

**THE  
UNITED KHASI- JAINTIA HILLS  
DISTRICT  
(ESTABLISHMENT OF TOWN COMMITTEE)  
ACT, 1960**

**&**

**THE KHASI—JAINTIA HILLS  
AUTONOMOUS DISTRICT  
(ESTABLISHMENT OF TOWN  
COMMITTEE)  
RULE, 1962**

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**UNITED KHASI—JAINTIA HILLS DISTRICT**  
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**UNITED KHASI JAINTIA HILLS AUTONOMOUS**  
**DISTRICT**  
**(ESTABLISHMENT OF TOWN COMMITTEE)**  
**RULE, 1962**

**The 27<sup>th</sup> September 1961**

No. TAD/R/78/60,-- In pursuance of Paragraph II of the Sixth Schedule to the Constitution, the following Act of the District Council of the United Khasi Jaintia Hills Autonomous District which received the assent of the Governor of Assam, is published below for general information:--

**THE UNITED KHASI – JAINTIA HILLS DISTRICT  
(ESTABLISHMENT OF TOWN COMMITTEE) ACT  
1960.**

**Received the assent of the Governor on the 26<sup>th</sup> September,  
1961.**

(UNITED KHASI – JAINTIA HILLS ACT NO. II OF 1961)

(Published in the Assam Gazette on 4<sup>th</sup> October, 1961)

**AN  
ACT**

To provide for the establishment of Town Committee in Townships of the United Khasi – Jaintia Hills Autonomous District.

**Preamble**—Whereas it is expedient to establish and develop local self- government and to make better provisions for administration of Townships into well-developed and self-sufficient Units, it is hereby enacted in the eleventh year of the Republic of India as follows:-

**1. Short title, extent and Commencement-** (a) This Act may be called the United Khasi – Jaintia Hills (Establishment of Town Committee) Act, 1960.

(b) It shall extend to the whole of the United Khasi-Jaintia Hills District.

(c) It shall come into force at once.

**2. Defination—**In this Act, and in all the rules made thereunder, unless there is anything repugnant in the subject or context-

(i) “Adult” means any person male or female who has completed his or her 21 (twenty-one) years of age.

(ii) “Chief Executive Member” means the Chief Executive Member of the United Khasi Jaintia Hills District Council.

(iii) “District” means the United Khasi Jaintia Hills Autonomous District.

(iv) ‘District means the District Council of the United Khasi Jaintia Hills Autonomous District.

(v) “Dong” means any locality or part of the Town whose boundary has been well define.

(vi) “Dong Representative” means a person either elected or nominated to the Town Committee and representing a particular “Dong.

(vii) “Elders” means the prominent members of the localities or “Dongs” who in accordance with the customary practice in vogue, have been nominated or elected by the people of the various localities to look after various affairs in the town.

(viii) “Executive Committee” means the Executive Committee of the District Council.

(ix) “Town” means an area which has been declared as such by the Census Authority of the Government of India or recognized as such by the District Council.

(x) “Town Committee” means a committee constituted in accordance with the provisions of this Act and the rules framed thereunder.

*Note*—Words and expressions used in this Act but not defined under this section shall have the same meaning assigned to them in the Constitution of India or in any of the Acts, Rules or Regulations of the United Khasi—Jaintia Hills District Council.

### **3. Declaration of any area to be within the Town Committee:-**

The Executive Committee shall with previous approval of the District Council, by notification in the Assam Gazette declare any town or area to be under the Town Committee.

**4. Establishment of Town Committee: --** There shall be established a Town Committee for any Town on the representation of the Elders of that particular town, and when after due enquiry it is found that such a town can establish a Town Committee.

**5. Composition of a Town Committee** — The Town Committee shall consist of not less than eight (8) and not more than twelve (12) representatives of the Town whose membership shall be decided on the basis of adult suffrage:

Provided that if the District Council so directs a certain percentage of the members shall be nominated by the Executive Committee for such period as may be specified.

**6. Area within the Jurisdiction of the Town Committee: -** The area of the town under the jurisdiction of a Town Committee shall be well define after due enquiry has been made by the officer of the District Council:

Provided that the District Council may either increase the area of the town or diminish its area or unite more outlying areas:

Provided further that no action shall be taken by the District Council under this section without first ascertaining the opinion of the representative of the people concerned.

**7. The power of the District Council to make Rules: - (1)**

The Executive Committee with the previous approval of the District Council may make rules with regard to the following:

- (a) Delimitation of “Dong” Constituencies for the purpose of an election to the Town Committee.
- (b) The qualification for voting at such election and the preparation of electoral rolls thereof;
- (c) The qualification for being elected at such elections as Members of the Committee;

- (d) The terms of office of Members of the Committee,
  - (e) The procedure and the conduct of business in the Committee,
  - (f) The appointment of the staff of the Committee;
  - (g) Any other matter relating to or connected with the Committee;
- (2) All rules framed by the Executive Committee under subsection (1) shall have the force of law after publication in the Assam Gazette.

**8. Duties and functions of the Town Committee:-** Subject to such rules as may be prescribed in this behalf by the Executive Committee the Town Committee may exercise all or any of the following functions:-

- (1) Maintenance of cleanliness and hygienic conditions of roads and paths within the town and prevention of public nuisance therein;
- (2) Maintenance of lighting installations within the town;
- (3) Construction, maintenance and improvement of water supply;
- (4) The taking of curative and preventive measures in respect of epidemics;
- (5) The opening and regulating of burial and cremation grounds for dead human beings and regulating places for disposal of refuses of the town;

(6) Maintenance of records relating to population census, census of unemployed persons, landless persons and any other statistics as may be required by the District Council;

(7) Construction, maintenance and improvement of communications, drains and water ways within the town.

(8) Control of grazing grounds, parks, beauty spots and other community property.

(9) The relief of the poor, the sick or the victims of famine, flood or other calamity;

(10) Control and maintenance of public buildings, institutions and other properties belonging to or vested in the committee or which may be transferred to their management;

(11) Regulating the construction of new buildings or houses or the extension or alteration of existing ones;

(12) Control and management of Primary Education;

(13) Enforcement of vaccination and other measures to combat and eradicate diseases and epidemics;

(14) Registration of birth and death maintenance of registers for the purpose;

(15) Prevention of cattle epidemic;

(16) Promotion of Maternity and Child Welfare;



(17) Supplying of local information as may be required by the District Council, the State Government or any other authority through the Executive Committee;

(18) Planting and maintaining of trees at public place;

(19) Construction and maintenance of Rest House;

(20) Construction and maintenance of Libraries, Reading Rooms, Social and Cultural Clubs or other places of recreation and games;

(21) Promotion and popularization of modern sports and games that tend to promote the progress and welfare of the people.

(22) Destruction of rabid and stray dogs and other dangerous animal;

(23) Disposal of unclaimed cattle, horses, goat, buffaloes and other domestic animal;

(24) Removal of encroachment on roads, public places and property vested in the Town Committee, and

(25) Any other function and powers as may be delegated by the District Council from time to time.

**9. (1) Power of Taxation of the Town Committee:-** The Town Committee shall have the power to levy and collect all or any of the following taxes within its jurisdiction:-

(a) Taxes for the maintenance of Primary Schools established by it;

(b) Taxes for the maintenance of roads, bridges, paths and lanes constructed or maintained by it or which may be transferred to it for maintenance;

(2) Notwithstanding anything contained in sub-clause (1), the Town Committee shall have power to impose and realize all or any of the following fees within its jurisdiction-

(a) Fees for the use and for the maintenance of Rest House constructed by or transferred to the Town Committee;

(b) Fees for the maintenance of public well, tanks and water supply constructed by or transferred to the Town Committee;

(c) Fees for maintenance of lighting installation within the town, and

(d) Fees for conducting anti- epidemic services and other schemes of social services meant for the improvement of the public health and sanitation within the town.

**10 (i) Town Committee Fund** — The District Council shall establish and maintain a fund to be called the “Town Committee Fund” and there shall be placed to be placed to the credit thereof-

(1) Such contribution from the District Council as may be made to this fund;

(2) Such contribution from the State and the Central Government;

(3) Contribution from Corporations, Societies, companies or other public bodies; and

(4) Contribution from other sources.

(ii) **Other Sources of Revenue** —The District Council shall place at the disposal of the Town Committee the following sources of revenue accruing within its area —

(a) Cattle Pound.

(b) Local Rates.

(c) Carts, Cycles, Boats and other means of conveyances, but shall exclude taxes on mechanically propelled vehicles, and

(d) Any other sources of revenue which may be assigned to the Town Committee by the District Council.

(iii) All moneys received by the Town Committee in the course of the administration of such town in accordance with the rules as may be prescribed by the District Council under this Act shall be credited to the Town Committee Fund.

**11. Administration of the Town Committee Fund** - The Executive Committee of the District Council may frame rules for the management and control of the Town Committee Fund and such rules may prescribe the procedure to be followed in respect of the payment of money into this fund, the withdrawal therefrom, its custody and any other matter connected with or ancillary to it.

**12. Budget of the Town Committee** - The Town Committee shall annually, before the end of the financial year, prepare a budget and submit the same to the Executive Committee of the District Council for consideration and approval.

**13. Audit of the accounts of the Town Committee** - The accounts of the Town Committee shall be subject to audit as and when considered necessary by the Executive Committee of the District Council.

**14. Control of the Town Committee:** - The Executive Committee and any officer empowered by it shall have the power of inspection, and control over the administration of the Town Committee in all its activities.

**15. Power to make Rules:** - The Executive Committee with the previous approval of the District Council may make rules under the provisions of this Act for carrying out the purpose of this Act.

**16. Utilisation of the Town Committee Fund:** - The Town Committee Fund shall be utilized by the Town Committee to meet the charges in connection with the administration of the Town under this Act.

**17. Dissolution of the Town Committee-** The Executive Committee of the District Council may dissolve the Town Committee and take over its administration if in its opinion its continuance would adversely affect the peace, the welfare and the progress of the people of the town.

**18. Election to the Town Committee** - The election of member to the Town Committee may take place after due notice not less than one month has been issued.

**19. Bye-Election to the Town Committee** – In case of death, resignation or removal of any member of the Town Committee election to fill the vacancy thus occurred-shall take place after due notice of one month has been given.

R.T. RYMBAI  
Dy. Secy. To the Govt. of Assam, Tribal  
Areas and Welfare of Backward  
Classed Deptt.

**The 21<sup>st</sup> August 1962.**

**No. DC/L/VII/2/62/1015.**— In exercise of the powers conferred by Sections 7 and 15 of the United Khasi-Jaintia Hills Autonomous District (Establishment of Town Committee) Act 1960 (Act No. II of 1961) The Executive Committee with the approval of the district Council is pleased to make the following Rules, namely—

THE UNITED KHASI-JAINTIA HILLS AUTONOMOUS  
DISTRICT COUNCIL ESTABLISHMENT OF TOWN  
COMMITTEE RULES, 1962.

**CHAPTER I**

**1. Short title, extent and commencement--.**

- (a) These rules may be called the United Khasi –Jaintia Hills Autonomous District (Establishment of Town Committee) Rules, 1962.
- (b) These rules shall extend to the whole of United Khasi-Jaintia Hills Autonomous District.
- (c) They shall come into force at once.

**2. Definitions -** In these rules, unless there is anything repugnant in the subject or context—

- (a) ‘Act’ means the United Khasi-Jaintia Hills District (Establishment of Town Committee) Act, 1960 (United Khasi-Jaintia Hills Act No II of 1961).

(b) “Areas under the Town Committee” means the notified area declared as such under Section 3 of the United Khasi-Jaintia Hills District (Establishment of Town Committee) Act, 1960;

(c) “Autonomous District” means an area deemed as such under sub-paragraph (i) of paragraph I of the Sixth Schedule to the Constitution of India;

(d) “Chairman” means the Chairman of the Town Committee and includes any person for the time being performing the duties of the Chairman;

(e) “Chief Executive Member means the Chief Executive Member of the United Khasi-Jaintia Hills Autonomous District Council;

(f) “Corrupt practice” and ‘Illegal practice’ shall have the same meanings as assigned to them by Rule 2 of the Assam Autonomous District (Constitution of District Councils) Rules, 1951, reference to an election in relation thereto being construed as referring to an election to fill a seat in a Town Committee;

(g) “District Council” means the District Council of the Autonomous District of the United Khasi-Jaintia Hills constituted under provisions of the Sixth Schedule to the Constitution of India and in accordance with the Assam Autonomous District (Constitution of the District Councils) Rules, 1951 and within which district the Town Committee concerned is established;

(h) “Dong” means any locality or part of the Town whose boundary has been well defined;

- (i) “Election” means an election to fill a seat in a Town Committee;
- (j) “Executive Committee” means the Executive Committee of the United Khasi Jaintia Hills District Council;
- (k) “Gazette” means the *Assam Gazette*;
- (l) “General Election” means the election held at the end of every three years to fill the elected seat in the Town Committee;
- (m) “Member” means a member of the Town Committee;
- (n) “Qualifying date” means the date with reference to which the electoral qualifications are to be applied and tested and with reference to which electoral rolls of the area under a Town Committee are directed to be made and revised from time to time;
- (o) “Town Committee” means a Town Committee as constituted under Section 4 of the Act;

*Note.*— Any expressions not defined in these rules but occurring therein shall be deemed to have the same meaning in which they are used in the Constitution of India, or any of the Acts, Rules or regulations of the United Khasi-Jaintia Hills District Council;

## **CHAPTER II**

### **COMPOSITION AND DURATION OF TOWN COMMITTEE**

**3.** Each Town Committee shall consist of not less than 8 (eight) and not more 12 (twelve) members whose membership shall be decided on the basis of adult suffrage.

**4.** The Executive Committee by a notification in the *Assam Gazette* shall fix the number of members of a particular Town Committee.

**5. (a)** The Town Committee shall, unless dissolved by the Executive Committee continue for a period of three years from the date of holding its first meeting after general elections;

Provided that the said period may be extended by the Executive Committee by notification in the Gazette for a period not exceeding one year at a time;

**(2)** All Members shall hold office during the life of the Committee.

Provided that the member elected or nominated to fill the casual vacancy shall hold office for the remainder of the term of office of the member he replaced.

**(3)** Notwithstanding anything contained in the foregoing provisions of this rule, the period mentioned in sub-rule (1) shall include any period which may elapse between the expiration of the period and the date of first meeting of the reconstituted Committee.



6. (1) For the purpose of elections to a Town Committee, the Executive Committee shall depute any of its officers to enquire for the division of the area under the Town Committee into 'Dong'.

(2) Immediately after the said officer has submitted his report, the Executive Committee after due consideration, by a notification in the Gazette, shall fix the number of 'dongs' and the number of members to be elected to the Town Committee.

7. (1) When at the beginning of the New Town Committee or owing to the vacancy in the office of the Chairman the election of the Chairman is necessary, the Executive Committee shall fix the date for the holding of the election and any officer authorised by the Executive Committee shall preside over such meeting and conduct such election.

Provided that the election of the Vice-Chairman shall be conducted by the Chairman when elected.

(2) A Chairman or Vice-Chairman shall hold office for three years, or if the residue of his term of office as a member be less than three years, for such residue.

Provided that the term of office fixed under this rule shall be held to include any period which may elapse between the expiration of the said period and the date of first meeting of the Town Committee newly constituted at which a quorum shall be present.

**CHAPTER III**  
**ELECTIONS**  
**General**

**8.** A General Election shall be held under these rules for the first establishment of a Town Committee, and thereafter for the reconstitution of the Town Committee, on the expiration of the duration thereof or on its dissolution, as the case may be.

Provided that the first election to a Town Committee under these rules may be held at any time as may be directed by the Executive Committee.

**9.** The Executive Committee shall, by a notice published locally fix the date for each election—

(a) in the case of a general election under Rule 8 or otherwise, by a notice issued not less than 60 days before the date fixed for such election.

(b) in the case of any other election or bye-election, by a notice issued as soon as possible after the vacancy occurs, but at least 40 days before any such election or bye-election.

**10.** Subject to the provision of Rules 11, 16 (2) and 46 (4), when the seat of an elected member of a Town Committee falls vacant or the election of a member is declared void the Executive Committee shall direct a fresh election to be held to fill in the vacancy within such time as may be specified in the direction, and these rules apply *mutatis mutandis* to such bye-election.

**11.** If any person having been elected is found to have been subject at the time of his election to any of the disqualification prescribed in Rule 17, the Executive Committee may, if the disqualification has not been removed, declare his seat to be vacant;

Provided that in the event of any successful candidate being unwilling to serve as a member, within 7 days from the declaration of the result of the election under Rule 44 the Executive Committee may declare the unsuccessful candidate who secured the next largest number of valid votes, to be duly elected.

**12.** No person in the employment on pay in the Town Committee, shall directly or indirectly, engage in canvassing for votes or otherwise assist in the election of any candidate, otherwise than by giving his own vote. Any breach of this rule shall render him liable to dismissal.

**13.** Whoever commits a corrupt practice or an illogical practice at election, he shall be punishable with a fine not exceeding (1) five hundred rupees in the case of corrupt practice and (2) two hundred rupees in the case of illegal practice.

**14.** The Executive Committee shall see that the elections are conducted with the least possible inconvenience to candidates and voters and the least possible expense to the Town Committee and that the election be completed on a single day.

### **QUALIFICATIONS OF MEMBERS**

**15.** A person shall not be qualified to be elected as a member of Town Committee unless he is a citizen of India and is entitled to vote at the election of the members of that Town Committee.

**16. (1)** If a person is elected to more than one seat in a Town Committee, then unless within seven days from the date of the publication of the name of that person as having been elected or, where such publication has been made on different dates, unless within seven days from the latest of such dates, such person resigns all but one of the seats all the said seats shall become vacant. If he resigns all but one seat the remaining seat or seats shall become vacant. Such a vacancy or vacancies shall be notified by the Executive Committee.

(2) In the event of any vacancy arising in a 'dong' under sub-rule (1) the Executive Committee shall declare the candidate polling the text highest number of valid votes in that 'dong' as shown in the papers forwarded to the Executive Committee by the presiding officer under Rule 42, as the duly elected member from that 'dong'.

**17. (1)** A person shall be disqualified from being elected as, and for being, a member of a Town Committee.

(a) If he is not a citizen of India or has voluntarily acquired the citizenship of a foreign state, or s under any acknowledgement of allegiance or adherence to a foreign state;

(b) If he is of unsound mind and stands so declared by a competent court, or such other authority as may be recognized by the Executive Committee.

(c) If he is an undischarged insolvent;

(d) If, during the three years immediately preceding the date of the election, he has been convicted of an offence under Chapter IX A of the Indian Penal Code 1860;

(e) If, during the three years immediately preceding the date of election, he has been convicted by a court in India of any offence and sentenced to transport or imprisonment for not less than six months;

(f) If, during the three years immediately preceding the date of election, he has been declared to be disqualified for employment in the public service;

(g) If, during the three years immediately preceding the date of election, he has been debarred from practicing as a legal practitioner by order of any competent authority;

(h) If, he is a salaried employee of the State, the Central Government the District Council or of a Town Committee;

Provided that in the case under clauses (d), (e), (f) and (g) the disqualification may be removed by an order of the Executive Committee in this behalf.

(2) For the purpose of clause (f) of sub-rule (1) “public service” shall include service under the District Council.

### **FRANCHISE**

**18.** Save in so far as is otherwise provided in these rules, every person who is:-

(a) a citizen of India and ordinarily resident in the area under a Town Committee for not less than 180 days immediately preceding the qualifying date;

(b) not below the age of twenty-one on the qualifying date;

(c) not of unsound mind and does not stand so declared by a competent court, or such other authority as may be empowered by the Executive Committee in this behalf.

Shall be entitled to vote at any election to the Town Committee.

### **PREPARATION OF ELECTORAL ROLL**

**19.** (1) There shall be an electoral roll for every “dong” for election to a Town Committee.

(2) The electoral roll shall be prepare by the Executive in accordance with the provisions of these rules.

**20.** (1) Immediately after the establishment of a Town Committee in any town, the Executive Committee shall prepare an electoral roll for the town or any areas.

(2) The electoral roll shall be prepared in the form in Appendix I to these rules and printed, typed or cyclostyled in such language or languages as the Executive Committee may direct.

**21.** The Executive Committee shall, by a notification published in any manner it deems fit, fix a date which shall be the “qualifying date as defined in Rule 2 (n) and which shall be at least fifteen days before publication under Rule 9.

**22.** (1) At least six weeks before the date fixed for a general election the Executive Committee shall cause the draft electoral rolls containing the names of persons qualified to vote to be typed and then published in any manner it deems fit.

(2) Any person may, within fifteen days from its publication, submit to the Executive Committee a written claim or object to have his name or any other names entered in or omitted from the roll;

Provided that the person filing the claim or objection is authorised in writing by the person interested on whose behalf such claim or objection is filed;

(3) The Executive Committee shall hear and dispose of all claims and objections and its decision shall be final. The Executive Committee shall then, after causing it to be printed, typed or cyclostyled, republish the draft roll with such amendments and in such manner as the Executive Committee may have decided, at least 15 days before the date fixed for the election;

Provided that the name of any person shall not be removed from the draft roll unless he has been given an opportunity of stating his case by serving on such person a notice stating the ground of objection to the inclusion of his name in the roll and specifying the place and time fixed for hearing such objection and also notifying that he may produce or cause to be produced such evidence as he may wish.

**23.** (1) The electoral roll of a 'dong' amended in accordance with Rule 22 shall be the electoral roll for such 'dong' and shall remain in force until a fresh electoral roll is prepared and published for the next election held under Rule 9.

(2) For the purpose of the election held during each year subsequent to that in which the general election is held, the Executive Committee shall, after the lapse of one year, have the electoral roll corrected by including in it the names of all

persons not on the roll who possess the necessary qualification for being voters for the year and by excluding therefrom the names of such persons who have since died or otherwise become disqualified for being voters for the year. The Executive Committee shall, for this purpose publish a notice calling for claims for the inclusion of names and objection against any entry in the existing roll. The Executive Committee shall hear and dispose of all claims and objects in the manner prescribed in Rule 22.

**24.** All or any of the functions of the Committee under these rules may be performed by any officer authorised in this behalf by the Executive Committee.

**25.** The Executive Committee shall appoint or authorised any of its officers for the purpose of election of members to a Town Committee who shall be called the Returning Officer for that Town Committee.

### **NOMINATION OF CANDIDATES**

**26.** Every person who is a candidate for election shall send, not less than 30 days before the date fixed for the election, his name to the Returning officer in writing in the form in Appendix II to these rules, with necessary particulars filled in and supported by the signature of one elector of the 'dong' in which he proposes to stand as a proposer of the candidate. On the last date fixed for the receipt of nominations, the Returning Officer shall publish the preliminary list of all candidates in the same form, at the District Council's office.

**27. (1)** At the time of delivery of a nomination paper under Rule 26, each candidate shall submit with the nomination paper a treasury chalan showing that a deposit of Rs. 50 (Rupees fifty)



has been made by him in the treasury and no candidate shall be deemed to be duly nominated unless such deposit has been made.

(2) If a candidate by whom or on whose behalf the deposit referred to in sub-rule (1) has been withdrawn his candidature or if the nomination of any such candidate is refused, the deposit shall be returned to the candidate, and if any candidate dies before the commencement of the poll any such deposit shall be returned to his legal representative.

(3) If in a 'dong' a candidate by whom or on whose behalf the deposit referred to in sub-rule (1) has been made is not declared elected and the number of votes polled by him is less than one sixth of the total number of votes polled, the deposit shall be forfeited to the District Council.

(4) The deposit made by or on behalf of a candidate who is not elected, shall if it is not forfeited under sub-rule (3), be returned to the candidate on application as soon as may be after the publication of the result of the election; and the deposit made by or on behalf of a candidate who is elected shall be so returned as soon as may be after the publication of the result of the election.

**28.** (1) The Returning Officer shall then fix the date for the scrutiny of the nomination papers. Such date should not be less than twenty days before the date fixed for the election.

(2) The Returning Officer shall hear all objections to the nomination of candidate, and his decision is final. The Returning Officer shall also examine the symbols selected by the candidates and if such symbols are found to conflict with each other or with any symbols, already assigned, he shall

allocate the symbols in conformity, as far as possible with the wishes of the candidates and if necessary by lot, and his decision in this respect shall be final. Each candidate shall at the same time, be informed of the symbols assigned to him and shall be given a specimen thereof. Immediately after the scrutiny, the Returning Officer shall publish the final list of candidates indicating therein the symbols assigned to each candidate at the District Council's Offices.

(3) Any candidate may withdraw his candidature by a notice in writing addressed and delivered to the Returning Officer within three days of the publication of the final list of candidates.

**29.** (1) If only one candidate is duly nominated for any 'dong' to fill up the seat/vacancy in that 'dong' the Returning Officer shall declare such candidate to be elected.

(2) If the number of candidates duly nominated be more than one for any 'dongs' a poll shall be held in the manner provided in these rules.

### **VOTING AT ELECTION**

**30.** The poll shall be held at such place or places as the Executive Committee may determine. The place so determine (hereinafter referred to as "the polling station") and the hours of polling fixed under Rule 35 shall be notified by the publication of notice within the area.

**31.** The Returning Officer shall appoint a suitable person who is an employee of the District Council or of the State Government to preside at the election for each 'dong'.

**32.** (1) Voting at elections to a Town Committee shall be conducted by marking system. The symbol to be utilized for the purpose shall be those as may be prescribed by the Executive Committee by notification in the Gazette.

(2) At elections in every “dong” where a poll is taken, vote shall be given by ballot in the manner hereinafter provided in these rules, and no votes shall be received by proxy.

**33.** (1) No. person who is not for the time being included in the electoral roll of any ‘dong’ shall be entitled to vote in the ‘dong’.

(2) No person shall vote at an election in more than one ‘dong’

(3) No person shall vote at any election in the same ‘dong’ more than once notwithstanding that his name may have been included in the electoral roll for that ‘dong’ more than once, and if he does so vote, all his votes in that ‘dong’ shall be void.

(4) No person shall vote at an election if he is confined in a prison, whether under sentence of imprisonment or transportation or otherwise or in the lawful custody of the Police.

**34.** (1) The Executive Committee shall, by notification published in the area, fix the hour at which the poll shall commence and the hour at which it shall close on the date or dates fixed for the poll.

(2) No voter shall be allowed to vote after the close of the poll but all voters who arrive at the polling station before the close of the poll shall be allowed to cast the vote:

Provided that the Presiding Officer shall issue slip bearing his signature, to all those voters who have arrived at the polling station and have not cast their votes, five minutes before the close of the hour of voting fixed under sub-rule (1).

**35.** (1) The Returning Officer shall provide each polling station with necessary ballot boxes.

(2) A ballot box shall be common for all the candidates and there shall be only one ballot box in use at a time. This ballot box shall be placed somewhere in the polling station in full view of the Presiding Officer and of the polling agents.

(3) There shall be no symbol pasted on the ballot box. Every ballot box used at a polling station shall bear labels, both inside and outside marked with---

(a) the serial number, if any, and the name of the Town Committee;

(b) the serial number and the name of the polling station;

(c) the serial number of the ballot box (to be filled in at the end of the poll on the label outside the ballot box only; and

(d) the date of the poll.

(4) The Returning Officer shall also provide each polling station with necessary copies of the relevant part of the electoral roll, ballot papers, instruments for stamping a mark on ballot papers by the electors.

(5) Outside and inside each polling station, there shall be affixed in a conspicuous place by the Presiding Officer before

the commencement of the poll a notice showing the name of each candidate in English issued by the Returning Officer together with the symbol assigned to him.

**36.** The voters shall attend personally at the polling station and shall record their votes personally. Before delivery to the voters, each ballot paper shall be stamped with an official mark just opposite the serial number printed at the back of the ballot paper, i.e. the side of it which does not contain the names of the candidates. Then the polling officer shall fold the ballot paper first in the middle of the ballot paper vertically, so that the names of the candidates are covered up within the fold. Then he shall unfold the ballot paper and hand it over to the elector with the instrument for marking the ballot paper:

Provided that the polling officer shall put a tick mark against the serial number of the voter in the electoral roll to indicate that a ballot paper has been issued to the voter.

**37.** The voter on receiving the ballot paper and the instrument shall go inside the polling compartment and record his vote by stamping it only once on the symbol of the candidate for whom he wishes to vote, and then fold it in the same manner as it was indicated by the polling officer at the time of issue and come out of the polling compartment with the folded ballot paper and the instrument and insert the ballot paper into the ballot box and hand over the instrument to the polling officer.

**38.** The Presiding Officer shall give such assistance as may be required to any voter who, by reason of infirmity or ignorance, is unable to vote in the manner prescribed.

**39.** The ballot paper shall be in the form in Appendix III and shall be printed, typed and cyclostyled. The ballot paper shall contain the name and symbols of all the contesting candidates in English and shall be serially numbered.

**40.** (1) The Presiding Officer of each polling station, as soon as practicable after the close of the poll shall, in the presence of the candidates or polling Agents, who may be present, seal the ballot box in use at each polling station and shall deliver the sealed ballot box to the Returning Officer.

(2) The Presiding Officer shall also seal the unused ballot papers, the marked Electoral roll, the spoilt ballot papers and shall along with unused box/boxes, the stamping instrument and any material supplied to him for the election, deliver to the Returning Officer, to be accompanied with a statement.

**Counting of votes and declaration of the Results of the election**

**41.** The Returning Officer shall appoint a time and place for the counting of votes and give notice thereof in writing to all candidates.

**42.** No person shall be allowed to be present at the counting of votes except the Returning Officer and such persons as may be appointed by the Executive Committee to assist him in counting of votes. The candidates and one representative of each candidate authorised in writing by the candidate, shall have a right to be present at the time of counting.

**43.** A ballot paper shall be reject if---

(1) it does not contain the official mark;

(2) no vote is recorded or if votes are given on it in favour of more than one candidate or if the mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate the vote has been given.

The decision of the Returning Officer as to the validity of a ballot paper shall be final.

**44.** (1) When the counting of votes has been completed, the Returning Officer shall forthwith declare the candidate to whom the largest number of valid votes has been given to be elected:

Provided that upon the application of any candidate or his duly authorised representative, a recount shall be made before the Returning Officer makes the declaration, but the Returning Officer may reject any such application as may appear to him to be frivolous, recording at the same time the grounds for such rejection.

(2) If there be an equality of votes for the same vacancy, the Returning Officer shall decide the issue by the casting of lot.

**45.** The Returning Officer shall publish the result of the elections by a public notice in any of the District Council offices, and shall at the same time without delay report the result of every election in which he is the Returning Officer to the Secretary to the Executive Committee together with all papers (viz., used and unused ballot papers, electoral rolls and other relevant papers relating to votes given at the polling station.)

### **Election Petition**

**46.** (1) Within thirty days from the declaration of the result of the election under rule 44, and election petition calling in question the validity of the election of the successful candidate may be presented to the Executive Committee and then on its receipt the Executive Committee shall refer the petition to the

Commissioner appointed by the Executive Committee for the purpose. Any person who has lodged such a petition may, in addition to calling in question the validity of the election as aforesaid claim a declaration that he himself or any other candidate has been duly elected. A sum of Rs. 50/- will have to be deposited in the District Fund of the District Council as security for the costs likely to be incurred and the receipt thereof submitted along with the petition:

Provided that the validity of such election shall not be questioned in any such petition---

(a) on the ground that the name of any person qualified to vote has been omitted from the electoral roll; or

(b) on the ground that the name of any person not qualified to vote has been inserted in the electoral roll.

(2) If the Commissioner, after making or causing to be made such enquiry as he sees fit and after hearing both parties, is satisfied that (a) substantial irregularity which materially affected the result, or (b) a corrupt practice or an illegal practice on the part of a successful candidate or any person who acted under the general or special authority of such candidate with reference to election has been committed, the election of the candidate shall be void.

The Commissioner shall submit his report to this effect to the Executive Committee. In this report the Commissioner shall also recommend as to—

(a) the total amount of costs which are payable and the person by and to whom such costs should be paid;

and



(b) the manner of disposal of deposit of Rupees fifty.

In disposing of the aforesaid deposit, the Commissioner may state that the whole or any part of it shall be forfeited to the District Council or paid towards the costs awarded in the case.

(3) For the purpose of any enquiry under this rule, the Commissioner is empowered to summon witnesses, call for the production of any document and examine witnesses on oath or affirmation.

(4) On receipt of the Commissioner's report under sub-rule (2), the Executive Committee shall issue order/orders in accordance with the report. In the event of the recommendation being made by the Commissioner that the election of the candidate should be held void, the Executive Committee shall set aside the election and shall order that a fresh election be held.

#### **Maintenance of election records**

**47.** (1) On the expiry of 60 days from the date of the declaration of the result of election under rule 44, or if an election petition has been filed under rule 46, as soon as possible after the disposal of the petition, the voting papers in the ballot boxes and the sealed boxes containing unused voting papers shall be destroyed in the presence of such members or officers as the Executive Committee may appoint for this purpose.

(2) Subject to the provision of sub-rule (1), the following rules shall be observed for the preservation and destruction of election papers enumerated below;

(a) Preliminary Electoral Roll in Form A.

(b) Claims and objections with reference to the preliminary electoral roll in Form A.

(c) Final electoral roll in Form A.

(d) Nomination papers in Form B.

(e) Election petitions and proceedings of the Commissioner and orders of the Executive Committee thereon.

The papers in items (a) and (d) shall be preserved in the office of the Town Committee, and those item (c) and (e) in the office of the Executive Committee

The papers in items (a), (b), (d) and (e) shall be destroyed after three years or as soon as the next General Election has been completed and those in item (c) shall be preserved for twelve years.

## **CHAPTER IV**

### **Conduct of Business**

**48.** Ordinary meeting shall be called by the Chairman not less than 30 days' interval. Special meetings may be called by the Chairman at shorter intervals if he considers such special meetings necessary.

**49.** The quorum necessary for the transaction of business at a meeting including the Chairman and Vice-Chairman shall be—

(i) There when the total number of representatives is not less than eight but not more than nine;

(ii) Five when the total number of representatives is more than ten;

Provided that if a meeting is adjourned for want of a quorum the quorum of the adjourned meeting shall be a single member in addition to the Chairman or the Vice-Chairman.

**50.** The Chairman or in his absence, the Vice-Chairman shall preside at every meeting and in the absence of both the Chairman the members shall chose some one of the members to preside over the particular meeting.

Provided that no candidate for election to the office of Chairman or Vice-Chairman shall preside at the meeting convened for such election.

**51.** The Chairman shall exercise all the powers of a Town Committee;

Provided that he shall not, without the sanction of the Executive Committee act in opposition, or in contravention of, any order of the Town Committee at a meeting or exercise any power which is directed to be exercised by the Town Committee at a meeting.

**52.** The minutes of a meeting of the Town Committee shall be recorded under the hand of the Chair man of meetings.

**53.** The Town Committee at a meeting may determine the establishment to be employed by it and may fix the salaries, allowances, pensions, gratuities and conditions of service of such establishment.

Provided that the appointment of any person on pay exceeding Rs.50/- per mensem shall have to be approved by the Executive Committee, and that the pay, allowances, pension and gratuities shall not exceed those admissible to the District Council servants of a like standing.

**54.** All the proposals submitted to the meeting of a Town Committee shall be decided by a majority of votes of the Committee. If the votes are equally divided the Chairman shall have a casting vote.

**55.** The Town Committee at a meeting may, subject to the approval of the Executive Committee provide by subsidiary rules not inconsistent with these rules for:--

- (a) the conduct of its proceedings;
- (b) the duties, appointment, leave and punishment of any staff under its establishment.
- (c) the establishment of a provident fund for its employees;
- (d) matters concerned with the assessment, collection and refund of taxes and fees which are not specially provided for in these rules;
- (e) other similar matters.

**56.** Every notice or bill under these rules may be served by presentation to the person to whom it is addressed or by giving it at his usual place of abode. A notice upon the owner of any holding shall be deemed to have been served if it has been served on the occupier and a copy in a registered cover sent to the last known place of abode of the owner.

**57.** The Town Committee shall submit an annual report to the Executive Committee after the close of the financial year. A statement in Appendix IV shall be attached to the report.

## **CHAPTER V**

### **Taxation**

**58.** (1) The Town Committee shall make rules for assessment and collection of taxes and fees imposed under the provisions of the Act;

Provided that the rules framed under sub-rule (1) shall be approved by the Executive Committee.

(2) Collection of all taxes and fees shall be made by an authorised collector or collectors of the Town Committee who shall give clear receipt as in Appendix XVI.

(3) All sums received or collected on any tax or fees under the Act or rules framed under sub-rule (1) shall be deposited in to the Town Committee fund.

**59.** The amount of the tax or fee due from any person shall be deemed to be the amount entered in the register and shall become due on the first day of each period fixed for the purpose. The Town Committee shall, for the realisation of arrear, issue a warrant for attachment and sale of any moveable property belonging to the defaulter. The Officer charged with the execution of the warrant shall deposit the seized property the office of the Town Committee for custody and shall give ten days' notice for the sale of aforesaid property by beat of drum and by serving a notice upon the defaulter. If the demand be not paid within the period of the notice the property seized shall be sold by public auction and the proceeds applied so far as necessary to the discharge of the arrear and costs, if any. The surplus shall be paid on demand to the owner of the property.

## **CHAPTER VI**

### **Power for Sanitary Purposes**

**60.** Any person who without the permission of the Town Committee encroaches upon any road, drain, sewer or water course by making any excavation or by erecting any obstruction or by depositing any moveable property, shall for every such offence be punishable with a fine not exceeding rupees fifty.

**61.** The Town Committee may, after issue of seven days notice to the owner or occupier of any land remove any encroachment upon any public property.

**62. (1)** The Town Committee may require any owner or occupier to trim or prune the hedges bordering on any road, to cut and remove any trees or bamboos or branches thereof to eradicate any vegetation which may appear to it to be injurious to health or is offensive, or to drain any land which may appear to be in a state of injury to health or is offensive for want of drainage.

(2) If the owner or occupier fails to comply with a requisition made under these rules within the period named in the notice, not being less than eight days, the Committee may carry out the work required by its own agency and may recover the cost from the said owner or occupier. The said owner or occupier shall be liable for default in payment of the cost to a penalty not exceeding ten rupees for every day during which the default is continued after the expiration of eight days from the service of the notice requiring such payment.

**63.** No person shall erect or re-erect a building without the sanction of the Town Committee. The Committee may require any building erected without such sanction to be demolished within a period to be named not being less than one month and may demolish the building by its own agency. Any person committing a breach of this rule shall be liable to a penalty not exceeding rupees fifty.

Provided that the Town Committee shall see the approval of the Executive Committee for erection of any building in Pynthorumkhrah, Polo Hills, Goala Basti or any area or areas deemed as beauty spots.

**64.** The Town Committee shall maintain by its own agency any water supply under its control or shall be responsible for the protection of the water works and for the supply of water within the area under its jurisdiction.

**65.** The Town Committee may set aside tanks, stream or wells for drinking, bathing or washing and may prohibit the use of any tank, stream or well for bathing or washing.

**66.** Any person defiling the water supply or using any place for washing and bathing in contravention of a prohibition made by the Town Committee shall be liable to a fine not exceeding rupees fifty.

**67.** No person shall erect a latrine of a description other than such as may be approved by the Town Committee. Any person erecting a latrine in contravention of these rule shall be liable to a fine not exceeding rupees fifty.

**68.** The Town Committee may require the owner or occupier of any land to repair, remove or fill up any latrine, urinal, cess

pool, drain or receptacle for sewage or other offensive matters within such period not being less than eight days as may be named in the notice. Any person failing to comply with such a requisition shall be liable to a penalty not exceeding rupees five for every day of default.

**69.** The Town Committee shall provide for the removal and disposal of sewage, rubbish and offensive matters and register the occupier of holding to deposit the same at such hours and places as it may fix. Any owner or occupier of holding, depositing or allowing such matters to be deposited at any time or place other than that appointed by the Committee or allowing any rubbish, sewage or offensive matters to be kept upon such holding for more than twenty-four hours or allowing the holding to be in a filthy or noxious stage shall be liable for every such offence to a penalty not exceeding rupees fifty.

**70.** The Town Committee when required by the Executive Committee to do so shall provide for the registration of births and deaths within the limit of the areas under the Committee in accordance with the provision of the Bengal Births and Deaths Registration Act, 1873, or any other similar law for the time being in force.

## **CHAPTER VII**

### **Water Supply**

**71.** The Town Committee may execute any works necessary for the management of the water supply in the areas under its jurisdiction subject to the payment of compensation for any damage done to private property.



**72.** Any person interfering with the distribution of pipes without the sanction of the Town Committee or damaging, the water supply shall be liable to a fine not exceeding rupees one hundred.

**73.** The Town Committee at a meeting may at any time determine that a fixed quantity of water shall be supplied daily.

**74.** The Town Committee at a meeting may grant private connections to the water supply on such term as it may determine and may, by any officer, enter upon private property for the inspection of the water installation.

**75.** The Town Committee may cut off the supply of water to any holding if the person liable to pay water fee neglects to pay the same or if he willfully or negligently causes waste of water, and any person so causing waste shall be liable to a fine not exceeding rupees twenty.

## **CHAPTER VIII**

### **Town Fund and Accounts**

**76 (1)** There shall be formed for each Town Committee a fund to be called the “Town Committee Fund”, to which shall be credited all moneys received by the Town Committee in the course of its working in accordance with these rules.

**(2)** The Town Committee Fund shall be kept in a Government Treasury or in the Post Office Savings Banks.

**77.** (1) The Town Committee shall set apart and apply out of the Town Committee Fund such sums as may be required to meet the charges of its own establishment.

(2) Subject to the charges specified in sub-rule (1) the Town Committee shall provide, so far as the Town Committee fund permits, for the maintenance and repair of all roads, bridges, tanks, wells drains, latrines, urinal and water supplies within the area under its jurisdiction and for the clearing of the area.

**78.** A Pass Book shall be maintained for all money paid into or withdrawn from the Town Committee Fund. No entries or marks shall, in any circumstances be made in the Pass Book except by the custodian of the Town Committee Fund.

**79.** All receipts of the Town Committee Fund shall be sent daily to the custodian of the fund along with the Pass Book and the custodian shall acknowledge the receipt of the money credited by writing up and initialing both sides of the Pass Book.

When money is kept in a Government Treasury, a Chalan shall be sent with the Pass Book and money on every Treasury day.

**80.** Subject to the provisions of rules 81 and 83, money may be withdrawn from the Town Committee Fund only by cheque (or requisition on the Post Office) signed by the Chairman. No cheque may be drawn for less than rupees ten except in recoupment on the last day of the month of the permanent advance.

**81.** For the purposes of meeting petty payments a sum not exceeding rupees fifty shall be drawn, once for all, from the

Fund to be held as a permanent advance by the Chairman. A similar acknowledgement shall be obtained whenever there is a change in the Chairman.

“I hold the permanent advance of Rs. .... which sum is due by me to the Town Committee, and I am personally responsible for the amount”.

All payments of less than rupees ten shall be made out of the permanent advance and all payments so made shall be recorded in a separate register in the form in Appendix V as each payment is made; this register shall be totaled and a cheque drawn in recoupment of the advance for the amount of petty payments made the amount of the cheque being at the same time charged under the appropriate heads of expenditure in the classified Cash Book referred to in the next rule.

**82.** The Town Committee shall maintain a classified cash Book in form in Appendix VI in which each item of revenue and the amount of each cheque drawn will be recorded under the appropriate heads. The balance shall be struck monthly and proved in the classified Cash Book by a note in the form below:-

Balance as per Cash Book.

Add---

Cheque drawn but not yet cash

No..... dated

No..... dated

Deduct---

Money received too late to be remitted to the Treasury

Balance as per Pass Book.

**83.** All orders for the payment of money from the Town Committee Fund it for a sum not above rupees five hundred shall be signed by the Chairman and all orders for larger sums by both the Chairman and Vice-Chairman. No such order shall be issued otherwise than for the payment of money of which the expenditure has been authorised by competent authority.

Provided that the Chairman may delegate his financial powers as per Rules 80, 81, 82 and 83 to the Vice-Chairman during his absence.

**84.** The Town Committee shall prepare a Budget of receipts and charges for each financial year in form in Appendix XV and submit it on or before the 1<sup>st</sup> February to the Executive Committee for approval and sanction. The Town Committee may, at any time during the year, prepare a supplementary budget, if necessary, and submit it similarly for the approval and sanction of the Executive Committee. All expenditure provided for in a budget or supplementary budget sanctioned by the Executive Committee may be incurred by the Committee.

**85.** No expenditure not provided for in a budget or supplementary budget may be incurred by the Town Committee without the specific sanction of the Executive Committee. The Chairman of the Committee may sanction re-appropriation within his budget upto Rs. 100 in any one case provided that the closing balance sanctioned by the Executive Committee in the budget is not reduced.

**86.** The account of the Town Committee shall be audited periodically by the Examiner, Local Accounts of the State Government.

**87.** (1) In auditing the accounts the Examiner shall see that they have been kept and presented in proper form, that the particular items of receipt and expenditure are stated in sufficient detail and the payments are supported by adequate vouchers and authority. He shall examine whether all sum received or which ought to have been received, are brought into account and also whether the expenditure in all cases is such as might under the rules be made. He shall also reduce such payments and charges as are exorbitant and shall surcharge money not duly accounted for, or lost by negligence, upon the person who ought to account for the same or whose negligence or improper conduct has caused the loss, and shall disallow and strike out such payments as are not authorised by rules or by competent authority.

(2) Copies of the reports of such audit shall be forwarded by the Examiner to the Chairman of the Town Committee and the Executive Committee. The Chairman shall be bound to remedy any defects or irregularities that may be pointed out by the Examiner, and within three months of the date of the receipt of the audit report he shall submit a report giving particulars of the action taken thereon, to the Executive Committee which shall forward the same with its remarks to the Examiner.

**88.** For payment to labourers, a nominal Muster Roll shall be maintained in form in Appendix VII.

**89.** A Stock Register shall be maintained in form in Appendix VIII which will also serve the purpose of a register of Tools and Plants.

**90.** To check the progress of work a Register of Bills shall be maintained in form in Appendix IX.

**91.** The Register of Works shall be maintained in form in Appendix X.

**92.** Form in Appendix XI shall be used by the Committee in paying salaries of establishment.

**93.** The following is a list of miscellaneous register which shall be kept by each Town Committee:--

- (1) Measurement Book in form in Appendix XII.
- (2) Order Book in form in Appendix XIII.
- (3) Attendance Register.
- (4) Guard Book for Challans in form in Appendix XIV.
- (5) Any other Register that may, with the approval of the Executive Committee, be necessary.

## **CHAPTER IX**

### **Miscellaneous**

**94.** The Chief Executive Member or any officer of the District Council authorised in this behalf by the Executive Committee may—

(1) enter upon or into and inspects, or for the purpose of his own inspection cause any other person to enter upon or into—

- (a) any immoveable property in the occupation, or

(b) any work in progress under the order, or

(c) any institution under the control and administration of,

(2) The Town Committee, call for and inspect any book or document which may be, for the purpose of these Rules, in the possession or under the control of the Committee.

**95.** The Executive Committee of the District Council of its own motion may, by order in writing suspend the execution of any resolution or order of the Town Committee or prohibit the doing of any act which is about to be done, or is being done in pursuance of or under the cover of these Rules, or in pursuance of any sanction or permission granted by the Committee in the exercise of its powers under these Rules, if in the opinion of the Executive Committee, the resolution, order or act is in excess of the powers conferred by law, or the execution of the resolution or order or the doing of the act is likely to lead to a serious breach of the peace, or to cause serious injury or annoyance to the public, or to any class or body of person.

**96.** (1) If in the opinion of the Executive Committee the Town Committee is not competent to perform or persistently makes default in the performance of the duties imposed on it by or under these Rules, or otherwise by law, or exceeds or abuses its powers the Executive Committee may, by notification stating the reason for so doing, declared such Committee to be incompetent or in default or to have exceeded or abused its powers as the case may be, and supersede it for a period to be specified in the notification or dissolve the Committee and order fresh election;

(2) When an order of Supersession has been passed under sub-rule (1) the following consequences shall ensue:-

(a) all the members of the committee shall, as from the date of the order vacate their offices as such member

(b) all the powers and duties which under the Act or these Rules may be exercised, and performed by the Town Committee, whether at a meeting or otherwise, shall during the period of Supersession, be exercised and performed by such person or persons as the Executive Committee may direct;

(c) all property vested in such committee shall, during the period of Supersession vest in the Executive Committee.

(d) Notwithstanding anything contained in these rules and subject to the provisions of rules 93, the Chairman shall normally perform all the functions and duties vested in the Chairman or the Vice-Chairman.

**97.** Offence under these Rules shall be tried under law by competent Courts.

**98.** Save as is otherwise provided, any person aggrieved by an order of the Town Committee may appeal within thirty days of such order to the Executive Committee. The decision of the Executive Committee on the appeal shall be final.

These rules was passed by the District Council, United Khasi-Jaintia Hills autonomous District on the twenty fourth day of July, 1962, and in authentication gave my signature this day, the 21<sup>st</sup> August, 1962.

W. READE  
Chairman, District Council,  
United Khasi-Jaintia Hills Autonomous District,  
Shillong.



**APPENDIX I**

Rule 20 (2)

**Draft Electoral Roll****FINAL**

1..... Town Committee.

2 Dong.....

Serial No.	House No.	Name of Voter.	Father's or Husband's name	Male or Female	Age	Remarks
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## APPENDIX II

(Rule 26)

### NOMINATION PAPER

Serial No.	Name of Candidate	Age and address	Dong in which election is sought	Signature of elector proposing and his serial number in the final Electoral Roll	Name of Symbol selecte for election	Signature of Candidate seeking election	Serial number of candidate as a voter in the final Election roll	Remarks
1	2	3	4	5	6	7	8	9

---

This Nomination paper was delivered to me at my office at  
(date and hour).

Returning Officer

**APPENDIX III**

(Rule 39)

.....  
 .....

(Front)

Name of candidates

 Symbols assigned to  
 Candidates


..... (On the ..... Back-side).....  
 ..... Sl. No. of the Ballot Paper.....

**APPENDIX IV**

(Rule 58)

Statement showing the Income and Expenditure of the ..... Town  
Committee for the year of 19.

Income										Expenditure							
Opening Balance					Other Tax	Other sources of Income	Total Income	General Establishment						Miscellaneous	Total expenditure	Balance at close of year	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

---

N. B. – Entries in columns 2-5 and 10-14 are to be made per heads in the Cash Book.

Chairman,  
..... Town Committee

Register of Petty Payments of the ..... Town Fund

Date	No. of Sub-voucher	To whom paid	Head of Expenditure	Amount	
				Rs.	P
			Total drawn by.....		
			Cheque No.....		
			Dated .....		

**APPENDIX VI**

(Rule 83)

**Classified cash Book**

Date	Particulars				Total	No. of Chalan	Date	No. of Voucher	Particulars					Total	No. of Chalan
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

---

N.B – Entries in columns 3-5 and 11-14 to be according to various budget heads required, e g, house-tax, conveyance, lighting etc.

**APPENDIX VII**

(Rule 89)

**Nominal Muster Roll – Name of Work**

Description of labourers	No.	Name	Father's name	Days										Total	Rate	Amount		Initial marks of paying officer or signature of labourer when he is able to write his name.
				1	2	3	4	5	6	7	8	9	10					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Grand total of the Muster Roll.

---

Certified that the above payments have been made by me in person .....

Signature .....

Designation of

Received						Issued				
Balance	Date	No. and date of voucher for purchase	No. of article	Total	Date	Purpose for which issued	No. of article	Balance	Signature of verifying officer	
1	2	3	4	5	6	7	8	9	10	



**APPENDIX IX**

(Rule 91)

Register of Bill for the ..... Town Committee

Serial No.	No. and date of bill	Name of contractor	Names of work	Date of commencement	Date of measurement	Date of received of bill	Amount	Date of payment	Remarks (to explain cause of non payment and difference between amount of bills and amount paid).
1	2	3	4	5	6	7	8	9	10

---

*Note:* - Inspection of column 6 will inform the Chairman if the Town Committee Surveyor is taking measurement of the works with sufficient frequency and if bills are prepared and submitted for payment without undue delay.

**APPENDIX X**

(Rule 92)

**REGISTER OF WORKS****Works commence on**

Name of work and authority .....

Estimate .... Rs .....

Appropriation .... Rs .....

Voucher Number	Date	Total value of work done	Deduct unpaid amounts	Total charges	Initials of Chairman or Accountant
----------------	------	--------------------------	-----------------------	---------------	------------------------------------

Expenditure of previous year brought forward (if any)			
---	--	--	--

Work completed, completion report received on .....

Chairman.

**APPENDIX XI**

(Rule 93)

**Salary Bill of Establishment**

Voucher No ..... Of .....  
19 ,.....District

Salary Bill of the .....

Town Committee Establishment for the month of .....19 ...

Name	Post	Pay	Fine or saving	Other deduction if any	Net amount payable	Signature of payee
		Rs. P.	Rs. P.	Rs. P.	Rs. P.	

Total	Rupees (in words)
-------	-------------------

Certified that all salaries drawn on former bills with exception of those detailed below (whereof the total has been refunded by deduction from this bill) have been disbursed to the proper person and their receipts have been taken with receipts stamp duly defaced for every payment in excess of Rs. 20

Dated the ..... 19 Chairman,..... Town Committee.

Pay Rs .....Date ..... Chairman, ..... Town Committee.

Paid by cheque No ..... Chairman, ..... Town Committee.

**APPENDIX XIV**

[Rule 93 (4)]

Chalan of money paid into the treasury on 19..... Chalan of  
 money paid into Treasury on By whom brought Heads of account  
 Amount by whom brought Name of Town Committee Amount....19

		Rs.	P.			Rs.	P.	
Total Rs. (in words)								Total Rs. (inwords)

Notes as on back		Rs.	P.	Notes as on back.		Rs.	P.	
Silver				Chairman				Chairman
Copper				Silver				Examine and entered
				Received				
				Copppe				
Date	Total			Date	Total			
	treasurer				Treasurer			Treasury
					Accountant			

**APPENDIX XIV**

[Rule 93 (4)]

**STATEMENT A (Abstract)**

Financial Statement of Receipts for the year 19.....

Sl. No.	Head of Revenue	Budget Estimate for the year 19__	Budget Estimate for the year 19__	Actual receipts for 9 months of current year 19____(Proceeding year)	Actual for the year 19____

**APPENDIX XV- Contd.****II. STATEMENT- A (Details)**

Sl. No.	Head of Revenue	Budget Estimates for the year 19__	Budget Estimates for the year 19__	Actual receipts for 9 months of current year 19____(Proceeding year)	Actual for the year 19__
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**APPENDIX XV- Contd.****IV STATEMENT – (Expenditure)**

Sl. No.	Head and sub- head under which the grant/expenditure will be accounted for	Budget Estimates for the year 19_	Budget Estimates for the year 19_	Actual receipts for 9 months of current year 19____(Proceeding year)	Actual for the year 19____

**APPENDIX XVI**

[Rule 58 (2)]

**RECEIPT BOOK**

.....Town Committee, (in duplicate)

United Khasi and Jaintia Hills.

Receipt Book No .....

Serial No.....

Dated.....

Receipt from .....

Sum of Rupees .....P.....

.....in cash on account of .....

Rs ..... P .....Signature.....

Designation.....