

**TRIPURA TRIBAL AREAS
AUTONOMOUS DISTRICT VILLAGE COMMITTEE
(Administration) Rules, 2006.**

**TRIPURA TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL
KHUMULWNG : WEST TRIPURA.**

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**TRIPURA TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL,
OFFICE OF THE CHIEF EXECUTIVE OFFICER
KHUMULWNG : WEST TRIPURA.**

No.F.40/ADC/DEV/NC/05/P-I

Dated, the 21st January, 2006.

NOTIFICATION

In exercise of the power conferred by Section 40 of the Tripura Tribal Areas Autonomous District (Establishment of Village Committee) Act 1994, the Executive Committee hereby makes the following Rules.

G. Debnath
Principal Officer (Law)
T.T.A.A.D.C.

**CHAPTER - 1
PRELIMINARY**

Short title and commencement :

1. (1) These rules may be called the Tripura Tribal Areas Autonomous District Village Committee (Administration) Rules, 2006.
- (2) They shall come into force on the date of publication in the Tripura Gazette.

Definition and interpretation:

2. (1). In these rules, unless the context otherwise- requires :-
 - (a) Act means the Tripura Tribal Areas Autonomous District (Establishment of Village Committee) Act 1994.
 - (b) Section means the Section of Act.
 - (c) Form means a Form appended to these rules and includes a translation thereof in Bengali.
 - (d) "Village Sansad" means a body consisting of persons registered in the electoral rolls relating to the area comprised within the Village Sansad area as may be constituted by the Village Committee.

- (e) "Village Sabha" means a body consisting of persons registered in the Electoral Rolls relating to the area comprised within the area of the Village Committee.
- (2). The words expressions used but not defined in these rules shall have the meanings respectively assigned to them in the Act.
- (3). The General Clauses Act, 1966 shall apply for the interpretation of these rules as it applies for the interpretation of Acts.

PART - A
CHAPTER - II
CHAIRMAN / VICE-CHAIRMAN

Leave of Chairman and Vice-Chairman :-

3(1) A Village Committee by a resolution at a meeting may grant leave of absence from time to time to its Chairman or Vice-Chairman for a total period not exceeding forty-five days in a calendar year. The Secretary of the Village Committee shall forthwith report sanction of such leave to the Zonal Development Officer. Generally Chairman and Vice-Chairman before proceeding on leave shall request for such leave. However in unavoidable circumstances, the Chairman or, as the case may be, the Vice-Chairman may proceed on leave without sanction but after handing over the charge and Village Committee regularise the leave in its next meeting.

Provided that if the total leave period in the year exceeds forty-five days, no honorarium and fixed T.A shall be paid for the period exceeding forty-five days. Provided further that if the Chairman and Vice-Chairman hold charge or is expected to hold charge for part of the year only, the maximum leave period of forty-five days shall be proportionately reduced.

(2). Whenever Chairman or, as the case may be, Vice-Chairman proceeds on leave with or without prior grant of leave he shall invariably hand over charge to Chairman or Vice Chairman as the case may be in Form -1.

(3). If the Chairman or Vice Chairman remains absent from duties for more than three months continuously without intimation, such absence shall be a good ground for a motion for their removal.

(4). If both Chairman and Vice-Chairman proceed on leave simultaneously for period exceeding fifteen days or in case temporary vacancy arises in offices of both Chairman and Vice-Chairman simultaneously for a period exceeding fifteen days, the Secretary with a prior approval of Zonal Development Officer shall call an emergency meeting of Village Committee and for this meeting the members present shall select a Presiding Member from amongst them. In the said meeting the Village Committee shall take a resolution suggesting the name of member who may act as temporary Chairman and temporary Vice-Chairman. The Zonal Development Officer, on receipt of this resolution, shall appoint the temporary Chairman and Vice-Chairman accordingly ;

CHAPTER-III**Resignation or removal of Chairman or Vice-Chairman**

4.(1) The Chairman or Vice-Chairman or a member of a Village Committee may resign his office writing under his hand addressed to the Zonal Development Officer and handing it over in person or by sending it by registered post to the Zonal Development Officer. The Zonal Development Officer may accept the resignation after such enquiry as he may deem fit and inform the person concerned, the members of the concerned Village Committee and C.E.O. within fifteen days of such acceptance.

Provided that in case of simultaneous resignation of Chairman and Vice-Chairman, the Zonal Development-Officer after such preliminary enquiry as he may deem fit may accept the resignation and on acceptance of such resignation, shall appoint a temporary Chairman and Vice Chairman in the manner as laid down in sub-rule (4) of Rule 3.

(2). Chairman or Vice-Chairman vacating the office by resignation shall hand over the charge of his office ordinarily within ten days after acceptance of his resignation provided for reasons to be recorded in writing the Zonal Development Officer, more than ten days may be allowed to hand over the charge.

Procedure for removal of Chairman, Vice-Chairman and members :

5.(1) The Zonal Development Officer shall be the prescribed authority for removal of a member of a Village Committee under section 16 of the Act. He shall exercise this function only on the basis of receipt of communication in this regard from the concerned Village Committee. The Additional C.E.O. of TTAADC shall be the appellate authority under sub-section (2) of Section 16.

(2) On receipt of a notice in Form 2 signed by at least one hird of the existing members of a Village Committee, ZDO shall convene a meeting for removal of a Chairman under section 17 of the Act. Such notice shall be delivered in person to the ZDO or shall be sent by Registered Post.

(3) In case of removal of both Chairman and Vice-Chairman in the same meeting, the meeting shall presided over by an officer authorized by the ZDO.

Provided that in case of removal of Chairman or as the case may be, the Vice-Chairman the ZDO may appoint an observer for such meeting who shall submit a report in writing to the ZDO immediately after completion of meeting.

Provided further that in case of removal of Chairman, if the Vice-Chairman remains absent in the meeting of the Village Committee where quorum is present one of the members present in the meeting shall be elected by other members present to preside over the meeting. In case of removal of Vice-Chairman, if the Chairman remains absent in the meeting where quorum is present, one of the members present in the meeting shall be elected by other members present to preside over the meeting.

(4) At the beginning of the meeting the presiding Officer shall read out to the members of the Village Committee present in the meeting the notice in Form-2. He shall then allow the motion for removal to be read and discussed. Such discussions shall terminate before expiry of one hour from the commencement of the meeting or such further time as may be extended by the Presiding Officer. Upon the conclusion of the debate or upon expiry of said period, the motion shall be put to Vote. Vote shall be by show of hands.

Provided that in case of absence of quorum, meeting shall be adjourned and the adjourned meeting shall be convened in the same manner.

(5) The Presiding Officer shall declare the result of voting. The motion for removal shall be deemed to have been carried only when it has been passed by the majority of the existing members of Village Committee.

(6) The Presiding Officer shall forthwith forward the minutes of the meeting to the Z.D.O. The Z.D.O will issue the removal order and intimate the same to the Secretary of the Village Committee and C.E.O.

(7) In case of removal of both Chairman and Vice-Chairman the charges will be taken over from the Chairman and Vice-Chairman by the members appointed by the Z.D.O until the new Chairman or Vice-Chairman is elected and resumes Office.

(8) If the Chairman or, as the case may be the Vice-Chairman fails or refuse to hand over the charges, the transfer of charges shall be effected by taking of possession through police help all papers and properties by a person authorized by the Z.D.O and appropriate legal action shall also be initiated against him.

CHAPTER - IV.

Preparation of the list of business:

6.(1) The list of business to be transacted at every meeting of Village Committee except an adjourned meeting shall be prepared by the Secretary to the Village Committee under instruction of the Chairman. The agenda shall be entered in the book of Agenda to be maintained for this purpose. The first item of the list of business shall be the confirmation of minutes of the previous meeting and 2nd item shall be a report on the status on those resolutions of all previous meeting on which action is yet to be taken. The last item of list of business shall be to fix the date and time of next meeting.

(2) The Secretary to the Village Committee shall arrange delivery of notice to all members either by post or by messenger or other wise. A copy of the notice shall be displayed on the notice board of the Village Committee Office.

Notice of meeting to members:

7.(1) There shall be at least one meeting of the Village Committee in every month to transact its business. The meeting shall be summoned by notice in Form 3. The notice shall accompany a list of business.

(2) Notice to the members for the meeting may be issued by the Secretary under the instruction of the Chairman at least seven days in advance of the date so appointed for the meeting.

Provided that an emergency meeting may be summoned after giving three days notice to the members.

Attendance Register.

8.(1) The Secretary to the Village Committee shall maintain an attendance register of members and all members shall sign it before the meeting.

(2) When a meeting of a Village Committee is not held for want of quorum, the Chairman and the Secretary to the Village Committee shall make a note to that effect in the Attendance Register. Minute Book of the Meeting.

9. As far as practicable minutes of every meeting of a Village Committee shall be entered in a minutes book to be kept for the purpose, which shall be read out before the meeting is concluded, and the person who presides over the meeting shall sign the minutes.

Resolution pressed for division.

10.(1) If there is difference of opinions in taking a resolution, it shall be put to vote and the vote shall be by show of hands. Every such resolution shall be recorded in full in the minute's book together with the number of members voting for or against the resolution.

(2) All questions at any meeting shall be determined by Majority of votes of the members present and voting and the presiding member shall be entitled to vote.

Report on the work of Village Committee:

11. Every Village "Committee shall prepare the report of works done by it in the previous year and work proposed to be done in the next year in such forms may be directed by the Executive Committee and the report shall be prepared and passed by the Village Committee in the form of resolution before 30th April of every year and shall be submitted to the Z.D.O. before 15th May of every year.

**CHAPTER - V
SECRETARY AND STAFFS OF VILLAGE COMMITTEE.**

Sanction of leave etc. of Village Committee Secretary.

12.(1) Casual leave not exceeding twelve days in a calendar year may be granted to the Village Committee Secretaries by the Chairman. Casual Leave for a period of seven days at a time shall not be ordinarily granted.

(2) Earned Leave, Half Pay Leave, Commuted Leave, Quarantine Leave and Maternity Leave shall be granted by the Z.D.O. on the recommendation of the Chairman of the concerned Village Committee.

Duties of Secretary of Village Committee.

13.(1) Without prejudice to the duties and functions that may be assigned to him by Chairman, Secretary of the Village Committee shall--

- a) Be responsible for collection of taxes, rates, duties, tolls and fees levied by the Village Committee ;
- b) Prepare the budget in due time ;
- c) Be responsible for maintaining the Cash Book and other Books of accounts. He shall also be responsible for preparing the monthly and quarterly statement of accounts and placing the same before the Village Committee ;
- d) Be responsible for keeping of records of the Village Committee in safe custody;
- e) Be responsible for producing records before the Auditors or inspecting officer as and when directed by the Chairman or any other authority of the T. T. A. A. D. C.
- f) Be responsible for bringing to the notice of the Chairman all important information's ;
- g) Be responsible for preparation and maintenance of Ordinary Resident Register.
- h) The Secretary of a Village Committee shall attend all meetings of the Village Committee. He shall forward copies of such minutes of meeting to the concerned officers of various departments as per directions of the Chairman.
- (i) Be responsible to bring to the notice of the Chairman all matters relating to the different schemes and their implementations ;
- j) Be responsible to prepare an Agenda paper as per direction of the Chairman ;
- k) Be responsible to issue notice of the meeting as per direction of the Chairman ;
- l) Perform such other duties in respect of the work of Village Committee as the Chairman the Vice-Chairman may direct.
- m) Be responsible for submission of utilization certificate for the fund placed to the Village Committee after taking approval from the Chairman.
- n) Be responsible for submission of bills to the appropriate authority in due time.
- o) Be responsible to operate the joint Bank account of the Village Committee. The Chairman and the Secretary in the name of the Village Committee shall open a joint Bank account. All funds shall be credited to that account.

CHAPTER - VI
MANNER OF CONDUCTING MEETING OF VILLAGE SABHA.

Annual meeting of Village Sansad

14. (1) The Village Committee shall, identify and constitute such number of Village Sansads within the Village Committee area as may be convenient, not being less than three, with a size of about three hundred voters have regard to the member of constituencies. Immediately after constitution of Village Sansad the Village Committee shall give intimation in detail to the ZDO.

(2) The Village Committee shall hold within the local limits of the Village and annual and halfyearly meeting for each Village Sansad at such place, on such date and at such hour as may be fixed by it ;

Provided that the annual meeting of the Village Sansad shall be held ordinarily in the month of April or May and the half-yearly meeting of the Village Sansad shall be held ordinarily in the month of November or December every year.

Provided further that a Village Committee may, in addition to the annual and the half-yearly meeting, hold extra-ordinary meeting of a Village Sansad at any time if the situation so warrants or if the T.T.A.A.D.C., by order, so directs.

(3) The Village Committee shall fix up the agenda for each meeting of Village Sansad to be held on such date so fixed by the Village Committee. A written notice duly signed by the Chairman or, in his absence, by the Vice-Chairman of the Village Committee indicating the date, time and place of meeting along with agenda shall be issued at least seven days before the date of meeting. Copy of such notice shall have to be displayed/hung-up at conspicuous places. Moreover, the Village Committee shall arrange publicity of the date, time and place along with agenda of the meeting of Village Sansad as widely as possible within the concerned Village Sansad area.

(4) Every meeting of the Village Sansad shall be presided by the Chairman or, in his absence by the Vice-Chairman. In case of absence of both the Chairman and the Vice-Chairman, one member elected by the Village Sansad shall preside over the meeting.

(5) One third of the total number of voters of the Village Sansad area shall form the quorum for a meeting of the Village Sansad.

(6) The Secretary to the Village Committee shall arrange recording of voters in the attendance sheet in Form-3A.

(7) The first item of agenda shall be to read over the minutes of the last meeting for confirmation, the same shall be signed by the Chairman or in his absence by the Vice-Chairman or in absence of both by the person presiding over the meeting. The second item shall be report on the status of the resolutions of the previous meeting. Thereafter discussion of the agenda fixed for the day's meeting shall be taken up and decision taken thereon shall be recorded in the minute's book. While arriving at a decision, every voter shall have the right to ask any question related and relevant to the agenda.

(8) In each meeting of the Village Sansad the Village Committee shall distribute a printed booklet to each voter of the meeting. The printed booklet should contain information about amount of fund received, the amount of fund spent, the work / project undertaken with the fund, number and nature of project completed, number of beneficiaries selected and benefit given under different schemes, amount of unspent fund, number of maydays generated, number and nature of assets created, number of site selected indicating the name of the scheme and project etc.

(9) The Village Committee shall place before the Village Sansad in the meeting the matter relating to selection of beneficiaries of any scheme and selection of site of work of public utility under any scheme or project pertaining to the Village Sansad area. The Village Committee shall submit before the Village Sansad a full report in respect of development programmes relating to the concerned Village Committee area undertaken in the preceding year and development programmes proposed to be undertaken during the current year. Any matter referred to the Village Committee by the TTAADC, for decision of the people of the Village Committee shall be placed before the meeting of Village Sansad for consultation and decision.

(10) The recording of minutes will be done by the Secretary to the Village Committee. If for any reason the Secretary to the Village Committee remain absent on the day of meeting of the Village Sansad any other official posted in the Village Committee as may be authorized by the person presiding over the meeting, shall record the minutes of the meeting in the minutes book. After recording of the minutes, the person presiding over the meeting shall readout the minutes recorded in the meeting to the persons present in the meeting and thereafter he shall sign in the minutes Book. The minutes Book shall be kept in Bengali.

(11) Copy of the minutes of the meeting of the Village Sansad shall be sent to the concerned Z.D.O.

(12) Generally efforts should be made to take decision on the agenda by consensus. If, however, there is difference of opinion, it shall be put to vote by show of hands. Every such resolution / decision shall be taken / adopted by simple majority and recorded in full in the minute's book together with number of person voting for or against the resolution.

(13) Individual beneficiaries under any scheme, receiving payment on any one occasion in excess of the case equivalent of 20 man days, has to be approved by the Village Sansad.

(14) The location of all works costing more than the case equivalent of hundred man days are required to be approved by the Village Sansad.

(15) The Village Committee shall take necessary steps to implement every resolution adopted or decision taken in the meeting of the Village Sansad.

15. Proceeding at the meeting of Village Sabha.

(1) Every Village Committee shall hold within the local limits of the Village at least one meeting for the Village Sabha in a year at such place on such date and at such hour as may be fix by the Village Committee having regard to the direction issued by the TT AADC for the purpose.

(2) The Village Committee shall fix up the agenda for the Village Sabha meeting to be held on such date so fix by the Village Committee. The agenda fixed by the Village Committee shall be entered into the book of agenda. After recording in the book of agenda the Secretary to the Village Committee shall put his signature in the page on the right hand side below the agenda and the Chairman or in his absence the Vice-Chairman shall countersign it in the page on the left hand side below the agenda. The written notice duly signed by the Chairman or in his absence by the Vice-Chairman indicating the date, time and place of the meeting along with agenda shall be issued at least 10 (ten) days before the date of the meeting. A copy of such notice shall have to be displayed/hung up at conspicuous places. Moreover the Village Committee shall arrange publicity of the date, time, place and agenda of the meeting of Village Sabha as widely as possible within the concerned Village Committee area.

(3) Every meeting of the Village Sabha shall be presided over by the Chairman or, in his absence, by the Vice-Chairman. In case of absence of both an elected member to the Village Committee shall be elected by the voters of the Village Sabha to preside over the meeting.

(4) One eighth of the total number of voters of the Village shall form the quorum for a meeting of Village Sabha.

(5) The Secretary to the Village Committee shall arrange recording of attendance of the voters in the attendance sheet in Form-3A as soon as the voters enters the place of meeting.

(6) When a meeting of the Village Sabha could not be held due to want of quorum, the person presiding and the Secretary shall make a note to that effect under their signature in the attendance sheet and in the minutes book.

(7) The first item of agenda shall be "to read over the minutes of the last meeting" for confirmation of the voters and on conformation ; the person residing over the meeting shall sign the same. The second item shall be "report on the action taken on the resolution of the previous meeting". Thereafter discussion on the agenda fixed for the day's meeting shall be taken up and decision taken thereon shall be recorded in minutes book. While arriving at decision every voters shall have the right to take part in the discussion relating to the agenda.

(8) The Village Committee shall take necessary step to implement every resolution adopted or decision taken in the meeting of the Village Sabha.

(9) The agenda for the meeting shall include

(a) Placement of the annual statement of account of the Village Committee, the report of administration of the preceding financial year and the last audit note and replies there to ;

(b) The budget of the Village Committee for the financial year ;

- (c) Broad report in respect of the development programmes of the Village Committee undertaken during the preceding year and development programme proposed to be under taken during the current year. Such report shall be accompanied by a statement of fund made available during the last financial year and the fund likely to be available during the current financial year ;
- (d) Such other business relating to the affairs of the Village Committee may also be transacted at such meeting of the Village Sabha as may be agreed upon by the persons present and also such other issues as referred by the T.T.A.A.D.C. from time to time.

(10) The Village Sabha shall deliberate upon, recommend for, and adopt resolution on, any matter placed before the Village Sabha meeting.

(11) The Secretary in Bengali shall record the minutes of the meeting of the Village Sabha. If for any reason the Secretary remains absent on the day of meeting of the Village Sabha, any other official posted in the Village Committee as may be authorized by the person presiding over the meeting, shall record the meeting. After recording of the minutes, the person presiding over the meeting, shall read out the minutes recorded in the meeting to the persons present in the meeting and thereafter he shall sign in the minutes Books. No portion of the minutes so prepared shall be left blank. Copy of the minutes of the meeting of the Village Sabha shall be sent to concerned Zonal Development Officer.

(12) At the time of taking decision on any matter if difference of opinion arises, the matter shall be put to vote by show of hands. The decision shall be taken by simple majority of votes.

16.(1) Subject to any rules or any order made by the TTAADC authority time to time in this behalf there shall be a single Bank account in a Schedule Bank in the name of the Village Committee which will be operated jointly by the Chairman and the Secretary to that Village Committee.

(2) All receipts from the authority of the TTAADC or otherwise to the Village Committee shall be credited to that account and all expenditure shall be made from that account only.

VIGILANCE COMMITTEE.

17.(1) The ZDO shall constitute a Vigilance Committee for the Zone. The Committee shall consist of not less than three member and not more than five members and shall hold office for one year from the date of its constitution.

(2) The Committee may consist of both officials and non-officials. One of the members shall be designated as the Chairman of the said Committee.

(3) The Committee shall submit a quarterly vigilance report to the ZDO. Provided that at any time ZDO may direct the Committee to submit a report on all or any specific aspects of the functioning of a Village Committee.

(4) The Chairman of Village Committee shall place the report of vigilance committee in the Village Committee meeting within one month of its receipt for consideration. Wherever the Village Committee agrees with the findings of the Vigilance Committee, it shall resolve to take necessary corrective steps. In case of disagreement with the findings of the vigilance committee, detailed reasons for the disagreement shall be recorded.

Thereafter the minutes of the Village Committee shall be forwarded to the ZDO who shall send it to the District Council for consideration.

G. Debnath
Principal Officer (Law)
T.T.A.A.D.C.

FORM -1
CERTIFICATE OF TRANSFER OF CHARGE.

Certified that we have in the forenoon /afternoon of this day of.....
.....respectively handed over and taken over the charges of the office of the
.....of.....Village Committee.

Signature of the person handing over charge
(Name in Block Letters)

Name of Office held.....

Handing over charge for proceeding on leave / for tendering resignation / having been removed.

Signature of the person taking over charge.

(Name in Block Letters)

Name of office held.....

Place:.....Date.....

Particulars of financial charge.

(1) Cash in hand

Signature of the person
handing over the charge.

(2) Cash in Bank:

(3) Security deposit with the
Village Committee.

Signature of the person
taking over the charge.

Copy to:

* Score out which is not applicable.

13
FORM-2

From of notice for removal of Chairman/Vice-Chairman.....

.....Block.

To

.....
.....

Notice is hereby given that a meeting of.....
.....Village Committee may kindly be convened for removal of
Chairman /Vice Chairman of the said Village Committee for reasons stated below:

Signature of Members of.....
..... Village Committee.

* This notice is delivered to me by Sri.....
.....Member of..... Village Committee at my office on (date).....
.....at.....(hour) and signed below before me.

*Signature of the Member
delivering the notice.*

*Signature of Prescribed
Authority.*

* Not applicable if sent by Register post.

**FORM OF NOTICE FOR ORDINARY / EMERENT MEETING OF
VILLAGE COMMITTEE.**

Notice is hereby given that to transact the under mentioned business, the next Ordinary /emerent /special meeting of.....Village Committee will be held at.....(place) on the day of..... .200.....at..... A.M./P.M.

You are requested to make it convenient to attend the said meeting.

List of Business:

- 1)
- 2)
- 3)
- 4)

**Secretary,
Village Committee.**

*Score Out which is not applicable.

FORM- 3A

Form of attendance sheet for recording attendance of the voters attended in the meeting of Village Sangsad/Village Sabha.

Name of Village Committee.....Under.....Block

Sl. No.	Name of voters/Father's name and address	Signature of voters
1	2	3
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

*Signature of Secretary
Village Committee.*

*Person Presiding the Meeting
of Village Sangsad/Sabha.*