

The West Bengal Municipal (Submission of Annual Administration Report) Rules, 1996★

In exercise of the power conferred by section 417, read with sub-clause (f) of clause (4) of section 63, of the West Bengal Municipal Act, 1993 (West Ben. Act XXII of 1993) (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of section 417 of the said Act, the following rules :—

1. Short title and commencement.—(1) These rules may be called the West Bengal Municipal (Submission of Annual Administration Report) Rules, 1996.

(2) They shall come into force on the date of their publication in the *Official Gazette*.

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

(1) “the Act” means the West Bengal Municipal Act, 1993 (West Ben. Act 22 of 1993);

(2) “Form” means a form attached to these rules;

(3) “section” means section of the Act;

(4) other words and expressions have the meanings respectively assigned to them in the Act.

3. (1) The Councillors shall submit to the State Government in the Municipal Affairs Department by the 30th June every year, a report on the administration of the Municipality during the preceding year and shall forward simultaneously a copy to the Director of Local Bodies, West Bengal, the District Magistrate of the district concerned and each of the Ward Committees, if any, of the Municipality.

(2) The Councillors shall place the said report on the administration of the Municipality before the Ward Committee or, where there is no Ward Committee, before the general meeting of the residents of each Ward along with the statement showing the—

(a) plan of action on economic plan of the Municipality,

(b) budget grant of the preceding year, and

(c) movable and immovable properties referred to in section 81, and shall display the same in conspicuous places of each Ward.

4. The report shall contain two parts, the first part being narrative in nature giving a brief summary of all important matters relating to administration of the Municipality during the year under report. The second part will comprise of statistical returns in different Forms annexed to these rules, showing therein the various financial and other data relating to the activities of the Municipality for the year under report.

5. The following returns in Forms A to M annexed to these rules shall be attached to the report :—

(1) statement showing the class, date of establishment, number of wards, year of last delimitation, date of last election, population, number of voters, number of ratepayers and percentage of ratepayers to population of the Municipality in Form A;

(2) statement showing the particulars of meetings—regular, adjourned, emergent and special—of the Board of Councillors and their attendance thereto as also the composition of Municipal Accounts Committee, number of meetings of such Committee and their attendance by the members in Form B;

(3) statement showing the receipts under broad heads—Revenue, Capital and Extraordinary—with their corresponding sub-heads relating to the year under report in Form C;

(4) statement showing the Revenue expenditure during the year under report under different broad heads and sub-heads and the percentage of such expenditure on total revenue expenditure of the year in Form D;

- (5) statement showing the Capital and Extraordinary Expenditure during the year under report under different broad heads and sub-heads and the percentage of total expenditure of each functioning department on total Capital Expenditure in Form E;
- (6) statement showing the position of memorandum of investment as obtaining on the closing day of the year under report in Form F;
- (7) statement showing the particulars of demand; collection, remission in respect of consolidated rate, surcharge and licence fees and their percentages of collection during the year under report in Form G;
- (8) statement showing the position of outstanding liabilities on account of unspent development grants received from Government and Development Authority, unpaid contractors, and suppliers, bills, unpaid securing charges and refundable deposits as they stood on the closing day of the year under report as also the percentage of such total outstanding liabilities no closing cash balance of the year in Form H;
- (9) statement showing the length of roads, both metalled and unmetalled and drains, both pucca and kutcha, as also the position of water-supply in so far as total length of pipe line, number of deep tube-wells, hand operated tube-wells, and overhead reservoir and water works if any, as maintained during the year under report, are concerned, in Form I;
- (10) statement showing the staff position in so far as their sanction and actual strength with details of new creation of posts and appointment of casual employees during the year under report in Form J;
- (11) statement showing the utilisation position of development grants received either from Government or from Development Authority as they stood on the closing day of the year under report in Form K;
- (12) statement showing the utilisation position of development loans received either from Government or from Development Authority or from financial institution as they stood at the close of the year under report in Form L;
- (13) statement showing the position of loans received, repayments made, loans overdue and balance outstanding at the close of the year under report in Form M.

FORM A to FORM G

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FORM H to FORM M

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