Copy of:

HOUSING AND URBAN DEVELOPMENT DEPARTMENT

Tamil Nadu Planning Authorities Procedure and Transaction of Business Regulation, 1980

(G.O.Ms.No.612, Housing and Urban Development, 7th May 1980) No. SRO A-190-80. In exercise of the powers conferred by sub-section (2) of section 124 of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act-35 of 1972), the Governor of Tamil Nadu hereby approves the following regulations:-

Regulations.

1. Short title.- These regulations may be called the "Tamil Nadu Planning Authorities: Procedure and Transaction of Business Regulations, 1980".

2. Definition.- In these Regulations, unless the context otherwise requires:-

(i) "Act" means the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972);

(ii) "Chairman" means the Chairman of the Planning Authority appointed by the Government under the Act.

(iii) "Executive Authority" means the Member-Secretary of the Planning Authority appointed by the Government under the Act;

(iv) "Government" means Government of Tamil Nadu;

(v) "Member-Secretary" means the Member-Secretary of the Planning Authority appointed by the Government under the Act;

(vi) "Planning Authority" means a Regional Planning Authority, 'Local Planning Authority" or a New Town Development Authority" constituted under the Act (and does not include Madras Metropolitan Development Authority);

(vii) “Presiding Authority” means a member elected as Presiding Authority in the absence of the Chairman by a majority of members present at the meeting of the Planning Authority;

(viii) “Member” means a member of the Planning Authority appointed by the Government under the Act;

(ix) “Section” means of section the Tamil Nadu Town and Country planning Act, 1971 (Tamil Nadu Act 35 of 1972).

3. Meeting of Planning Authority.- (a) The Planning Authority shall ordinarily convene atleast one meting in a month on such day and such time duly intimated in the meeting notice for the transaction of business and at other times as often as a meeting may be convened by the Chairman:

Provided that no meeting shall be held on a ‘public holiday’.

Explanation.- The words ‘public holiday’ include Sundays and any other day declared by the Government by notification in the official gazette to be a public holiday.

(b) any meeting may be adjourned until the next or any subsequent date and an adjourned meeting may be further adjourned in the like manner.

(c) The agenda for the meeting shall be prepared by the Member-Secretary or the Executive Authority of the Local Planning Area concerned in consultation with the Chairman. The Member-Secretary or Executive Authority concerned of the Local Planning Authority may include in the agenda any subject which in his opinion should be considered by the Local Planning Authority and shall also include therein any subject specified by the Chairman. On any subject included in the agenda, the Chairman as well as the Member-Secretary shall have the right of recording their views in a note and such note shall be circulated to the Members of the Local Planning Authority or placed before the authority before or at the time of consideration of such subject by the Local Planning Authority.

4. Notice of meetings and business.- Five clear days notice of an ordinary meetings, or three clear days notice or such shorter period as is reasonable of a special meetings specifying the time and place at which such

meeting is to be held and the business to be transacted three at shall be given to the members and posted up at the office of the Planning Authority.

5. Place of meetings ad maintenance of order thereof.- (a) Every meeting of the planning Authority shall, except for reasons to be specified in the notice of convening the meeting, be held in the office of the Planning Authority.

(b) Every meeting of the Planning Authority shall be presided over by the Chairman and in his absence a member shall be elected as Presiding Authority by a majority of members present at the meeting. The Presiding Authority so elected shall for the meeting have all the powers of the Chairman and be subject to all the obligations of the Chairman.

(c) The Chairman or the Presiding Authority shall preserve order there at and shall have all powers necessary for the purposes of preserving such order.

(d) the Chairman or the Presiding Authority may direct any member whose conduct is in his opinion grossly disorderly to withdraw immediately from the meeting and the member so directed to withdraw shall do so forthwith and shall absent himself during the remaining part of the meeting. Notwithstanding anything contained in this clause in the case of grave disorder arising in a meeting, the Chairman or the Presiding Authority may if he thinks necessary to do so adjourn the meeting to any later date.

6. Quorum – No business shall be transacted at any meeting unless one-third of the members then in the Planning Authority are present. If at any meeting quorum is not present the Chairman or the Presiding Authority shall after waiting for 30 minutes adjourn the meeting to such hour on the following day or some other future date as he may reasonably fix and a notice of such adjournment shall be affixed on the notice board for the office of the Planning Authority and the business which should have been brought before the original meeting had there been a quorum shall be brought before the adjourned meeting and may be disposed off at such meeting.

7. Method of deciding questions. – (a) All questions which may come before the Planning Authority at any meeting shall be decided by the majority of the members present and voting at the meting and in case of

equality of votes the Chairman or the Presiding Authority shall have and exercise a second or casting vote.

(b) At any meeting unless voting is demanded by atleast two-thirds of the members present a declaration to the Chairman or the Presiding Authority stating that a resolution is carried out or leastand an entry to that effect in the minutes of the proceedings shall for the purpose of these rules be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution.

(c) If voting as aforesaid is demanded, the votes of all the members present who desire to vote shall be taken under the direction of the Chairman or the Presiding Authority over such meeting and the result of the voting shall be deemed to be the resolution of the Planning Authority at such meeting.

8. Business to be transacted.- Save as otherwise provided in the regulations mentioned above, no business shall be transacted and proposition shall be discussed at any meeting unless it has been mentioned in the notice convening such meeting.

9. Minutes of the proceedings – (a) The minutes of the proceedings at each meeting of the Planning Authority shall be drawn up and entered in a book to be kept for that purpose and shall be signed by the Chairman or the Presiding Authority of the meeting.

(b) The Member-Secretary of the Planning Authority shall have the custody of proceedings and records of the meeting of the Planning Authority.

(c) The Member-Secretary of the Planning Authority shall submit a copy of the minutes of each meeting to the Government through the Director of Town and Country Planning within fifteen days from the day of meeting.

10. Members not to vote on matters in which they are interested.- (a) No member of the Planning Authority shall vote or take part in the discussions on any question coming up for consideration at the meeting of the Planning Authority if the question is one in which apart from it general application to the public he has any direct or indirect pecuniary or other interest for himself or his relatives;

(b) If the Chairman or the Presiding Authority is believed by any member to have such interest or interest in any matter under discussion and if a motion to that effect be carried he shall not preside at the meeting during such discussion or vote or take part in it. Any other member may be chosen or elected to preside at the meeting during the continuance of such part of the meeting.

(c) The Chairman or the Presiding Authority may prohibit any member from voting or taking part in the discussions on any subject matter in the notice in which the member is believed to have such interest or he may require the member to absent himself during the discussion and abstain from voting.

11. Adjournment of meeting.- An ordinary meeting may with the consent of a majority of the members present, be adjourned from time to time to a later hour on the same day or to another day but no business shall be transacted at any adjourned meeting other than left undisposed of at the meeting from which the adjournment takes place. A notice of such adjournment posted in the office of the Planning Authority shall be deemed sufficient notice of the adjourned meeting.

12. Modification and cancellation of resolution.- No resolution of the Planning Authority shall be modified or cancelled within three months after the passing thereof except at a meeting of the Planning Authority specially convened therefor and by a resolution of the Planning Authority by not less than one half of the total number of members appointed.

13. Motions and amendments.- (a) Every motion or any amendment thereof shall be received in writing and then duly moved.

(b) Any motion or amendment included in the agenda may be withdrawn by its proposer with the consent of the Planning Authority through a resolution.

14. Conduct of ordinary meetings.- (a) At any ordinary meeting business shall be conducted in the following order:-

i. The minutes of the previous ordinary meeting and special meeting held since shall be read and confirmed;

ii. The business postponed at the previous meeting shall be considered;

iii. Subjects included in the agenda shall then be considered.

(b) Any member may proposed any resolution connected with or incidental to the subjects included in the agenda:

Provided that the Chairman or the Presiding Authority may propose any subject relating to a routine matter of urgency not included in the list of business if no member objects to it.

(c) All points of order shall be decided by the Chairman or the Presiding Authority with or without discussion, as hereby deem fit and his decision shall be final.

sd/-P.KANDASAMY
Commissioner and Secretary to Government.

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Copy of:

RURAL DEVELOPMENT AND LOCAL ADMINISTRATION DEPARTMENT

Planning Authority (Preparation and submission of Annual Report) Rules

(G.O.ms.No.1232, Rural Development and Local Administration, 25th June 1976)

No.SRO A-263/76 – In exercise of the powers conferred by sub-section (2) of section 70, read with clause (t) of sub-section (2) of section 122 of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972), the Governor of Tamil Nadu hereby makes the following rules:-

RULES

1. Short title – These rules may be called the Planning Authority (Preparation and submission of Annual report) Rules.

2. Definitions- In these rules unless the context otherwise requires-

(i) "Act" means Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972);

(ii) "Member-Secretary" and "Executive Authority" mean the Member Secretary of the planning Authority or the Executive Authority of the local authority where such local authority is a planning authority;

(iii) "section" means a section of the Act';

(iv) "Year" means the financial year

3. Preparation of Annual Report.- The Member Secretary/the Executive Authority shall after the first day of April in every year prepare an annual report on the activities of the Planning Authority during the preceding year.

4. Contents of the Annual Report.- The annual report of the Planning Authority shall contain particulars on the following broad headings:-

(i) The financial statement for the year indicating the budget provision and actuals of expenditure;

(ii) A short note on surveys and other-investigation carried out during the year.

(iii) Details of Development plans prepared;

(iv) Progress in the implementation of development plans. This information should be furnished scheme-wise separately; indicating the physical targets and achievements wherever possible;

(v) Progress made in land acquisition;

(vi) Details about levy and collection of development charge;

(vii) Number of planning permissions dealt with-

- (a) Number of applications received during the year
- (b) Number of applications disposed during the year:
  - (i) Number granted;
  - (ii) Number refused;
- (c) Number of applications pending at the commencement of the year; and
- (d) Number of applications pending disposal at the close of the year.

(viii) Number of appeals processed during the year.

(ix) Important events and special schemes, if any, dealt with during the year;

(x) Any matter relating to Town and Country Planning dealt with under the Act in general;

The Member-Secretary/ Executive Authority shall deal concisely with the matters referred to under the headings and shall give such explanations as may be necessary for the figures in the enclosures pertaining to that heading. The Member-Secretary/Executive Authority may also refer briefly to any other facts which he considers relevant to the subject matter of the heading.

5. Circulation of copies to the Members. – The Member-Secretary/Executive Authority shall supply copies of annual report prepared by him to the members of the Planning Authority fifteen days before they meet to consider the report and

6. Submission of report to Director.- Two copies of the report together with enclosures, if any, along with a copy of the Planning Authority's resolution approving the report shall be submitted to Director not later than 15th June following the year to which the annual report relates with an advance copy to Government. The Director shall submit a consolidated report to Government through the Tamil Nadu Town and Country Planning Board not later than the 15th September following the year to which the annual report relates.

sd/- T.V.VENKATARAMAN
Secretary to Government

/true copy/

ACCOUNTING PROCEDURE OF PLANNING AUTHORITY

The Local Planning Authorities and New Town Development Authorities are statutory bodies constituted under section 11 of the Town and Country Planning Act, 1971. In administering the statutory powers conferred on them they should follow all the rules framed under the Act and maintain proper financial discipline in receipts and payments and maintaining accounts.

RECEIPTS

The items of receipts relating to the Authority are clasified into two categories viz

(1) Revenue section and (2) Capital section. Normally receipts will fail under the following broad heads.

Ordinary Receipts/Revenue Section.

1. Rent from lands
2. Rent from building
3. Produce from lands
4. Interest and investments
5. Law charges recovered
6. Lapsed Deposits
7. Sale proceeds of copies of maps and scheme
8. Government grant for maintenance
9. Remunerative enterprises
10. Other receipts
11. Contribution from the staff towards FBF sscheme
12. Charges for the use of Authority s vehicles.
13. Interest on the loan paid to other local bodies.

Capital receipts/capital section

1. Grants
2. Sale of lands
3. Sale of Buildings
4. Development charges levied under section 59
5. 1% contribution from the local bodies under section 65(3)

6. Other miscellaneous receipts under the Act
7. Receipts from the scheme implemented by the Authority including remunerative enterprises.
8. Investments realised
9. Loans and Advance from Government.
10. Loans raised by the Authority.

When moneys are received by the Authority either in cash or draft/ cheque the remitter shall be given a receipt in form TNTC 102. The receipt should be given in printed from and the amount written both words and figures and the duplicate copy of the receipt should be prepared with carbon paper only. The receipt should be brought to cash book immediately.

Moneys received by the Authorities should be kept in Nationalized Bank or Co-operative Bank under two sets of accounts called Fund Account I and Fund Account-II. Fund Account I shall embody all financial transactions of receipts and payments of the authority under the provision in section 65, 66 and 67 of the Act. Fund Account I shall not deal with the credits and debits pertaining to integrated Urban Development Programmes and other schemes, funded by the State or Central Government. The financial transaction of receipts and payments in respect of integrated Urban Development Programmes and other special schemes funded by the State or Central Government shall be kept in Fund Account II . All receipt pertaining to the integrated Urban Development Programmes and other scheme financied through the Fund Account II shall be credited to Fund Account - II only.

The day-to-day administrator of the Fund account is entrusted to the Member Secretary of the Planning Authority, who shall be the Treasurer of the Funa Account. These statutory powers of the Member Secretary should not be delegated to any other officer.

According to Section (E) of Tamil Nadu Town and Country Planning Act, 1971 read with G.O.Ms.No. 805, RD&LA dt. 8.5.75 every local body i.e. panchayats, panchayat Union councils and Municipalities comprised within the jurisdiction of Local Planning Authority shall contribute a sum not exceeding 1% of the General Fund of the Local Body to the Local Planning Authority. The Local Planning Authority should raise demand for the 1% contribution due

from each local body every year and watch the collection of the amount from the local body.

The demand should be raised with reference to the Administrative report of the Local body and the audit report. The account no and when received should be credited to Fund Account- I.

PAYMENTS

The item of expenditure relating to the Authority are classified into two categories viz. Revenue Section and capital section. Normally payments will fall under the following broad heads. Expenditure ordinary (On revenue section)

1. Salary of staff
2. Allowances cost of conveyance or hire charges of vehicles for officers appointed for preparation and execution of Development plans.
3. Survey charges.
4. Contingence and equipment renewals.
5. Law Charges.
6. Interest on loans.
7. Stationery, printing and notification expenses and cost of preparation of maps and maintenance of records and registers.

Expenditure on Capital Section:-

1. Cost of acquisition of land and building etc.,
2. Cost of works of improvement provided in Development plans
3. Repayment of loans (sinking fund charges)
4. Investments
5. Compensation for injurious affection.
6. Advances made.
7. Miscellaneous : Cost of preparation of scheme including special surveys and cost of tribunal including staff and contingencies; and
8. Enforcement expenses.

Separate accounts should be maintained for receipts and payments under capital section and revenue section. The receipts under capitals section should not be re-appropriated for the revenue expenditure.

A bill in the proper form shall be prepared for each and every payment separately duly enclosing the relevant sanction orders and sub-vouchers. The bill shall be passed for payment and stamp **"PAID"** affixed cheques are issued duly noting the cheque number and date on it. The paid vouchers should be kept neatly arranged for producing to audit.

A register of cheque drawn should be maintained and all withdrawals made from the fund should be entered in this register with proper attestation.

A cash book with cash and bank column should also be maintained and written daily. The balances as per cash book should be reconciled with the bank pass book at the close of ever month and the result of reconciliation recorded on it.

BUDGET:-

The budget of every planning authority should be prepared in the form appended. It will contain the details of accounts for the previous year i.e. actual expenditure, approved budget estimate for the current year, proposed revised estimate for the current year and the proposed budget estimate for the succeeding year. Working sheet for every expenditure and receipts proposed as budget estimate for the ensuring year shall also be enclosed for easy scrutniny and approval. A working sheet with authority of any should also be furnished wherever additional fund are sought for in revised estimate. The budget should be submitted to the Director of Town and Country Planning in duplicate before 30th November of the preceding budget year. The Director of Town and Country Planning will scrutinise and approve the budget after making alteration and addition if any required.

The sanctioning of the budget shall not in itself be deemed to authorise the planning authority to incur all expenditure provided for therein. Sanction of the competent authority to incur the expenditure should be obtained in each and every case. All the financial rules and the orders issued every now and then should be followed scruplously by all planning authorities in incurring an expenditure from the fund.

All allotments made in the budget shall lapse at the end of the year. Parts of allotments remaining unexpended at the end of the year shall not be reserved for disbursement after the end of the year, nor shall they be appropriated by transfer to deposit or an other head or drawn in advance in order to avoid lapse.

All expenditure during the course of the year shall be regulated in accordance with the allotment made in the approved budget with specific orders wherever necessary. No expenditure not included in the budget nor which is in excess of the budget allotment shall be authorised without indicating the source from which the monthly required for the proposed expenditure is to be found.

ANNUAL ACCOUNTS:-

Every planning authority should prepare an annual account of receipt and charges for each financial year within two months after the close of the financial year. A copy of the annual accounts should be sent to the Director of Town and Country Planning with a copy to the auditor not later than the first day of June. The annual accounts should be prepared in the form prescribed in the planning authority (Audit and Accounts) rule 1978. (copy enclosed)

AUDIT:-

The planning authority shall submit all accounts to the local funds accounts debt who is the statutory auditor for the fund accounts. The Member Secretary shall place the audit report with replies there to before the planning authority and submit to the Director of Town and Country Planning, together with its his replies and resolution of the planning authority approving them through the Auditor.

Copy of:

THE PLANNING AUTHORITY (BUDGET) RULES, 1978

(G. O. MS. No. 454, RURAL DEVELOPMENT AND LOCAL ADMINISTRATION DEPARTMENT, 25th MARCH 1978)

No. SRO-A-112/78. In exercise of the powers conferred by sub-section (1) of section 68 read with clause (q) of sub-section (2) of section 122 of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972) the Governor of Tamil Nadu hereby makes the following rules:-

RULES

1. Short title and commencement:- These rules may be called the planning authority (Budget) Rules, 1978.

2. Definition:- In these rules unless the context otherwise requires.

(a) "Act" means the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1971)

(b) "Executive Authority" means the Executive Authority of the Local Planning Authority constituted under section 11 of the Act. It also includes the Member Secretary of the Madras Metropolitan Development Authority. In cases where the local planning authority consists of a single local authority, the executive authority of the local authority shall be the executive authority of the Local Planning Authority. Then the executive authority of the largest local authority in terms of population shall be the Executive Authority of the Local Planning Authority.

3. Form of the Budget:- The budget of every planning authority shall be prepared in the Form appended to these rules.

4. Preparation of the Budget:- A working balance of not less than 5 percent of the estimated receipts (excluding these from endowments). Government grants and debt heads) of the year for which the budget has been preparaed, shall be provided for in the budget.

5. Submission of the budget:- Two copies of the budget so prepared shall be submitted by the Executive Authority to the Director on or before the 30th November. Proceeding the budget year and one copy shall at the same time be furnished to the Auditor. The Director shall retain one copy with him and forward the remaining copy with his remarks to the Government.

Provided that in respect of the Madras Metropolitan Development Authority, the Member Secretary may submuit both copies of the budget direct to the Government.

6. Authorisation by Planning Authority:- No planning authority shall authorise on item of expenditure not included in the budget or which is in excess of the budget allotment without indicating the source from which the money required for the proposed expenditure is to be found.

7. Sanction for incurring expenditure:- The sanctioning of the budget shall not by itself be deemed to authorise the planning authority to incur all the expenditure provided for therein and where the sanction of the Government or of any other authority is required for incurring any expenditure the provision for which has been included in the budget and such sanction has not been specifically accorded, it shall be the duty of the planning authority to obtain such sanction before the expenditure is in course.

8. Remarks of the Auditor:- The executive authority shall pay prompt attention to the remarks, if any, made by the auditor in regard to expenditure as compared with the budget allotment.

9. Furnishing of the order to the Auditor:- A copy of the order passed by Government on the budget estimate shall be furnished by the Auditor.

10. Allotments remaining unexpected:- All allotments made in the budget shall lapse with the end of the year, Parts of allotments remaining unexpanded at the end of the year shall not be reserved for disbursement after the end of the year shall not be reserved for disbursement after the end of the year not shall they be appropriated by transfer to deposits of any other heads or drawn in advance, in order to avoid lapse.

11. Regulation of expenditure:- All expenditure during the course of the year shall be regulated in accordance with the allotments made in the budget for the years sanctioned by the planning authority with modification suggested if any, by the Government.

Detailed Budget Estimate of Receipts and Payments:-

Head of Account and item No	**Actual for the year**	**Budget Estimate for**	**Revised Estimate for**	**Budget Estimate for**	**Remarks**
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**
OPENING BALANCE					
Cash :					
Bank :					
Investment :					
Total :					

RECEIPTS

I. **RECEIPTS ORDINARY:-**		
1	Rent from lands	
2	Rent from building	
3	Produce from lands	
4	Interest on investment	
5	Law charges recovered	
6	Lapsed Deposits	
7	Sale proceeds of copies of maps and schemes	
8	Government Grants for maintenance	

9	Remunerative enterprises	
10	Other receipts	
11	Contribution from the staff towards Family Benefit Fund Scheme	
12	Charges for the use of Authority's vehicles	
13	Interest on loans paid to other local bodies	
	Total receipts ordinary	
II. Receipts - Capital:		
1	Grants	
2	Sale of lands	
3	Sale of buildings	
4	Receipts from the Development Charges Levied under section 59	
5	Receipts from Local Authorities under section 65(3)	
6	Other miscellaneous receipts under the Act	
7	Other receipts from the schemes implemented by the Authority	
8	Remunerative enterprises	
9	Investment realised	
10	Loans and advances from the Government	
11	Loans raised by the authority	
	Total receipts - capital	
III. Deposits and advances:		

I	**Deposits**	
	Total	
II	**Advances:-**	
1	Staff advances	
2	Advances to other agencies for development works	
3	Others	
4	Permanent advance	
	Total	
	Total Deposits and advances	
	Grant total receipts ordinary	
	Capital and Receipts and Advances	
	Grand total including opening balance	
I. Payment Ordinary:-		
1.	**Establishment**	
i.	Pay	
ii	Dearness Allowance	
iii	Additional Dearness Allowance	
iv	House Rent Allowance	
v	Other compensatory allowance	
vi	Pension and leave salary contribution	
vii	Contribution to provident fund	

viii	Travelling allowance	
ix	Uniforms	
x	Medical Charges	
xi	Contributions towards Family Benefit Fund payable to LIC	
xii	Maintenance of equipment and Machinery	
xiii	Petrol	
Xiv	Photograph charges	
Xv	Technical assistance	
	i) Salary to key experts	
	ii) Fees to short-term consultants services.	
	iii) Aerial photography and related equipment	
	iv) Training of staff	
Xvi	Others	
2. **Contingencies:-**		
1	Postage and Telegrams	
2	Stationery and printing books and periodicals	
3	Pay of contingent staff	
4	Conveyance charges	
5	Rent	
6	Telephone	
7	Electricity charges	
8	Rates, Taxes and Insurance	
9	Maintenance of vehicles	
10	Repairs and renewals	
11	Law charges	
12	Tribunals	

13	Interest on loans	
14	Drawing materials	
15	Advertisement	
16	Survey charges including consultancy fees etc.,	
17	Other items	
18	Remunerative enterprises	
	Total Payment - Ordinary	
II.	**Payment Capital:-**	
1	Acquisition of lands and buildings etc., for	
	i) Roads and lanes	
	ii) Other purposes	
2	Works of improvement provided in development plans	
	i)Raising level	
	ii) Formation of roads	
	iii)Culverts	
	iv) Lighting	
	v) Drains	
	vi) Public amenities	
	vii) Water supply	
	viii) Schools	
	ix) Markets	
	x) Other works	
3	Equipment	
4	Furniture and fittings	
5	Motor Vehicles	
6	Library Books	
7	Remunerative enterprises	
8	Investments made	

9	Repayment of loans and advances:	
	i) To Government	
	ii) To others	
10	Other payment for the schemes implemented by the authority	
11	Loans to other local bodies	
	Total payment capital	
III	**Deposits and advances:**	
	1. Deposits	
	2. Advances	
	i) Advance to staff	
	ii) Advance to other agencies for development works	
	iii) Others	
	iv) Permanent advance	
	Total	
	Total, Deposits and Advances	
	Grand Total - Payment , Ordinary Capital and Deposits and Advances	
	Closing Balance	
	Cash	
	Bank	
	Investment	
	Grand Total (including closing balance)	

Sd/- M.VENKATACHALAM
Joint Secretary to Government
/true copy/

Published in part III section 1 (a) pages 212 to 217 dated: 10.5.78 in Tamil Nadu Governemnt Gazette.

COPY OF:

RURAL DEVELOPMENT AND LOCAL ADMINISTRATION DEPARTMENT

Planning Authority (Audit and accounts) Rules, 1978. (G.O.Ms.No.706, Rural Development and Local Administration, 10th May 1978)

No.SRD A-264/78 - In exercise of the powers conferred by sub section (1) of Section 69 read with clause(f) of sub- section (2) of section 122 of the Tamil Nadu Town and Country Planning Act, 1971)(Tamil Nadu Act, 1972), the Governor of Tamil Nadu hereby makes the following rules:-

RULES

1. Short title and commencement:- (1) These rules may be called the Planning Authority (Audit and Accounts)Rules, 1978,

2. Definitions:- In these rules, unless the context otherwise requires:-

(i) "Act" means the Tamil Nadu Town and Country Planning Act, 1971(Tamil Nadu Act 35 of 1972)

(ii) "Executive Authority" means the executive authority of the local planning authority constituted under section 11 of act, It also includes the Member/Secretary of the Madras Metropolitan Development Authority. In cases where the local planning authority consists of a single local authority, then the executive authority of that local authority in other cases where the local planning authority consists of more than one local authority then, the executive authority of the largest local authority in terms of population will be the executive authority of that local planning authority.

(iii) "Director" means the Director of Town and Country Planning .

3. Form of the accounts:- Every Planning Authority shall maintain its accounts of the Forms appended to these rules,

4. Submission of accounts:- A summary of the Fund accounts shall be submitted to the Director and the Member

Secretary of the Tamil Nadu Town and Country Planning Board with a copy to the auditor and later than the first day of June.

5. Items of expenditure and receipts:- a) The items of expenditure which shall be debited and the items of receipts which shall be credited to the revenue section of the fund account should be as follows:-

(1) Items of expenditure:
(1) Salary of staff employed
(2) Allowances pensionary contribution and cost of conveyance or hire of vehicles for the officers and servants appointed for the preparation and execution of development plan.
(3) Survey charges
(4) Contingencies and equipment renewals
(5 Law charges
(6) Interest on loans
(7) Stationery, printing and notification expenses and cost of preparation of maps and maintenance of records and registers

(ii) **Items of receipts :-**
(1) Rent of lands included in scheme:

(2) Ground - rent

(3) Product from lands

(4) Interest on investments

(5) Law charges recovered

(6) Sundry receipts including sale-proceeds of copies of maps and schemes

(b) The items of expenditure which shall be debited and the items of receipts which shall be credited to the capital section of the fund account shall be as follows:

(1) Items of expenditure:
(1) Cost of acquisition of land, buildings etc.
(2) Cost of works of improvement provided in development plans
(3) Repayment of loans (sinking fund charges)
(4) Investments

(5) Compensation for injurious affection.
(6) Advances made
(7) Miscellaneous
(1) Cost of preparation of schemes including special surveys
(2) Cost of tribunal including staff and contingenies if any
(8) Expenses of enforcement
(ii) Items of receipts:-
(a(Receipts under
(i) Receipts from the development charges levied under section 59
(ii) Other receipts from the schemes implemented by the authority including remunerative enterprises.
(iii) Receipts from grants from the Government or the State Town and Country Planning and Development Fund.
(iv) Receipts from interests on investments loans and advances and rents.
(v) Receipts from local authority under sub-section (3) of section 65
(vi) Other miscellaneous receipts under the Act
(vii) Deduct - refunds
(b) Recoveries under loans and advances account

(c) Loans called by the Authority:-
(i) Loans and advances from the State and Town and Country Planning Fund.
(ii) Loans and advances from the State Government
(iii) Other loans

(4)Deposits:- (i) Security deposit
(ii) Other deposits

(6) Auditors of the accounts:- The accounts of the planning authority shall be audited once a year by the auditor appointed by the Government under sub-section (2) of Section 69 of the Act.
(7) Submission of accounts to Auditor:- The executive authority shall submit all accounts to the auditor as may be required by the auditor.

(8) Powers of the Auditor:- The auditor may -
(a) by summons in writing, require the production of any book, deed, contract, account, voucher, receipt or other document for perusal of examination of which they consider necessary:-

(b) by summons in writing require any person having the custody or control of any such document or accountable for it is appear in person before them, and

(c) required a person to appearing to make and sign a declaration with respect of such document or answer a question or to prepare and furnish any statement relating thereto

(9) The auditor shall certify the correctness of statements and accounts prepared in accordance with rule 3,

(10) Submission of the audit report: The auditor shall -

(a) report to the planning authority any material impropriety or irregularity which they may observe in the expenditure or the recoveries of money due to the planning authority or in the planning authority's accounts.

(b) furnish the planning authority such information as it may require concerning the progress of their audit.

(c) report to the planning authority any lose or waste of money of other property owned by or vested in the planning authority caused by neglect or misconduct, with the names of persons, directly or indirectly responsible for such loss or waste,

(d) submit to the planning authority the final statement of the audit and a duplicate copy thereof to the Government within a period of four months from the date of receipt of the annual account or within such other period as the Government may, notify

(11) Submission of the Audit Report to Director and Government:-

The Executive authority shall palace the audit report with his replies thereto before the planning authority and submit it to the Director and the Government together with a copy of his replies and the resolution of the planning authority approving them within two months from the date of receipt of the audit report, through the auditor. The auditor will forward the replies to the Government withhis remarks for passing orders.

CERTIFICATE OF VERIFICATION OF BALANCE

I CERTIFY that the closing balance shown in this account is in agreement with the balance arrived at in the Cash book. The Bank Pass book has been compared with the cash book and difference in balance between them is explained below:

I also certify that I have personally examined the accounts and registers and that I find

(i) that the receipts and expenditure of the year have been properly accounted for, and

(ii) that the figures in this return agree with those shown in the posting register which I have compared with the subsidiary registers.

SENIOR ACCOUNTS OFFICER.

APPENDIX

(Referred in rule 3)

Annual account of receipts and charges for the year 19 - 19-- planning authority.

Note:(1) Head of accounts and provided for in the form that found absolutely necessary in clarifying the various transactions under Receipts and Expenditure may be opened in consultation with the Auditor.

II. Receipts capital

1	Grants	
2	Sale of lands	
3	sale of building	
4	Receipts from the Development charges levied under sec59	
5	Receipts from local authorities under section 65(3)	
6	Other miscellaneous receipts under the Act.	
7	Other receipts from the schemes implemented by the Authority	
8	Remunerative enterprises.	
9	Investments realised	
10	Loans and advances from the Government	
11	Loans raised by the Authority	
	Total receipts capital	

III. DEPOSITS AND ADVANCES

(Expenditure or Receipt)

Grand - Total receipts ordinary capital

and receipts and advances

Grand Total including opening balance

FORM II

Budget estimate for the year 20-- _ 20--	Revised estimate for the year	Head of accounts	Actuals for the year 20-- _ 20--
Opening Balance:			
Cash:			
Bank:			
Investment:			
Total			

(A) RECEIPTS

1. Receipts Ordinary.

1	Rent from lands	
2	Rent from buildings	
3	Procedure from lands	
4	Interest on investment	
5	Law charges recovered	

6	Lapsed deposits	
7	Sale proceeds of copies of maps and schemes	
8	Government grants for maintenance	
9	Remunerative enterprises	
10	Other receipts	
	Total receipts ordinary	

II. Expenditure - capital

1.	Acquisition of lands and ;buildings etc for: i) Roads and lanes ii) Other purposes	
2.	Works of improvement provided in development plans i) Roads ii) Lighting iii) Water supply and drainage iv) Schools and markets v) Other works	
3	Equipment's	
	Furniture and fittings	
	Motor vehicles	
	Library books	
	Remunerative enterprises	

	Investments made	
9	Repayment of loans and advances i) To Government ii) To others	
10	Other expenditure for the schemes implemented by the authority	
	Total expenditure capital	

(B) expenditure

I. Expenditure - Ordinary

(1) Establishment

i) Pay

ii) Dearness allowance

iii) Additional Dearness allowance

iv) House Rent Allowance

v) Other compensatory allowance

vi) Pension and leave salary contribution

vii) Contribution to Provident Fund

viii) Travelling allowance

xi) Uniforms

x) others

2) Contingencies:

Postage and telegrams, stationery and

Printing books and periodicals

3) Pay of contingent staff:

4) Conveyance charges

5) Rent

6) Telephones

7) Electricity charges

8) Rates, Taxes and insurance

9) Maintenance of vehicles

10) Repairs and renewals

11) Law charges

12) Tribunals

13) Interest on loans

14) Drawing instruments (equipment's)

15) Advertisement

16) Survey charges including consultancy fess etc.

17) Other items

18) Remuneration enterprises

19) Tools and plants

20) Furniture's

Total expenditure ordinary

III. Deposits and advances (out goings)

1. Deposits:

   i) Deposits

   Total

2. Advances:

   i) Staff advance

   ii) Advance to other agencies

   iii) Others

   iv) Permanent advance

   Total

Total Deposits and Advances

Grand Total - Expenditure ordinary

Capital and deposits and advances

Closing Balance

Cash:

Bank:

Investments:

Grand total including Closing balance

FORM III

Register of Deposit

Separate pages should be/set apart of each class of deposits and for each kind of deposits under each class. An abstract should be worked out for deposits in cash for each month at the end of the separate entries existing to that month. The abstract should be certified by the Executive Authority

1. Serial number

2. Months and date of deposit

3. Name of depositor

4. Designation and address of depositor

5. Particulars of deposit

6. Amount

7. Initials of Head of office

Deposits refunded of

5. April

9. May

10. June

11. July

12. August

13. September

Adjusted in the month of

14. October

15. November

16. December

17. January

18. February

19. March

20. Voucher No and date of repayment or adjustment

21. Initials of head of office

22. Amount credited to local fund as lapsed

23. Balance carried forwarded to next year

24. Initials of head office

25. Remarks

FORM IV

Register of Advances Recoverable

1, Serial Number

2. Month and date of advance

3. Name of party

4. Nature of advance

5. Voucher Number

6. Amount

7. Monthly total of advance

Repayments to

8. April

9. May

10. June

11. July

12. August

13. September

14. October

15. November

16. December

17. January

18. February

19. March

20. Total credits

21. Date of credit of

No. of voucher of adjustment

22. Balance remaining unadjusted

at the end of year.

Sd/-T.V. VASUDEVAN

Secretary to Government.

Published at pages 520 to 529

Of part III section 11(a) of the TNGG

Dated 1.11.78

HOUSING AND URBAN DEVELOPMENT DEPARTMENT

Tamil Nadu Local Planning Authorities planning and Development Fund Account Rules 1979

(G.O.Ms.No.635,Housing and Urban Development Department,(9th April 979)

No.SRO A-106/79 - In exercise of the powers conferred by sub-section (1) of section 122 read with sections 65,66,67. 68,69 and 70 of the Tamilnadu Town and Country Planning Act, 1971 (Tamil Nadu Act, 35 of 1972) the Governor of Tamilnadu hereby makes the following rules:-

RULES

1. Short title:- These rules may be called the Tamilnadu Local Planning Authorities Planning andDevelopment Fund Account Rules 1978

2. Definitions:- In these rules unless the context otherwise requires.

i) The Act means the Tamilnadu Town andCountry Planning Act, 1971 (Tamil Nadu Act 35 of 1972)

(ii) "Fund Account" means the Local Planning Authority, New Town Development Authority Planning and Development Fund Account, and

(ii) "Planning Authority" means a Local Planning Authority including a New Town Development Authority appointed for administering the fund.

3.
Administration of fund: Every Local Planning Authority constituted under sub-section(3) of section 11 of the Act and every New Town Development Authority constituted under sub-section (4)of section 11of the Act and every New Town Development Authority constituted under sub section(4) of section 11 of the Act shall maintain and administer a fund called the Planning and Development Fund Account (hereinafter called "The Fund Account") or the Local Planning or New Town Development Authority concerned. The day-to-day administration of the Fund Account shall be entrusted to the Member-Secretary of the Fund Account

4. Audit:(i) The Fund Account shall be audited once a year by the Examiner of Local Fund Accounts or his nominee (hereinafter referred to as the Auditor)

(ii)The Member Secretary of the Planning Authority shall submit all accounts to the Auditor within 45 days of the closing of financial year to which the accounts relate

(iii) The auditor may:-

(a) by issuing summons, in writing, require productionof any book, deed, contract accounts voucher receipt or other document for the perusal of examination of which he considers necessary.

(b) by issuing summons, in writing, require any person having the custod or control of any such document or being accountable for in such document to appear in person before him.

(c) require any person to appearing to make and sign a declaretion in respect of such document or being accountable for in such document to appear in person before him.

5. Duties of the Auditor: The Auditor shall

(a) report to the planning authority an material impropriety or irregularity which he may observe in the expenditures or the recoveries or deposit of moneys, if any, due to the Fund Account.

(b_ advise the planning authority on the lines and forms which the various accounts of the Fund account shall be maintained so as to avoid an impropriety or orregularity as may be considered necessary,

(c) furnish the planning authority such information as it require concerning the progress of the audit.

(d) report to the Planning authority may loss or waste of money caused by neglect or misconduct with the names of persons directly or indirectly responsible of such loss or waste.

(e) forward to the Planning Authority the financial statement of the audit with a copy to the Director and also to the Government within a period of three months from the

date of receipt of the annual financial statement from the planning authority or within such period as the Government, may notify, from time to time.

6. Submission of Audit report: The Member-Secretary shall place the audit report with his replies thereto, before the Planning Authority and submit it to the Director within two months from the date of receipt of the audit report through the Auditor together with a copy of his replies and the resolution of the planning authority approving them,

7. **Utilisation of the funds:-** Utilisation of the fund shall be for the purposes specified in section 67 of the Act.

8. **Mode of control:-** (a) Moneys received by the planning Authorities shall be kept in any Nationalised Bank or State Co-operative Bank under two sets of accounts called as Local Planning Authorities Planning and Development Fund Account-I and Local Planning Authorities Planning Development Fund Account-II)hereinafter called "the Fund Account-I" and Fund Account II" respectively.

(b) The money shall be appropriated in line with the Budget proposals after approval of the budget by the competent authority and with specific orders, wherever necessary, on each action as the case may be.

(c) The Fund Account-I shall embody all financial transactions of receipts and payments of the Planning Authority under the provisions of sections 66 and 67 of the Act. The Fund Account-I shall not deal with the credits and debts pertaining to the integrated Urban Development Programme and other special schemes funded by the State or Central Government.

(d) (i) The financial transactions of receipts and payments in respect of integrated Urban Development Programme and other special schemes funded by the State or Central Governments shall be dealt in Fund Account-II

(ii) The Planning Authority shall obtain the orders of Director in releasing the amounts from the Fund Account-Iiand no cheque shall be presented at the Bank by the Member-Secretary in respect of Fund Account-II without the orders of the Diretor. In such cases, it shall be the duty and responsibility of the Planning Authority to get orders

from the Director sufficiently early and in appropriate form.

(iii) Wherever orders are issued by the Director releasing Funds from the Planning Authorities Fund Account -II for the specified items of work or works such expenditure shall be incurred for such purpose by the Member-Secretary without any reference to the Planning Authority.

(iv) All receipts pertaining to the integrated Urban Development Programme and other schemes financed through Planning Authorities Fund Account-II shall be credited to the Planning Authorities Fund Account-II only.

9 **Registers to be maintained:** The Member-Secretary shall maintain the following registers for purposes of maintaining account:

1, Cash book

2. Cheque book

3. Pass book

4. Register showing the amount received from the Government and other agencies.

5. Register of loans

6. Register of grants

7. Register showing the recovery of loans paid

8. Ledger for classification of receipts and charges

9. Annual account.

10. Such accounts returns and periodicals as may be prescribed by the Director of Town and Country Planning and Examiner of Local Fund Account form time to time.

Sd/- P. KANDASAMY,

Commissioner and Secretary to Government,

/true copy/

Published at pages 153 to 155 of Part-III sec 1 (a) of the TNGG Dt. 9.5.79

Special:-

Office of the Director of

Town and Country Planning , Chennai-2

CIRCULAR

Roc.No. 28625/94/N3 Dated: 25.7.94

Sub: Establishment - Establishment of separate officers to Local Planning Authorities - redeployment of staff ordered drawal of pay and allowances to the staff instructions issued.

Ref: G.O.Ms.No. 465, Housing and Urban Development Department,

Dt. 23.6.94

In the G.O. cited orders were issued to open separate offices to the Local Planning Authorities in 15 places and for the redeployment of staff to the Local Planning Authorities from the staff available in the Town and Country Planning Department. The concerned Pay and Accounts Officer/Treasury Officers/Sub treasury officers have also been authorised to accept bills presented to the Local Planning Authorities for payment. The following instructions are issued regarding the drawal of bills by the Local Planning Authorities.

According to SR 7 under TR 16 of Tamil Nadu Treasury Code Volume I, the gazetted head of office is the drawing officer for his office and the bills for the pay and allowances of the establishment of each offices shall of the establishment of each offices shall own by the Gazetted Government servant who is the head of office/. Accordingly the Member Secretary of the Local Planning Authorities.

The Regional Deputy Directors of Town and Country Planning have been notified at Member Secretary of the newly formed Local Planning Authorities in their region. In respect of Dindigul Local Planning Authority alone, the Assistant Director of Local Planning Authority, Dindigul is notified as Member Secretary. Since it is not practically possible for the Regional Deputy Directors ors who are also Member Secretaries of Local Planning Authorities to draw bills relating to the Local Planning Authorities they may delegate the powers to sign bills and vouchers and payment orders for him to the Assistant Directors in the Local Planning Authorities with reference to the provision in SR 2h, under TR 16 of TNTC volume I and intimate the name and designation of the Assistant Director of Town and Country Planning to whom they have delegated the powers to the

Treasury Officer along with their specimen signature. But these delegation of powers will not in any way relieve the Member Secretary of his responsibility for accuracy of the bills et., and for the disposal of money drawn from the Treasury. He shall periodically review the cash balances atleast once in a half year and ensure whether the Assistant Director to whom the drawing powers have been delegated is discharging his duly properly as required in SR 2c, under TR 10 of Tamil Nadu Treasury Code Volume I. But the Member Secretary will exercise the powers to countersign the TA bills and Medical reimbursement bills of the staff or Local Planning Authority. He cannot delegate the power to countersign the TA bills of Local Planning Authority to the Assistant Director. The Member Secretary also to the Treasurer of the Fund Account I & II and he will not delegate these powers to the Assistant Director.

The Local Planning Authorities are instructed to restrict the expenses within the Budget provisions which have been already communicated. They are also requested to send a monthly report on the expenditure on the staff salary etc. By the 5th of the succeeding month in the enclosed format to the Directorate to enable this office to submit a report to the Government. The Local Planning Authorities of Mudurai and Coimbatore which are already meeting the staff salary from the authority fund should hereafter draw the staff salary, contingencies etc. From the month of July '94 from the Treasury / Pay and Accounts office initially under the budget provisions communicated from this office and reimburse the amount to the government account before the fifth of the succeeding month.

No expenditure towards staff salary and allowances etc, should be incurred from the authority fund directly. The amount reimbursed to government account should be remitted through chalan at the Treasury under the respective head of account under which they were initially drawn.

The other Local Planning Authorities should take all earnest efforts to augment the income of the Local Planning Authorities and to reimburse the staff salary, etc, to government account from the Local Planning Authority fund as early as possible.

The receipt of this circular may be acknowledged at once.

Sd/-------

Director of Town and Country Planning,
Chennai

To

The Member Secretaries of all Local Planning Authorities

MONTHLY REPORT ON THE INCOME AND EXPENDITURE OF LOCAL PLANNING AUTHORITY _____ FOR THE MONTH OF _____

Expenditure incurred by drawal of money from the Treasury / Pay and Accounts Office during the month of _____.

Head of Account Detailed and sub-detailed	**Details of money drawn from Treasury / PAO**	**Amount reimbursed to Government account**	**Balance to be reimbursed**	**Reasons for not reimbursing the amount**
01. Salaries				
1. Pay				
3. Medical Charges				
4. Other allowances				
5. Interim Relief				
7. Travel Concession				
03. Dearness Allowance				
04. Travel Expenses				
Tour TA				
Transfer TA				
05. Office Expenses				
1. Other contingencies				

06. Rent, Rates & Taxes				
08. Advertising and publicity				
49. Festival Advance				
77. Deduct recoveries (others if any)				
Total				
Total up to previous month				
Progressive Total				

4. Receipts to Authority Fund:-

Fund Account I			**Fund Account II**		
		Rs.			**Rs.**
	Opening Balance			**Opening Balance**	
	Details of Receipts		1	Income from remunerative enterprises	
i.	Development Charges		2.	Loan under urban Development project	
Ii	1% Contribution		3.	Other Miscellaneous reports	
Iii	Sale of forms, maps and Master plan and DD plans				

Iv	Other miscellaneous Receipts				
	Total			Total	
	Less: Amount reimbursed to Government			Expenses (Details to be furnished)	
	Closing Balance			**Closing Balance**	