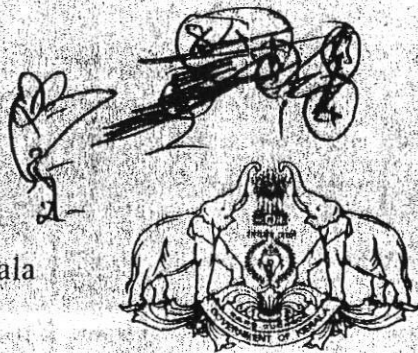


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കേരള സർക്കാർ  
Government of Kerala  
2015



Regn. No. KERBIL/2012/45073  
dated 5-9-2012 with RNI  
Reg. No. KL/TV(N)/634/2015-17

കേരള ഗസറ്റ്  
KERALA GAZETTE

അസാധാരണം  
EXTRAORDINARY

*Handwritten signature and date: 3.07*

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്  
PUBLISHED BY AUTHORITY

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GOVERNMENT OF KERALA

Local Self Government (RD) Department

NOTIFICATION

G. O. (P) No. 242/2015/LSGD.

*16.3.7A.6916(9)12.*

Dated, Thiruvananthapuram, 23rd July, 2015.

S. R. O. No. 496/2015.—In exercise of the powers conferred by sections 60 and 112 of the Kerala Town and Country Planning Ordinance, 2015 (6 of 2015), the Government of Kerala hereby make the following Rules, namely:—

*GD-60  
S.R. No. 496/2015*

*Block*

PRINTED AND PUBLISHED BY THE SUPERINTENDENT OF GOVERNMENT PRESSSES  
AT THE GOVERNMENT CENTRAL PRESS, THIRUVANANTHAPURAM, 2015

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## RULES

## CHAPTER I

## PRELIMINARY

1. *Short title, commencement and applicability.*—(1) These Rules may be called the Kerala Town and Country Planning (Development Authorities) Rules, 2015.

(2) They shall come into force at once.

(3) They shall apply to all the Development Authorities in the State constituted under the Ordinance.

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

(a) "accounts" means accounts maintained by the Authority;

(b) "advance" means any sum sanctioned by the Authority as an advance to be recovered in such manner as the Authority may decide;

(c) "Authority" means a Development Authority constituted under section 51 of the Ordinance.

(d) "Authority Area" means the area for which an Authority has been constituted;

(e) "Bank" means a Nationalized Bank or a Scheduled Bank or a Co-operative Bank as approved by the Authority;

(f) "Chairman" means the Chairman of the Authority concerned;

(g) "Form" means Form appended to these Rules;

(h) "finance" means the receipts realized by the Authority from time to time;

(i) "member" means a member of the Authority;

(j) "Ordinance" means the Kerala Town and Country Planning Ordinance, 2015 (6 of 2015);

(k) "revolving fund" means the fund established and maintained by the Authority for the purpose of carrying out the powers and functions as assigned to the Authority;

(l) "Secretary" means the Member Secretary of the Authority.



- (iv) investment of surplus moneys of the Authority;
- (v) institution, conduct and withdrawal of any legal proceedings for and on behalf of the Authority;
- (vi) approval of sale of land; sale or lease of built up spaces;
- (vii) without prejudice to the provisions of the Ordinance, the powers delegated or the functions or duties imposed, from time to time, on the Executive Committee by the Authority.

5. *Terms and Conditions of Appointment of the Chairman.*—(1) The Government shall appoint a Chairman for each Authority who shall have experience in matters related to urban development.

(2) Subject to the provisions of the Ordinance, the Chairman shall hold office for a period of three years.

(3) The Chairman shall be entitled for a monthly honorarium fixed by the Government from time to time.

6. *Allowance to the non-official members.*—(1) A non-official member of an Authority shall be entitled for,—

(a) daily Allowance at the rate of five hundred rupees per day for attending a meeting of the Authority; and

(b) travelling allowance at such rates as admissible to a grade-I officer of the State Government in the case of members not residing within eight kilometres from the place of meeting.

### CHAPTER III

### MEETINGS OF THE AUTHORITIES

7. *Meeting of the Authority.*—(1) The General Council and Executive Committee shall meet from time to time and make such arrangements with respect to the place, day, hour, notice, management and adjournment of the meetings or the Authority as they may think fit, subject to the following conditions, namely:—

(a) The meeting of General Council shall be convened by the Secretary at least once in every four months in consultation with the Chairman and the agenda for the meeting shall be served at least five days before the date of meeting;



## CHAPTER II

DEVELOPMENT AUTHORITY, AND THE TERMS AND  
CONDITIONS OF SERVICE OF CHAIRMAN AND MEMBERS

3. *General Council*.—(1) The strength of the General Council, excluding the Chairman, shall be twenty.

(2) The Government shall, through notification in the Official Gazette, nominate members by fixing the members as per the requirement of the Authority Area and in conformity with clause (e) of sub-section (1) of section 54 of the Ordinance from among the persons having adequate knowledge and experience in any of the fields viz, urban development, town planning, administration, finance, social service, co-operative sector or public affairs.

(3) The General Council shall be a policy making body and shall exercise the following powers, and perform following functions in conformity with the provisions of the Ordinance, namely:—

- (i) matters relating to the functions of the Authority as per section 56 of the Ordinance;
- (ii) review the functions of the executive committee;
- (iii) approval of the budget prepared by the Authority;

4. *Executive Committee*.—(1) The strength of the Executive Committee shall be ten.

(2) The Executive Committee shall be the executive body of the Authority and it shall exercise the following powers and perform the following functions, in conformity with the provisions of the Ordinance, namely:—

- (i) matters relating to the establishment as provided under Chapter IV of the Rules.
- (ii) planning and Implementation of projects and schemes of the Authority in conformity with section 56 of the Ordinance, including approval or rejection of such projects and schemes;
- (iii) approval or rejection of tenders for projects and schemes of the Authority;



(b) an ordinary meeting of the Executive Committee shall be convened by the Secretary at least once in every month in consultation with the Chairman, and the agenda for the meeting shall be served to the members at least three days before the date of meeting.

(c) the Chairman may whenever he thinks fit or upon the written request of not less than five members, direct the Secretary to call a special meeting with a notice of not less than two days:

Provided that no business other than what is contained in the request by the members shall be transacted at the special meeting called by the Chairman upon such written request;

(d) no business shall be transacted at any meeting unless at least one-third of the number of members then in office are present;

(e) every meeting shall be presided over by the Chairman, and in his absence a member nominated by him or in the absence of both, a member chosen by the meeting to preside over;

(f) all issues at any meeting shall be decided by a majority of the members present and voting at the meeting and in every case of equality of votes, the person presiding over shall have the right to exercise a second or casting vote;

(g) if a poll is demanded, the names of the members voting and the nature of their votes shall be recorded by the person presiding over;

(h) minutes of the proceedings at each meeting, together with the names of the members present, shall be recorded in a book to be maintained for the purpose and shall be signed by the Secretary and the person presiding.

8. *Members not to take part in the proceedings in which they are personally interested.*—If any member has, directly or indirectly any beneficial interest in any land situated in an area comprised in any improvement scheme framed by the Authority or in an area in which it is proposed to acquire land for any of the purposes of the Authority,—

(a) he shall, before taking part in proceedings at a meeting of the Authority, inform the person presiding at the meeting of the nature of such interest;

(b) he shall not vote in any meeting of the Authority upon any resolution or question relating to such land; and

(c) he shall not take part in any proceedings relating to such area at a meeting of the Authority, if the person presiding over the meeting considers it expedient to do so.

#### CHAPTER IV

#### ESTABLISHMENT

9. *Staff of the Authority.*—The Government may create posts of such officers and staff in the Authority as per the request of the Authority and the appointment shall be made by the Authority.

10. *Travel of Chairman, Secretary etc. outside the country and outside the State.*—(1) The Authority shall obtain prior approval of the Government for travel outside India, of its Chairman, Secretary, other members and employees for purposes of the Authority.

(2) In the case of travel outside the State but within India, the person concerned shall obtain the approval of the Authority.

11. *Maintenance of schedule of establishment.*—(1) The Secretary shall prepare and place before the Authority a schedule of establishment before the 1st day of May, of every year, showing the number, designation and grade of the officers and subordinates (other than the employees who are paid on contract basis or on daily wages) who, in his opinion constitute the establishment for the Authority and embodying his proposals with regard to salaries, fees and allowances payable to them.

(2) The Authority may either approve or amend such schedule as it thinks fit.

12. *Appointments and punishments.*—(1) Subject to the provisions of sub-rule (2) and to such restrictions as may be laid down by the Government, the power of making appointments and promotions of the officers and employees and of imposing any of the punishments mentioned in the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 to any of the officers or employees of the Authority for any



breach of departmental rules or discipline or for carelessness, unfitness, neglect or dereliction of duty or other misconduct and of discharging any such officer or employee from the services of the Authority on any other reason, shall be exercised by the following authorities, namely:—

(a) Secretary—in the case of posts, the minimum of the scale of pay of which does not exceed ₹ 20,740 (Rupees Twenty Thousand Seven Hundred and Forty only) and the officers and employees holding such posts;

(b) Chairman—in the case of posts, the minimum monthly basic pay of which exceeds ₹ 20,740 (Rupees Twenty Thousand Seven Hundred and Forty only), but does not exceed ₹ 36,140 (Rupees Thirty Six Thousand One Hundred and Forty only) and the officers and employees holding such posts;

(c) the Authority—in the case of posts, the minimum monthly basic pay of which exceeds ₹ 36,140 (Rupees Thirty Six Thousand One Hundred and Forty only) but the maximum of which does not exceed ₹ 44,640 (Rupees Forty Four Thousand Six Hundred and Forty only) and the officers and employees holding of such posts:

Provided that the appointment and punishment of the Chief Engineer of the Authority shall be made by the Authority with the previous approval of Government:

Provided further that the power to impose any punishment on an officer or an employee of the Central Government or the State Government or Local Self Government Institution shall be vested with that authority which lent the services of the officer or employee, as the case may be, and shall be exercised only by that authority which would have been competent to do so, if his services had not been so lent, and the Secretary or the Chairman or the Authority, as the case may be, shall have the right only to make a recommendation in this behalf to such authority.

(d) the Authority may appoint employees on contract basis based on the Orders and guidelines issued by the Government from time to time for specific purposes and the remuneration for such employees may be fixed by the Authority.

(2) An officer or employee of the Authority, against whom an order has been passed under sub-rule (1) imposing any punishment, may appeal against such order, within two months from the date of receipt of the order by him,—

- (a) to the Chairman, if the order has been passed by the Secretary;
- (b) to the Authority, if the order has been passed by the Chairman; and
- (c) to the Government, if the order has been passed by the Authority.

(3) The Chairman may, pending enquiry, suspend any officer or servant of the Authority:

Provided that in the case of officers or employees borrowed by the Authority, he shall forthwith report the matter to the authority concerned which is competent to inflict punishment on such officers or employees.

13. *Extension of the jurisdiction of the Vigilance Division and Finance Inspection (Works) Wing.*—The Vigilance Division of the State Government shall have jurisdiction in the matter of conducting investigation and enquiries into allegations of corruption, misconduct, misuse of power and other irregularities on the part of the officers and employees of the Authority. The Finance Inspection (Works) Wing of the State Government shall have jurisdiction to carry out investigation and enquiries into the works undertaken by the Authority and also to inspect offices under the Authority.

14. *Promotion.*—(1) Promotion for the posts declared as selection posts shall be made on grounds of qualifications and merit, seniority being considered only where merit and qualifications are approximately equal. Persons included in a select list shall be ranked in the order of their seniority in the lower category.

(2) Promotions to non-selection posts shall be made in accordance with strict seniority, except where on account of his proved serious misconduct, it is considered undesirable to promote the senior.

15. *Qualifications and method of recruitment.*—(1) The qualifications and method of recruitment to the various categories of posts under the Authority shall be as follows:—

(a) *Planning Wing.*—The provisions of the Special Rules for the Kerala Town and Country Planning Service, 2001 shall apply for the State Service and the provisions of the Special Rules for the Kerala Town and Country Planning Subordinate Service, 2000 shall apply to the Subordinate Service.



(b) Engineering Wing.—The provisions of the Kerala Local Self Government Department Special Rules under the Engineering Services, 2007 and the Special Rules for the Municipal Common Service (Engineering and Town Planning Service) 2001 shall apply.

(c) Ministerial Wing.—For those appointed under the Secretariat pattern, the provisions of the Kerala Secretariat Service Rules, and the Kerala Secretariat Subordinate Service Rules, and for others the Kerala Municipal Common Service (Ministerial and Revenue Branch) Qualifications and Method of Appointment Rules, 2001 shall apply.

(2) No person shall be appointed to a post under the Authority, if he does not possess the qualifications fixed for that post under sub-rule (1).

16. *Executive powers of the Secretary*.—Subject to the instructions, conditions and limitations expressly imposed by the Ordinance and these Rules, the executive power for the purpose of carrying out the provisions of the Ordinance shall be vested with the Secretary.

17. *Custody of records*.—The Secretary or the officers authorised by him shall be responsible for the custody of all the records of the Authority including all papers and documents connected with the proceedings of the meetings of the Authority and Committees thereto.

18. *Pay and allowances of the Secretary*.—The pay and allowances of the Secretary shall be as may be fixed by the Government from time to time. He shall be paid from the funds of the Authority and contribution towards his leave salary and pension to the extent required shall be credited monthly to the State Fund by the Authority.

19. *Leave of the Secretary*.—Leave may be granted to the Secretary by the Government and when such leave is sanctioned, the Government may nominate any officer of the Authority to hold charge of the office of the Secretary or appoint a substitute.

20. *Control of the establishment of the Authority by the Secretary*.—The Secretary shall exercise supervision and control over the acts and proceedings of all the officers and employees of the Authority, subject to such Rules and Orders as may be in force at that time and shall dispose of all questions relating to the services of the said employees and their salaries, allowances and privileges.

21. *Power to grant leave to officers and other staff.*—Leave may be granted to the officers and staff of the establishment of the Authority by the Secretary.

22. *Service conditions applicable to officers and employees of the Authority.*—Save as otherwise provided in these Rules, the provisions of the Kerala Service Rules, the Kerala Civil Service (Classification, Control and Appeal) Rules, 1960, the Kerala Government Servants Conduct Rules, 1960, and the Kerala Government Servants Application for Posts (Private Employment and Government Service) Rules, 1958 and subsequent amendments shall, *mutatis mutandis*, apply to the officers and employees of the Authority:

Provided that the powers assigned to the Government and the Heads of the Departments under the above Rules shall be exercised by the Authority and the Secretary, respectively.

#### CHAPTER V

#### FINANCE (GENERAL)

23. *Fund of the Authority.*—(1) The Authority shall have and maintain its own fund to which the following shall be credited, namely:—

(a) all moneys received by the Authority from the Government by way of grants, loans, advances or otherwise;

(b) all moneys borrowed by the Authority from sources other than the Government by way of loans, advances under section 110 of the Ordinance;

(c) all moneys and charges received by the Authority under the Ordinance and the Rules framed thereunder, including the contribution from Municipal Councils under sub-section (2) of section 99 of the Ordinance, at half per cent of the total sum of money credited during the preceding year;

(d) all moneys received by the Authority by way of rents, deposits, funds generated from implementation of Land Pooling Schemes and profits or in any other manner or from any other source;



(2) The Authority may keep in current account in any bank approved by the Authority in this behalf or in the Government Treasury Savings Account such money as may be decided by the Authority, from time to time, and any money in excess thereof shall be invested in securities and fixed deposits.

(3) All deposits and investments shall be made by the Secretary on behalf of the Authority, and the Secretary may, at any time, withdraw any deposit so made or dispose of any securities and redeposit or reinvest the money so withdrawn or the proceeds of the disposal of such securities.

(4) All money transactions relating to the Authority shall, immediately and without any reservation, be brought to account in the books of the Authority and all moneys received other than moneys withdrawn from the treasury or bank to meet current expenditure shall, without delay, be paid in full into the treasury or bank and credited to the appropriate account and shall not be utilized to meet current expenditure.

(5) The Government may make such grants, advances and loans to the Authority as the Government may deem necessary for the performance of the functions of the Authority and all grants, loans and advances made shall be in such terms and conditions as the Government may determine. The Authority shall maintain a Register of Grants in Form I and Register of Loans and Advances in Form II.

(6) The Authority may receive advances from the applicants for allotment of land or built-up space. The Authority shall maintain a Register of Application, Allotment of Land and Built-up spaces in Form III.

24. *Estimates of Income and Expenditure to be laid annually before the Authority.*—(1) The Secretary shall, at a special meeting to be held in the month of February in each year, lay before the Authority an estimate of the income and expenditure of the Authority for the ensuing year in Form IV and in detail in Form V.

(2) Every estimate under sub-rule (1) shall,—

(a) make provision for the due fulfilment of all the liabilities of the Authority and for the efficient administration of the Authority; and

(b) be printed and a copy of thereof be sent to each member at least ten clear days before the date of the meeting at which the estimate is to be laid before the Authority.

(c) the Authority shall keep 2% of the revenue receipt as closing balance.

25. *Approval of the estimates by the Authority.*—The Authority shall consider every estimate laid before it under rule 24 and approve the same without or with such alterations, as it may think fit.

26. *Approval of the estimate by the Government.*—(1) Every estimate approved by the Authority under rule 25 shall be submitted to the Government.

(2) Prior approval of the Government must be obtained for the estimates, in case there is an element of deficit which is proposed to be made up by obtaining funds from the Government.

27. *Supplementary Estimate.*—(1) The Authority may at any time during the year for which any estimate has been approved, cause a supplementary estimate to be prepared and laid before it at a special meeting.

(2) The provisions of rules 24, 25 and 26 shall apply to every supplementary estimate.

28. *Re-appropriation and expenditure in cases of emergency.*—No expenditure,—

(a) not covered by any provision in the approved budget estimate; or

(b) likely to cause excess over the amount provided under any head,

shall be incurred without provision being made by re-appropriation from some other head under which savings are ascertained or anticipated or from surplus over the statutory closing balance:

Provided that the Chairman may, in case of emergency, incur inevitable expenditure but he shall make a report to the Authority at its next meeting together with an application for re-appropriation of funds.

29. *Form of Statement of Re-appropriation.*—All applications for re-appropriation of funds shall be made in Form VI with a detailed explanation for the expenditure incurred.

30. *Transmission of copies of estimates to the Auditor and Local Authorities.*—(1) The Authority shall submit two copies of its budget estimates to the Accountant General and to the Auditor every year. One copy of the re-appropriation statement shall also be furnished.



(2) A copy each of the budget estimate shall be sent by the Secretary to every Local Self Government Institution within the region.

31. *Adherence to estimate.*—No sum shall be expended by or on behalf of the Authority unless the expenditure of the same is covered by a current budget grant or can be met by re-appropriation.

32. *Purposes for which Authority's fund can be utilised.*—The purpose, to which the Authority's fund may be utilised, include all objects connected with the responsibilities of the Authority under the Ordinance and the Rules made thereunder and everything incidental to the administration thereof.

33. *Safe custody of funds.*—The cash balance on hand shall be deposited within 2 working days in the Bank or the Treasury in which the Authority is having accounts and the deposit and withdrawal of money out of the cash balance shall be made by the Secretary or an officer authorised by him in this behalf.

34. *Permanent advance.*—(1) All petty expenses not exceeding five thousand rupees shall be made out of the permanent advance. The Secretary shall have a permanent advance of ten thousand rupees to meet petty expenses. An imprest register in Form VII shall be maintained to note the transactions relating to the amount.

(2) When a payment is to be made from the permanent advance, a payment order shall be made by the officer holding the advance on the vouchers relating to the charge.

(3) The permanent advance shall be reimbursed in a contingent bill drawn by the Secretary in his favour.

35. *Power to incur expenditure.*—(1) Subject to budget provision and availability of funds, expenditure may be incurred on any single work or schemes for carrying out any of the purposes of the Ordinance,—

- (i) by the Secretary, in case such expenditure does not exceed rupees five lakhs;
- (ii) by the Chairman, in case the expenditure exceeds rupees five lakhs but does not exceed rupees twenty-five lakhs;

- (iii) by the Authority in case the expenditure exceed rupees twenty five lakhs but does not exceed rupees one crore;
- (iv) by the Government if the expenditure exceeds rupees one crore.

(2) Every item of expenditure shall be drawn in a bill. The bills shall be in the forms laid down for the respective charge in the Financial and Account Codes in force in Government Departments.

36. *Power of Authority and Secretary to approve estimates.*—The Authority or the Chairman or the Secretary may accord administrative sanction to estimates for incurring expenditure on any work or scheme for carrying out any of the purposes of the Ordinance subject to restrictions and conditions imposed on the Authority or the Chairman or the Secretary, as the case may be, under rule 35.

37. *Power of Authority to determine whether works shall be executed by contract.*—The Authority may determine either generally for any class of cases or especially for any particular case whether the Secretary shall execute work by contract or otherwise.

38. *Provisions as to execution of contract.*—(1) Every contract entered into by the Secretary or by any other officer authorised in this behalf shall be in such manner and in such forms as would bind him, if it were made on his own behalf and may in like manner and form be varied or discharged:

Provided that prior approval of Government shall be obtained before entering into agreements involving foreign collaborations:

Provided further that every contract for the execution of any work or the supply of any materials or goods which involve an expenditure exceeding ₹ 25,000 shall be in writing and shall be sealed with the common seal of the Authority.

(2) The common seal of the Authority shall remain in the custody of the Secretary or any other officer authorised in this behalf and shall not be affixed to any contract or other instrument except in the presence of the Secretary or such authorized officer and the Secretary or any other Officer authorized in this behalf shall sign every contract or instrument for and on behalf of the Authority.

(3) The agreement shall be got executed in the forms prescribed in the Kerala Financial Code and the Public Works Department Code as the case may be, for the supply of materials and goods and for execution of works.

(4) No contract executed otherwise than as provided, in these Rules shall be binding on the Authority.

39. *Preparation of design and estimates of works.*—(1) No works shall be commenced until a detailed estimate is prepared and technical and administrative sanction accorded by the authority competent to give such sanction under these Rules:

Provided that the detailed estimate and technical sanction may be dispensed with in the case of petty construction, reconstruction and maintenance of which the estimated cost, in each case, does not exceed ₹ 25,000:

Provided further that the Secretary may in case of emergency direct the execution of any work or doing of any act which would ordinarily require the sanction of the Authority and the immediate execution or going of which, in his opinion, is necessary for the services of the public which shall be placed before the Authority for ratification.

(2) Layouts, Architectural drawings, Building Plans etc. shall ordinarily be prepared by or under the supervision of the Head of the Planning Wing of the Authority.

(3) Structural designs and Estimates for the works shall ordinarily be prepared by or under the supervision of the Head of the Engineering Wing.

(4) In special cases, if the circumstances so require, the Authority may entrust the preparation of plans including layout, architectural drawing, structural designs and estimates to competent practising Engineer or Architect or Town Planner or any other competent consultant. The remuneration for such Engineer, Town Planner or Architect shall, in any case, not exceed rates for such works applicable to the State Public Works Department:

Provided that, if such remuneration exceeds the rates applicable under sub rule (4) herein above, the same shall be fixed by the Authority with the prior approval of the Government.



(5) The Authority may, by special resolution, specify the officers and the financial limits, within which each of such officers may accord administrative or technical sanction to the plans and estimates.

40. *Invitation of tenders.*—(1) The Head of Engineering wing of the Authority shall invite sealed tenders or e-tenders for every contract for execution of works in the form prescribed in the Public Works Department Code except in the case of following works, namely:—

(i) works of which the estimated cost does not exceed ₹ 25,000 and works of very urgent nature taken up for execution under rule 43; and

(ii) works which are proposed to be entrusted for execution to beneficiaries and voluntary organizations, in which case the contract amount shall not exceed the estimated amount.

(2) In the case of works falling under clause (i) of sub-rule (1), Head of Engineering Wing of the Authority or an Officer authorized by the Secretary may arrange for their execution through contractors on the basis of quotations or departmentally and in exceptional cases, after negotiations with contractors.

41. *Publication of tenders.*—The publication of tenders shall be in accordance with the State PWD norms in force.

42. *Acceptance of tenders.*—The acceptance of tenders shall be in accordance with the State PWD norms in force.

43. *Departmental execution.*—The Authority may determine as to whether the works shall be executed generally for any class of cases or specially for any particular case by the Head of the Engineering Wing of the Authority through contract or otherwise.

44. *Projects Under Public Private Partnership.*—(1) The Authority may take up projects under different modes of Projects Under Public Private Partnership. Conceptualisation of such projects, conduct of feasibility study, preparation of Draft Project Reports, invitation of expression of interest selection of concessionaire and execution of agreement shall be done by or under the supervision of the Head of the Planning Wing of the Authority. Where the projects involve substantial investment, the services of a competent consultant may be sought for the execution of the projects. The execution of such projects shall be under the supervision of the Engineering Wing of the Authority.

(2) The projects taken up under Projects Under Public Private Partnership, before proceeding with the execution of the projects, the terms and conditions, concession/lease agreement shall be placed before the General Council and got approved by it.

45. *Purchase of stores.*—The publication of tenders shall be in accordance with the Store Purchase Manual in force:

Provided also that the invitation of quotations may be dispensed within the following cases, namely:—

(a) supply of materials and goods of which the price as fixed by the Government by under rule or order in force;

(b) supply of materials and goods by a firm which has subsisting rate contract with Government or the Director General of Supplies and Disposals, New Delhi, for supply of such materials and goods at the rate so fixed.

(c) supply of materials and goods of standard specifications of which the manufacture or sale is undertaken exclusively by a firm of standing and the supply is required from such firm.

(d) the purchase of vehicles or any other item for the Authority under DGS&D rates.

46. *Power to acquire and utilize land.*—(1) No land shall be acquired for purposes other than for the performance of the functions stipulated under section 56 of the Ordinance.

(2) In the case of Government lands transferred to the Authority, the Authority shall utilize the land as per the terms and conditions of the transfer as laid down in the Government order.

47. *Power to dispose of land.*—(1) The Authority may retain or may lease, sell, exchange or otherwise dispose of any land vested in it or acquired by it:

Provided that the Authority shall obtain the prior approval of Government for the sale, lease, exchange, mortgage or disposal of the whole or substantially the whole of any particular undertaking of the Authority.

(2) The Authority shall maintain a register of immovable property in Form XXIII of the Kerala Financial Code, Volume II for all the property vested in it or acquired by it.

48. *Maintenance of posting registers.*—(1) The Secretary shall cause to be maintained Cash Book in Form VIII, Register of receipts in Form IX, Ledger for Receipts and Payments in Form X, Journal for Adjustments in Form XI, Abstract of Monthly Accounts in Form XII, Abstract of Annual Accounts in Form XIII, Detailed Monthly Accounts in Form XIV and Detailed Annual Accounts in Form XV, Advances Recovery Register in Form XVI, Register of stores, tools, plants etc. in Form XVII. Register of Sinking Funds in Form XVIII and Schedule of Establishment in Form XIX.

(2) The accounts for each month shall be closed not later than the 15th of the following month:

Provided that the accounts for the month of March and for the whole year may be completed not later than the 31st of May, following.

49. *Abstract of monthly accounts to be placed before the Authority.*—The Secretary shall prepare for each month the abstract of monthly accounts in Form XII and place it before the Authority at the first meeting held after the accounts are ready. One copy of the abstracts of monthly accounts shall be forwarded to the Auditor after approval of the accounts by the Authority, on or before the last day of the following month.

50. *Annual accounts to be submitted to the Government.*—(1) At the close of each financial year, annual accounts shall be prepared in Form No. XV.

(2) The annual accounts shall show—

- (a) the amount at the credit of the Authority at the end of each financial year in Treasury or Bank as per the Pass Books;
- (b) a statement of investment made;
- (c) a statement showing the outstanding debts of the Authority indicating,
  - (i) list of loans;
  - (ii) distribution of outstanding debt.



51. *Bond and agreement necessary for security deposits.*—(1) All the interest bearing deposits shall be pledged in favour of the Secretary.

(2) Security deposits whether made in cash or in the form of interest bearing securities, shall be covered by a bond or agreement and shall be recorded in the Register of Cash Deposits or the Register of Security Deposits, as the case may be.

(3) The Register of Cash Deposits shall be in the Form XX and the Register of Security Deposits shall be in the Form XXI.

52. *Repayment of security deposit.*—Without special order of the Secretary or the officer authorised by him, no security deposit shall be repaid or retransferred to the depositor or otherwise disposed of, except in accordance with the terms of the agreement or bond.

53. *Deposits.*—The cash deposits shall be noted in the Register of Cash Deposits opened and maintained for the purpose in Form XX.

54. *Lapsed deposits.*—In the accounts of March each year, the following classes of items in the Registers relating to deposits shall be credited to the funds of the Authority as lapsed deposits, namely:—

(a) original deposits not exceeding one rupee in each individual case remaining outstanding for any year;

(b) balance not exceeding one rupee of items partly cleared during any year;

(c) balance unclaimed for more than three complete years.

55. *Lapsed or forfeited deposits not to be refunded without sanction.*—(1) Deposits treated as lapsed or forfeited under the provisions of an agreement or bond shall not be refunded without the sanction of the Authority.—

(2) Every refund shall be made in Form XXII.

56. *Register of Investment.*—Details of all investments from the funds of the Authority, including fixed deposits with a bank, shall be entered in a Register of Investments to be maintained in Form XXIII. The register shall be reviewed by the Secretary early in April and early in October every year.

57. *Register of Stamps.*—In order to enable a check to be kept on the value and number of postage stamps expended upon the business of the Authority, a Register of Stamps shall be maintained in Form XXIV in which the receipts and issues of stamps shall be recorded as they occur. At the close of each day, the balance of stamps shall be verified and a certificate of verification shall be recorded in the register, by an officer authorised by the Secretary in this behalf.

58. *Irrecoverable items and written off cases.*—(1) All dues which are found to be irrecoverable and which are proposed to be written off shall be reported to the Authority by the Secretary and sanction of the Authority shall be obtained to write off them:

Provided that the Secretary shall have powers to write off losses not exceeding rupees one thousand without the sanction of the Authority and the Authority shall have powers to write off losses exceeding one thousand but not exceeding rupees one lakh.

(2) In all cases where the value to be written off exceeds rupees one lakh, orders of the Government shall be obtained.

(3) A Register of written off cases shall be maintained in Form XXV.

## CHAPTER VI

### AUDIT OF THE ACCOUNTS OF THE AUTHORITY

59. *Annual audit of accounts.*—(1) The accounts of the Authority shall be subjected to audit as per section 100 of the Ordinance:

Provided that the Accountant General of Kerala may also audit accounts from time to time and as and when considered necessary by the Government.

60. *Authority to remedy defects pointed out by the Auditor.*—It shall be the duty of the Authority to cure any defect or irregularity that may be pointed out by the Auditor.

(c) initiate or rescind or compromise proceedings for the recovery of expenses or compensation claimed to be due to the Authority;

(d) rescind or compromise any claim against any person in respect of a penalty payable under a contract entered into with such person by the Secretary or any other officer of the Authority;

(e) defend any suit or other legal proceedings brought against the Authority, officer or servant in respect of anything done or omitted to be done in its or his official capacity;

(f) compromise any claim, suit or legal proceedings brought against the Authority or against any officer or servant in respect of anything done or omitted as aforesaid;

(g) institute and conduct any suit or withdraw or compromise any suit or claim which has been instituted or made in the name of the Authority or any officer thereof;

(h) obtain such legal advice and assistance as may, from time to time, think necessary or expedient for the lawful exercise or discharge of any power or duty vested in or imposed upon the Authority or Officer or employee of the Authority.

(2) the Authority may appoint suitable persons or firms as standing counsels for the purpose of performing duties as prescribed in the sub-rule (1).

63. *Stamping signature on notices or bills.*—Every notice or bill, if required by the Ordinance or any Rules or Regulations to bear the signature of the Chairman, Secretary or any officer, shall be deemed to be properly signed, if it bears facsimile of the signature of the Chairman, Secretary or such officer, as the case may be, stamped thereon.

64. *Service how effected.*—(1) When a notice or other document is required by the Ordinance or any Rules made thereunder, to be served on or sent to a person the services or sending thereof may be effected,

(a) by giving or tendering the said document to such person or



## CHAPTER VII

## MISCELLANEOUS

61. *Delegation of Powers.*—(1) The Chairman may, without prejudice to the provision of the Ordinance, in exigencies, by general or special order in writing, delegate to any member or any officer of the Authority, any of his powers, duties or functions vested under these Rules:

Provided that such exercise or discharge, by any member or officer, of any powers, duties or functions delegated to him under sub-rule (1), shall be subject to such restrictions, conditions and limitations, as may be laid down by the Chairman and shall also be subject to his control and revision.

(2) The Secretary may, without prejudice to the provisions of the Ordinance, in exigencies by general or special order in writing, delegate to any officer of the Authority any of his powers, duties or functions under these Rules:

Provided that such exercise or discharge by any officer of any powers, duties or functions delegated to him under sub-rule (2) shall be subject to such restrictions, conditions and limitations, as may be laid down by the Secretary and shall also be subject to his control and revision.

62. *Institution of civil and criminal action.*—(1) The Member Secretary may,—

(a) initiate or rescind, proceedings against any person who commits—

(i) any offence against the Ordinance, the Rules, Bye-laws, Schemes or Regulations;

(ii) any offence which affects or is likely to affect any property or interest of the Authority or the due administration of the Ordinance; and

(iii) any nuisance whatsoever.

(b) compound any offence against the Rules, Bye-laws, Schemes or Regulations;

(b) if such person is not found, by leaving such document, at his last known place of abode or business or by giving or tendering the same to his agent or some adult member of his family; or

(c) if such person's address elsewhere is known to the Secretary, by sending the same to him by registered post; or

(d) if any of the means aforesaid are not available, by affixing the same in some conspicuous part of such place of his abode or business.

(2) When the person is an owner or occupier of any building or land, it shall not be necessary to name the owner or occupier in the document, and in the case of joint owners or occupiers it shall be sufficient to serve it on or send it to one of such owners or occupiers.

65. *Transfer of Staff, assets and liabilities of the Authorities.*—(1) In case the Authority constituted under this Ordinance ceases to function or wound up by the Government, the assets and liabilities of such wound up Authority shall be transferred to the local bodies concerned within the jurisdiction of the wound up Authority.

(2) The technical staff of the wound up Authority shall be merged with the LSGD Engineering Services. If there is no Planning Wing in the LSGD Engineering Service, a separate Planning Wing shall be created to accommodate the Planning Staff of the wound up Authorities.

(3) The ministerial staff of the wound up Authorities shall be merged with the Municipal Common Service. In case posts corresponding to that of the ministerial staff of the Authorities are not available in the services concerned, they shall be accommodated in posts having pay scales just below the scale of pay protecting their current pay. In the case of the pensioners of the wound up Authorities, payment of pension benefit shall be borne by the Government.

# APPENDIX

## FORM I

[Rule 23 (5)]

.....Development Authority

Details of Utilisation						Details of refund of unutilised amount											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
Date	Ref. No. and date of sanction	Amount of Grant received	Receipt No.	Ledger Folio	Purpose for which Grant was sanctioned	Date	Voucher No.	Ledger Folio	Details of expenditure incurred	Amount	Balance of Unutilised amount	Date	Voucher No.	Ledger Folio	Amount	Initials of Secretary	Remarks

## Register of Grants

Secretary



33/3115/2015/S-2

FORM II  
[Rule 23 (5)]

.....Development Authority

**Register of Loans and Advances**

Amount of Loan:

Orders sanctioning the Loan:

Conditions of Loan:

Rate of Interest:

Annual investment due and No. of Instalments:

Period of Utilisation:

Date	Sum of Loan received	Purpose for which the loan was sanctioned	Rate of Interest	Amount of annual Instalment	Details of expenditure incurred	Amount spent	Ledger Folio	Amount of interest paid	Amount of principal paid	Voucher No. and date	Ledger Folio	Balance of Interest to be paid	Balance of principal amount to be paid	Total amount utilised for which the loan was sanctioned	Balance of unutilised amount	Details of refund of unutilised amount			Initial of the Secretary	Remarks
																Vr. No. and date	Amount	Ledger Folio		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)

Separate page to be set apart for each loan.

Secretary

FORM III

[Rule 23 (6)]

.....Development Authority

**Register of Application, Allotment of lands, and Built up spaces**

Date	(1)	(2)	Name and full address of the applicant	(3)	Nature of application	(4)	Amount of advance paid	(5)	Receipt No. and date	(6)	Ledger folio No.	Details of lands or Built up spaces allotment				(12)	Details of Security or mortgages furnished	(13)	Rate of interest	(14)	No. of instalments fixed for payment	(15)	Amount of each instalment	(16)	Interest	(17)	Date of payment	(18)	Receipt No.	(19)	Ledger folio No.	Amount paid		(22)	Penal interest	(23)	Initials of Secretary	(24)	Remarks
												Description of land or built up space	(8)	Survey No.	(9)	Extent	(10)	Reference to the page No. of the immovable property	(11)	Total value including cost of improvements																			

Separate pages to be set apart for each applicants and enough space to be provided for recording the complete repayments.

Secretary

FORM IV

[Rule 24 (1)]

.....Development Authority

**Budget Estimate for the year.....**

ABSTRACT

<i>Head of Account</i>	<i>Amount for the previous year</i>	<i>Budget Estimate for the year</i>	<i>Revised Budget Estimate for the year</i>	<i>Budget Estimate for the ensuing year</i>
Opening Balance				
Receipt				
Part I—Revenue Account				
Part II—Capital Account				
Part III—Debt Head Account				
Total Receipts				
Opening Balance + Receipts				
Expenditure				
Part I—Revenue Account				
Part II—Capital Account				
Part III—Debt Head Account				
Total Expenditure				
Closing Balance				
Grant Total				

Secretary

FORM V

[Rule 24 (1)]

.....Development Authority  
Detailed Budget Estimate for the year.....

<i>Head of Account</i>	<i>Budget Estimate for the previous year</i>	<i>Budget Estimate for the year</i>	<i>Revised Estimate for the year</i>	<i>Budget Estimate for the next year</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)
Part I—Revenue Account Grants and Contribution					
(a) Grants from Government					
(b) Grants from other sources					
(c) Contribution from Corporation/ Municipalities, Panchayaths					
Total					
Rents and leases					
(a) Rent from building					
(b) Other income from property					
(c) Sale of land					
Total					



(1)	(2)	(3)	(4)	(5)	(6)
Supervision and centage Charges					
Total					
Storage Charges					
Total					
Interest Receipts					
(a) Interest on deposits					
(b) Interest on investments					
Total					
Fees and other receipts					
(a) Permission fee					
(b) Fee for transfer of land					
(c) Fee for copy of records					
(d) Fee for cost of forms					
(e) Fee for cost of maps					
(f) Fee for cost of booklets					
(g) Other receipts					
Total					
Miscellaneous receipts					
Total					

(1)	(2)	(3)	(4)	(5)	(6)
Advance from capital account					
Total					
Grand total of receipt under Revenue Account					
Part II—Capital Account					
Receipts from Detailed Town Planning and Development Schemes					
(a) Land value					
(b) Initial Deposit					
(c) Instalment Receipts					
(d) Disposal of Land					
Total					
Government grant for development schemes					
Total					
Registration scheme for allotment of House Plots/Plots with building/Flats (apartments)					
(a) Registration fee					
Total					
Loans and advances					
(a) Loan from KURDFC					
(b) Loan from State Government					

(1)	(2)	(3)	(4)	(5)	(6)
(c) Loan from Banks					
(d) Loan from HUDCO					
(e) Loan from other sources					
Total					
Total Receipt under Capital Account					
Recoupment of advance made to					
revenue Account during previous year					
Grant Total of Receipts Under Capital					
Account					
Part III-Debt, Deposit and Suspense Account					
Provident Fund					
(a) Subscription					
(b) Authority's contribution					
(c) Interest					
(d) Refund of Advance					
Permanent Advance					
Total					
Advance Repayable					
A. Advance bearing interest					

(1)	(2)	(3)	(4)	(5)	(6)
(i) Advance to purchase conveyance					
(ii) House construction advance					
B.					
C. Advance not bearing interest					
(i) Festival advance					
(ii) Mosquito Net Advance					
Total					
Deposits					
(i) Deposit of Contractor					
(ii) Deposit of Allottees					
(iii) Other Deposits					
Suspense Account					
(a) Government Dues, Income Tax, Sales Tax and Purchase Tax					
(b) Other Suspense Accounts					
i. Reimbursement of Leave Salary					
ii. Recoveries from Employees					
iii. Other Suspense Account					
Total					
Total of Part III					
<b>Grand Total of Receipts Part I, Part II and Part III</b>					



### Budget Estimate of Expenditure

<i>Head of Account</i>	<i>Budget Estimate for the previous year</i>	<i>Budget Estimate for the year</i>	<i>Revised Estimate for the year</i>	<i>Budget Estimate for the next year</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)
<b>Administration</b> <b>General Council and Executive Committee</b> (a) Sitting fee (b) T.A. to members <div style="text-align: right;">Total</div>					
<b>Establishment</b> (i) Salaries and Allowances (ii) Reimbursement to Revenue Department (iii) Supervision and centage charges (iv) Conveyance allowance to Officers (v) T.A. to Officers and Staff (vi) Leave salary and Pension Contribution <div style="text-align: right;">Total</div>					

(1)	(2)	(3)	(4)	(5)	(6)
Training of Personal Medical Expenses Recreational Amenities Extraordinary Expenditure <div>Total</div>					
Office Expenses					
(i) Rent for Office building					
(ii) Printing and Stationery					
(iii) Electricity charges					
(iv) Telephone charges					
(v) Postage					
(vi) Books and periodicals					
(vii) Furniture and office expenses					
(viii) Drawing materials and survey equipments					
(ix) Water charges					
(x) Other charges					
(xi) Entertaimental expenses					
<div>Total</div>					

(1)	(2)	(3)	(4)	(5)	(6)
Advertisement and publicity					
(i) Advertisement charges					
(ii) Publicity and propaganda					
Total					
Audit fee					
(i) Law charges					
(ii) Centage charges					
(iii) Architect fee					
Total					
Interest charges					
(i) Interest on loan from KURDFC					
(ii) Interest on loan from State Government					
(iii) Interest on loan from HUDCO					
Total					
Expenses connected with Borrowings					
(i) Public loan					
(ii) Other loan					
(iii) HUDCO					
Total					
Vehicles					
(i) Purchase of Vehicles					
(ii) Cost of Fuel					
(iii) Repairs of Vehicles					
Total					

(1)	(2)	(3)	(4)	(5)	(6)
Tools and Plants					
(i) Purchase of Equipments					
(ii) Maintenance and repairs of tools					
Total					
Maintenance of Buildings					
(i) Ordinary repairs					
(ii) Special repairs					
Total					
Detailed Town Planning Scheme					
(i) Cost of Land Acquisition					
(ii) Development of Land					
(iii) Construction of Building					
(iv) Scheme in payable					
Total					
General Town Planning Scheme (Partly non remunerative Scheme)					
(i) Widening of Roads					
(ii) Construction of Road					
Total					



(1)	(2)	(3)	(4)	(5)	(6)
Repayment of Loan					
(i) Loan from KURDFC					
(ii) Loan from State Government					
(iii) Loan from Other Sources					
Total					
General Office Accommodation					
Total					
Advance in Revenue Account					
Total of Part II					
Provident Fund					
(a) Subscription of Employees					
(b) Contribution of Authority					
(c) Interest on Advance					
(d) Refund of Advance					
Total					
Permanent Advance					
Total					
Advances Repayable					
(a) Advances bearing interest					
(i) Advance for purchase of conveyance					
(ii) House construction advance					
Total					

(1)	(2)	(3)	(4)	(5)	(6)
(b) Advances not bearing interest					
(i) Festival Advance					
(ii) Mosquito net advance					
Total					
Deposits					
(a) Deposits of Contractor					
(b) Deposits of Allottees					
(c) Other deposits					
Total					
Suspense Accounts					
(a) Sales Tax, Income Tax and Purchase Tax					
(b) Recovery from Employees					
(c) Payment of leave salary of Deputationists					
(d) Other Suspense Accounts					
Total					
Total Part III					
<b>Grand Total of Part I, Part II &amp; Part III</b>					

Secretary.

FORM VI

(Rule 29)

Application for Re-appropriation of Fund

.....Development Authority

	(1)	Particulars of work or purpose
	(2)	Head of Account in which or name of work etc. for which additional fund is required
	(3)	Amount provided for the work or purpose in the Budget
	(4)	Amount subsequently allotted or transferred
	(5)	Amount spent up to date
	(6)	Amount required to meet probable expenditure up to the end of the Year
	(7)	Total of Column (5) & (6)
	(8)	Amount now required to be transferred i.e., Column (7) minus Column (3) plus (4)
	(9)	Reasons for exceeding the original allotment
	(10)	Head of account or Source from which transfer is applied for
	(11)	Anticipated savings from which funds may be allotted
	(12)	Remarks

Secretary.

## FORM VII

[Rule 34(1)]

.....Development Authority

## Imprest Register

. Imprest held ₹ .....

Date	No. of Sub Voucher	To whom Paid	Particulars of Charge	Amount		Head of account to be Debited
				Rs.	Ps.	
(1)	(2)	(3)	(4)	(5)		(6)

Secretary.



# Cash Book

[illegible][illegible]

\* Transactions under separate Banks/Treasury to be accounted for in separate column as far as possible.

FORM IX

(Rule 48)

.....Development Authority

**Register of Receipts**

Receipts		
Budget Head	(1)	
Budget Estimate	(2)	
April	(3)	
May	(4)	
June	(5)	
July	(6)	
August	(7)	
September	(8)	
April to September	(9)	
October	(10)	
November	(11)	
December	(12)	
January	(13)	
February	(14)	
March	(15)	
Total	(16)	

Secretary.

FORM X

(Rule 48)

.....Development Authority

**Ledger for Receipts and Payments**

(Both under Receipts and Payments)

Head of Account :

Head of Account :

Budget Allotment :

Budget Allotment :

Receipts						Payments					
Date	Folio No. of the register of receipts or Cash Book	Particulars	Amount	Progressive Total	Remarks	Date	Cash Book or petty Cash Folio No.	Particulars	Amount	Progressive Total	Remarks

Separate Page or Folio to be set apart for each detailed head of account as shown in the budget. An index of head of account to be prepared at the beginning of the ledger to facilitate easy reference.

Secretary.

FORM XI

(Rule 48)

.....Development Authority

**Journal for Adjustments**

Date	Serial No.	Ledger Folio	Particulars of each Transaction	Debited		Credited		Remarks	Initial of Secretary
				Head	Amount	Head	Amount		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

1. Serial No. in column 2 shall be given to the adjustment voucher.
2. The Monthly totals of Debits and Credits columns should be posted in the ledger under the concerned Heads of Accounts.

Secretary.

FORM XII  
(Rule 48 & 49)

.....Development Authority

Abstract of Monthly Accounts for the Month of.....20.....

Receipts					Expenditure						
Budget Head	Budget Estimate	Receipts up to the end of the previous month	Receipts during the current month	Receipts up to the end of the current month	Budget Head	Budget Estimate	Expenditure up to the end of the previous month	Expenditure during the current month	Expenditure up to the end of the current month	Balance	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Secretary.



## FORM XIII

(Rule 48)

.....Development Authority

## Abstract of Annual Account

Receipt					
Budget Head		Amount		Budget Head	
		Rs.	Ps.		
Opening balance					
(1)				(1)	
(2)				(2)	
(3)				(3)	
(4)				(4)	
(5)				(5)	
				Closing balance	
Total				Total	

Secretary.

## FORM XIV

(Rule 48)

.....Development Authority

**Detailed Monthly Accounts for .....**

<i>Head of Account</i>	<i>Budget Estimate</i>	<i>Actuals for the Month</i>	<i>Progressive total at the end of the month</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)
Part I—Revenue Account				
Grants and Contribution				
(d) Grants from Government				
(e) Grants from other sources				
(f) Contribution from Corporation/ Municipalities, Panchayats				
Total				
Rents and leases				
(d) Rent from Building				
(e) Other income from property				
(f) Sale of land				
Total				
Supervision and centage Charges				
Total				

(1)	(2)	(3)	(4)	(5)
Storage Charges				
Total				
Interest Receipts				
(c) Interest on deposits				
(d) Interest on investments				
Total				
Fees and other receipts				
(h) Permission fee				
(i) Fee for transfer of land				
(j) Fee for copy of records				
(k) Fee for cost of forms				
(l) Fee for cost of maps				
(m) Fee for cost of booklets				
(n) Other receipts				
Total				
Miscellaneous receipts				
Total				
Advance from capital account				
Total				
Grand total of receipt under Revenue Account				

(1)	(2)	(3)	(4)	(5)
Part II—Capital Account Receipts from Detailed Town Planning and Development Schemes (e) Land value (f) Initial Deposit (g) Instalment Receipts (h) Disposal of Land Total Government grant for development schemes Total Registration scheme for allotment of House Plots/ Plots with building/Flats (apartments) (b) Registration fee Total Loans and advances (f) Loan from KURDFC (g) Loan from State Government (h) Loan from Banks (i) Loan from HUDCO (j) Loan from other sources Total				

(1)	(2)	(3)	(4)	(5)
Total Receipt under Capital Account Recoupment of advance made to Revenue Account during previous year Grand Total of Receipts under Capital Account				
Part III—Debt, Deposit and Suspense Account Provident Fund (e) Subscription (f) Authority's contribution (g) Interest (h) Refund of Advance Total Permanent Advance Total Advance Repayable D. Advance bearing interest (iii) Advance to purchase conveyance (iv) House construction advance E. F. Advance not bearing interest (iii) Festival advance (iv) Mosquito net advance Total				



(1)	(2)	(3)	(4)	(5)
Deposits				
(iv) Deposit of Contractor				
(v) Deposit of Allottees				
(vi) Other Deposits				
Suspense Account				
(c) Government Dues, Income Tax, Sales Tax and Purchase Tax				
(d) Other Suspense Accounts				
(iv) Reimbursement of Leave Salary				
(v) Recoveries from Employees				
(vi) Other Suspense Account				
Total				
Total of Part III				
Grand Total of Receipts Part I, Part II and Part III				
Administration				
General Council and Executive Committee				
(c) Sitting fee				
(d) T.A. to members				
Total				

(1)	(2)	(3)	(4)	(5)
Establishment				
(vii) Salaries and Allowances				
(viii) Reimbursement to Revenue Department				
(ix) Supervision and centage charges				
(x) Conveyance allowance to Officers				
(xi) T.A. to Officers and Staff				
(xii) Leave Salary and Pension Contribution				
Total				
Training of Personal				
Medical Expenses				
Recreational Amenities				
Extraordinary Expenditure				
Total				
Office Expenses				
(xii) Rent for Office building				
(xiii) Printing and Stationery				
(xiv) Electricity charges				
(xv) Telephone charges				
(xvi) Postage				
(xvii) Books and periodicals				
(xviii) Furniture and office expenses				

(1)	(2)	(3)	(4)	(5)
(xix) Drawing materials and survey equipments				
(xx) Water charges				
(xxi) Other charges				
(xxii) Entertainmental expenses				
Total				
Advertisement and publicity				
(iii) Advertisement charges				
(iv) Publicity and propaganda				
Total				
Audit fee				
Total				
(iv) Law charges				
(v) Centage charges				
(vi) Architect fee				
Total				
Interest charges				
(iv) Interest on loan from KURDFC				
(v) Interest on loan from State Government				
(vi) Interest on loan from HUDCO				
Total				

(1)	(2)	(3)	(4)	(5)
Expenses connected with Borrowings				
(iv) Public loan				
(v) Other loan				
(vi) HUDCO				
Total				
Vehicles				
(iv) Purchase of Vehicles				
(v) Cost of Fuel				
(vi) Repairs of Vehicles				
Total				
Tools and Plants				
(iii) Purchase of Equipments				
(iv) Maintenance and repairs of tools				
Total				
Maintenance of Buildings				
(iii) Ordinary repairs				
(iv) Special repairs				
Total				

(1)	(2)	(3)	(4)	(5)
<p>Detailed Town Planning Scheme:</p> <p>(v) Cost of Land Acquisition</p> <p>(vi) Development of land</p> <p>(vii) Construction of Building</p> <p>(viii) Scheme in payable</p> <p>Total</p>				
<p>General Town Planning Scheme (Partly non remunerative Scheme)</p> <p>(iii) Widening of Roads</p> <p>(iv) Construction of Road</p> <p>Total</p>				
<p>Repayment of Loan:</p> <p>(iv) Loan from KURDFC</p> <p>(v) Loan from State Government</p> <p>(vi) Loan from Other Sources</p> <p>Total</p>				
<p>General Office Accommodation</p> <p>Total</p> <p>Advance in Revenue Account</p> <p>Total of Part II</p>				



(1)	(2)	(3)	(4)	(5)
Provident Fund:				
(e) Subscription of Employees				
(f) Contribution of Authority				
(g) Interest of Advance				
(h) Refund of Advance				
Total				
Permanent Advance				
Total				
Advances Repayable:				
(c) Advances bearing interest				
(iii) Advance for purchase of conveyance				
(iv) House construction advance				
Total				
(d) Advance not bearing interest				
(iii) Festival Advance				
(iv) Mosquito net advance				
Total				

(1)	(2)	(3)	(4)	(5)
Deposits				
(d) Deposits of Contractor				
(e) Deposits of Allottees				
(f) Other Deposits				
Total				
Suspense Accounts				
(e) Sales Tax, Income Tax and Purchase Tax				
(f) Recovery from Employees				
(g) Payment of leave salary of Deputationists				
(h) Other Suspense Accounts				
Total				
Total Part III				
<b>Grand Total of Part I, Part II &amp; Part III</b>				

FORM XV

(Rule 48 & 50)

.....Development Authority

Detailed Annual Accounts for .....

<i>Head of Account</i>	<i>Budget Estimate</i>	<i>Actuals for the year</i>
(1)	(2)	(3)
Part I—Revenue Account		
Grants and Contribution		
(g) Grants from Government		
(h) Grants from other sources		
(i) Contribution from Corporation/Municipalities/ Panchayaths		
Total		
Rents and leases		
(g) Rent from building		
(h) Other income from property		
(i) Sale of land		
Total		
Supervision and centage charges		
Total		

(1)	(2)	(3)
Storage Charges  <div>Total</div>		
Interest Receipts (e) Interest on deposits (f) Interest on investments  <div>Total</div>		
Fees and other receipts (o) Permission (p) Fee for transfer of land (q) Fee for copy of records (r) Fee for cost of forms (s) Fee for cost of maps (t) Fee for cost of booklets (u) Other receipts  <div>Total</div>		
Miscellaneous receipts  <div>Total</div>		
Advance from Capital Account  <div>Total</div>		
Grand total of receipt under Revenue Account		

(1)	(2)	(3)
<p>Part II—Capital Account</p> <p>Receipts from Detailed Town Planning and Development Schemes</p> <p>(i) Land Value</p> <p>(j) Initial Deposit</p> <p>(k) Instalment Receipts</p> <p>(l) Disposal of Land</p> <p>Total</p> <p>Government grant for development schemes</p> <p>Total</p> <p>Registration scheme for allotment of House Plots/ Plots with building/Flats (apartments)</p> <p>(c) Registration fee</p> <p>Total</p> <p>Loans and advances</p> <p>(k) Loan from KURDFC</p> <p>(l) Loan from State Government</p> <p>(m) Loan from Banks</p> <p>(n) Loan from HUDCO</p> <p>(o) Loan from other sources</p> <p>Total</p>		



(1)	(2)	(3)
Total Receipt under Capital Account Recoupment of advance made to Revenue Account during previous year <b>Grant Total of Receipts under Capital Account</b>		
Part III—Debt, Deposit and Suspense Account Provident Fund (i) Subscription (j) Authority's contribution (k) Interest (l) Refund of Advance <b>Total</b> Permanent Advance		
<b>Total</b> Advance Repayable G. Advance bearing interest (v) Advance to purchase conveyance (vi) House construction advance H. I. Advance not bearing interest (v) Festival advance (vi) Mosquito net advance <b>Total</b>		

(1)	(2)	(3)
Deposits <ul style="list-style-type: none"> <li>(vii) Deposit of Contractor</li> <li>(viii) Deposit of Allottees</li> <li>(ix) Other Deposits</li> </ul> Suspense Account <ul style="list-style-type: none"> <li>(e) Government dues, Income Tax, Sales Tax and Purchases Tax</li> <li>(f) Other Suspense Accounts <ul style="list-style-type: none"> <li>(vii) Reimbursement of Leave Salary</li> <li>(viii) Recoveries from Employees</li> <li>(ix) Other Suspense Account</li> </ul> </li> </ul> <div style="text-align: right;"> Total  Total of Part III  <b>Grand Total of Receipts Part I, Part II and Part III</b> </div>		
Administration General Council and Executive Committee <ul style="list-style-type: none"> <li>(e) Sitting fee</li> <li>(f) T.A. to Members</li> </ul> <div style="text-align: right;">Total</div>		



(1)	(2)	(3)
(xxx) Drawing materials and survey equipments		
(xxxi) Water charges		
(xxxii) Other charges		
(xxxiii) Entertainmental expenses		
Total		
Advertisement and publicity		
(v) Advertisement charges		
(vi) Publicity and propaganda		
Total		
Audit fee		
Total		
(vii) Law charges		
(viii) Centage charges		
(ix) Architect fee		
Total		
Interest charges		
(vii) Interest on loan from KURDFC		
(viii) Interest on loan from State Government		
(ix) Interest on loan from HUDCO		
Total		

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(1)	(2)	(3)
Expenses connected with Borrowings (vii) Public loan (viii) Other loan (ix) HUDCO <div>Total</div>		
Vehicles (vii) Purchase of Vehicles (viii) Cost of Fuel (ix) Repairs of Vehicles <div>Total</div>		
Tools and Plants (v) Purchase of Equipments (vi) Maintenance and repairs of tools <div>Total</div>		
Maintenance of Buildings (v) Ordinary repairs (vi) Special repairs <div>Total</div>		

(1)	(2)	(3)
Detailed Town Planning Scheme (ix) Cost of Land Acquisition (x) Development of Land (xi) Construction of Building (xii) Scheme in Payable <div>Total</div>		
General Town Planning Scheme (Partly non remunerative Scheme) (v) Widening of Roads (vi) Construction of Road <div>Total</div>		
Repayment of Loan (vii) Loan from KURDFC (viii) Loan from State Government (ix) Loan from Other Sources <div>Total</div>		
General		
Office Accommodation		
<div>Total</div>		
Advance in Revenue Account		
<div>Total of Part II</div>		



(1)	(2)	(3)
Provident Fund		
(i) Subscription of Employees		
(j) Contribution of Authority		
(k) Interest on Advance		
(l) Refund of Advance		
Total		
Permanent Advance		
Total		
Advances Repayable		
(e) Advances bearing interest		
(v) Advance for purchase of conveyance		
(vi) House construction advance		
Total		
(f) Advances not bearing interest		
(v) Festival Advance		
(vi) Mosquito net advance		
Total		

(1)	(2)	(3)
<p>Deposits</p> <p>(g) Deposits of Contractor</p> <p>(h) Deposits of Allottees</p> <p>(i) Other Deposits</p> <p style="text-align: right;">Total</p> <p>Suspense Accounts</p> <p>(i) Sales Tax, Income Tax and Purchase Tax</p> <p>(j) Recovery from Employees</p> <p>(k) Payment of leave salary of Deputationists</p> <p>(l) Other Suspense Accounts</p> <p style="text-align: right;">Total</p> <p style="text-align: right;">Total Part III</p> <p style="text-align: right;"><b>Grand Total of Part I, Part II &amp; Part III</b></p>		

*Secretary.*

FORM XVI

(Rule 48)

Advances Recovery Register

Development Authority

(1)	Date															
(2)	To whom paid															
(3)	Nature of advance															
(4)	Vr. No. & Date															
(5)	Ledger folio															
(6)	Amount of advance															
(7)	Monthly Total															
(8)	Month & Date	Details of recoveries in cash or by adjustment														
(9)	From whom received															
(10) to (21)	Amount received															
(22)	Rt. No.															
(23)	Ledger folio															
(24)	Total received															
(25)	Balance to be received															
(26)	Initials of Secretary															
(27)	Remarks.															

For each month separate column

FORM XVII

(Rule 48)

.....Development Authority

**Register of Stores, Tools, Plants etc.**

Name and description of store—Tools, Plants etc.

Month & date of purchase	Invoice No. and Date	From whom received	Receipts		To whom issued	issue		Write off		Initials of Secretary	Balance			Remarks
			Quantity received	Value		Quantity	Value	Quantity	Value		Authority for issue or write off	Quantity	Value	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

1. Separate pages to be set apart for each item.
2. An index to be prepared at the beginning of the register.

Secretary.

(Rule 48)

.....Development Authority

## Register of Sinking Funds

Sinking fund for the loan of ₹.....sanctioned in.....

### Conditions for repayment of loan

Receipts					Total Receipts		Investment made current							Balance of Sinking fund	Interest	Remarks
Amount paid on account of principal		Interest on Investments		Amount	Reference to Register of Investments	Current	Progressive	Voucher chalan number and date	Ledger folio	Cost	Face Value	Nature of investment	Progressive Total	(16)	(17)	(18)_
Date	Vr. No.	Ledger folio	Amount													

Secretary.

FORM XIX

(Rule 48)

.....Development Authority

**Schedule of Establishments as on.....**

Sl. No.	Category of Post	Scale of pay	No. of posts

*Secretary.*



FORM XX

(Rules 51 &amp; 53)

.....Development Authority

**Register of Cash Deposits**

Sl. No. originally assigned for the deposit	(1)	
Year, month and date	(2)	
Order No. and date	(3)	
Name and address of the depositor	(4)	
Particulars of deposit	(5)	
Amount	(6)	
Initials of the Secretary	(7)	
Repayment or adjustments of Deposits in the month of	April	(8)
	May	(9)
	June	(10)
	July	(11)
	August	(12)
	September	(13)
	October	(14)
	November	(15)
	December	(16)
	January	(17)
	February	(18)
	March	(19)
Voucher No. and date of repayment or adjustment	(20)	
Authority for refund	(21)	
Balance carried forward for next year	(22)	
In Initials of the Secretary	(23)	
Remarks	(24)	

Separate page should be set apart for each class of deposits and for each kind of deposits under each class separately.

Secretary.

FORM XXI

(Rule 51)

Development Authority

**Register of Security Deposits**

	(1)	Date
	(2)	Receipt No.
	(3)	From whom received
	(4)	Purpose of deposits
	(5)	Details of deposits other than cash
	(6)	Amount of cash deposit
	(7)	Initials of Secretary
	(8)	Date of repayment or adjustment
	(9)	Amount
	(10)	Ledger folio
	(11)	Balance at the end of the year
	(12)	Initials of the Secretary
	(13)	Remarks

Secretary.

FORM XXII

(Rule 55)

.....Development Authority

**Refund Voucher**

(For Office use)

Name of Party

..... 20.....

Date of Deposit

Received from the Secretary, .....

Amount of Deposit

Development Authority the sum of ₹ .....

Grounds for refund

(Rupees .....

Credit verified

.....)

Accounts Officer

Passed for ₹ ..... (Amount)

Stamp

(Signature)

(Address)

Voucher No. ....

Cheque No. ....

Secretary.

FORM XXIII (Contd.)

(Rule 56)

.....Development Authority

**Register of Investments**

Sl. No.	Head of account and the fund to which the investment pertain	Opening Balance				Investment made during the year						Total including the opening balance				Interest account				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
		Nature of investment	Amount Involved (Face Value)	Rate of interest	Due date of collection of interest	Sanction No. and date	Voucher No. and date	Ledger folio	Actual Amount	Face Value	Rate of interest	Nature of interest	Face Value	Rate of interest	Due date of collection of interest	Total interest due for the year	Interest collected	Date of credit	Ledger folio	Balance due at the end of the year

Secretary.

FORM XXIII (Concl.)

(Rule 56)

.....Development Authority

Register of Investments

Encashment in the year										Balance held at the end of the year				Initials of the Secretary	Remarks						
Sanction No. and date	(22)	Nature of investment	(23)	Face Value	(24)	Actual amount received	(25)	Date of credit	(26)	Ledger folio	(27)	Nature of investment	(28)	Face Value	(29)	Rate of interest	(30)	Due date of interest	(31)	(32)	(33)

FORM XXIV

(Rule 57)

.....Development Authority

**Register of Stamps**

Receipts					Issues			Remarks
Date	Particulars	Address	Weight	Value of stamps used	Day's total	Signature of the persons who takes covers for posting	Balance	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

*Secretary.*



FORM XXV

[Rule 58(3)]

.....Development Authority

**Register of Written off Cases**

Sl. No.	Particulars	Cost	Authority sanctioning write off		Initials of the officer	Remarks
			Number	Date		
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Secretary.

By order of the Governor,

A. P. M. MOHAMMED HANISH, IAS,  
Secretary to Government.

**Explanatory Note**

(This does not form part of the notification, but is intended to indicate its general purport.)

The Governor of Kerala has promulgated the Kerala Town and Country Planning Ordinance, 2015 (6 of 2015) repealing the Town Planning Act, 1108 ME (IV of 1108 ME), the Madras Town Planning Act, 1920 (Madras Act VII of 1920) and the Travancore Town and Country Planning Act, 1120. Consequently, the Kerala Development Authorities Rules, 1984 issued on the basis of the repealed Acts have ceased to operate. Therefore, the Government of Kerala have decided to make Rules as per the provisions of the Ordinance stated above.

This notification is intended to achieve the above object.

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(65)

Explanatory Note

(this does not form part of the notification, but is intended to indicate its general purport)

At present there are separate rules for the Greater Cochin Development Authority, Trivandrum Development authority, Calicut Development Authority and Idukki Development Authority. Government have decided to frame Unified Rules governing the various Development Authorities in the State. This notification is intended to achieve the above object.



