a fresh election to complete the number and the provisions regarding notice to members referred to in sub-rule (1) shall apply *mutatis mutandis*.

(8) If name of candidates proposed and seconded is more than the specified number of seats, 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 *Upa-Samiti* and containing the name of the candidates in alphabetical order of their surnames for election to the *Upa-Samiti*.

(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 his name and obtaining his signature with date, on the back of 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 cast his vote and then place it in the receptacle bearing the label of the *Upa-Samiti* concerned.

(10) Immediately after the voting procedure is over, the Presiding Officer shall, in the presence of the attending members, take out the ballot papers from the receptacles, count them 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 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 voter cast his vote, after recording a note to this effect on the ballot paper so rejected. He shall declare in Form 7, the number of duly elected candidates who have secured the larger number of votes in order of merit to be duly elected as members of the *Upa-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 drawing lots in such manner as the Presiding Officer shall deem fit and thereupon the candidates thus selected shall be declared to be duly elected as members of the *Upa-Samiti*.

(13) As soon as election of members to all *Upa-Samitis* is completed, the Presiding Officer shall forthwith forward the names of elected members of all the *Upa-Samitis* to the *Pradhan* of the *Gram Panchayat* and to the Block Development Officer for notice in their respective offices. The Block Development Officer shall forward the names of elected members to the Sub-divisional Officer, District Panchayat Election Officer, the Director of Panchayats and Rural Development, the Commission and the State Government for information. The Director of Panchayats and Rural Development shall publish the names of the members of the *Upa-Samitis* in the *Official Gazette*.

(14) The Block Development Officer shall preserve the papers relating to the election of members to *Upa-Samitis* of *Gram Panchayat* in safe custody for three months after which they may be destroyed.

## CHAPTER XVII

### **Election of *Sanchalak* of an *Upa-Samiti* of *Gram Panchayat***

21. (1) Within one week from the date of completion of elections of all the members of an *Upa-Samiti* under clause (b) of sub-section (3) of section 32A 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 Block Development Officer shall call a meeting of each *Upa-Samiti* other than members appointed under clause (c) of sub-section (3) 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 *Upa-Samiti* at least seven days before the date fixed for the election of a *Sanchalak*.

(2) The election meeting shall be presided over by an Extension Officer as may be authorised by the Block Development Officer in Form 2. Such officer shall not be entitled to vote at the election.



(3) The Presiding Officer shall call upon the members present to propose and second the name of candidate in conformity with the provisions of sub-section (4) of section 32A. If only one candidate is proposed and seconded, the Presiding Officer shall, in Form 4, declare him to be duly elected to be the *Sanchalak* of the *Upa-Samiti*. If more than one candidate have been proposed and seconded, the Presiding Officer shall hold election in the manner as laid down under sub-rules (8) to (12) of rule 20:

Provided that quorum shall be necessary for an election meeting and presence of two members of an *Upa-Samiti* other than the members referred to in clause (c) of sub-section (3) of section 32A of the Act shall form a quorum for a meeting:

Provided further that no member shall be a *Sanchalak* for more than two *Upa-Samitis* at a time.

(4) As soon as election of *Sanchalak* is completed, the Presiding Officer shall forthwith forward the name of *Sanchalak* of *Upa-Samiti* to the *Pradhan* of the *Gram Panchayat* and to the Block Development Officer for publication in their offices. The Block Development Officer shall forward the names of all *Sanchalaks* to the Sub-divisional Officer, District Panchayat Election Officer, the Director of Panchayats and Rural Development, the Commission and the State Government for information. The Director of Panchayats and Rural Development shall publish the names of the *Sanchalaks* of the *Upa-Samitis* in the *Official Gazette*.

(5) The Block Development Officer shall preserve the papers relating to the election of members to *Upa-Samitis* of *Gram Panchayat* in safe custody for three months after which they may be destroyed.

## CHAPTER XVIII

### **Removal of a member or *Sanchalak* of an *Upa-Samiti* of *Gram Panchayat***

22. (1) The Block Development 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 (3) of section 32 A from office if he is absent for three consecutive meetings of an *Upa-Samiti* without the leave of the *Upa-Samiti* or remove a *Sanchalak* of an *Upa-Samiti*, other than the *Sanchalak* of *Artha-O-Parikalpana Upa-Samiti*, from office if he fails to convene three consecutive meetings of the *Upa-Samiti*.

(2) Member or *Sanchalak* of an *Upa-Samiti* who is removed under sub-rule (1) may, within thirty days from the date of the order, appeal to the Sub-divisional Officer against the order of such removal.

(3) The Sub-divisional Officer upon receiving such appeal, may stay the operation of the order made under sub-rule (1) till the disposal of the appeal and may, after giving notice of appeal to the Block Development Officer and after giving the appellant an opportunity of being heard, modify, set aside or confirm the order. The order passed by the Sub-divisional Officer on such appeal shall be final.

- (4) (a) Any one member, more than one member or all members or the *Sanchalak(s)* of an *Upa-Samiti*, more than one *Upa-Samiti* or all *Upa-Samitis* other than the *Sanchalak* of the *Artha-o-Parikalpana Upa-Samiti*, may at any time after one year from the date of constitution or reconstitution of such *Upa-Samiti* or in case of any individual member from the date of his election as a member(s) of *Upa-Samiti*, be removed from office by a resolution of the *Gram Panchayat* carried by the majority of the existing members of the *Gram Panchayat*, at a meeting, specially convened for the purpose.
- (b) For the purpose of removal of one or more member or a *Sanchalak(s)* as referred to under clause (a), one-third of the existing members of the *Gram Panchayat* subject to a minimum of three members shall sign a motion in writing expressing their lack of confidence against one or more member or *Sanchalak(s)*, as the case may be, indicating party affiliation or independent status of each of such signatory members and either deliver the motion in person through any of such members or send it by registered post to the Block Development Officer; one copy of the motion shall be delivered to the member or members or *Sanchalak(s)* proposed to be removed, as the case may be, either by hand or by registered post at the *Gram Panchayat* office and another copy shall be sent by registered post at the residential address of such members.
- (c) The Block Development Officer on receipt of the motion shall satisfy himself that it conforms to the requirements of clause (b) and on his satisfaction shall specially convene, by issue of notice with the item of agenda in Form 1F, within five working days of the receipt of the motion, a meeting of the *Gram Panchayat* to be held in its office fixing date and hour of the meeting and sending such notice at least before clear seven days to each of its existing members for consideration of the motion and for taking a decision on it.
- (d) The meeting referred to in sub-rule (c) shall be held on a working day which shall not be later than fifteen working days from the date of receipt of the motion by the authority concerned and the meeting so convened shall not be postponed or cancelled except in pursuance of an order or direction of a competent court or for any other reason beyond control of the authority concerned.
- (e) Quorum for such meeting shall be formed by more than fifty per cent of the existing members having right to vote subject to the minimum of three members.
- (f) For the purpose of conduct of the aforesaid meeting, the provisions under sub-rules (3) to (14) of rule 5B shall be followed *mutatis mutandis* barring that for the purpose of authorization of presiding officer, Form 2B shall be applicable:

Provided that if the meeting is convened to consider the motion to remove more than one member or *Sanchalak* of one *Upa-samiti* or more than one *Upa-Samiti*, the motion shall be taken up for consideration one after another in the same order as mentioned in sub-section (2) of section 32A.

- (g) If the motion is not carried by the majority of its existing members or the meeting cannot be held for want of quorum, no notice of any subsequent motion for the removal of the same member or *Sanchalak* of same *Upa-Samiti* shall be taken into cognizance within a period of one year from the date appointed for such meeting.
- (h) When the *Sanchalak* of an *Upa-Samiti* who had been elected to the said office on being an elected member of the said *Upa-Samiti*, is removed under this sub-rule, from the office of the member of the said *Upa-Samiti*, he shall be deemed to be removed from the said office of the *Sanchalak* at the same time on the ground that he is no longer a member of the said *Upa-Samiti*.

(5) The *Sanchalak* or any member of an *Upa-samiti* of *Gram Panchayat* may resign his office by giving notice in writing to the *Pradhan* who shall cause the notice to be placed within a period not exceeding one month before the *Gram Panchayat* in its meeting and on such resignation being accepted by the *Gram Panchayat*, the *Sanchalak* or such member shall be deemed to have vacated his office.

(6) Any casual vacancy in the membership in an *Upa-Samiti* shall be filled in the manner *mutatis mutandis* laid down in rule 20 within a period of fifteen days from the date of its occurrence 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.

(7) Any casual vacancy in the office of the *Sanchalak* in an *Upa-Samiti* shall be filled in the manner *mutatis mutandis* laid down in rule 21 within a period of 21 days from the date of its occurrence 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.”;

(SCHEDULE A)

(see rules 2A, 2B)

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

Total no. 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
(1)	(2)	(3)
1	1	—
2	1	2
3	1	2
4	1, 3	2, 4
5	1, 3	2, 4
6	1, 3, 5	2, 4, 6
7	1, 3, 5	2, 4, 6
8	1, 3, 5, 7	2, 4, 6, 8
9	1, 3, 5, 7	2, 4, 6, 8
10	1, 3, 5, 7, 9	2, 4, 6, 8, 10
11	1, 3, 5, 7, 9	2, 4, 6, 8, 10
12	1, 3, 5, 7, 9, 11	2, 4, 6, 8, 10, 12
13	1, 3, 5, 7, 9, 11	2, 4, 6, 8, 10, 12
14	1, 3, 5, 7, 9, 11, 13	2, 4, 6, 8, 10, 12, 14
15	1, 3, 5, 7, 9, 11, 13	2, 4, 6, 8, 10, 12, 14
16	1, 3, 5, 7, 9, 11, 13, 15	2, 4, 6, 8, 10, 12, 14, 16
17	1, 3, 5, 7, 9, 11, 13, 15	2, 4, 6, 8, 10, 12, 14, 16
18	1, 3, 5, 7, 9, 11, 13, 15, 17	2, 4, 6, 8, 10, 12, 14, 16, 18
19	1, 3, 5, 7, 9, 11, 13, 15, 17	2, 4, 6, 8, 10, 12, 14, 16, 18
20	1, 3, 5, 7, 9, 11, 13, 15, 17, 19	2, 4, 6, 8, 10, 12, 14, 16, 18, 20
21	1, 3, 5, 7, 9, 11, 13, 15, 17, 19	2, 4, 6, 8, 10, 12, 14, 16, 18, 20
22	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22
23	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22
24	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24
25	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24
26	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26
27	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26

Total no. 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
(1)	(2)	(3)
28	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28
29	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28
30	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30
31	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30
32	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32
33	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32
34	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34
35	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34
36	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36
37	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36
38	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38
39	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38
40	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40
41	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40
42	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39, 41	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42

\* Serial number shown under column 2 and 3 indicate the position of seat 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, and second seat in second term of election, and selecting every third seat in each occasion and the first and second seat as the occasion may arise.”;

## (SCHEDULE - B)

Roster for reservation of offices of the *Upa-Pradhan*, the *Sahakari Sabhapati* and *Sahakari Sabhadhipati* for women by rotation.

(For the Scheduled Castes, the Scheduled Tribes, Backward Classes and the General Category)

(see rules 2A, 2B)

Total no. 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
(1)	(2)	(3)
1	—	1
2	2	1
3	2	1
4	2, 4	3, 1
5	2, 4	3, 5
6	2, 4, 6	3, 5, 1
7	2, 4, 6	3, 5, 7
8	2, 4, 6, 8	3, 5, 7, 1
9	2, 4, 6, 8	3, 5, 7, 9
10	2, 4, 6, 8, 10	3, 5, 7, 9, 1
11	2, 4, 6, 8, 10	3, 5, 7, 9, 11
12	2, 4, 6, 8, 10, 12	3, 5, 7, 9, 11, 1
13	2, 4, 6, 8, 10, 12	3, 5, 7, 9, 11, 13
14	2, 4, 6, 8, 10, 12, 14	3, 5, 7, 9, 11, 13, 1
15	2, 4, 6, 8, 10, 12, 14	3, 5, 7, 9, 11, 13, 15
16	2, 4, 6, 8, 10, 12, 14, 16	3, 5, 7, 9, 11, 13, 15, 1
17	2, 4, 6, 8, 10, 12, 14, 16	3, 5, 7, 9, 11, 13, 15, 17
18	2, 4, 6, 8, 10, 12, 14, 16, 18	3, 5, 7, 9, 11, 13, 15, 17, 1
19	2, 4, 6, 8, 10, 12, 14, 16, 18	3, 5, 7, 9, 11, 13, 15, 17, 19
20	2, 4, 6, 8, 10, 12, 14, 16, 18, 20	3, 5, 7, 9, 11, 13, 15, 17, 19, 1
21	2, 4, 6, 8, 10, 12, 14, 16, 18, 20	3, 5, 7, 9, 11, 13, 15, 17, 19, 21
22	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 1
23	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23
24	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 1
25	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25
26	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 1

Total no. 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
(1)	(2)	(3)
27	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27
28	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 1
29	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29
30	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 1
31	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31
32	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 1
33	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33
34	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 1
35	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35
36	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 1
37	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37
38	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 1
39	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39
40	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39, 1
41	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39, 41
42	2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42	3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39, 41, 1

\* Serial numbers shown under columns 2 & 3 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 and third seat in the second term of election, and selecting every third seat on each occasion and the first or the second seat as the occasion may arise.”;

**SCHEDULE 1**

Roster 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, the Scheduled Tribes and the Backward Classes by rotation.

(See rules 2A, 2B)

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

\* Serial numbers shown under column (1) to (4) 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.



**FORM 1**

[\*See rules 3(1), 4(1), 5(1), 6, 8(1), 9(1), 11(1), 12(1), 14(1), 14(3), 15(2), 16(2), 20(1), 21(1)]

Form of notice of meeting 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 Mahakuma/Zilla Parishad, Members /Karmadhyaksha of Sthayee Samiti of Panchayat Samiti/Mahakuma/Zilla Parishad, Members/Sanchalak of Upa-Samiti of Gram Panchayat.*

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), 20(1), 21(1) of the West Bengal Panchayat (Constitution) Rules, 1975, notice is hereby given for a meeting of the \*\*

Gram Panchayat\*/Panchayat Samiti/Mahakuma/Zilla Parishad/Sthayee Samiti\*\* of  
Panchayat Samiti\*/Mahakuma/Zilla Parishad/Upa-Samiti of  
Gram Panchayat to be held at the time, place and 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/Members/Sanchalak of Upa-Samiti.*

All members of *Gram Panchayat\*/Panchayat Samiti/Mahakuma/Zilla Parishad/Sthayee Samitis of Panchayat Samiti/Mahakuma/Zilia Parishad/Upa-Samitis of Gram Panchayat* are requested to attend.

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

Date: \_\_\_\_\_ *Prescribed authority and Block Development Officer/*  
Place: \_\_\_\_\_ *Sub-divisional Officer/District Magistrate*

\* Strike off the words and figures which are not applicable.  
\*\* Appropriate particulars of the election to be inserted here.

**FORM 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 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 Panchayat following the next general elections, hereby publish the draft of the order to determine for the offices 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, the Backward Classes and women members specified in the corresponding entries in columns (3a), (3b), (3c) and (3d) respectively of the said Schedule, the offices reserved for the Scheduled Castes or the Scheduled Tribes or the Backward Classes 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				Names of the Gram Panchayats or Panchayat Samitis, offices of which are reserved for the Scheduled Castes or the Scheduled Tribes or the Backward Classes	Names of the Gram Panchayats or Panchayat Samitis, offices of which are reserved for women
		Sched- uled Castes	Sched- uled Tribes	Back- ward Classes	Women		
(1)	(2)	(3a)	(3b)	(3c)	(3d)	(4)	(5)

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

\* 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 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, the Backward Classes and women members specified in the corresponding entries in columns (3a), (3b), (3c) and (3d) respectively of the said Schedule, the offices reserved for the Scheduled Castes or the Scheduled Tribes or the Backward Classes 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.

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

Description of the office	Total number of offices in the district	Number of offices to be reserved for				Names of the Gram Panchayats or Panchayat Samitis, offices of which are reserved for the Scheduled Castes or the Scheduled Tribes or the Backward Classes	Names of the Gram Panchayats or Panchayat Samitis, offices of which are reserved for women
		Scheduled Castes	Scheduled Tribes	Backward Classes	Women		
(1)	(2)	(3a)	(3b)	(3c)	(3d)	(4)	(5)

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

\* 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 offices of the Sabhadhipati/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 column (2) of the said Schedule, the number of offices in the State reserved for the Scheduled Castes, the Scheduled Tribes, the Backward Classes and women specified in corresponding entries in column (3a), (3b), (3c) and (3d) respectively of the said Schedule, the offices reserved for the Scheduled Castes or the Scheduled Tribes or the Backward Classes 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 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 office to be reserved for				Names of the Zilla Parishad/ Mahakuma Parishad, offices of which are reserved for the Scheduled Castes or the Scheduled Tribes or the Backward Classes	Names of the Zilla Parishad/ Mahakuma Parishad, offices of which are reserved for women
		Sche- duled Castes	Sche- duled Tribes	Back- ward Classes	Women		
(1)	(2)	(3a)	(3b)	(3c)	(3d)	(4)	(5)

.....  
*Signature of the State  
 Election Commissioner*

\* 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 previous publication of the draft of this order as required under the said rules, for the offices of the *Sabhadhipati/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 column (2) of the said Schedule, the number of offices in the State reserved for the Scheduled Castes, the Scheduled Tribes, the Backward Classes and women members specified in the corresponding entries in columns (3a), (3b), (3c) and (3d) respectively of the said Schedule, the offices reserved for the Scheduled Castes or the Scheduled Tribes or the Backward Classes 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.

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

Description of the office	Total number of offices in the State	Number of office 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 or the Backward Classes	Names of the <i>Zilla Parishad/ Mahakuma Parishad</i> , offices of which are reserved for women
		Scheduled Castes	Scheduled Tribes	Backward Classes	Women		
(1)	(2)	(3a)	(3b)	(3c)	(3d)	(4)	(5)

.....  
 Signature of the State  
 Election Commissioner

**FORM 1E**

(See rule 5B)

**Form of notice of meeting on motion for removal of Pradhan \*\*/Upa-Pradhan of Gram Panchayat, Sabhapati/Sahakari Sabhapati of Panchayat Samiti, Sabhadhipati/Sahakari Sabhadhipati of Mahakuma/Zilla Parishad.**

To,  
Sri/Smt. ....

In pursuance of provisions under sub-rule (2) of rule 5B of the West Bengal Panchayat (Constitution) Rules, 1975, as subsequently amended, notice is hereby given for a meeting of the \*..... Gram Panchayat\*\*/Panchayat Samiti/Mahakuma Parishad/Zilla Parishad to be held at the hour, place and on the date shown below for consideration of the motion for removal of /\*\* lack of confidence against Pradhan\*\*/Upa-Pradhan/Sabhapati/Sahakari Sabhapati/Sabhadhipati/Sahakari Sabhadhipati, and for taking decision on it.

You are requested to attend at the appointed date and hour.

Place	Date	Hour
(1)	(2)	(3)

Agenda : As stated above

Prescribed authority and  
Block Development Officer/Sub-divisional Officer/  
Divisional Commissioner.

Date :

Place :

---

\* Name of GP/PS/ZP/ to be inserted here.  
\*\* Strike off the words and figures which are not applicable.

**FORM 1F**

[See rule 17(6)(c), 18(6)(c) and 22(4)(c)]

**Form of notice of meeting on motion for removal of Member(s) \*\*/Sanchalak(s) of Upa-Samiti(s) of Gram Panchayat, Member(s)/Karmadhyaksha of Sthayee Samiti of Panchayat Samiti/Mahakuma/Zilla Parishad.**

To,

Sri/Smt. ....

.....

In pursuance of provisions under rule 17(6)(c),18(6)(c) and 22(4)(c) of the West Bengal Panchayat (Constitution) Rules, 1975, as subsequently amended, notice is hereby given for a meeting of the \*..... Gram Panchayat\*\*/ Panchayat Samiti/Mahakuma/Zilla Parishad/Upa-Samiti of ..... Gram Panchayat/..... Sthayee Samiti of ..... Panchayat Samiti/Mahakuma/Zilla Parishad to be held at the hour, place and on the date shown below for consideration of the motion for removal of/\*\* lack of confidence against Member(s)\*\*/Sanchalak(s)/Karmadhyaksha and for taking decision on it.

You are requested to attend at the appointed date and hour.

Name of the members/sanchalak/ karmadhyaksha proposed to be removed	Place	Date	Hour
(1)	(2)	(3)	(4)

Agenda : As stated above

Prescribed authority and  
Block Development Officer/Sub-divisional Officer/  
Divisional Commissioner.

Date :

Place :

\* Name of GP/PS/ZP/Upa-Samiti/Sthayee Samiti to be inserted here.

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

**FORM 2**

[\*See rules 3(2), 4(2), 5(2), 6, 8(2), 9(2), 11(2), 12(2), 14(1), 15(2), 16(2), 20(2), 21(2)]

Form 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 *Mahakuma/Zilla Parishad*, *Members/Karmadhyaksha* of *Sthayee Samiti* of *Panchayat Samiti/Mahakuma/Zilla Parishad*, *Members/Sanchalak* of *Upa-Samiti* of *Gram Panchayat*.

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), 20(2), 21(2) of the West Bengal *Panchayat (Constitution) Rules, 1975*, I do hereby appoint Shri/Smt., \_\_\_\_\_ (designation) to preside over the meeting for election of *Pradhan \*/Upa-Pradhan* of \*\* \_\_\_\_\_ *Gram Panchayat/ Sabhapati\** and *Sahakari Sabhapati* of \*\* \_\_\_\_\_ *Panchayat Samiti/Sabhadhipati\** and *Sahakari Sabhadhipati* of\*\* \_\_\_\_\_ *Mahakuma/Zilla Parishad/Members\** and *Karmadhyaksha* of *Sthayee Samiti* of\* \_\_\_\_\_ *Panchayat Samiti/Members/Karmadhyaksha* of\* \_\_\_\_\_ *Sthayee Samiti* of\* \_\_\_\_\_ *Panchayat Samiti/Mahakuma/Zilla Parishad*, *Members/Sanchalak* of *Upa-Samitis* of \_\_\_\_\_ *Gram Panchayat*.

*Prescribed authority and  
Block Development Officer/  
Sub-divisional Officer/District Magistrate*

Date : \_\_\_\_\_

Place : \_\_\_\_\_

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

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



**FORM 2A**

[See rule 5B(3)]

**Form for authorization of presiding officer for the meeting for removal of Pradhan\*\* / Upa-Pradhan of Gram Panchayat, Sabhapati / Sahakari Sabhapati of Panchayat Samiti, Sabhadhipati / Sahakari Sabhadhipati of Mahakuma / Zilla Parishad**

In exercise of the powers conferred by sub-rule (3) of rule 5B of the West Bengal Panchayat (Constitution) Rules, 1975, as subsequently amended, I do hereby authorize Shri/Smt. .... (name and designation) to preside over the meeting for consideration of the motion for removal of / \*\*lack of confidence against Pradhan\*\* / Upa-Pradhan of\* ..... Gram Panchayat / Sabhapati\* / Sahakari Sabhapati of\* ..... Panchayat Samiti / Sabhadhipati\*\* / Sahakari Sabhadhipati of\* ..... Mahakuma / Zilla Parishad at the hour place and on the date shown below vide notice in Form 1E dated .....

**Place****Date****Hour****(1)****(2)****(3)**

Prescribed authority and  
Block Development Officer/Sub-divisional Officer/  
Divisional Commissioner.

Date :

Place :

\* Name of GP/PS/ZP/ to be inserted here.

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

**FORM 2B**

[see rule 17(6)(f),18(6)(f) and 22(4)(f)]

**Form for authorization of presiding officer for the meeting for removal of Member \*\*/Sanchalak of Upa-Samiti of Gram Panchayat, Member /Karmadhyaksha of Sthayee Samiti of Panchayat Samiti / Mahakuma / Zilla Parishad.**

In exercise of the powers conferred by rule 17(6)(f) or 18(6)(f) or 22(4)(f) of the West Bengal Panchayat (Constitution) Rules, 1975, as subsequently amended, I do hereby authorize Shri/Smt., ..... (name and designation) to preside over the meeting for consideration of the motion for removal of/\*\* lack of confidence against Member\* \*/Sanchalak of \* ..... Upa-Samiti of ..... Gram Panchayat/ Member \*/Karmadhyaksha of \* ..... Sthayee Samiti of ..... Panchayat Samiti/ Mahakuma/ Zilla Parishad at the hour place and on the date shown below vide notice in Form 1F dated .....

Place	Date	Hour
(1)	(2)	(3)

Prescribed authority and  
Block Development Officer/Sub-divisional Officer/  
Divisional Commissioner.

Date :

Place :

---

\* Name of GP/PS/ZP/Upa-Samiti/Sthayee Samiti to be inserted here.

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

**FORM 3**

[\*See rules 3(4)]

**Form of oath or affirmation**

I, A.B., [ ] having been elected/appointed a member of the .....  
..... Gram Panchayat / Panchayat Samiti / [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)

**FORM 3A**

[See rules 4(6)]

**Form of declaration of candidates for election of/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 Parishad/Zilla Parishad.**

I, Shri .....,  
having been proposed and seconded as a candidate for election to the office of [*\*Pradhan/Upa-Pradhan\*\** ..... *Gram Panchayat*]  
*\*Sabhapati/Sahakari Sabhapati\*\** ..... *Panchayat Samiti/\*Sabhadhipati/Sahakari Sabhadhipati\*\** .....  
..... *Mahakuma Parishad/Zilla Parishad\*/Karmadhyaksha\*\** ..... *Sthayee Samiti* .....

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)

## FORM 4

[\*See rules 3(7), 4(4), 5(4), 6, 8(6), 9(3), 11(3), 12(3), 14(1), 15(2), 16(2), 20(6), 21(3)1]

Form 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 *Mahakuma / Zilla Parishad / Members / Karmadhyaksha* of a *Sthayee Samiti* of *Panchayat Samiti / Mahakuma / Zilla Parishad*, *Members / Sanchalak* of an *Upa-Samiti* of *Gram Panchayat*.

In pursuance of the provisions under rules \* 3(7), 4(4), 5(4), 6, 8(6), 9(3), 11(3), 12(3), 14(1), 15(2), 16(2), 20(6), 21(3) of the West Bengal Panchayat (Constitution) Rules, 1975, 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 *Panchayat Samiti / Mahakuma / Zilla Parishad*, *Members / Sanchalak* of an *Upa-Samiti* of *Gram Panchayat*.

Name of <i>Gram Panchayat / Panchayat Samiti / Mahakuma / Zilla Parishad / Sthayee Samiti</i> of <i>Panchayat Samiti</i> <i>Mahakuma / Zilla Parishad / Upa-Samiti</i> of <i>Gram Panchayat</i>	Name and address of the person(s) elected	Name of the Office to which elected	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 and figures which are not applicable.

**FORM 5**

[\*See rules 3(7), 4(4), 5(4), 6, 8(8), 9(3), 11(3), 12(3), 14(1), 15(2), 16(2), 20(8)]

Form of Ballot Paper for election of *Pradhan/Upa-Pradhan* of\*\* \_\_\_\_\_  
 \_\_\_\_\_ *Gram Panchayat, Sabhapati\*/Sahakari Sabhapati*  
 of\* \_\_\_\_\_ *Panchayat Samiti, Sabhadhipati\*/Sahakari*  
*Sabhadhipati* of\*\* \_\_\_\_\_ *Mahakuma/*  
*Zilla Parishad, Members\*/Karmadhyaksha* of\*\* \_\_\_\_\_  
*Sthayee Samiti* of\*\* \_\_\_\_\_ *Panchayat Samiti/*  
*Mahakuma/Zilla Parishad, Members/Sanchalak* of \_\_\_\_\_  
*Upa-Samiti* of \_\_\_\_\_ *Gram Panchayat, Members/*  
*Upadhyaksha* of District Council of \_\_\_\_\_ *Zilla Parishad.*

Serial No.	Name(s) of candidate(s)	for mark (×) by voter
(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		
etc.		

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.

## FORM 6

[\*See rules 3(7), 4(4), 5(4), 6, 8(10), 9(3), 11(3), 12(3), 14(1), 15(2), 16(2), 20(10)]

Form 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 *Mahakuma/Zilla Parishad, Members/Karmadhyaksha* of *Sthayee Samiti* of *Panchayat Samiti/Mahakuma/Zilla Parishad, Members/Sanchalak* of *Upa-Samiti* of *Gram Panchayat*.

In pursuance of the provisions under rules \*3(7), 4(4), 5(4), 6, 8(10), 9(3), 11(3), 12(3), 14(1), 15(2), 16(2), 20(10) of the West Bengal *Panchayat (Constitution) Rules, 1975*, the number of valid votes received by the person(s) in an election of *Pradhan\*/Upa-Pradhan* of a *Gram Panchayat, Sabhapati/Sahakari Sabhapati* of a *Panchayat Samiti, Sabhadhipati/Sahakari Sabhadhipati* of *Mahakuma/Zilla Parishad, Members/Karmadhyaksha* of a *Sthayee Samiti* of *Panchayat Samiti/Mahakuma/Zilla Parishad, Members/Sanchalak* of an *Upa-Samiti* of *Gram Panchayat* is recorded below:

Name of <i>Gram Panchayat/Panchayat Samiti/Zilla Parishad/Sthayee Samiti</i> of <i>Panchayat Samiti/Mahakuma/Zilla Parishad/Upa-Samiti</i> of <i>Gram Panchayat</i>	Name of the contesting candidate	Name of the Office to which election held	Name of valid votes secured
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			
etc.			

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.

**FORM 7**

[\*See rules 3(7), 4(4), 5(4), 6, 8(11), 9(3), 11(3), 12(3), 14(1), 15(2), 16(2), 20(11)]

Form of declaration of result of a contested election in the office of *Pradhan\** and *Upa-Pradhan* of *Gram Panchayat/Sabhapati* and *Sahakari Sabhapati* of *Panchayat Samiti/Sabhadhipati* and *Sahakari Sabhadhipati* of *Mahakuma/Zilla Parishad*, *Members/Karmadhyaksha* of *Sthayee Samiti* of *Panchayat Samiti/Mahakuma/Zilla Parishad*, *Members/Sanchalak* of an *Upa-Samiti* of *Gram Panchayat*.

In pursuance of the provisions under rule \*3(7), 4(4), 5(4), 6, 8(11), 9(3), 11(3), 12(3), 14(1), 15(2), 16(2), 20(11) of the West Bengal *Panchayat (Constitution) Rules, 1975*, the following person(s) is/are hereby declared as duly elected *Pradhan\*/Upa-Pradhan* of *Gram Panchayat, Sabhapati/Sahakari Sabhapati/Sahakari Sabhapati* of a *Panchayat Samiti, Sabhadhipati/Sahakari Sabhadhipati* of *Mahakuma/Zilla Parishad*, *Members/Karmadhyaksha* of a *Sthayee Samiti* of *Panchayat Samiti/Mahakuma/Zilla Parishad*, *Members/Sanchalak* of an *Upa-Samiti* of *Gram Panchayat*.

Name of <i>Gram Panchayat/Panchayat Samiti/Zilla Parishad/Sthayee Samiti</i> of <i>Panchayat Samiti/Mahakuma/Zilla Parishad/Upa-Samiti</i> of <i>Gram Panchayat</i>	Name and address of the person(s) elected	Name of the Office to which elected	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 the words and figures which are not applicable.