



The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER I Preliminary

Key Word: Short title/ Preliminary

1. **Short title:** These rules may be called The West Bengal Panchayat (Constitution) Rules, 1975.





The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER I Preliminary

Key word : Definition/ Preliminary

2. **Definition** : (I) In these rules,—

(a) 'Act' means the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973);

²[(aa) 'Commission' means the West Bengal State Election Commission referred to in sub-section (1) of section 3 of the West Bengal State Election Commission Act, 1994 (West Bengal Act VIII of 1994)];

(b) 'Form' means a Form appended to these rules and includes a translation thereof in Bengali and Nepali ;

(c) 'Section' means a section of the Act;

[(d) 'Sub-divisional Officer' means an officer appointed as such by the State Government, and includes an Additional Sub-divisional Officer having jurisdiction.]

(2) The expressions used in these rules, but not defined, shall have the meanings assigned to them respectively in the Act.

(3) The Bengal General Clauses Act, 1899 (I of 1899) shall apply for interpretation of these rules as it applies for the interpretation of an Act of the West Bengal Legislative Assembly.





The West Bengal Panchayat (Constitution) Rules, 1975

4CHAPTER IA

Reservation of offices of chairpersons

Key word : Reservation of offices of chairpersons

2A. Reservation of offices at *Gram Panchayat* and *Panchayat Samiti*—(1) As soon as may be, but not later than six weeks before the date of poll appointed for any general election, the District Magistrate and District Panchayat Election Officer





The West Bengal Panchayat (Constitution) Rules, 1975

⁴CHAPTER IA Reservation of offices of chairpersons

Key word : Reservation of offices of chairpersons

2B. Reservation of offices at Zilla Parishad and Mahakuma Parishad: (1) As soon as may be, but not later than six weeks before the date of poll appointed for any general election, the Commission shall, by an order in Form ID, after previous publication of the draft of the order in Form 1C not later than nine weeks before the date of poll, determine, from among the total number of the offices,

- (i) the Sabhadhipati, and
- (ii) the Sahakari Sabhadhipati.

of the Zilla Parishad and the Mahakuma Parishad in West Bengal, such number of offices reserved for—

- (a) the Scheduled Castes and the Scheduled Tribes as shall bear, as nearly as may be, the same proportion to the total number of the offices of the Sabhadhipati or the Sahakari Sabhadhipati, as the case may be, in West Bengal, as the population of the Scheduled Castes or the Scheduled Tribes, as the case may be, in the Blocks under the jurisdiction of all Zilla Parishads and Mahakuma Parishad within West Bengal bears with the total population in the same areas,
- (b) women as shall constitute—
 - (i) not less than one-third of the offices reserved under clause (a), and
 - (ii) not less than one-third of the total number of offices of the Sabhadhipati or the Sahakari Sabhadhipati, as the case be, in West

Bengal including the offices reserved under sub-clause (i) :

Provided that the number of the Scheduled Castes or the Scheduled Tribes or the total population in the Blocks of West Bengal shall be determined on the basis of the last preceding census of which the relevant figures have been published.

¹[Explanation : For the purposes of this sub-rule, figures upto the first place of decimal shall be taken for calculations and, for final determination of the number of seats to be reserved, the whole number obtained shall be raised by one if the digit at the first place of decimal is not less than five while ignoring any digit below five at the first place of decimal].

(2) The ² [Commission), by an order in Form ID, after previous publication of the draft of the order in Form IC, shall declare from among the offices of the—

- (i) Sabhadhipati, and
 - (ii) Sahakari Sabhadhipati
- of the Zilla Parishads and the Mahakuma Parishads in West Bengal—

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

Provided that—

(i) the ²[Commission] shall assign consecutive serial numbers to all the Zilla Parishads and the Mahakuma Parishad in West Bengal following, as far as practicable, the sequence of the numbers assigned to the Legislative Assembly constituencies comprising parts of the districts ;

(ii) for the purpose of reservation under clause (a) of sub-rule (1) ^subject to the provisions of item (vii)], the Zilla Parishad or the Mahakuma Parishad having within its jurisdiction the Scheduled Castes or the Scheduled Tribes population constituting more than five per cent of the total population of that area, shall be taken into consideration ;

⁴(iii) on assignment of numbers referred to in item (i), the Zilla Parishads and the Mahakuma Parishad shall be arranged in ascending number of serials and thereafter reservation of the offices of the Sabhadhipati and Sahakari Sabhadhipati for three successive terms of elections will be made in accordance with the roster as specified in column (1), column (2), and column (3) for Sabhadhipati, and column (4), column (5), and column (6) for Sahakari Sabhadhipati, in the roster as specified in Schedule I following, mutatis mutandis, the manner laid down in items (iii), (iv) and (v) of the proviso to clause (a) of sub-rule (2) of rule 2A];

[(iv) ***

(v) ***]

1. *Explanation* ins. by Notification No. 847/PN/O/I, dated 12.3.98
2. Subs, by *ibid* for "Commissioner".
3. Ins. by *ibid*.
4. Subs, by *ibid*.
5. Items (iv) and (v) omitted by *ibid*

(vi) if, following the principle of rotation under those rules, any office is selected in any term of election for reservation of both the Scheduled Castes and the Scheduled Tribes, preference shall be given to reservation for the Scheduled Tribes and, thereafter, reservation for the Scheduled Castes shall be made of the office coming next in order;

(vii) if the number of offices available for reservation by rotation falls short of the number determined under clause (a) of sub-rule (1), the |Commission | may, by order, include such other offices which were excluded earlier for reason of having the Scheduled Castes population or the Scheduled Tribes population, as the case may be, in that district or Mahakuma of not more than five per cent of the total population of that district or Mahakuma, as the case may be, to reach the number of the offices required for reservation, and such inclusion shall commence from the Zilla Parishad or the Mahakuma

Parishad comprising the area having higher proportion of the Scheduled Castes population or the Scheduled Tribes population, as the case may be ;

(b) such offices to be reserved by rotation for women as may be necessary to match the number determined under sub-clause (i) and sub-clause (ii) of clause (b) of sub-rule (1) :

Provided that such declaration of offices shall be made at first in respect of the offices determined under sub-clause (i) of clause (b) of sub-rule (1) and, then, in respect of the offices determined under sub-clause (ii) of clause (b) of sub-rule (1) :

Provided further that the total number of offices reserved for the Scheduled Castes and the Scheduled Tribes shall be taken into account while determining the number of offices to be reserved for women among them :

Provided also that such declaration shall be made in accordance with the roster as specified in—

(i) Schedule A for the offices of the Sabhadhipati, and

(ii) Schedule B for the offices of the Sahakari Sabhadhipati :

Provided also that for the purpose of reservation of seats in accordance with the rosters as aforesaid, all offices available for reservation by rotation shall be arranged in the ascending order of numbers and another set of consecutive serial numbers, commencing from the figure one, shall be given to them so that reservation may be made on matching such consecutive serial numbers with the identical serial numbers in the roster.]

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

1. Subs, by Notification No. 847/PN/O/1, dated 12.3.98 for "Commissioner."
2. Sub-rule (3) ins. by *ibid*.



The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER II

Election of Pradhan and Upa-Pradhan of Gram Panchayat

Key word : Election of Pradhan and Upa-Pradhan of Gram Panchayat

3. (1) As soon as may be after the constitution of Gram Panchayat is notified in the Official Gazette under sub-section (4) of section 4, but not later than twenty-one days from the date of publication of the notification or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf, the prescribed authority appointed for the purpose of sub-section (2) of section 9 shall call a meeting of all the members [referred to in clause (i) of sub-section (2A) of section 4] of such Gram Panchayat for the taking of oath and for the election of a Pradhan and Upa-Pradhan of the Gram Panchayat, by fixing a date, place and time and causing a written notice to this effect in Form 1 to be ²[served on each of the members referred to in clause (i) of sub-section (2A) of section 4] of the Gram Panchayat at least [^]seven] days before the date fixed for the meeting.

(2) Such meeting shall be presided over by such officer as may be authorised by the prescribed authority in Form 2, and such officer shall not be entitled to vote at the election.

(3) On the date of the meeting if there is no quorum ⁴[consisting of one-third of the total number of members referred to in clause (i) of sub-section (2A) of section 4), subject to a minimum of three members,] the Presiding Officer shall adjourn the meeting. The adjourned meeting shall be held on such date, place and time as may be fixed by the prescribed authority and the provisions regarding notice to members of Gram Panchayat referred to in sub-rule (1) shall apply :

Provided that no quorum shall be necessary in an adjourned meeting.

(4) The members who are required to take oath under section 197 ⁵[and have

not already made and subscribed such oath on affirmation] shall, before taking the scats, make and subscribe an oath or affirmation in Form 3 before the Presiding Officer.

⁶ [(5)***]

(6) The Presiding Officer shall call upon the members present to propose and second, the names of the ⁷ candidates eligible under order in Form IB for election] of the Pradhan of the Gram Panchayat. He shall record the names of the candidates proposed together with the names of the proposers and seconders. *[(5)***]

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1. Subs, by Notification No. I524/PN/O/1. dated 21.6.95, for "referred to in clause (ii) of sub-section (2A) of section 4."
 2. Subs, by ibid, for "served on each of the members, referred to in clause (ii) of sub-section (2A) of section 4."
 3. Subs, by Notification No. 16778/Panch, dated 21.7.78.
 4. Subs, by Notification No. 1524/PN/O/1, dated 21.6.95, for "consisting of one-third of the total number of members referred to in clause (ii) of sub-section (2A) of section 4."
 5. Ins. by Notification No. 121-PN/O/1. dated 13.1.95.
 6. Sub-rule (5) omitted by ibid.
 7. Subs, by ibid, for "candidates for election."
 8. Omitted by Notification No. 847/PN/O/1, dated 12.3.98.

'[(6A) Commencing from the date on which section 7 of the West Bengal Panchayat (Amendment) Act, 1997 (West Bengal Act XV of 1997) comes into force, the Presiding Officer, on recording the names, shall call upon each candidate to furnish a written declaration in Form 3A to the effect that on being elected, he shall be a wholtime functionary of his office and that during the period for which he holds, or is due to hold, such office, he shall not hold any office of profit unless he has obtained leave of absence from his place of employment or shall not carry on, or be associated with, any business, profession or calling in such manner as shall, or is likely

to, interfere with due exercise of his powers, due performance of his functions or due discharge of his duties. If the declaration in Form 3A is not received from any candidate, the Presiding Officer shall reject the candidature of such candidate on recording the reason and, thereafter, the list of candidates shall be made final. He shall reject any proposal after the list of candidates has been finalised by him].

²[7. (a) if only one candidate is proposed and seconded, the Presiding Officer shall, in Form 4, declare him to be duly elected to be the Pradhan of the Gram Panchayat :

^[Provided that when an office of the Pradhan is reserved for the category of persons belonging to the Scheduled Castes, the Scheduled Castes (Women), the Scheduled Tribes or the Scheduled Tribes (Women), and when—

(i) there is only one seat or constituency of members reserved for the same category of persons in that Gram Panchayat, and

(ii) only one candidate elected from the reserved seat referred to in clause (i) is proposed as candidate for election to the office of the Pradhan,

it shall not be necessary to second the candidature of that person and on being proposed, the Presiding Officer shall declare him, in Form 4, to be duly elected to be the Pradhan of the Gram Panchayat].

(b) if more than one candidate have been proposed and seconded, the Presiding Officer shall cause to be prepared as many ballot papers as there are members present containing the names of candidates arranged in alphabetical order of their surnames in Form 5. The Presiding Officer shall put his signature with date on the back of each ballot paper and shall hand over one such ballot paper to each member present after writing the name of the member and obtaining his dated initial on the back of the ballot paper. The Presiding Officer shall also ask each member to record his vote by placing the mark 'X' in the place provided for the purpose in the ballot paper opposite to the name of the candidate for whom he intends to vote, and to return it to the Presiding Officer. Immediately after the ballot papers are received

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1. Sub-rule (6A) ins. by Notification No.847/PN/0/1,dated 12/3/1998.
 2. Sub-rule (7) subs, by Notification No. I2I-PN/O/I, dated 13.1.95.
 3. Proviso added by Notification No. I263/PN/O/1, dated 11.4.98.

back, the Presiding Officer shall, in the presence of the attending members, count them and record the number against each candidate in Form 6. If requested by any member present, the Presiding Officer may, at the time of counting, show both sides of any ballot paper to the member or members; but he shall not allow any member to touch the ballot paper. The Presiding Officer may reject any ballot paper which, in his opinion, raises a reasonable doubt as to for whom the voter has cast his vote. A note to that effect shall be made by the Presiding Officer upon the ballot paper so rejected, and it shall not be included in the count. The Presiding Officer shall declare in Form 7 the candidate who has secured the largest number of votes to be duly elected to be the Pradhan of the Gram Panchayat. In the case of equal number of votes being recorded in favour of two or more candidates, selection shall be made from among such candidates by lot in such manner as the Presiding Officer may deem fit and, thereupon, the candidate thus selected shall be declared to be duly elected to be the Pradhan of the Gram Panchayat].

(8) After the election of the Pradhan, election of the Upa-Pradhan shall be held in the '[manner provided in sub-rule (6) and sub-rule (7)].

(9) The Presiding Officer shall forward the names of the Pradhan and the Upa-Pradhan to the prescribed authority who shall publish the same in the locality in such manner as he may think fit. The prescribed authority shall forward the names of Pradhan and Upa-Pradhan to the District Panchayat Election Officer, [the Commission, the Director of Panchayats and Rural Development and] the State Government for information. [The Director of Panchayats and Rural Development shall publish the names of the Pradhan and the Upa-Pradhan in the Official Gazette.

(10) The papers relating to the election of the Pradhan or the Upa-Pradhan shall be sent by the Presiding Officer to the prescribed authority for safe custody. The prescribed authority shall keep the papers in safe custody for six months after which they may be destroyed.



The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER III

Election of Sabhapati and Sahakari Sabhapati of Panchayat Samiti

Key word : Election of Sabhapati and Sahakari Sabhapati of Panchayat Samiti

4. (1) As soon as may be after the constitution of a *Panchayat Samiti* is notified in the Official Gazette under sub-section (3) of section 94 but not later than twenty-one days from the date of publication of the notification or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf, the prescribed authority appointed for the purpose of sub-section (2) of section 98 shall call a meeting of all the members referred to in clause (ii) of sub-section (2) of section 94] of the Panchayat Samiti for the taking of oath and for the election of a Sabhapati and a Sahakari Sabhapati of the Panchayat Samiti, by fixing a date, place and time and by causing a written notice to this effect in Form 1 to be '[served on each of the members, referred to in clause (ii) of sub-section (2) of section 94]. of the Panchayat Samiti at least 7²[seven] days before the date fixed for the meeting.

(2) Such meeting shall be presided over by such officer, not below the rank of a ³[group A officer] as may be authorised by the prescribed authority in Form 2, and such officer shall not be entitled to vote at the election.

(3) On the date of the meeting if there is no quorum ⁴[consisting of one-fourth of the total number of members referred to in clause (ii) of sub-section (2) of section 94], the Presiding Officer shall adjourn the meeting. The adjourned meeting shall be held on such date, place and time as may be fixed by the prescribed authority and the provisions regarding notice to members of Panchayat Samiti referred to in sub-rule (I) shall apply :

Provided that no quorum shall be necessary in an adjourned meeting.

(4) ⁵[The members who are required to take oath under section 197 shall, before taking the seats, make and subscribe an oath or affirmation in Form 3 before

the Presiding Officer).

⁶ [Provided that the members who have already made and subscribed such oath or affirmation, need not do so again].

⁷[(5)***1

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1. *Subs, by Notification No. 121/PN/O/I, dated 13.1.95, for "aforesaid manner."*
 2. *Subs, by Notification No. 847/PN/O/I, dated 12.3.98 for "the Commissioner and.'*
 3. *Subs, by ibid, for "The Commissioner."*
 4. *Ins. by Notification No. 121/PN/O/I, dated 13.1.95.*

(6) The Presiding Officer shall call upon the members present to propose and second the names of the ⁸ [eligible candidates for election] of the *Sabhapati* of the *Panchayat Samiti*. He shall record the names of the candidates proposed together with the names of the proposers and the seconders. He shall then call upon each candidate to furnish a written declaration in Form 3A to the effect that on being elected, he shall be a whole-time functionary of his office and that during the period for which he holds or is due to hold such office, he shall not hold any office of profit unless he has obtained leave of absence from his place of employment or shall not carry on or be associated with any business, profession or calling in such manner as shall or is likely to interfere with due exercise of his powers, due performance of his functions or due discharge of his duties. If the declaration in Form 3A is not received from any candidate, the Presiding Officer shall reject his candidature on recording the reason, and thereafter the list of candidates shall be made final. He shall reject any proposal after the list of candidates has been finalised by him.

(7) The Presiding Officer shall then conduct the election of the *Sabhapati* in the same manner as laid down in sub-rules (7), (8), (9) and (10) of rule 3.

(8) After the election of the *Sabhapati*, the election of the *Sahakari Sabhapati* shall be held in the aforesaid manner.

I Subs, by Notification No. 121/PN/O/I. dated 13 1.95 for "served on each member."

2. Subs, by Notification No. 16778/Panch, dated 21.7.78
- 3 Subs, by Notification No. 121/PN/O/f. dated 13.1.95 for "gazetted officer."
4. Subs, by *ibid*, for "as provided for in sub-section (3) of Section 105."
5. Amended by Notification No. 1658/Panch, dated 26.5.93
6. Proviso added by Notification No I2I-PN/O/1, dated 13.1.95
7. Sub-rule (5) omitted by *ibid*.
8. Subs, by *ibid*, for "candidates for election,"

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The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER IV

Election of Sabhadhipati and Sahakari Sabhadhipati of Zilla Parishad

Key word : Election of Sabhadhipati and Sahakari Sabhadhipati of Zilla Parishad

5. (1) As soon as may be after the constitution of a Zilla Parishad is notified in the Official Gazette under sub-section (3) [or clause (a) of sub-section 5)] of section 140 but not later than ²[twenty one] days from the date of publication of the notification or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf, the prescribed authority appointed for the purpose of sub-section (2) of section 143 shall call a meeting of all the members referred to in clause (ii) of sub-section (2) of section 140] of the Zilla Parishad for the taking of oath and for the election of a Sabhadhipati and Sahakari Sabhadhipati of the Zilla Parishad, by fixing a date, place and time and by causing a written notice to this effect in Form 1 to be ⁴[served on each of the members, referred to in clause (ii) of sub-section (2) of section 140] of the Zilla Parishad at least ^s[seven] days before the date fixed for the meeting.

(2) Such meeting shall be presided over by such officer not below the rank of a ⁶[Group A officer] as may be authorised by the prescribed authority in Form 2, and such officer shall not be entitled to vote at the election.

(3) On the date of the meeting if there is no quorum [^]consisting of one-fourth of total number of members referred to in clause (ii) of sub-section (2) of section 140], the Presiding Officer shall adjourn the meeting. The adjourned meeting shall be held on such date, place and time as may be fixed by the prescribed authority and the provisions regarding notice to members of Zilla Parishad as referred to in sub-rule (1) shall apply :

Provided that no quorum shall be necessary in an adjourned meeting.

(4) The Presiding Officer shall then conduct the election of the Sabhadhipati or Sahakari Sabhadhipati in the same manner as laid down ^K[in sub-rules (4), (6),

(7) and (8)1 of [rule 4]

⁹[Provided that Presiding Officer shall allow only such candidates for election who are eligible under the order, if any, in Form ID referred to in rule 2B].

1. Subs, by Notification No. 11264/I/Panch, dated 23.5.86
2. Amended by Notification No. I658/I/Panch, dated 26.5.93
3. Ins. by Notification No. 121-PN/O/1, dated 13.1.95
4. Subs, by *ibid*, for "served on each member."
5. Subs, by Notification No. 16778/Panch, dated 21.7.78
6. Subs, by Notification No. 121-PN/O/1, dated 13.1.95, for "gazetted officer."
7. Subs, by *ibid*, for "as provided for in sub-section (3) of section 150."
8. Subs, by *ibid*, for "under sub-rules (4). (5), (6), (7) and (8)."
9. Proviso added by Notification No. 121-PN/O/1, dated 13.1.95



The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER IV-A¹

Election of Sabhadhipati and Sahakari Sabhadhipati of Mahakuma Parishad

Key word: Election of Sabhadhipati and Sahakari Sabhadhipati of Mahakuma Parishad

5A. (1) As soon as may be after the constitution of a *Mahakuma Parishad* is notified in the Official Gazette under sub-section (3) of section 185B but not later than ²[twenty one] days from the date of publication of the notification or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf, the prescribed authority appointed for the purpose of sub-section (2) of section 143, read with sub-section (6) of section 185B shall call a meeting of all the members referred to in clause (ii) of sub-section (3) of section 185B| of the *Mahakuma Parishad* for taking of oath and for the election of *Sabhadhipati* and *Sahakari Sabhadhipati* of the *Mahakuma Parishad* by fixing a date, place and time and by causing a written notice to this effect in Form 1 to be ⁴[served on each of the members, referred to in clause (ii) of sub-section (3) of section 185B| of the *Mahakuma Parishad* at least seven days before the date fixed for the meeting.

(2) Such meeting shall be presided over by such officer not below the rank of group 'A' officer, as may be authorised by the prescribed authority in Form 2, and such officer shall not be entitled to vote at the election.

(3) On the date of the meeting, if there is no quorum ⁵[consisting of one-fourth of the total number of members referred to in clause (ii) of sub-section (3) of section 185B|, the Presiding Officer shall adjourn the meeting. The adjourned meeting shall be held on such date, place and time as may be fixed by the prescribed authority and the provisions regarding notice to members of the *Mahakuma Parishad* as referred to in sub-rule (1) of this rule shall apply :

Provided that no quorum shall be necessary in an adjourned meeting.

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

⁷[Provided that the Presiding Officer shall allow only such candidates for election who are eligible under the order if any, in Form ID referred to in rule 2B.]

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1. *Ins by Notification No. 12932/I/Panch. dated 19.5.89*
 2. *Amended by Notification No. 1658/I/Panch, dated 26.5.1993*
 3. *Ins. by Notification No 121-PN/O/I, daled 13.1 95*
 4. *Subs, by ibid, for "served on each member".*
 5. *Subs, by ibid, for "as provided for in sub-section (3) of section 150, read with sub-section (6) of section 185B".*
 6. *Subs, by ibid, for "under sub-rules (4), (5), (6), (7) and (8)."*
 7. *Proviso added by ibid.*



The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER V

Resignation of and filling up of casual vacancy in the office of the Pradhan and Upa-Pradhan of a Gram Panchayat, Sabhapati and Sahakari Sabhapati of Panchayat Samiti or Sabhadhipati and

Sahakari Sabhadhipati of [Mahakuma]¹ Zilla Parishad

6. (1) As soon as may be but not later than thirty days from the date of any casual vacancy in the office of Pradhan or Upa-Pradhan, Sabhapati or Sahakari Sabhapati or Sabhadhipati or Sahakari Sabhadhipati by reason of death, resignation, removal or otherwise, or within such further lime as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf ²the prescribed authority referred to in sub-rule (1) of rule 3, sub-rule (1) of rule 4, sub-rule (1) of rule 5, or sub-rule (1) of rule 5A] shall call a meeting of all the members ³[eligible to participate under rule 3, rule 4, rule 5 or rule 5A, as may be appropriate] for the election of a Pradhan or an Upa-Pradhan, a Sabhapati or a Sahakari Sabhapati, a Sabhadhipati or a Sahakari Sabhadhipati, as the case may be, by fixing a dale, place and time and causing a written notice to this effect in Form 1 ⁴[to be served on each such member] al least ⁶[seven] days before the date fixed for such meeting.

⁶[(I A) Such meeting shall be presided over by such officer as may be authorised by the prescribed authority in Form 2 and such officer shall not be entitled to vote at the election].

(2) On the date of the meeting if there is no quorum, as provided in ⁷[sub-rule (3) of rule 3, sub-rule (3) of rule 4, sub-rule (3) of rule 5 or sub-rule (3) of rule 5A.]^S [the Presiding Officer] shall adjourn the meeting. The adjourned meeting shall be held on such date, place and lime as may be fixed by the ⁹[prescribed authority] and the provisions regarding notice to members referred to in sub-rule (1) shall apply :

Provided that no quorum shall be necessary for an adjourned meeting.

(3) The ⁹[Presiding Officer] shall then conduct the election of the Pradhan or Upa-Pradhan, Sabhapati or Sahakari Sabhapati, or Sabhadhipati or Sahakari Sabhadhipati, as the case may be, in the same manner as laid down in¹⁰ [sub-rules (6), (7), (8) and (9)] of rule 3 "[and sub-rules (6), (7) and (8) of rule 4] as far as applicable.

(4) The papers relating to an election to fill a casual vacancy shall be kept in safe custody by the ¹[prescribed authority] for six months after which they may be destroyed.

1. Amended by Notification No 12932/I/Panch, dated 19.5.89

2. Amended by Notification No. 1658/I/Panch, dated 26.5.93

3. Ins. by Notification No. 121-PN/O/I, dated 13.1.95

4. Subs, by ibid, for "to be served on each member".

5. Subs, by Notification No. 16778/Panch. dated 21.7.78

6. Amended by Notification No. 1658/1/Panch, dated 26.5.93

7. Subs, by Notification No. 121-PN/O/1, dated 13.1.95

8. Amended by Notification No. 1658/1/Panch, dated 26.5.93

9. Amended by ibid.

10. Subs, by Notification No. 121-PN/O/I, dated 13.1.95

11. Amended by Notification No. 1658/I/Panch, dated 26.5.93



The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER VI

Number of members of Sthayee Samiti of Panchayat Samiti

Key word: Number of members of Sthayee Samiti of Panchayat Samiti

7.

The number of members of each *Sthayee Samiti* of a *Panchayat Samiti* to be elected by members of a *Panchayat Samiti* under clause (b) of sub-section (2) of section 124 shall be as follows :

Number of members of a Panchayat Samiti under section 94 (2)	Number of members of each Sthayee Samiti of Panchayat Samiti
(1)	(2)
² [15 and below 16 to 30 31 and above]	3 4 5

³[Provided that the number of members of a *Sthayee Samiti* already constituted shall remain unchanged for its unexpired term].





The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER VII

Election of members of Sthayee Samiti of Panchayat Samiti

Key word: Election of members of Sthayee Samiti of Panchayat Samiti

8. (1) Within one week I mm the date of election of the Sabhapati of a Panchayat Samiti ⁴[or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf], the Sub-divisional Officer shall call a meeting of the members of Panchayat Samiti for election under clause (b) of sub-section (2) of section 124 of members of the Sthayee Samitis by fixing a date, time and place and by causing a written notice thereof in Form 1 to be served on each member of the Panchayat Samiti at least ^s[seven] days before the date fixed for the purpose.

(2) Such meeting shall be presided over by such officer not below the rank of a ⁶[group A officer] as may be authorised by the Sub-divisional Officer in Form 2 and such officer shall not be entitled to vote at the election.

(3) If on the date of the meeting there is no quorum as provided for in sub-section (3) of section 105, the Presiding Officer shall adjourn the meeting which shall be held on a date to be fixed by the Sub-divisional Officer. The adjourned meeting shall be held on such date, place and time as may be fixed by the Sub-divisional

1. Amended by Notification No. 1658/I/Panch, dated 26.5.1993

2. Subs, by Notification No 121-PN/O/1. dated 13.1.95

3. *Proviso added by ibid*

4. *Subs, by Notification No. 141/Panch, dated 11.1.79*

5. *Subs, by Notification No. 16778/Panch dated 21.7.78.*

6. *Subs, by Notification No. 121-PN/O/I, dated 13.1.95*

Officer and the provisions regarding notice to members of Panchayat Samiti referred to in sub-rule (1) shall apply :

Provided that no quorum shall be necessary for an adjourned meeting.

(4) There shall be as many receptacles as there are Sthayee Sanritis to be constituted, each receptacle bearing a label mentioning the name of Sthayee Samiti for which it is meant. The Presiding Officer shall, as soon as may be, after the commencement of the meeting, satisfy all the members present that the receptacles are empty and shall then place them in the view of himself and the attending members J.

(5) The election of Sthayee Samiti shall be conducted one after another in the same order as mentioned in sub-section (1) of section 124.

(6) The Presiding Officer shall call upon the members present to propose and second the names of candidates in conformity with the provisions of sub-section (3) of section 124 for election as members of a Sthayee Samiti. He shall record the names of the candidates proposed for the Sthayee Samiti, together with the names of their proposers and seconders. If the number of candidates proposed and seconded for a Sthayee Samiti is equal to or less than the number of seats prescribed under rule 7, the Presiding Officer shall declare them in Form 4 to be duly elected members of the Sthayee Samiti.

(7) When the number of candidates declared to be elected under sub-rule (6) is less than the number of seats prescribed, the Sub-divisional Officer shall call a meeting of members of the Panchayat Samiti for a fresh election to complete the number and the provisions regarding notice to members referred to in sub-rule (1) shall apply.

(8) If more than the prescribed number of seats are proposed and seconded for a Sthayee Samiti, the Presiding Officer shall cause to be prepared as many ballot papers in Form 5 as there are members present, each ballot paper bearing the name of the Sthayee Samiti and containing the names of the candidates ²[in the alphabetical order of] their surnames for election to the Sthayee Samiti.

^(9) The Presiding Officer shall put his signature with date on the back of each

ballot paper and shall hand over a ballot paper to each member present after writing the name of that member and obtaining his dated initial on the back of the ballot paper. He shall then ask each member to record his vote by placing the mark 'X' in the place provided for the purpose in the ballot paper opposite to the name of the candidate or candidates for whom the member intends to vote and then place it in the receptacle bearing the label of the *Sthayee Samiti* concerned.]

⁴[(10) Immediately after voting is over, the Presiding Officer shall, in the presence of the attending members, take out the ballot papers from the receptacle,

1. *Sub-rule (4) subs, by Notification No. I21-PN/O/1, dated 13.1.1995*

2. *Ins. by Notification No. 847/PN/O/I, dated 12.3.98*

3. *Sub-rule (9) subs, by Notification No. I21-PN/O/I, dated 13.1.95*

4. *Sub-rule (10) subs, by ibid.*

count them and record the number thereof in Form 6. On being requested by any member present, the Presiding Officer may, at the time of counting, show both sides of any ballot paper to the member or members ; but he shall not allow any member to touch the ballot paper.]

(11)The Presiding Officer may reject may ballot paper which, in his opinion, raises a reasonable doubt as to for whom the voter cast the vote, after recording a note to this effect on the ballot papers so rejected. He shall in Form 7 declare the prescribed number of candidates who have secured the larger number of votes in order of merit to be duly elected as members of the *Sthayee Samiti* concerned.

(12)In case of an equal number of votes recorded in favour of two or more candidates, selection shall be made of such candidates by lot in such manner as the Presiding Officer shall deem fit and thereupon the candidates thus selected shall be declared to be duly elected as member of the *Sthayee Samiti*

(13)As soon as election of members to all the *Sthayee Samitis* is completed in the aforesaid manner, the Presiding Officer shall forthwith forward the names of elected members of all the *Sthayee Samitis* to the *Sabhapati* of *Panchayat Samiti* and to the Sub-divisional Officer for publication in their offices. The Sub-divisional Officer shall forward the names of elected members of all the *Sthayee Samiti* to the '[District Panchayat Election Officer, the Director of Panchayats and Rural Development, the Commission] and the State Government for information. ²[The Director of Panchayats and Rural Development shall] publish the names of the

members of the *Sthayee Samiti* in the Official Gazette.

(14)The papers relating to the election of members to *Sthayee Samitis* of the *Panchayat Samiti* shall be sent to the Sub-divisional Officer for safe custody. The Sub-divisional Officer shall keep the papers in safe custody for three months after which they may be destroyed.

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The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER VIII

Election of Karmadhyaksha of a Sthayee Samiti of Panchayat Samiti

Key word: Election of Karmadhyaksha of a Sthayee Samiti of Panchayat Samiti

9. (1) Within one week from the ³[dale of completion of elections of all the members] of a Sthayee Samiti under clause (b) of sub-section (2) of section 124 ⁴[or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf] the Sub-divisional Officer shall call a meeting of the members of each Sthayee Samiti other than members appointed under clause (c) of sub-section (2) of that section by fixing a date, place and time and by causing a notice thereof in Form 1 to be served on each member to the Sthayee Samiti at least ^{^seven} days before the date fixed for the election of a Karmadhyaksha.

(2) The election meeting shall be presided over by an officer not below the rank of '[group A officer] as may be authorised by the Sub-divisional Officer in Form 2. Such officer shall not be entitled to vote at the election.

(3) The election of the Karmadhyaksha of the Sthayee Samiti shall be conducted in the same manner as laid down under ²[sub-rules (3), (6) and (7)] of rule 3 as far as applicable :

³[Provided that not less than one half of total number of elected members] of the Sthayee Samiti shall form a quorum for the meeting:

⁴[Provided further that] no quorum is necessary in an adjourned meeting.

(4) The Presiding Officer shall send the name of the Karmadhyaksha of each Sthayee Samiti to the Sub-divisional Officer who shall forward the same to the

Sabhapati of the Panchayat Samiti as also to the District Panchayat Election Officer, s[the Director of Panchayats and Rural Development, the Commission] and the State Government for information. 6[The Director of Panchayats and Rural Development] shall publish the name of the Karmadhyaksha in the Official Gazette.

(5) The Presiding Officer shall send the papers relating to the election of Karmadhyaksha to Sthayee Samitis of a Panchayat Samiti to the Sub-divisional Officer for safe custody. The Sub-divisional Officer shall keep the papers in safe custody for three months after which they may be destroyed.

(6) The name of the Karmadhyaksha along with the names of members of each Sthayee Samiti shall then be published in the offices of the Sub-divisional Officer and the Panchayat Samiti.

1. Subs, by Notification No. 847-PN/O/I, dated 12.3.98, for "District Panchayat Election Officer, Commissioner."

2. Subs, by ibid, for "The Commissioner shall."

3. Subs, by ibid, for "date of the election of members."

4. Subs, by Notification No. 141/Panch, dated 11.1.79

5. Subs, by Notification No. 16778/Panch, dated 21.1.78



The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER IX

Election of members of Sthayee Samiti of ⁷ [Mahakuma]/ Zilla Parishad

Key word : Election of members of Sthayee Samiti of ⁷ [Mahakuma]/ Zilla Parishad

10. The number of ⁸[members of] each *Sthayee Samiti* of a *Zilla Parishad* to be elected by the members of the *Zilla Parishad* under clause (b) of sub-section (2) of section 171 shall be as follows:

Number of members of a <i>Zilla Parishad</i> under section 140(2) ⁹ [or section 140(5)(a)]	Number of members of each <i>Sthayee Samiti</i> of <i>Zilla Parishad</i>
(1)	(2)
30 and below	3
31 to 60	4
61 and above	5

[10A. The number of members of *Artha, Sanstha, Unnayan O Parikalpana Sthayee Samiti* or any other *Sthayee Samiti*, that may be constituted, of the *Mahakuma Parishad* to be elected by the members of the *Mahakuma Parishad* under sub-clause (ii) of clause (c) of sub-section (7) of section 185B, shall be three].

1. _____ Subs, by Notification No. 12I-PN/O/I, dated 13.1.95.

2. Subs, by *ibid*.

3. *Subs, by Notification No. 847/PN/O/1, dated 12.3.98, for "provided that one half of the total number of members."*
4. *Subs, by ibid, "provided that"*
5. *Subs, by ibid, for "the Commissioner."*
6. *Subs, by ibid.*
7. *Amended by Notification No. I2932/I/Panch, dated 19.5.89*
8. *Subs, by Notification No. 16778/Panch, dated 21.7.78.*
9. *Amended by Notification No. 11264/I/Panch, dated 23.5.86*





The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER X

Election of members -of Sthayee Samitis of ²[Mahakuma] Zilla Parishad

Key word : Election of members -of Sthayee Samitis of ²[Mahakuma] Zilla Parishad

11. (1) Within one week from the date of election of the *Sabhadhipati* of a *Zilla Parishad* ³[or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf], the District Magistrate shall call a meeting of the members of the *Zilla Parishad* for election of members of the *Sthayee Samitis* by fixing a date, time and place and by

causing a written notice thereof in Form 1 to be served on each member of the *Zilla*

Parishad at least ⁴[seven] days before the date fixed for the purpose.

(2) The election meeting shall be presided over by an officer not below the rank of a ⁵[group A officer] authorised in this behalf in Form 2 by the District Magistrate. Such officer shall not be entitled to vote at this election.

(3) The election shall be conducted, as far as possible, in the manner as laid down under sub-rule (3) to (12) of rule 8.

(4) As soon as election of members to all *Sthayee Samitis* is completed the Presiding Officer shall forward to the District Magistrate and the *Sabhadhipati* of the

Zilla Parishad the names of the candidates elected as members of each *Sthayee Samiti*

for publication in their offices. The District Magistrate shall forward these names of elected members of *Sthayee Samitis* to the District Panchayat Election Officer,⁶ the Director of Panchayats and Rural Development, the Commission] and the State Government for information. ⁷f The Director of Panchayats and Rural Development shall] publish the names of the members of the *Sthayee Samiti* in the Official Gazette.

(5) The papers relating to the election of members to the *Sthayee Samitis* shall be sent to the District Magistrate for safe custody. The District Magistrate shall keep the papers in safe custody for three months after which they may be destroyed.

-
1. Inserted by Notification No. 12932/I/Panch, dated 19.5.89
 2. Amended by *ibid*.
 3. Subs, by Notification No. 16778/Panch. dated 21/7/1978
 4. Subs, by Notification No. 141/Panch, dated 11/1/1979
 5. Subs, by Notification No. 121-PN/O/I, dated 13.1.95
 6. Subs, by Notification No. 847/PN/O/I, dated 12.3.98
 7. Subs, by *ibid*.



The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER XII

Resignation of and filling up of casual vacancy in the office of the Karmadhyaksha or any member of a Sthayee Samiti of a Panchayat Samiti or a ⁶[Mahakuma Parishad] or Zilla Parishad

Key word : Resignation of and filling up of casual vacancy in the office of the Karmadhyaksha or any member of a Sthayee Samiti of a Panchayat Samiti or a ⁶[Mahakuma Parishad] or Zilla Parishad

15. (1) Any casual vacancy in the office of an elected member of a Sthayee Samiti of a Panchayat Samiti shall be filled by a fresh election.

(2) When a casual vacancy in the office of an elected member occurs, the Sub-divisional Officer shall, within thirty days ⁴[or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in writing in this behalf], by a notice in Form 1, call a meeting of the members of the Panchayat Samiti for the election of a member. The Provisions of rule 8 shall, as far as may be, apply to such election.





The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER XII

Resignation of and filling up of casual vacancy in the office of the Karmadhyaksha or any member of a Sthayee Samiti of a Panchayat Samiti or a ⁶[Mahakuma Parishad] or Zilla Parishad

Key word : Resignation of and filling up of casual vacancy in the office of the Karmadhyaksha or any member of a Sthayee Samiti of a Panchayat Samiti or a ⁶[Mahakuma Parishad] or Zilla Parishad

16. (1) Any casual vacancy in the office of an elected member of a Sthayee Samiti of ¹[Mahakuma Parishad or] a Zilla Parishad shall be filled by a fresh election.

(2) When a casual vacancy in the office of an elected member occurs, the District Magistrate shall, within thirty days ⁵[or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in writing in this behalf], by a notice in Form 1, call a meeting of the members of the ¹[Mahakuma Parishad or] Zilla Parishad for the election of a member. The provisions of rule 11 shall, as far as may be, apply to such election.

1. Amended by Notification No. I2932/I/Panch, dated 19.5.89

2. Ins. by Notification No. 847/PN/O/1, dated 12.3.98

3. Subs, by Notification No. 16765/Panch, dated 31.8.79

4. Ins. by Notification No. 847/PN/O/1, dated 12.3.98

5. Ins. by ibid.

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The West Bengal Panchayat (Constitution) Rules, 1975

²CHAPTER XIII

Removal of a member of Sthayee Samiti of a Panchayat Samiti or ¹[Mahakuma]/Zilla Parishad

**Key word : Removal of a member of Sthayee Samiti of a Panchayat Samiti or
¹[Mahakuma]/Zilla Parishad**

17. (1) The Sub-divisional Officer may, after giving an opportunity to show cause, by order, remove a member, other than members referred to in clause (a) and (c) of sub-section (2) of section 124, from office if he is absent from three consecutive meetings of a Sthayee Samiti without the leave of the Sthayee Samiti.

(2) The District Magistrate may, after giving an opportunity to show cause, by order, remove a member, other than the members referred to in [^][clauses (i), (iii) and (iv) of sub-section (3) of section 185B] or in clauses (a) and (c) of sub-section (2) of section 171, as the case may be, from office if he is absent from three consecutive meetings of a Sthayee Samiti of the '[Mahakuma or] Zilla Parishad without the leave of the Sthayee Samiti.

(3) Any member of a Sthayee Samiti of a Panchayat Samiti who is removed from office under sub-rule (1) may, within thirty days from the date of the order, appeal to the District Magistrate against the order of such removal.

(4) Any member of a Sthayee Samiti of '[the Mahakuma or] a Zilla Parishad who is removed from office under sub-rule (2) may, within thirty days from the date of the order, appeal to the Divisional Commissioner against the order of such removal.

(5) The District Magistrate or the Divisional Commissioner, as the case may be, may stay the operation of the order made under sub-rule (1) or sub-rule (2), as the case may be, till the disposal of the appeal and may, after giving notice of the appeal to the Sub-divisional Officer or the District Magistrate, as the case may be and after giving the appellant an opportunity of being heard, modify, set aside or confirm the order. The order passed by the District Magistrate

or the Divisional Commissioner, as the case may be, on such appeal shall be final.

(6) A member of a Sthayee Samiti of a Panchayat Samiti or [Mahakuma Parishad or] a Zilla Parishad may, at any time, be removed from office by a resolution of the Panchayat Samiti or the ' [Mahakuma Parishad or a] Zilla Parishad, as the case

1. **Amended by Notification No. 12932/I/Panch, dated 19.5.89**
2. **Chapter XIII added by Notification No.534/I/Panch, dated 10.1.84**

Amended by Notification No 12932/I/Panch, dated 19.5.89



The West Bengal Panchayat (Constitution) Rules, 1975

2 CHAPTER XIV

Removal of a Karmadhyaksha of a Sthayee Samiti of a Panchayat Samiti or a Mahakuma/Zilla Parishad

18 (1) The Sub-divisional Officer may, after giving an opportunity to show cause, by order, remove a Karmadhyaksha of a Sthayee Samiti of a Panchayat Samiti, other than the Karmadhyaksha referred to in the first proviso to sub-section (1) of section 125, from office if he fails to convene the meetings of the Sthayee Samiti for three consecutive months.

(2) The District Magistrate may, after giving an opportunity to show cause, by order, remove a Karmadhyaksha of a Sthayee Samiti of '[the Mahakuma Parishad or] a Zilla Parishad, other than the Karmadhyaksha referred to in the second proviso to sub-section (1) of section 172. from office if he fails to convene the meetings of the Sthayee Samity for three consecutive months.

(3) The Karmadhyaksha of a Sthayee Samiti of a Panchayat Samiti who is removed under sub-rule (1) may, within thirty days from the date of the order, appeal to the District Magistrate against the order of such removal.

(4) The Karmadhyaksha of a Sthayee Samiti of¹ [the Mahakuma Parishad or] Zilla Parishad who is removed under sub-rule (2) may, within thirty days from the date of the order, appeal to the Divisional Commissioner against the order of such removal.

(5) The District Magistrate or the Divisional Commissioner, as the case may be, may stay the operation of the order made under sub-rule (1) or sub-rule (2) as the case may be, till the disposal of the appeal and may, after giving notice of the

appeal to the Sub-divisional Officer or the District Magistrate, as the case may be and after giving the appellant an opportunity of being heard, modify, set aside or confirm the order. The order passed by the District Magistrate or the Divisional Commissioner, as the case may be, on such appeal shall be final.

(6) (a) The Karmadhyaksha of a Sthayee Samiti of a Panchayat Samiti or [the Mahakuma Parishad or] a Zilla Parishad when required in writing by not less than three members, other than the members appointed under clause (c) of sub-section

1. Amended by Notification No. 12932/I/Panch dated 19/5/1989
2. Chapter XIV added by Notification No. 534/I/Panch, dated 10.1.84
3. Amended by *ibid.*

(2) of section 124 ¹[or under sub-clause (iii) of clause (c) of sub-section (7) of section 185B] or under clause (c) of sub-section (2) of section 171, as the case may be, to call a meeting of the *Sthayee Samiti* for the ²[sole purpose of removal! of the *Karmadhyaksha* shall do so fixing the date of such meeting within fifteen days, after giving intimation to the Sub-divisional Officer or the District Magistrate, as the case may be and seven days' notice to the other members of the *Sthayee Samiti* having right to vote, failing which the members as aforesaid may call a meeting after giving intimation to the Sub-divisional Officer or the District Magistrate, as the case may be and seven days' notice to the *Karmadhyaksha* of the *Sthayee Samiti* and all other members of the *Sthayee Samiti* having right to vote. Such meeting shall be held in the office of the *Panchayat Samiti* or [^][the *Mahakuma Parishad* or] the *Zilla Parishad*, as the case may be, on such date and at such time as the members calling the meeting may decide.

⁴[(b) The *Karmadhyaksha* of the *Sthayee Samiti* may be removed from office by a resolution of the *Sthayee Samiti* at a meeting referred to in clause (a), carried by at least half of the existing members having the right to vote, subject to a minimum of three members].

(c) The *Karmadhyaksha* of the *Sthayee Samiti* though present in the meeting referred to in clause (a) or clause (b) shall not preside over the meeting and the other members present shall elect one from amongst themselves to preside over such meeting. The person presiding shall not have a second or casting vote even in case of equality of votes.

Corrigendum

Due to inadvertence, different Forms—Form-I to Schedule-I— have been placed in pages 11 to 26 between Chapter-IA and Chapter-II instead of at the end of the Rules.

1. Amended by Notification No. 12932 dated 19.5.1989
2. Subs, by Notification No. 847/PN/O/1, dated 12.3.98, for "purpose of removal".
3. Amended by Notification No. 12932/1/Panch, dated 19.5.89

Subs, by Notification No. 847/PN/O/1, dated 12.3.98, for "(b) The *Karmadhyaksha* of a *Sthayee Samiti* may be removed from office by a resolution of the *Sthayee Samiti* carried at a meeting by at least three of the existing members having right to vote where the total number of non-official members is four and by at least four of the existing members having right to vote where the total number of non-official members is more than four.

The West Bengal Panchayat (Constitution) Rules, 1975

⁴CHAPTER IA Reservation of offices of chairpersons

FORM 1

Key word : Reservation of offices of chairpersons (FORM 1)

[* Rules 3(1), 4(1), 5(1), 6, 8(1), 9(1), 11(1), 12(1), 14(1), 14(3), 15(2), 16(2)]

¹[Form of notice of meeting for the taking of oath and/or for election of Pradhan/Upa-Pradhan of Gram Panchayat, Sabhapati/Sahakari Sabhapati of Panchayat Samiti, Sabhadhipati/Sahakari Sabhadhipati of ²[Mahakuma]/Zilla Parishad, Members/Karmadhyaksha of Sthayee Samiti of Panchayat Samiti/²[Mahakuma] Parishad/Zilla Parishad].

In pursuance of the provisions under rules *3(1), 4(1), 5(1), 6, 8(1), 9(1), 11(1), 12(1), 14(1), 14(3), 15(2), 16(2) of the West Bengal Panchayat (Constitution) Rules, ³[1975], notice is hereby given for a meeting of the
**

..... Gram Panchayat*/Panchayat Samiti/²[Mahakuma]/Zilla Parishad/ Sthayee Samiti of** Panchayat

Samiti* ²[Mahakuma] Zilla Parishad to be held at the time, place and on the date fixed below to take oath and/or to elect Pradhan* and Upa-Pradhan/Sabhapati and Sahakari Sabhapati/Sabhadhipati and Sahakari Sabhadhipati/Members of Sthayee Samiti/ Karmadhyaksha of Sthayee Samiti.

All members of Gram Panchayat*/Panchayat Samiti/²[Mahakuma] Zilla Parishad/Sthayee Samitis of Panchayat Samiti/²[Mahakuma]/Zilla Parishad are requested to attend.

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

Date.....

Place.....

⁴[Prescribed authority and Block Development Officer/Sub-divisional Officer/District Magistrate]

2. Amended by Notification No. I2932/I/Panch, dated 19.5.89

3. Subs by Notification No. 14364/Panch. dated 21.6.78

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

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

4. Subs. by Notification No. 847/PN/O/1, dated 12.3.98

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The West Bengal Panchayat (Constitution) Rules, 1975

⁴CHAPTER IA

Reservation of offices of chairpersons

¹FORM 1A

{ See rule 2A)

Key word: Reservation of offices of chairpersons ¹FORM 1A

In exercise of the power conferred by *sub-section (1) of section 9, and sub-section (1) of section 98, of the West Bengal Panchayat Act 1973 (West Bengal Act XII of 1973), read with rule 2A of the West Bengal Panchayat (Constitution) Rules, 1975,1, the District Magistrate and District Panchayat Election Officer of the district

of..... , for the purpose of reconstitution of the Panchayat following the next

general elections, hereby publish the draft of the order to determine for the offices ²[of Pradhan/Upa-Pradhan/Sabhapati/Sahakari Sabhapati of the Gram Panchayats/ Panchayat Samitis] *within the district, as specified in column (1) of the Schedule below, the total number of offices in the district specified in the corresponding entries in column (2) of the said Schedule, the number of offices in the district reserved for the Scheduled Castes, the Scheduled Tribes and women members specified in the corresponding entries in columns (3a), (3b) and (3c) respectively of the said Schedule, the offices reserved for the Scheduled Castes or the Scheduled Tribes specified in the corresponding entries in column (4), and the offices reserved for women specified in the corresponding entries in column (5), of the said Schedule, for the information of persons likely to be affected thereby.

The draft will be taken into consideration after two weeks from this day and any objection or suggestion with respect thereto which may be received by the undersigned before the date shall be duly considered.

THE SCHEDULE

District.....

Description of the office	Total Number of offices in the district	Number of offices to be reserved for			Name of the Gram Panchayats or Panchayat Samitis, offices of which are reserved for the Scheduled Castes or the Scheduled Tribes	Name of the Gram Panchayats or Panchayat Samitis, offices of which are reserved for women
		Scheduled Caste	Scheduled Tribe	Women		
(1)	(2)	(3)			(4)	(5)

.....

Signature of the District Magistrate and
District Panchayat Election Officer

1. Form 1A to 1D ins. by Notification No. 121-PN/O/I. Dated. 13.1.95

2. Subs, by Notification No. 847/PN/O/I, dated 12.3.98

* Delete the portion not applicable



The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER X

Election of members -of Sthayee Samitis of ²[Mahakuma] Zilla Parishad

Key word : Election of members -of Sthayee Samitis of ²[Mahakuma] Zilla Parishad

11A. (1) Within one week from the date of election of *Sabhadhipati* of a *Mahakuma Parishad* or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf the District Magistrate shall call a meeting of the members of the *Mahakuma Parishad* for election of members of the *Sthayee Samitis* by fixing a date, time and place and by causing a written notice thereof in Form 1 to be served on each member of the *Mahakuma Parishad* at least seven days before the date fixed for the purpose.

(2) The meeting shall be presided over by an officer not below the rank of a group 'A' officer authorised in this behalf in Form 2 by the District Magistrate. Such officer shall not be entitled to vote at this election.

(3) The election shall be conducted, as far as possible, in the manner as laid down under sub-rules (3) to (12) of rule 8.

(4) As soon as election of members to all *Sthayee Samitis* is completed, the Presiding Officer shall forward to the District Magistrate and the *Sabhadhipati* of the *Mahakuma Parishad*, the names of the candidates elected as members of each *Sthayee*

Samiti for publication in their offices. The District Magistrate shall forward the names of elected members of *Sthayee Samitis* to the District Panchayat Election Officer, '[the Director of Panchayats and Rural Development, the Commission and]

the State Government for information. ²[The Director of Panchayats and Rural Development shall 1 publish the names of the members of the *Sthayee Samiti* in the Official Gazette.

The papers relating to the election of the members to the *Sthayee Samitis* shall be sent to the District Magistrate for safe custody. "[The District Magistrate shall keep the papers in safe custody for three months after which they may be destroyed.]

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1. Inserted by Notification No. 12932/1/Panch, dated 19.5.89
 2. Amended by *ibid.*
 3. Subs, by Notification No. 16778/Panch. dated 21/7/1978
 4. Subs, by Notification No. 141/Panch, dated 11/1/1979
 5. Subs, by Notification No. 121-PN/O/I, dated 13.1.95
 6. Subs, by Notification No. 847/PN/O/I, dated 12.3.98
 7. Subs, by *ibid.*



The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER XI

Election of Karmadhyaksha of Sthayee Samiti of \Mahakuma\Zilla Parishad

Key word : Election of Karmadhyaksha of Sthayee Samiti of \Mahakuma\Zilla Parishad

12. (1) Within one week from the ⁵[date of completion of elections of all members] of Sthayee Samiti under ^{f1}[sub-clause (ii) of clause (c) of sub-section (7) of section 185B or under clause (b) of sub-section (2) of section 171, as the case may be]⁷ [or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf! the District Magistrate shall, by a notice in Form 1, call a meeting of the members of each Sthayee Samiti other than the members appointed under clause (c) of sub-section (2) of that section for the election of Karmadhyaksha. Such notice shall specify the date, time and place of the meeting and shall be served at least "[seven] days before the date fixed for the meeting.

(2) The election meeting shall be presided over by such officer, not below the rank of a ⁹[group A officer] as may be authorised in this behalf, in Form 2 by the District Magistrate. Such officer shall not be entitled to vote at the election.

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

Provided that not less than one half of the elected members]² of a Sthayee Samiti shall form a quorum for the meeting :

Provided further that no quorum shall be necessary in an adjourned meeting.

(4) The Presiding Officer shall send the name of the Karmadhyaksha of each Sthayee Samiti to the Sabhadhipati of the \Mahakuma Parishad or Zilla Parishad as the case may be] and the District Magistrate who shall forward the same to the District Panchayat Election Officer, ⁴[the Director of Panchayats and Rural

Development, the Commission) and the State Government for information. "[The Director of Panchayats & Rural Development shall] publish the name of Karmadhyaksha in the Official Gazette.

(5) The Presiding Officer shall send the papers relating to the election of Karmadhyaksha to a Sthayee Samiti of a \Mahakuma Parishad or Zilla Parishad as the case may be] to the District Magistrate for safe custody. The District Magistrate shall keep the papers in safe custody for three months after which they may be destroyed.

(6) The names of Karmadhyaksha along with the names of the members of each Sthayee Samiti shall then be published in the offices of the \Mahakuma Parishad or Zilla Parishad as the case may be] and the District Magistrate.

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1. Subs, by Notification No. 847/PN/O/I. dated 12.3.98
 2. Subs, by *ibid.*
 3. Amended by Notification No. 12932/I/Panch, dated 19.5.89
 4. Amended by *ibid.*
 5. Subs, by Notification No. 847/PN/O/I. dated 12.3.1998
 6. Amended by Notification No. I2932/I/Panch, dated 19.5.89
 7. Subs, by Notification No. 141/Panch. dated 11.1.79
 8. Subs, by Notification No. 16778/Panch, dated 21.7.78
 9. Subs, by Notification No. 121-PN/O/I, dated 13.1.95



The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER XII

Resignation of and filling up of casual vacancy in the office of the Karmadhyaksha or any member of a Sthayee Samiti of a Panchayat Samiti or a ⁶[Mahakuma Parishad] or Zilla Parishad

Key word: Resignation of and filling up of casual vacancy in the office of the Karmadhyaksha or any member of a Sthayee Samiti of a Panchayat Samiti or a ⁶[Mahakuma Parishad] or Zilla Parishad

[**13.** (1) The Karmadhyaksha or any other member of Sthayee Samiti of a Panchayat Samiti may resign his office by giving notice in writing to the Sabhapati [who shall cause the notice to be placed within a period not exceeding one month before the Panchayat Samiti in its meeting] and on such resignation being accepted by the Panchayat Samiti, the Karmadhyaksha or such member shall be deemed to have vacated his office.]

(2) The Karmadhyaksha or any other member of a Sthayee Samiti of [the Mahakuma Parishad] or a Zilla Parishad may resign his office by giving notice in writing to the Sabhadhipati ²[who shall cause the notice to be placed within a period not exceeding one month before the Mahakuma Parishad or the Zilla Parishad, as the case may be, in its meeting], and on such resignation being accepted by the ¹[Mahakuma Parishad or Zilla Parishad, the Karmadhyaksha or such member shall be deemed to have vacated his office.]

1. Subs, by Notification No. 121-PN/O/I, dated 13.1.95

2. Subs, by Notification No. 847/PN/O/1, dated 12.3.98
3. Ins. by Notification No. 12932/I/Panch, dated 19.5.89
4. Subs, by Notification No. 847/PN/O/1, dated 12.3.98
5. Subs by *ibid.*
6. Amended by Notification No. 12932/I/Panch, dated 19.5.89
7. Subs, by Notification No. 141/Panch. dated 11.1.79
8. Ins. by Notification No. 847/PN/O/1, dated 12.3.98

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The West Bengal Panchayat (Constitution) Rules, 1975

CHAPTER XII

Resignation of and filling up of casual vacancy in the office of the Karmadhyaksha or any member of a Sthayee Samiti of a Panchayat Samiti or a ⁶[Mahakuma Parishad] or Zilla Parishad

Key word : Resignation of and filling up of casual vacancy in the office of the Karmadhyaksha or any member of a Sthayee Samiti of a Panchayat Samiti or a ⁶[Mahakuma Parishad] or Zilla Parishad

14. (1) Any casual vacancy in the office of the Karmadhyaksha of a Sthayee Samiti of a Panchayat Samiti or ¹[Mahakuma Parishad] or a Zilla Parishad by death, resignation, removal or otherwise shall be filled by election in the manner laid down in rules 9 or 12 as the case may be.

(2) When a casual vacancy in the office of a Karmadhyaksha of a Sthayee Samiti of a Panchayat Samiti occurs, the Sub-divisional Officer shall, by a notice in Form 1, ²call, within fifteen days from the date of the casual vacancy or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf, a meeting³ of the members of the Sthayee Samiti for election of a Karmadhyaksha.

(3) When a casual vacancy in the office of Karmadhyaksha of a Sthayee Samiti of ¹[Mahakuma Parishad] or a Zilla Parishad occurs, the District Magistrate shall, by a notice in Form 1, ³call, within fifteen days from the date of the casual vacancy or within such further time as may be allowed by the District Panchayat Election Officer for reasons to be recorded by him in this behalf a meeting of the members³ of the Sthayee Samiti for the election of a Karmadhyaksha.

The West Bengal Panchayat (Constitution) Rules, 1975

4CHAPTER IA

Reservation of offices of chairpersons

FORM IB

(See rule 2A)

Key word : Reservation of offices of chairpersons FORM IB

In exercise of the power conferred by *sub-section(1) of section 9, and sub-section (1) of section 98, of the West Bengal *Panchayat* Act, 1973 (West Bengal Act XLI of 1973), read with rule 2A of the West Bengal Panchayat (Constitution) Rules,

1975,1, the District Magistrate and District Panchayat Election Officer of the District of for the purpose of reconstitution of the *Panchayats* following the next general elections, hereby determine, after previous publication of the draft of this order as required under the said rules, for the offices '[of *Pradhan/Upa-Pradhan/Sabhapati/Sahakari Sabhapati* of the *Gram Panchayats/Panchayat Samitis*]

*within the district, as specified in column (1) of the schedule below, the total number of

offices in the district specified in the corresponding entries in column (2) of the said Schedule, the number of offices in the district reserved for the Scheduled Castes, the Scheduled Tribes and the women members specified in the corresponding entries in columns (3a), (3b) and (3c) respectively of the said Schedule, the offices reserved for the Scheduled Castes or the Scheduled Tribes specified in the corresponding entries in column (4), and the offices reserved for women specified in the corresponding entries in column (5), of the said Schedule.

THE SCHEDULE

District.....

Description of the office	Total Number of offices in the district	Number of offices to be reserved for			Name of the Gram Panchayats or Panchayat Samitis, offices of which are reserved for the Scheduled Castes or the Scheduled Tribes	Name of the Gram Panchayats or Panchayat Samitis, offices of which are reserved for women
		Scheduled Caste	Scheduled Tribe	Women		
(1)	(2)	(3)			(4)	(5)

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

1. Subs, by Notification No. 847/PN/O/I, dated 12.3.98

* Delete the portion not applicable

The West Bengal Panchayat (Constitution) Rules, 1975

4CHAPTER IA

Reservation of offices of chairpersons

FORM 1C

{ See rule 2B)

Key word: Reservation of offices of chairpersons (FORM 1C)

In exercise of the power conferred by *sub-section (1) of section 143 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), read with rule 2B of the West Bengal Panchayat (Constitution) Rules, 1975,1, the State Election Commissioner, for the purpose of reconstitution of the Zilla Parishad and the Mahakuma Parishad following the next general elections, hereby publish the draft of the order to determine for the offices '[of the Sabhadhipati/Sahakari Sabhadhipati of the Zilla Parishad* and the Mahakuma Parishad within the State, as specified in column (1) of the Schedule below, the total number of offices in the State specified in the corresponding entries in column (2) of the said Schedule, the number of offices in the State reserved for the Scheduled Castes, the Scheduled Tribes and women members specified in the corresponding entries in columns (3a), (3b) and (3c) respectively of the said Schedule, the offices reserved for the Scheduled Castes or the Scheduled Tribes specified in the corresponding entries in column (4), and the offices reserved for women specified in the corresponding entries in column (5), of the said schedule, for the information of persons likely to be affected thereby. The draft will be taken into consideration after two weeks from this day and any objection or suggestion with respect thereto which may be received by the undersigned before that date shall be duly considered.

THE SCHEDULE

State of West Bengal

Description of the office	Total Number of offices in the district	Number of offices to be reserved for			Name of the Zilla Parishad/ Mahakuma Parishad, offices of which are reserved for the Scheduled Castes or the Scheduled Tribes	Name of the Zilla Parishad/ Mahakuma Parishad, offices of which are reserved for women
		Scheduled Caste	Scheduled Tribe	Women		
(1)	(2)	(3)			(4)	(5)

.....
Signature of the State Election Commissioner

1. Subs, by Notification No. 847/PN/O/I, dated 12.3.98

* Delete the portion not applicable

The West Bengal Panchayat (Constitution) Rules, 1975

4CHAPTER IA

[SCHEDULE A

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

(See rules 2A, 2B)

Key word : [SCHEDULE A] Roster for reservation of offices of the Pradhan, the Sabhapati and the Sabhadhipati for Women by rotation (For the Scheduled Castes, the Scheduled Tribes and the General Category)

Total number of offices among which reservation shall be made	Offices to be reserved in 1st term of General Election	Offices to be reserved in 2nd term of general Election	Offices to be reserved in 3rd term of General election
1	2	3	4
1.	1	-	-
2.	1	2	1
3.	1	2	3
4.	1.3	2.4	1.3
5.	1.4	2.5	3.1
6.	1.4	2.5	3.6
7.	1.4.7	2.5.1	3.6.4
8.	1.4.7	2.5.8	3.6.1
9.	1.4.7	2.5.8	3.6.9
10.	1.4.7.10	2.5.8.1	3.6.9.2
11.	1.4.7.10	2.5.8.11	3.6.9.1
12.	1.4.7.10	2.5.8.11	3.6.9.12
13.	1.4.7.10.13	2.5.8.11.1	3.6.9.12.2
14.	1.4.7.10.13	2.5.8.11.14	3.6.9.12.1
15.	1.4.7.10.13	2.5.8.11.14	3.6.9.12.15
16.	1.4.7.10.13.16	2.5.8.11.14.1	3.6.9.12.15.2
17.	1.4.7.10.13.16	2.5.8.11.14.17	3.6.9.12.15.1
18.	1.4.7.10.13.16	2.5.8.11.14.17	3.6.9.12.15.18
19.	1.4.7.10.13.16.19	2.5.8.11.14.17.1	3.6.9.12.15.18.2
20.	1.4.7.10.13.16.19	2.5.8.11.14.17.20	3.6.9.12.15.18.1
21.	1.4.7.10.13.16.19	2.5.8.11.14.17.20	3.6.9.12.15.18.21
22.	1.4.7.10.13.16.19.22	2.5.8.11.14.17.20.1	3.6.9.12.15.18.21.2

23.	1.4.7.10.13.16.19.22	2.5.8.11.14.17.20.23	3.6.9.12.15.18.28.21.1
24.	1.4.7.10.13.16.19.22	2.5.8.11.14.17.20.23	3.6.9.12.15.18.28.21.24
25.	1.4.7.10.13.16.19.22.25	2.5.8.11.14.17.20.23.1	3.6.9.12.15.18.28.21.24.2
26.	1.4.7.10.13.16.19.22.25	2.5.8.11.14.17.20.23.26	3.6.9.12.15.18.28.21.24.1
27.	1.4.7.10.13.16.19.22.25	2.5.8.11.14.17.20.23.26	3.6.9.12.15.18.28.21.24.27

I. Schedule A and Schedule B inserted by Notification No. 12I-PN/O/I, dated 13.1.95

1	2	3	4
28.	1.4.7.10.13.16.19.22.25.28	2.5.8.11.14.17.20.23.26.1	3.6.9.12.15.18.28.21.24.27.2
29.	1.4.7.10.13.16.19.22.25.28	2.5.8.11.14.17.20.23.26.29	3.6.9.12.15.18.28.21.24.27.1
30.	1.4.7.10.13.16.19.22.25.28	2.5.8.11.14.17.20.23.26.29	3.6.9.12.15.18.28.21.24.27.30
31.	1.4.7.10.13.16.19.22.25.28.31	2.5.8.11.14.17.20.23.26.29.1	3.6.9.12.15.18.28.21.24.27.30.2
32.	1.4.7.10.13.16.19.22.25.28.31	2.5.8.11.14.17.20.23.26.29.32	3.6.9.12.15.18.28.21.24.27.30.1
33.	1.4.7.10.13.16.19.22.25.28.31	2.5.8.11.14.17.20.23.26.29.32	3.6.9.12.15.18.28.21.24.27.30.33
34.	1.4.7.10.13.16.19.22.25.28.31.34	2.5.8.11.14.17.20.23.26.29.32.1	3.6.9.12.15.18.28.21.24.27.30.33.2
35.	1.4.7.10.13.16.19.22.25.28.31.34	2.5.8.11.14.17.20.23.26.29.32.35	3.6.9.12.15.18.28.21.24.27.30.33.1
36.	1.4.7.10.13.16.19.22.25.28.31.34	2.5.8.11.14.17.20.23.26.29.32.35	3.6.9.12.15.18.28.21.24.27.30.33.36
37.	1.4.7.10.13.16.19.22.25.28.31.34.37	2.5.8.11.14.17.20.23.26.29.32.35.1	3.6.9.12.15.18.28.21.24.27.30.33.36.2
38.	1.4.7.10.13.16.19.22.25.28.31.34.37	2.5.8.11.14.17.20.23.26.29.32.35.38	3.6.9.12.15.18.28.21.24.27.30.33.36.1
39.	1.4.7.10.13.16.19.22.25.28.31.34.37	2.5.8.11.14.17.20.23.26.29.32.35.38	3.6.9.12.15.18.28.21.24.27.30.33.36.39
40.	1.4.7.10.13.16.19.22.25.28.31.34.37.40	2.5.8.11.14.17.20.23.26.29.32.35.38.1	3.6.9.12.15.18.28.21.24.27.30.33.36.39.2
41.	1.4.7.10.13.16.19.22.25.28.31.34.37.40	2.5.8.11.14.17.20.23.26.29.32.35.38.41	3.6.9.12.15.18.28.21.24.27.30.33.36.39.1
42.	1.4.7.10.13.16.19.22.25.28.31.34.37.40	2.5.8.11.14.17.20.23.26.29.32.35.38.41	3.6.9.12.15.18.28.21.24.27.30.33.36.39.42

* Serial numbers shown under columns 2, 3 and 4 indicate the position of seats in the Schedule drawn up in ascending order of assigned serial number of seats.

** In the case of higher number of total seats available for reservation, same procedure may be followed by the prescribed authority commencing from first seat in first term of election, second seat in second term of election and third seat in third term of election, and selecting every third seat on each occasion and the first or the second seat as the occasion may arise.

The West Bengal Panchayat (Constitution) Rules, 1975

4CHAPTER IA

[SCHEDULE B]

**Roster for reservation of offices of the Upa-Pradhan,
the Sahakari Sabhadhipati and the Sahakari Sabhadhipati for Women by
rotation (For the Scheduled Castes, the
Scheduled Tribes and the General Category)**

(See rules 2A, 2B)

Key word: [SCHEDULE B]

Total number of offices among which reservation shall be made	Offices to be reserved in 1st term of General Election	Offices to be reserved in 2nd term of general Election	Offices to be reserved in 3rd term of General election
1	2	3	4
1.	-	1	-
2.	2	1	2
3.	2	3	1
4.	2,4	1,3	2,4
5.	2,5	3,1	4,2
6.	2,5	3,6	4,1
7.	2,5	3,6,2	4,7,1
8.	2,5,8	3,6,1	4,7,2
9.	2,5,8	3,6,9	4,7,1
10.	2,5,8,1	3,6,9,2	4,7,10,3
11.	2,5,8,11	3,6,9,1	4,7,10,2
12.	2,5,8,11	3,6,9,12	4,7,10,1
13.	2,5,8,11,1	3,6,9,12,2	4,7,10,13,3
14.	2,5,8,11,14	3,6,9,12,1	4,7,10,13,2
15.	2,5,8,11,14	3,6,9,12,15	4,7,10,13,1
16.	2,5,8,11,14,1	3,6,9,12,15,2	4,7,10,13,16,3
17.	2,5,8,11,14,17	3,6,9,12,15,1	4,7,10,13,16,2
18.	2,5,8,11,14,17	3,6,9,12,15,18	4,7,10,13,16,1
19.	2,5,8,11,14,17,1	3,6,9,12,15,18,2	4,7,10,13,16,19,3
20.	2,5,8,11,14,17,20	3,6,9,12,15,18,1	4,7,10,13,16,19,2
21.	2,5,8,11,14,17,20	3,6,9,12,15,18,21	4,7,10,13,16,19,1
22.	2,5,8,11,14,17,20,1	3,6,9,12,15,18,21,2	4,7,10,13,16,19,22,3
23.	2,5,8,11,14,17,20,23	3,6,9,12,15,18,21,1	4,7,10,13,16,19,22,2
24.	2,5,8,11,14,17,20,23	3,6,9,12,15,18,21,24	4,7,10,13,16,19,22,1

25.	2,5,8,11,14,17,20,23,1	3,6,9,12,15,18,21,24,2	4,7,10,13,16,19,22,25.3
26.	2,5,8,11,14,17,20,23,26	3,6,9,12,15,18,21,24,1	4,7,10,13,16,19,22,25.2
27.	2,5,8,11,14,17,20,23,26	3,6,9,12,15,18,21,24,27	4,7,10,13,16,19,22,25.1
1	2	3	4
28.	2,5,8,11,14,17,20,23,26,1	3,6,9,12,15,18,21,24,27,2	4,7,10,13,16,19,22,25.28,3
29.	2,5,8,11,14,17,20,23,26,29	3,6,9,12,15,18,21,24,27,1	4,7,10,13,16,19,22,25.28,2
30.	2,5,8,11,14,17,20,23,26,29	3,6,9,12,15,18,21,24,27,30	4,7,10,13,16,19,22,25.28,1
31.	2,5,8,11,14,17,20,23,26,29,1	3,6,9,12,15,18,21,24,27,30,2	4,7,10,13,16,19,22,25.28,31,3
32.	2,5,8,11,14,17,20,23,26,29,32	3,6,9,12,15,18,21,24,27,30,1	4,7,10,13,16,19,22,25.28,31,2
33.	2,5,8,11,14,17,20,23,26,29,32	3,6,9,12,15,18,21,24,27,30,33	4,7,10,13,16,19,22,25.28,31,1
34.	2,5,8,11,14,17,20,23,26,29,32,1	3,6,9,12,15,18,21,24,27,30,33,2	4,7,10,13,16,19,22,25.28,31,34,3
35.	2,5,8,11,14,17,20,23,26,29,32,35	3,6,9,12,15,18,21,24,27,30,33,1	4,7,10,13,16,19,22,25.28,31,34,2
36.	2,5,8,11,14,17,20,23,26,29,32,35	3,6,9,12,15,18,21,24,27,30,33,36	4,7,10,13,16,19,22,25.28,31,34,1
37.	2,5,8,11,14,17,20,23,26,29,32,35,1	3,6,9,12,15,18,21,24,27,30,33,36,2	4,7,10,13,16,19,22,25.28,31,34,37,3
38.	2,5,8,11,14,17,20,23,26,29,32,35,38	3,6,9,12,15,18,21,24,27,30,33,36,1	4,7,10,13,16,19,22,25.28,31,34,37,2
39.	2,5,8,11,14,17,20,23,26,29,32,35,38	3,6,9,12,15,18,21,24,27,30,33,36,39,1	4,7,10,13,16,19,22,25.28,31,34,37
40.	2,5,8,11,14,17,20,23,26,29,32,35,38,1	3,6,9,12,15,18,21,24,27,30,33,36,39,2	4,7,10,13,16,19,22,25.28,31,34,40,3
41.	2,5,8,11,14,17,20,23,26,29,32,35,38,41	3,6,9,12,15,18,21,24,27,30,33,36,39,1	4,7,10,13,16,19,22,25.28,31,34,40,2
42.	2,5,8,11,14,17,20,23,26,29,32,35,38,41	3,6,9,12,15,18,21,24,27,30,33,36,39,42	4,7,10,13,16,19,22,25.28,31,34,40,1

* Serial numbers shown under columns 2,3 and 4 indicate the position of seats in the Schedule drawn up in ascending order of assigned serial number of seats.

** In the case of higher number of total seats available for reservation, same procedure may be followed by the prescribed authority commencing from second seat in first term of election, third seat in second term of election and fourth seat in third term of election, and selecting every third seat on each occasion and the first or the second seat as the occasion may arise.]

The West Bengal Panchayat (Constitution) Rules, 1975

2[SCHEDULE-I

**Rosters I for reservation of offices of the Pradhan the Upa-Pradhan, the Sabhapati, the Sahakari Sabhapati, the Sabhadhipati and the Sahakari Sabhadhipati for the Scheduled Castes and the Scheduled Tribes by rotation
(See rules 2A, 2B)**

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

33	50	35	48	19	46
39	6	41	4	25	2
45	12	47	10	31	8

* Serial numbers shown under columns (1) to (6) shall be matched with the serial number of seats

in each group of fifty or the part group consisting of less than fifty *Grams* or *Block*, as the case may be].

1. Schedule-1 inserted by Notification No. 847/PN/O/1, dated 12.3.98



The West Bengal Panchayat (Constitution) Rules, 1975

⁴CHAPTER IA

²[SCHEDULE-I

Key word : ²[SCHEDULE-I Rosters I for reservation of offices of the *Pradhan* the *Upa-Pradhan*, the *Sabhapati*, the *Sahakari Sabhapati*, the *Sabhadhipati* and the *Sahakari Sabhadhipati* for the Scheduled Castes and the Scheduled Tribes by rotation (*See* rules 2A, 2B)

--

Serial No. of offices of the *Pradhan*, Serial No. of offices of the *Upa-*
the *Sabhapati* and the *Sabhadhipati Pradhan*, the *Sahakari Sabhapati*, and
to be reserved the *Sahakari Sabhadhipati* to be reserved

(A)

(B)

*For the 1st term of election For the 2nd term of election For the 3rd term of election For the 1st term of election For the 2nd term of election For the 3rd term of election

(1)	(2)	(3)	(4)	(5)	(6)
1	18	3	16	37	14
7	24	9	22	43	20
13	30	15	28	49	26
19	36	21	34	5	32

25	42	27	40	11	38
31	48	33	46	17	44
37	4	39	2	23	50
43	10	45	8	29	6
49	16	1	14	35	12
5	22	7	20	41	18
11	28	13	26	47	24
17	34	19	32	3	30
23	40	25	38	9	36
29	46	31	44	15	42
35	2	37	50	21	48
41	8	43	6	27	4
47	14	49	12	33	10
3	20	5	18	39	16
9	26	11	24	45	22
15	32	17	30	1	28
21	38	23	36	7	34
27	44	29	42	13	40
33	50	35	48	19	46
39	6	41	4	25	2

45

12

47

10

31

8

Serial numbers shown under columns (1) to (6) shall be matched with the serial number of seats in each group of fifty or the part group consisting of less than fifty *Grams* or Block, as the case may be].
1. Schedule-1 inserted by Notification No. 847/PN/O/1, dated 12.3.98

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The West Bengal Panchayat (Constitution) Rules, 1975

⁴CHAPTER IA

Reservation of offices of chairpersons

FORM ID

(See rule 2B)

Key word : Reservation of offices of chairpersons FORM ID

In exercise of the power conferred by sub-section (1) of section 143 of the West Bengal Panchayat Act 1973 (West Bengal Act. XLI of 1973), read with rule 2B of the West Bengal Panchayat (Constitution) Rules, 1975, I, the State Election Commissioner, for the purpose of reconstitution of the Zilla Parishads and the Mahakuma Parishad following the next general elections, hereby determine after previous publication of the draft of this order as required under the said rules, '[for the offices of the Sabhadhipati/Sahakari Sabhadhipati of] the Zilla Parishads and the Mahakuma Parishad within the State, as specified in column (1) of the Schedule below, the total number of offices in the State specified in the corresponding entries in column (2) of the said Schedule, the number of offices in the State reserved for the Scheduled Castes, the Scheduled Tribes and the women members specified in the corresponding entries in columns (3a), (3b) and (3c) respectively of the said Schedule, the offices reserved for the Scheduled Castes or the Scheduled Tribes specified in the corresponding entries in column (4), and the offices reserved for women specified in the corresponding entries in column (5) of the said Schedule.

THE SCHEDULE

State of West Bengal

Description of the office	Total Number of offices in the district	Number of offices to be reserved for			Name of the Zilla Parishad/ Mahakuma Parishad, offices of which are reserved for the Scheduled Castes or the Scheduled Tribes	Name of the Zilla Parishad/ Mahakuma Parishad, offices of which are reserved for women
		Scheduled Caste	Scheduled Tribe	Women		
(1)	(2)	(3)			(4)	(5)

.....

Signature of the State Election Commissioner

1. Subs, by Notification No. 847/PN/O/I, dated 12.3.98



The West Bengal Panchayat (Constitution) Rules, 1975

4CHAPTER IA Reservation of offices of chairpersons

FORM 2

Key word : Reservation of offices of chairpersons FORM 2

[* Rules 3(2), 4(2), 5(2), 6, 8(2), 9(2), 11(2), 12(2), 14(1), 15(2), 16(2)]

Form of appointment of Presiding Officer for election of Pradhan* and Upa-Pradhan of Gram Panchayat/Sabhapati and Sahakari Sabhapati of Panchayat Samiti, Sabhadhipati/Sahakari Sabhadhipati of ¹[Mahakuma]/Zilla Parishad/ Members and Karmadhyaksha of Sthayee Samiti of Panchayat Samiti/Members and Karmadhyaksha of Sthayee Samiti of ¹ [Mahakuma]/Zilla Parishad.

In exercise of the powers conferred on me by rule(s) *[3(2), 4(2), 5(2), 6, 8(2), 9(2); 11(2), 12(2), 14(1), 15(2), 16(2)] of the West Bengal Panchayat

(Constitution) Rules, [1975]², I do hereby appoint Shri.....

..... (designation) to preside over the meeting for election of Pradhan* and Upa-Pradhan of **..... Gram Panchayat/Sabhapati* and Sahakari Sabhapati of**..... Panchayat Samiti/Sabhadhipati* and Sahakari Sabhadhipati

.of** ¹ [Mahakuma]/Zilla Parishad/Members* and Karmadhyaksha of Sthayee Samiti of*Panchayat Samiti/ Members*/[Karmadhyaksha of* Sthayee Samitis of*

Panchayat Samiti/[Mahakuma]/ Zilla Parishad.

Date

Place.....

.....

Prescribed Authority and Block Development
Officer/Sub-divisional Officer/District Magistrate

-
- 1. Amended by Notification No. 12932, dated 19.5.89**
 - 2. Subs, by Notification No. 14364/Panch, dated 21.6.78**
- * Strike off the words and figures which are not applicable.**
**** Appropriate particulars of the election to be inserted here.**

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The West Bengal Panchayat (Constitution) Rules, 1975

4CHAPTER IA

Reservation of offices of chairpersons

FORM 3

[Rules 3(4)]

Form of oath or affirmation

Key word: Reservation of offices of chairpersons [FORM 3 [Rules 3(4)] Form of oath or affirmation]

I. A.B., ¹[] having been elected/appointed a member of the.....

..... *Gram Panchayat/ Panchayat Samiti/* ²[Mahakuma]/ *Zilla Parishad*, do swear in the name of God/solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, and that I will faithfully discharge the duties upon which I am about to enter.

Date.....

Place

_____ (Signature)

1. Omitted by Notification No. 11264/I/Panch, dated 23.5.86
2. Amended by Notification No. 12932, dated 19.5.89





The West Bengal Panchayat (Constitution) Rules, 1975

4CHAPTER IA

Reservation of offices of chairpersons

1[FORM 3A]

[Rules 4(6)]

Key word : Reservation of offices of chairpersons 1[FORM 3A] [Rules 4(6)] Form of declaration of candidates for election of 2[Pradhan/Upa-Pradhan of Gram Panchayat]/Sabhapati and Sahakari Sabhapati of Panchayat Samiti / Sabhadhipati / Sahakari Sabhadhipati of Mahakuma Parishad/Zilla Parishad/ Karmadhyaksha of a Sthayee Samiti of Mahakuma Parishad/Zilla Parishad.

I, Shri

having been proposed and seconded as a candidate for election to the office of 2[*Pradhan/Upa-Pradhan**] Gram

Panchayat] *Sabhapati/Sahakari Sabhapati**
Panchayat Samiti/* Sabhadhipati/ Sahakari Sabhadhipati**

.....Mahakuma Parishad/

Zilla Parishad*/Karmadhyaksha**.....Sthayee
Samiti..... Mahakuma Parishad/Zilla Parishad, do

hereby declare that on being elected, I shall be a whole-time functionary of my office and that during the period for which I hold or am due to hold such office, I shall not hold any office of profit unless I have obtained leave of absence from my place of employment and I shall not carry on, or be associated with, any business, profession or calling in such manner as shall or is likely to interfere with due exercise of my powers, due performance of my functions or due discharge of my duties.

(Signature of Candidate)

1. Ins. by Notification No. 1658/I/Panch, dated 26.5.93

2. Ins. by Notification No. 847/PN/O/1, dated 12.3.98

* Strike off the words which are not applicable.

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

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The West Bengal Panchayat (Constitution) Rules, 1975

⁴CHAPTER IA Reservation of offices of chairpersons

FORM 4

Key word: Reservation of offices of chairpersons FORM 4

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

Form of declaration of result of an uncontested election in the office of Pradhan* and Upa-Pradhan of Gram Panchayat/Sabhapati and Sahakari Sabhapati of Panchayat Samiti/Sabhadhipati and Sahakari Sabhadhipati of \Mahakuma\Zilla Parishad/Members and Karmadhyaksha of a Sthayee Samiti of Panchayat Samiti/ ¹[Mahakuma]/Zilla Parishad,

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

Name of the Gram Panchayat/Panchayat Samiti/Zilla Parishad/Sthayee Samiti of Panchayat Samiti/ ¹ [Mahakuma]/Zilla Parishad	Name and address of the parsons(s) elected	Name of the office to which elected	¹ Name of the political party with whose symbol he was elected as member
(1)	(2)	(3)	(4)

Date..... .

Place.....

.....

Signature of the Presiding Officer

* Strike off the words which are not applicable.

1. Amended by Notification No. 12932/I/Panch, dated 19.5.89
2. Subs, by Notification No. 14364/Panch, dated 21.6.78
3. Ins. by Notification No. 847/ON/O/dated 12.3.98

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The West Bengal Panchayat (Constitution) Rules, 1975

4CHAPTER IA

Form 5

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

Form of Ballot Paper for election of Pradhan*/Upa-Pradhan of.....**

..... **Gram Panchayat, Sabhapati/Sahakari Sabhapati**
of..... Panchayat Samiti, Sabhadhipati*/ Sahakari**
Sabhadhipati of.....¹[Mahakuma] / Zilla Parishad**
Members*/Karmadhyaksha
of.....Sthayee Samiti**
of.....Panchayat Samiti*/[Mahakuma] /Zilla Parishad.**

Serial No	Name(s) of candidate(s)	For mark (x) by voter
(1)	(2)	(3)
1		
2.		
3.		
4.		
5.		

Date

Place.....
.....

Signature of the Presiding Officer

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

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

I. Amended by Notification No. 12932/I/Panch, dated the 19.5.89



The West Bengal Panchayat (Constitution) Rules, 1975

4CHAPTER IA

FORM 6

[♦Rules 3(7), 4(4), 5(4), 6, 8(10), 9(3), 11(3), 12(3), 14(1), 15(2), 16(2)]

Form of recording the number of valid votes in an election of Pradhan*/Upa-Pradhan of Gram Panchayat/Sabhapati/Sahakari Sabhapati of Panchayat Samiti, Sabhadhipati/Sahakari Sabhadhipati of ¹[Mahakuma]/Zilla Parishad, member/Karmadhyaksha of Sthayee Samiti of Panchayat Samiti/ ¹[Mahakuma]/Zilla Parishad.

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

Name of the Gram Panchayat*/ Panchayat Samiti/ Zilla Parishad/ Sthayee Samiti of Panchayat Samiti/ ¹ [Mahakuma]/ Zilla Parishad	Names contesting candidates	Nature of office for which election held	Number of valid votes secured
(1)	(2)	(3)	(4)
1.			



The West Bengal Panchayat (Constitution) Rules, 1975

4CHAPTER IA

FORM 7

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

Key word : FORM 7

Form of declaration of result of an uncontested election in the office of Pradhan* and Upa-pradhan of Gram Panchayat/Sabhapati and Sahakari Sabhapati of Panchayat Samiti/Sabhadhipati and Sahakari Sabhadhipati of [Mahakuma]¹/Zilla Parishad/Members and Karmadhyaksha of a Sthayee Samiti of Panchayat Samiti/^x[Mahakumd\Zilla Parishad.

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

Name of the Gram Panchayat*/ Panchayat Samiti/ Zilla Parishad/ Sthayee Samiti of Panchayat Samiti/ ¹ [Mahakuma]/ Zilla Parishad	Names contesting candidates	Nature of office for which election held	Number of valid votes secured
(1)	(2)	(3)	(4)
1.			

2.			
3.			
4.			
5.			

Date,, .

Place,,,

.....

Signature of the Presiding Officer

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

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

1. Amended by Notification No. 12932/I/Panch, dated the 19.5.89

2. Subs, by Notification No. I4364/1/Panch, dated 21.6.78

3. Ins. by Notification No. 847/PN/O/I dated 12.3.98