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GOVERNMENT OF KERALA

Local Administration and Social Welfare (G) Department

NOTIFICATION

G.O.(MS) No.22/84/LA & SWD

Dated, Trivandrum, 31st January, 1984.

S.R.O. No.102/84 – In exercise of the powers conferred by sub-section (1) of Section 53 of the Town Planning act, 1108 (IV of 1108) read with section 53F thereof and sub-section (1) of section 54 of the Madras Town Planning Act, 1920 (Madras Act VII of 1920), read with section 54F thereof, and in supersession of the Greater Cochin Development Authority Rules, 1977, the Trivandrum Development Authority Rules, 1980, the Calicut Development Authority Rules, 1980 and the Idukki Development Authority Rules, 1981, the Government of Kerala hereby make the following rules, the same having been previously published as required by section 42 of the Town Planning act, 1108 (IV of 1108) read with section 44A OF THE madras Town Planning act, 1920 (Madras Act VII of 1920), namely:-

THE KERALA DEVELOPMENT AUTHORITIES RULES, 1984

CHAPTER I

Preliminary

1. *Short title, commencement and applicability* – (1) These rules may be called the Kerala Development Authorities Rules, 1984.
(2) They shall come into force at once.

(2)

(3) They shall apply to all Development authorities in the State, constituted under the Act.

2. *Definitions* – (1) In these rules, unless the context otherwise requires, --

- (a) "Accounts" means the 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) "Auditor" means the Examiner of Local Fund accounts or the Auditor appointed by the Authority with the sanction of government or any of his authorized assistants;
- (d) "Authority" means any Development Authority constituted for any of the region within the State under the Act;
- (e) "Bank" means the Bank approved by the authority under these rules;
- (f) "Chairman" means the chairman of an Authority;
- (g) "Director of Municipal Administration" means the Director referred to in clause (13) of the Kerala Municipalities Act, 1960 (14 of 1961);
- (h) "Director of Panchayats" means the Director of Panchayats appointed under clause (7) of section 2 of the Kerala Panchayats Act, 1960 (32 of 1960);
- (i) "Form" means form appended to these rules;
- (j) "Finance" means the receipts realized by the Authority from time to time;
- (k) "Member" means a member of the Authority;
- (l) "Revolving Fund" means the fund established and maintained by the Authority for the purpose of administering the provisions of the Act as assigned to the Authority;
- (m) "Secretary" means the Secretary of the Authority under the Act;
- (n) "The Region" means the area for which a Development Authority has been constituted under the Act and includes any other local area in respect of which the duty of carrying out the provisions of the Act is vested in the Authority from time to time;
- (o) "Year" means the financial year commencing on the first day of April.

(2) In these rules, in the absence of a contrary intention, the expression "Act" shall, in the application of these rules to the area to which the Town Planning act, 1108 (IV of 1108) extends, mean the Town Planning Act, 1108 (IV of 1108) and in the application of these rules to the area to which the Madras Town Planning Act, 1920 (Madras Act VII of 1920) extends, mean the Madras Town Planning Act, 1920 (Madras Act VII of 1920).

CHAPTER II

Election of Members

3. *Election of members by Corporation Council* - (1) Immediately after the constitution of the Authority or after the occurrence of a vacancy or vacancies in the seats in the Authority assigned to a Municipal Corporation, the Secretary shall require the commissioner of the concerned Corporation to arrange for the election of the required number of members by the Corporation Council. The Corporation Commissioner shall, on receipt of the requisition from the Secretary, conduct the election of the required number of members within a period of six months or such further time not exceeding nine months from the date of receipt of such requisition, as the Government may for reason to be recorded, by order, specify in this behalf.
- (2) (a) The election of members by a Municipal Corporation shall be held in accordance with the provisions of the Kerala Municipal Corporations (election of Mayor and Deputy Mayor) Rules, 1962.
- (b) A meeting of the Corporation Council for the purpose of clause (a) shall be convened by the Commissioner concerned and shall be presided over by Mayor of the Council and in his absence by the Deputy Mayor. In case both the Mayor and the Deputy Mayor are absent one member of the council chosen by the meeting shall preside over the meeting. If the Mayor is a candidate the Deputy Mayor shall preside over the meeting. If both Mayor and Deputy Mayor are candidates a member of the council chosen by the meeting shall preside over the meeting.
4. *Election of members by Municipal Councils* - (1) Immediately after the constitution of the Authority or after the occurrence of a vacancy or vacancies in the seats in the Authority assigned to the Municipalities having jurisdiction in the area for which the Authority has been constituted. The Secretary shall require the Director of Municipal Administration to arrange for the election of the required number of members by the Councillors of the Municipalities concerned from among themselves. The Director of Municipal Administration shall, on receipt of the requisition from the Secretary, conduct the election of the required number of members within a period of six months or within such further time not exceeding nine months from the date of receipt of such requisition, as the government may, for reason to be recorded, by order, specify in this behalf.
- (2) Where a member or members have to be elected by the Councillors of one or more Municipalities the election of the members by the Councillors of the Municipalities concerned shall be held in the following manner, namely :-

(4)

(a) The Councillors of the Municipalities concerned shall form the electorate for the purpose of the election. The Director of Municipal Administration shall prepare and publish a list of such electors showing the details regarding the names of the councilors, the ward which they represent and the latest postal address of each Councillor to which communication is to be sent on the notice board of his office and the Municipal Offices concerned. The director of Municipal Administration shall, by notice, call for nominations from the Councillors of the Municipalities concerned in writing to reach him before such date and time as may be specified in the notice, such date being not less than seven days from the date of publication of the notice in the Municipal Offices concerned:

Provided that if the member or members are to be elected from one Municipal council only, the Councillors of that Municipality along from the electorate for the purpose of election of member or members from that council and in other cases the Councillors of those Municipalities included in the Authority, form that electorate for purpose of election of member or members so commonly assigned to such Municipalities in the Authority.

(b) A candidate for election to the Authority shall be proposed by an elector included in the list of electors published by the Director of Municipal Administration and the candidate shall indicate in the nomination form, his willingness to serve the Authority if elected.

© As soon as may be after the time fixed for receipt of nominations is over, the Director of Municipal Administration shall prepare a list of nominations received and publish copies of the name on the notice boards of his office and the Municipal Office or offices concerned.

(d) After the publication of the list of nominations, the Director of Municipal Administration shall send by registered post to each elector a ballot paper signed by him on which the names of all the candidates shall be printed, typed or legibly written in ink in the following form:-

Sl.No.

Name of Candidate

- 1.
- 2.
- 3.
- 4.
- etc.

e) The ballot papers sent to the electors under clause (d) shall be serially numbered. The serial number of the ballot paper issued shall be noted against the name of the elector to whom it is issued, in a copy of the list of electors at time of

(5)
issue and this copy shall be kept in a sealed cover in the custody of the Director of Municipal Administration and shall be opened only if there is any complaint and, by a competent authority or by a court of law.

(f) Every elector wishing to vote shall place a mark 'X' against the name of the candidate for whom he wishes to vote and return the ballot paper so marked in a sealed cover to the Director of Municipal Administration by registered post, to reach him before such time and date as may be fixed for the purpose. Each elector shall have only one vote irrespective of the number of vacancies to be filled up. Any ballot paper which contain, the signature or writing of the elector or on which the mark 'X' is placed against more than one name shall be treated as invalid. Strict secrecy shall be maintained by the electors in marking ballot papers. On the next to the day fixed for the receipt of the ballot papers from the electors, the Director of Municipal Administration shall open the sealed covers containing the ballot papers at such time and place as may be fixed by him under intimation to the candidates in the presence of the candidates or their authorized agents who are present and count the votes cast and declare the results of the election in accordance with the following instructions, namely:-

(i) if there is only one vacancy, the candidate, who secures the largest number of votes shall be declared to have been elected. In the event of there being an equality of votes between two candidates, the Director of Municipal Administration shall draw lots in the presence of the candidates or other authorized agents and the person whose name is first drawn shall be declared to have been elected;

(ii) if there are two or more vacancies, such number of candidates equal to the number of vacancies who secure largest number of votes shall be declared to have been elected.

(3) On the declaration of the results of election under clause (f) of sub-rule (2), the Director of Municipal Administration shall intimate Government the name or names of the candidates declared elected and a copy thereof shall also be sent to the Secretary.

5. *Election of members by Panchayats* - (1) Immediately after the constitution of the Authority or after the occurrence of a vacancy or vacancies in the seats in the Authority assigned to the Panchayats having jurisdiction in the area for which the Authority has been constituted, the secretary shall require the Director of Panchayats to arrange for the election of the required number of members by the members of the Panchayats concerned from among themselves. The director of Panchayats shall, on receipt of the requisition from the secretary, conduct the election of the required number of members within a period of six months or within such further time not exceeding nine months from the date of receipt of such requisition, as the Government may for reason to be recorded, by order, specify in this behalf.

(6)

(2) The provisions of sub-rules (2) and (3) of rule 4 shall mutatis mutandis apply to the election of members of the Authority by the members of the Panchayats.

Provided that the duties and powers exercisable by the Director of Municipal Administration in the said sub-rules in the matter of election of members by the Municipal Council, shall be exercised by the Director of Panchayats in the matter of election of Members by the Panchayats.

6. *Faction of Representatives of Chambers of Commerce* – (1) As soon as may be after the constitution of the Authority or on the occurrence of a vacancy in the seats assigned to the Chambers of Commerce, the Secretary shall conduct the election of a representative/representatives of the Chambers of commerce in the Region registered under the Companies Act, 1956 (General Act 1 of 1956). The members of the Executive Committee Managing Committee of the chambers of Commerce in the regional shall form the electorate for the purpose of this rule.

(2) The election under sub-rule (1) shall be held at a meeting of such electorate specially convened for the purpose by the Secretary on such date, place and time as may be fixed by him and the Secretary shall preside over the meeting.

(3) Every elector attending the meeting shall produce a letter from the President of the Chamber of Commerce concerned certifying the identity of the person and his eligibility to attend the meeting.

(4) Every candidate for the election shall be proposed in writing by an elector and seconded by another elector. A candidate who has been proposed and seconded may withdraw his candidature by making a written statement to that effect at the meeting. The Secretary shall scrutinize whether the candidates proposed and seconded and who have not withdrawn their candidature suffer from any of the disqualifications referred to in clauses (b), (c) or (f) of sub-section (1) of section 47 of the Town Planning Act, 1108 or clauses (b), (c) or (f) of sub-section (1) of section 48 of the Madras Town Planning Act, 1920, as the case may be. On such scrutiny if it is found that any of the candidate is disqualified for election as a representative, his nomination shall be rejected. The Secretary shall prepare a list of candidates who have been proposed and seconded and who have not withdrawn their candidature and whose nominations have not been rejected and shall read it out at the meeting.

(5) If there is only one candidate, the Secretary shall declare him duly elected. If there are more than one candidate a poll of the electors present and wishing to vote shall be taken by secret ballot.

(6) Every elector wishing to vote shall be supplied with a ballot paper on which the names of all the candidates shall be printed, typed or legibly written in the following form:-

Sl.No.

(7)

Name of candidate

- 1.
- 2.
- 3.
- 4.

(7) Every elector wishing to vote shall then proceed to the place set apart for the purpose and then place a mark 'X' against the name of the candidate for whom he wishes to vote. Each elector shall have only one vote irrespective of the number of vacancies to be filled up. He shall then fold up the ballot paper so as to conceal his vote and deposit the same in a ballot box placed in the view of the President of the meeting and so constructed that the paper may be placed therein but not extracted therefrom without the box being opened. The Secretary shall then open the box and count the votes in the presence of the elector and declare the results of the election as provided below; namely:-

(i) If there is only one vacancy, the candidate who secures the largest number of votes shall be declared to have been elected. In the event of there being an equality of votes between two candidates, the Secretary shall draw lots in the presence of the electors and the person whose name is first drawn shall be declared to have been elected;

(ii) If there are two or more vacancies such number of candidates equal to the number of vacancies who secure the largest number of votes shall be declared to have been elected.

(8) Any ballot paper which contains the signature or writing of any of the voting members or on which the mark 'X' is placed against more than one name, shall be treated as invalid.

(9) Immediately after declaring the result of the election at the meeting the Secretary shall forward the name of the person or names of persons so elected to the Authority and to the Government for nominating him or them, as the case may be as representative/representatives of the Chambers of Commerce.

7. *Disqualification of persons to be elected or nominated or appointed as member* - A person shall be disqualified for election or nomination or appointment as a member if he suffers from any of the disqualifications referred to in clauses (b), (c) and (f) of sub-section (1) of Section 47 of the Town Planning Act, 1108, or clauses (b), (c) and (f) of sub/section (1) of section 48 of the Madras Town Planning Act, 1920, as the case may.

8. *Election, nomination or appointment of members to be notified* - The appointment, election or nomination, as the case may be, of the Chairman and the other members shall be notified in the Gazette by the Government.

(8)

9. *Arbitration of disputes* – If any dispute arises in the election or nomination of a member under these rules, the matter shall be referred to Government whose decision thereon shall be final.

10. *Resignation of members.* – A member other than officers of the Government nominated by Government under the Act may resign his office by giving notice in writing addressed to the Chairman.

11. Acts of Authority not be invalidated by certain defects. – No act done or proceedings taken by the Authority shall be invalidated purely on the ground.

- (a) of Any vacancy or defect in the constitution of the Authority; or
- (b) of any defect or irregularity in the appointment of a person acting as a member thereof; or
- (c) of any defect or irregularity in such act or proceedings not affecting the merits of the case.

CHAPTER III

Meeting of the Authority

12. *Meeting of the Authority.*– The members shall meet and shall from time to time make such arrangements with respect to the place, day, hour, notice, management and adjournment of the meetings of the Authority as they may think fit, subject to the following provisions, namely:-

(a) an ordinary meeting shall be held at least once in every month; and such meeting shall be convened by the Secretary and the agenda for the meeting shall be despatched to the members at least five days before the date of meeting.

(b) the Chairman, may, whenever he thinks fit, and shall upon the written request of not less than five members, call a special meeting;

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

© no business shall be transacted at any meeting unless there be present at least one-third of the number of members then in office;

(d) every meeting shall be presided over by the Chairman, in his absence by a member nominated by him or a member chosen by the meeting to preside for the occasion in the absence of nomination by the Chairman;

... 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 shall have and exercise a second or casting vote;

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

(g) 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 person presiding;

(h) the Secretary may issue copies of the proceedings and records of the Authority on payment of such fees as may be fixed by the Authority. Copies shall be certified by the Secretary as provided in section 76 of the Indian Evidence Act, 1872 (Central Act I of 1872), and copies so certified shall be used to prove the records of the Authority in the same manners the proceedings of a Municipal body may be proved under sub-section (5) of section 78 of the said Act.

13. *Power of Authority to co-opt members for particular purposes.* - (1) The Authority may, associate with itself, in such manner and for such period as it may decide any person or persons whose assistance or advice it may desire for carrying out any of the purpose for which the authority is constituted:

Provided that the number of persons so associated shall not be more than five.

(2) A person so associated shall not be deemed to be a member of the Authority and shall have no right to vote at any meeting thereof, but he may take part in the discussions of the Authority relating to the subject or subjects for which he was associated with the Authority.

14. *Members and associated members of the Authority not to take part in proceedings in which they are personally interested.* - (1) A member or a person associated with the Authority under rule 13, who -

(a) has directly or indirectly, by himself or by any partner, employer or employee, any such share or interest as is described in the proviso to sub-section (1) of Section 47 of the Town Planning Act, 1108, or in the proviso to sub-section (1) of Section 48 of the Madras Town Planning Act, 1920, as the case may be; or

(b) has acted professionally, in relating to any matter, on behalf of any person having therein any such share or interest as aforesaid;

Shall not vote or take any other part in any proceedings of the Authority relating to such matter.

(10)

(2) If any member or any person associated with the Authority under rule 13 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 at any meeting of the Authority upon any resolution or question relating to such land; and

© he shall not take any other part in any proceedings relating to such area at a meeting of the Authority if the person presiding at the meeting considers it inexpedient that he should do so.

CHAPTER IV

Constitution and functions of Committees of the Authority.

15. *Constitution of Committees.* – (1) The Authority may from time to time, constitute committee consisting of such persons of any of the following classes, as it may think fit, namely:-

(a) members;

(b) persons associated with the Authority under rule 13;

(c) officers of the Authority whose assistance or advice as members of committees is considered desirable by the Authority;

Provided that no committee shall consist of less than three persons –

Provided further that the Secretary shall be the ex-officio member and convener of every Committee constituted under this rule.

(2) (a) The Authority may, at any time, dissolve, or subject to the provisions of sub-rule (1), after the constitution of any such Committee.

(b) Every Committee shall conform to the instructions given to it by the Authority from time to time.

© All proceedings of every such committee shall be subject to confirmation by the Authority unless the Authority has by resolution delegated to the Committee any of its powers or duties.

16. *Functions of Committee.* – (1) The Authority may –

- (a) refer to any such Committee, for enquiry and report, any matter relating to any of the purpose for which the Authority is constituted, and
 - (b) delegate to any such Committee, by specific resolution, any of the powers and duties of the Authority subject to such conditions as may be specified by the Authority
- (2) Every meeting of the Committee shall be presided over by the Chairman if he is a member of the Committee, and if he is not a member or is absent from the meeting by a member chosen by the meeting to preside for the occasion.
- (3) No business shall be transacted at any meeting of committee unless thereby present either not less than one-third of the number of the members constituting the committee in cases when the committee consists of more than three members or two members in case the Committee constitute of only three members.
- (4) All questions at any meeting of a Committee 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 shall have and exercise a second or casting vote;

Provided that if only two members are present and voting at the meeting and in case of equality of votes the question considered by the Committee shall be referred to the Authority for decision.

17. *Members of committee not to take part in proceedings in which they are personally interested* – (1) Any member of a Committee, who –

(a) has directly or indirectly, by himself or by any partner, employer or employee, any such share or interest as is described in the proviso to sub-section (1) or Section 47 of the Town Planning Act, 1108, or in the paras to sub-section (1) of section 48 of the Madras Town Planning Act, 1920 as the case may be; or

(b) has professionally in relation to any matter, on behalf of any person having therein any such share or interest as aforesaid;

© shall not vote or take any other part in any proceedings of any Committee relating to such matter.

(2) If any member of a committee 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 acquired land for any of the purpose of the Authority –

(12)

(a) he shall, before taking part in any proceedings at a meeting of the Committee relating to such area, inform the person presiding at the meeting of the nature of such interest;

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

© he shall not take any other part in any proceedings relating to such area at a meeting of the Committee if the person presiding at the meeting considers it inexpedient that he should do so.

CHAPTER V

Establishment

18. Creation of posts by the Authority – The Authority shall have powers to create posts, the maximum pay of which does not exceed Rs.1800 p.m. and with the approval of Government posts the maximum pay of which exceeds Rs.1800 p.m. in the establishment of the authority it considers necessary for the efficient performance of its functions.

Provided that the authority shall obtain the prior approval of Government in the matter relating to revision of Scale of Pay, Travelling Allowances, Dearness Allowances, etc., of its employees.

19. *Allowance to non-official members* – (1) A non-official member of the Authority or a Committee shall be paid by the Authority –

(a) daily allowance at the rate of Rs.30 per day for attending a meeting of the Authority or Committee as the case may be; and

(b) traveling allowance at such rates as he is admissible to a first grade officer of the State Government in the case of members not residing within eight kilometers from the place of meeting.

(2) *Travel outside India* – The Authority shall obtain the prior approval of Government for travel outside India, its members/employees for purposes of the Authority.

20. *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 by the day or whose pay is charged to temporary work) 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.

21. *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

(13)

appointments and promotions of the officers and servants, of imposing any of the punishments mentioned in the Kerala Civil Service (classification, Control and Appeal) Rules, 1960, on any of the officers or servants of the Authority for any breach of departmental rules or discipline or for carelessness, unfitness, neglect of duty or other misconduct and of discharging any such officer or servant from the service of the Authority for any other reason, shall be exercised by the following authorities, namely:-

(a) in the case of posts, the minimum of the scale of pay of which does not exceed one thousand rupees and the officers and servants holding such posts, by the Secretary;

(b) in the case of posts the minimum of the scale of pay of which exceeds one thousand rupees but does not exceed one thousand five hundred rupees and the officers and servants holding such posts, by the Chairman;

(c) in the case of posts the minimum monthly basic pay of which exceeds rupees one thousand five hundred but the maximum of which does not exceed one thousand eight hundred rupees and the officers and servants holding of such posts, by the Authority;

Provided that the Chief Engineer of the Authority shall be appointed by the Authority with the previous approval of Government;

Provided further that the power to impose any penalty on an officer or servant of the Central Government or the State Government or of a local authority whose services have been lent to the Authority, shall be exercised only by the authority which would have been competent to do so, if his services has not been so lent, and the secretary or the Chairman or the Authority as the case may be, shall be entitled only to make a recommendation in this behalf to such authority.

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

- (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 he shall forthwith report the matter to the Authority competent to inflict the punishment of such officer or servant under sub-rule (1), if he is not such Authority.

(14)

22. *Extension of the jurisdiction of the Vigilance Division/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 servants 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.

23. *Promotions* – (1) Promotion to 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 –

(a) where on account of this proved serious misconduct it is considered undesirable to promote the senior.

24. *Qualifications and method of recruitment* – (1) The Authority shall, with the prior approval of the Government fix the qualifications and method of recruitment to the various posts under it;

(2) where no qualifications have been fixed under sub-rule (1) the qualifications fixed for posts of similar standing and status under the Government shall be followed.

(3) 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) or sub-rule (2) above.

25. *Executive powers of the Secretary* – Subject to the instructions, conditions and limitations expressly imposed by the Act and the Rules, the executive power for the purpose of carrying out of the provisions of the Act shall be vested in the Secretary.

26. *Custody of records* – The secretary or the officers authorized 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.

27. *Pay and allowances of secretary* – The pay and allowances of the Secretary as may from time to time be fixed by the Government 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.

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

29. *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 servants of the Authority, subject to such rules and orders as may be in force from time to time and shall dispose of all questions relating to the service of the said employees and their salaries, allowances and privileges.

30. *Power to grant leave to establishment* – Leave may be granted to the members of the establishment of the authority by the Secretary.

31. *Service conditions applicable to officers and servants of the Authority* – Save as otherwise provided in these rules the provisions of Parts I and II of the Kerala Service Rules, the Service (Classification, control and Appeal) Rules, 1960, Kerala Government Servants Conduct Rules, 1960, and the Kerala government Servants application for Posts (Private Employment and Government Service) Rules, 1958 shall apply mutatis mutandis to the employees of the Authority;

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

CHAPTER VI

Finance (General)

32. *Authority's Fund* – (1) The Authority shall have and maintain its own fund to which shall be credited –

(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 or debentures or advances;

© all moneys and charges received by the Authority under the Act and the rules framed thereunder including the contribution from Municipal Councils under section 50 of the Town Planning Act, 1108 (IV of 1108) or section 50A of the Madras Town Planning act, 1920 (VII of 1920) at 2% or at such percentage of gross receipts as the government may prescribe from time to time;

(d) all moneys received by the Authority by way of rents and profits or in any other manner or from any other source.

(2) The Authority may keep in current account in any scheduled bank, co-operative bank or any bank approved by the authority in this behalf or in the Government

(16)

Treasury Savings Account such money as may be decided by the authority, from time to time, and any money in excess of the said sum 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 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 in spaces in Form III.

33. *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 V.

(2) Every estimate under sub-rule (1) shall –

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

(b) be printed and a copy thereof 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;

© the Authority shall keep 2% of the revenue receipt as closing balance.

34. *Approval of the Authority to estimates* – The authority shall consider every estimate laid before it under rule 33 and shall sanction the same either without alteration or with such alterations as it may think fit.

35. *Approval of Government to estimate.* – (1) Every estimate sanctioned by the Authority under rule 34 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 Government.

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

(2) The provisions of rules 34, 35 and 39 shall apply to every supplementary estimate.

37. *Re-appropriation and expenditure in cases of emergency.* -- No expenditure-

- (a) not covered by any provision in the sanction 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 cases of emergency incur inevitable expenditure but shall make a report to the Authority at its next meeting together with an application for re-appropriation of funds.

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

39. *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 to the Auditor.

(2) A copy each of the budget estimate shall be sent by the Secretary to every local authority within the region.

40. *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.

41. *Purposes to which authority's fund can be applied.* -- The purposes to which the Authority's fund may be applied, include all objects connected with the responsibilities of the Authority under the Act and the Rules made there-under and everything incidental to the administration thereof.

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42. *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 authorized by him in this behalf.

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

(b) The Executive Engineer of the Authority shall have a permanent advance of five hundred rupees to meet petty expenses and an imprest register in the prescribed form 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.

44. *Power of authority and Secretary 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 Act.

- (i) by the Secretary, in case such expenditure does not exceed two lakhs of rupees; and
- (ii) by the Chairman, in case the expenditure exceeds rupees two lakhs but not more than rupees five lakhs; and
- (iii) by the Authority in other cases:

Provided that the prior approval of Government should be obtained for any programme of capital expenditure for an amount which exceeds Rs.10 lakhs (Rupees Ten lakhs) unless it forms part of a town planning scheme already sanctioned by Government under the Act, where the nature and contents of such work or scheme and the agency responsible for carrying out such work or scheme has been clearly spelt out.

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

45. *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 Act subject to like restrictions and conditions imposed on the Authority or the Chairman or the Secretary, as the case may be, under rule 44.

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

47. *Provisions as to execution of contract.* -- (1) Every contract entered into by the Secretary or by any other officer authorized in this behalf shall be entered into in such manner and in such forms as would bind him if it were made on this 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 Rs.5000/- (Rupees Five thousand) 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 authorized 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 r]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 this rule shall be binding on the Authority.

48. *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 Rs.1000 (Rupees One thousand):

Provided further that the Secretary may in cases of emergency direct the execution of any work or doing of any act which would ordinarily required the sanction of the Authority and the immediate execution or going of which is, in his opinion necessary for the services of the public.

(2) Plans and estimates for the works shall ordinarily be prepared by or under the supervision of the Engineer of the Authority.

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(3) In special cases, the circumstances so require, the Authority may entrust the preparation of plans including layout, architectural drawing, structural designs and estimates to competent practicing Engineer or Architect or Town Planner or any other competent consultant:

Provided that prior approval of the Government shall be obtained for appointment of such Engineer, Architect or Town Planner or consultant, whose fee exceeds Rupees one lakh.

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

49. *Invitation of tenders.* - (1) /the Chief Engineer of the Authority or in his absence the Executive Engineer of the Authority shall invite sealed 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 Rs.5000 (Rupees Five thousand) and works of a very urgent nature taken up for execution under rule 48; and

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

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

50. *Publication of tenders.* - (1) Tenders shall be invited by giving wide publicity and giving not less than 10 days time for the investigation required by intending tenderers.

(2) Notice inviting tenders shall be published on the notice board of the Authority. Besides such publication, the Chief Engineer or in his absence the Executive Engineer of the Authority shall, if the cost of works exceeds Rs.10,000 (Rupees Ten Thousand) and in other cases if so direct by the Authority advertise the tender notice in chit form in one or more newspapers having wide circulation in the area.

51. *Acceptance of tenders.* - (1) Authorities competent to accept tenders for works shall be the authorities competent to give administrative sanction for works.

(2) The tenders shall be opened by the Chief Engineer or in his absence the Executive Engineer of the Authority or the Officer authorized by him at the time appointed in that behalf in the presence of such tenderers or their agents as may be present.

(3) Tenders shall be subsequently tabulated by the Chief Engineer or in his absence the Executive Engineer of the Authority or the officer authorized by him and shall be placed before the competent authority for acceptance.

(4) Other things being equal, the lowest tender shall ordinarily be accepted and where it is considered undesirable to accept the lowest tender, the reasons shall be clearly recorded in writing and made available for the purpose of audit.

52. *Departmental execution.* – The Authority may determine either generally for any class of cases or specially for any particular case whether the Chief Engineer of the Authority shall execute the works by contract or otherwise.

53. *Purchase of stores.* – No purchase of stores and articles involving expenditure exceeding one thousand rupees shall be made otherwise than by inviting quotations:

Provided that preference may be given to State or Central Government industrial or commercial undertakings as well as co-operative societies and they may be given a price preference of 10 to 15%

Provided also that the invitation of quotations may be dispensed with in the following cases, namely:-

- (a) supply of materials and goods of which the price as fixed by the Government by any 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.

54. *Power to acquire and utilize land.* – (1) No land shall be acquired for purposes other than for the implementation of the Town Planning Schemes prepared under the Act or for any other public purpose and the land so acquired shall be utilized for the purpose for which it has been acquired.

(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.

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55. *Power to dispose of land.* – (1) The authority may retain or may lease, sell, exchange or other dispose of any land vested in it or acquired by it for implementation of Town Planning schemes:

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 23 of the Kerala financial Code, volume II for all the property vested in it or acquired by it.

56. *Maintenance of posting registers.* – 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 all adjustments in Form XI, abstract of Monthly Accounts in Form XII, abstract of Annual Accounts in form XIII, Monthly accounts in Form XIV, and Annual Accounts in form XV, Advances recoverable register in Form XVI, Register of Stores, tools, plants etc., in Form XVII and Register of sinking funds in Form XVIII. The account for each month shall be closed not later than the 15th of the following month:

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

57. *Abstract of monthly account to be placed before the Authority.* – The Secretary shall prepare for each month the abstract of monthly account in Form XII and place it before the Authority at the first meeting held after the account is 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:

Provided that in case the approval of the monthly accounts by the Authority has not been obtained by the said day, the transmission of accounts to the auditor shall not be delayed and one copy of the resolution of the Authority shall be communicated to the Auditor in due course.

58. *Annual accounts to be submitted to Government.* – (1) at the close of each year, an annual account shall be prepared in Form No. XV.

(2) The annual account shall show –

- (a) the amount at the credit of the authority at the end of each 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 that is to say,
 - (i) list of loans;
 - (ii) distribution of outstanding debt; and

- (iii) brief appreciation of the prospects and repayment of debt, shown as outstanding against individual works and schemes.

(2) Where the amount at the credit of the Authority at end of any year as per the Pass Books differs from the amount shown in the books of the Authority, a reconciliation statement shall be attached to the annual account.

(3) the annual account prepared under this rule shall be laid before the Authority at its first meeting to be held after the preparation of the account.

(4) a copy of the annual account after consideration and approval by the Authority shall be submitted to the Government and auditor not later than the 30th June of the following year.

59. *Bond or agreement necessary for security deposits.* – 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. The Register of security deposit shall be in Form No. XIX. All the interest bearing securities shall be pledged in favour of the Secretary.

60. *Repayment of security deposit.* – Without the special orders of the Secretary or the officer authorized by him no security deposit shall be repaid or retransferred to the depositor or otherwise disposed of except in accordance with the terms of his agreement or bond.

61. *Deposits.* – The cash deposits shall be noted in register of cash deposits opened and maintained for the purpose in Form XX.

62. *Lapsed deposits.* – In the accounts for March each year, the following classes of items in the register of deposits shall be credited to the Authority funds 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.

63. *Lapsed or forfeited deposits not to be refunded without sanction.* – Deposits treated as lapsed or forfeited under the provisions of an agreement or bond shall not be refunded without the sanction of the Authority. Every claim too a refund shall be made in Form XXI.

64. *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 XXII. The register shall be reviewed by the Secretary early in April and early in October every year.

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CHAPTER VIII

Miscellaneous

69. *Delegation of Power.* – (1) The Chairman may, by general special order in writing, delegate to any Member or any officer of the Authority any of his powers, duties or functions under these Rules.

(2) The 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.

(3) The Secretary may also by general or special order in writing delegate to any officer of the Authority any of his powers, duties or functions under these rules.

(4) The exercise or discharge by any officer of any powers, duties or functions delegated to him under sub-rule (3) 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.

70. *Institution of civil and criminal action.* – The Secretary may, -

(a) take, or withdraw from, proceedings against any person who commits-

- (i) any offence against the Act, 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 Act;
- (iii) any nuisance whatsoever.

(b) compound any offence against the Act, the rules, bye-laws, schemes or regulations;

(c) take, withdraw from or compromise, proceedings for the recovery of expenses or compensation claimed to be due to the Authority;

(d) withdraw 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 any thing 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 any thing 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 servant of the Authority.

71. *Application to construct or reconstruct building.* – (1) Any person who desires to obtain permission under section 15 of the Town Planning Act, 1108, or section 17 of the Madras Town Planning Act, 1920, shall make an application in writing to the Secretary.

(2) Every application under sub-rule (1) shall contain such particulars and be prepared in such manner as may be required under the Kerala Municipal Building Rules, 1968, made by the Government under the Kerala Municipalities Act, 1960 (14 of 1961) and the Kerala Municipal Corporations Act, 1961 (39 of 1961).

72. *Fee to be paid on application for permission.* – Every application for permission under 15 of the Town Planning Act, 1108, or section 17 of the Madras Town Planning Act, 1920, as the case may be, shall be accompanied by a fee at the following rates, namely:-

1. Residential buildings (Tiles or Terraced)

Ground Floor Rs. 2.00 per sq.m.
First Floor Rs. 4.00 per 10 sq.m.
Second Floor Rs. 5.00 per 10 sq.m.
Third floor and above Rs.7.50 per sq.m.

2. Industrial and commercial buildings (Tiles or Terraced),

Ground floor Rs.2.50 per 10 sq.m.
First floor Rs.5.00 per 10 sq.m.
Second floor Rs.6.50 per 10 sq.m.
Third floor and above Rs.10.00 per sq.m.

3. Compound wall – Rs.2.00 per 30 r.m.

4. Bath and closet – free

5. Transfer of land in the area Rs.2.00 per transfer

6. No objection Certificate for construction and for the transfer of land outside scheme area – Rs. 3 per application.

A fee equal to 50% of the original fees shall be levied with reference to the building applications in case where parties revise their original application after getting sanction thereto.

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73. *Stamping signature on notices or bills* – Every notice or bills which is required by the Act or any rule 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.

74. *Service how effected.* - (1) When a notice or other document is required by the Act or any rule made under it, 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;
- (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 servant 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 none of the means aforesaid be available by affixing the same in some conspicuous part of such place of 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.

75. *Power of Government to give directions.* – Notwithstanding anything contained in these rules, or any other rules, the Government shall have powers to give any direction whatsoever to the Authority and the Authority shall be bound to act as per the directions.

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Appendix
FORM I
[Se rule 32(5)]

.....Development authority

Register of Grants

Date	Reference No. & date of sanction	Amount of grant received	Receipt No.	Ledger Folio	Purpose for which grant was sanct- ioned	Details of utilization					
						Date	Voucher No.	Ledger Folio	Details expendi- ture incurred	Amount	Balance of unutilised amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Details of refund of unutilized amount

Date	Voucher No.	Ledger Folio	amount	Initials of Secretary	Remarks
(13)	(14)	(15)	(16)	(17)	(18)

(30)
FORM II
[See Rule 32(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 utilization:

Date	Sum of loan received	Purpose for which the loan was sanctioned	Rate of interest	Amount of annual instalment	Details of expendit- ture incurred	Amount spent	Ledger Folio	Amount of interest paid	Amount of principal paid	Voucher No. and date	Ledger Folio
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Balance of Interest to be paid	Balance of principal amount to be paid	Total amount utilized for the purpose for which loan was sanctioned	Balance of unutilized amount	Details of refund of unutilized amount			Initial of Secretary	Remarks
				Vr.No.& date	Amount	Ledger Folio		
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)

Separate page to be set apart for each loan.

(31)

FORM III
[See rule 32(6)]

Register of Application, Allotment of lands Built up Spaces

Date	Name and full address of the applicant	Nature of application	Amount of advance paid	Receipt No. & date	Ledger Folio No.	Details of land or built in spaces allotment					Details of of security or mortgage	Rate of interest
						Description of land built in space	Survey No.	Extent	Reference to the page No. of immovable property register	Total value including cost of improvements		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

No. of install-ments fixed for payment	Amount of each instalment	Interest	Date of payment	Receipt No.	Ledger folio	Amount paid		Penal interest	Initials of Secretary	Remarks
						Principal	Interest			
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)

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

(32)

FORM IV
[See Rule 33(1)]

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

ABSTRACT

Head of Account	Amount For the previous Year	Budget Estimate for the year	Revised budget estimate for the year	Budget estimate for the ensuing year
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				
Grand Total				

SECRETARY

(33)

FORM V
[See Rule 33(i)]

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

Head of Accounts	Budget Estimate for previous Year	Budget estimate for the year	Revised estimate for the year	Budget estimate for the next year	Remarks
(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

Total

Rent and Leases

- (a) Rent from Building
- (b) Other income from property
- (c) Sale of land

Total

Supervision & 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

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(f) Fee for cost of booklets

(g) Other receipts

Total

Miscellaneous receipts

Total

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 & Advances

(a) loan from KUDFC

(b) Loan from State Govt.

(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

Grand Total of Receipts
Under Capital Account

(35)

PART III-DEBT DEPOSIT & SUSPENSE ACCOUNT

Provident Fund

- (a) Subscription
- (b) Authorities Contribution
- (c) Interest
- (d) Refund of Advance

Total

Permanent Advance

Total

ADVANCE REPAYABLE

A. Advance bearing interest

(i) Advance to purchase conveyance

(ii) House construction advance

B. Advance not Bearing Interest

(i) Onam advance

(ii) Mosquito Net Adv.

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

Grand Total of Receipts

Part I, II, III

(36)

Head of Account	Budget Estimate of Expenditure				Remarks
	Budget Estimate for previous year	Budget Estimate for the year	Revised Estimate for the year	Budget Estimate for the next year	
(1)	(2)	(3)	(4)	(5)	(6)
ADMINISTRATION					
A. Board					
Sitting Fee					
T.A. to Members					
Total					
Establishment					
Salaries & allowances					
Reimbursement to revenue dept.					
Supervision & centage charges					
Conveyance allowance to officers					
T.A. to Officers & Staff					
Leave Salary & Pension					
Contribution					
Total					
i) Training of Personnel					
ii) Medical expenses					
iii) Recreational Amenities					
iv) Extraordinary expenditure					
Total					
Office Expenses					
i) Rent for office building					
ii) Printing & stationery					
iii) electricity charges					
iv) Telephone charges					
v) Postage					
vi) Books & periodicals					
vii) Furniture & office equipments					
viii) Drawing materials & survey equipments					
ix) Water charges					
x) Other charges					
xi) Entertainmental expenses					
Total					
Advertisement & Publicity					
i) Advertisement charges					
ii) Publicity & Propaganda					
Total					

(37)
Audit Fee

Total

- i) Law charges
- ii) Centage charges
- iii) Architect fee

Total

Interest Charges

- i) Interest on loan from KUDFC
- ii) Interest on loan from State Govt.
- iii) Interest on loan from HUDCO

Total

Expenses connected with Borrowings

- i) Public Loan
- ii) Other Loan
- (a) HUDCO

Total

Vehicles

- i) Purchase of vehicles
- ii) Cost of petrol
- iii) Repairs of vehicle

Total

Tools & Plants

- i) Purchase of equipments
- ii) Maintenance & repairs of tools

Total

Maintenance of building

- i) Ordinary repairs
- ii) Special repairs

Total

Total expenditure under Part I –
Revenue Account

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

(38)

ii) Construction of road

Total

Repayment of Loan

- i) Loan from KUDFC
- ii) Loan from State Govt.
- 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
- (b) Advance not bearing interest
 - i) Onam 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 & Purchase Tax
- b) Recovery from employees

(39)

c) Payment of leave salary of deputationists

d) Other suspense account

Total

Total Part III

Grand Total of Part I, II & III

SECRETARY

Schedule of Establishments as on

Sl.No.	Category of Post	Scale of pay	No. of Posts
--------	------------------	--------------	--------------

SECRETARY

Details of Investments as on

Sl. No.	Name & Place of Investment	Amount invested	Rate of interest	Date of investment	Date of maturity	Remarks
---------	----------------------------	-----------------	------------------	--------------------	------------------	---------

SECRETARY

Statement of Outstanding Loans

Date of Receipt of Loan	Amount sanctioned	Order No. & date	Purpose	Amount repaid to the end of the year	Amount outstanding repayment of close of year
(1)	(2)	(3)	(4)	(5)	(6)

SECRETARY

(40)

FORM VI
(See rule 38)

-----Development Authority
Application for Reappropriation of fund required by the
Development Authority

Particulars of work or purpose	Head of account in which or name of work etc. for which additional fund is required	Amount provided for the work or purpose in the budget	Amount subsequently allotted or transferred	Amount spent upto date	Amount required to meet probable expenditure upto the end of the year	Total of columns (5)&(6)	Amount now required to be transferred ie. columns (7) minus column (3) plus (4)	Reasons for exceeding the original allotment	Head of account or source from which transfer is applied for	Anticipated savings from which funds may be allotted	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

FORM VII
[See Rule 43(1)]

-----Development Authority

Imprest Register

Imprest held Rs.

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)

(41)

FORM VIII
[See Rule 56)

.....Development Authority

Cash Book

Dr.						Cr.						
Receipts					Payments							
Date	Receipt No of Register Of Rts.	Particulars	Cash	Bank	Remarks	Date	Voucher No.	Ledger Folio No.	Particulars	Bank	Cheque No.	Remarks
				1 2 3						Cash 1 2 3		

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

FORM IX

[See Rule 56)

.....Development Authority

Register of Receipts

Receipts

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

(42)

FORM X
(See Rule 56)

.....Development Authority

Ledger
(Both under Receipts & Payments)

Head of account
Budget Allotment

Head of Account :
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.

FORM XI
(See Rule 56)

.....Development Authority
Journal

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

1. Serial number in column 2 shall be given to the adjustment voucher
2. The monthly totals of debits & credits columns should be posted in the ledger under the concerned heads of accounts.

FORM XII
[See rule 56 and 57]

.....Development Authority
Abstract of Monthly Accounts for the Month of 19.....

Receipts					Payments					Balance	Remarks
Budget Head	Budget estimate	Receipts upto the end of the previous month	Receipts during the current month	Receipts upto the end of the current month	Budget head	Budget estimate	Expenditure upto the end of the previous month	Expenditure during the current month	Expenditure upto the end of the current month		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

SECRETARY

FORM XIII
[See Rule 56]

.....Development Authority

Abstract of Annual Account

Receipts							
Budget head		Amount		Budget Head		Amount	
Opening Balance							
		Rs.	Ps.			Rs.	Ps.
(1)				(1)			
(2)				(2)			
(3)				(3)			
(4)				(4)			
(5)				(5)			
Total		-----		Closing Balance		-----	
		-----		Total		-----	

SECRETARY

(44)

FORM XIV
[See rule 56]

.....Development Authority

Detailed Monthly Accounts for

Head of Accounts	Budget Estimate	Actuals for the month	Progressive total at the end of the month	Remarks
(1)	(2)	(3)	(4)	(5)

PART I - REVENUE ACCOUNT

Grants and contribution

- (a) Grants from Government
- (b) Grant from other sources
- (c) Contribution from Municipality/
Corporation

Total

Rents & Leases

- (a) Rent from Building
- (b) Other income from property
- (c) Sale of land

Total

Supervision and centage charges

Total

Storage charges

Total

Interest Receipts

- (a) Interest on Deposits
- (b) Interest on Investment

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

(45)

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 Buildings/Flats (Apartments)

- (a) registration fee

Total

Loans & Advances

- a) Loan from KUDFC
- b) Loan from State Government
- 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

Grand Total of Receipts under Capital
Account

PART III – DEBT, DEPOSIT & SUSPENSE ACCOUNT

Provident Fund

- (a) Subscription
- (b) Authorities Contribution
- (c) Interest
- (d) Refund of advance

Total

Permanent Advance

Total

(46)

ADVANCE REPAYABLE

- A. Advance bearing interest
i) Advance to purchase conveyance
ii) House Construction Advance

- B. Advance not bearing interest
i) Onam Advance
ii) Mosquito Net Advance

Total

Deposits

- i) Deposit of Contractor
ii) Deposit of allottees
iii) Other deposits

Total

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 accounts

Total

Total of Part III

Grand Total of Receipts Part I, II, III

ADMINISTRATION

- A. Board
Sitting Fee
T.A. to Members

Total

Establishment

- Salaries & allowances
Reimbursement to Revenue Dept.
Supervision & centage charges
Conveyance allowance to officers
T.A. to officers & staff
Leave salary & Pension Contribution

Total

- i) Training of personnel

(47)

- ii) Medical expenses
- iii) Recreational amenities
- iv) Extraordinary expenditure

Total

Office expenses

- i) Rent for office building
- ii) Printing & stationery
- iii) Electricity charges
- iv) Telephone charges
- v) Postage
- vi) Books & periodicals
- vii) Furniture & office equipments
- viii) Drawing materials & survey equipments
- ix) Water charges
- x) Other charges
- xi) Entertainment expenses

Total

Advertisement & Publicity

- i) Advertisement charges
- ii) Publicity & Propaganda

Total

Audit Fee

Total

- i) Law charges
- ii) Centage charges
- iii) Architect Fee

Total

Interest charges

- i) Interest on loan from KUDFC
- ii) Interest on loan from State Govt.
- iii) Interest on loan from HUDCO

Total

Expenses connected with Boaaorings

- i) Public Loan
- ii) Other loan
 - a) HUDCO

Total

Vehicles

- i) Purchase of vehicles
- ii) Cost of petrol

(48)

iii)Repairs of vehicles

Total

Tools & Plants

i)Purchase of equipments

ii)Maintenance & repairs of tools

Total

Maintenance of Building

i)Ordinary repairs

ii)special repairs

Total

Total expenditure under Part I –
Revenue Account

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 roads

Total

Repayment of Loan

i)Loan from KUDFC

ii)Loan from State Government

iii)Loan from other sources

Total

General

Office accommodation

Total

Advance to Revenue Account

Total of Part II

Provident Fund

a)Subscription of employees

b)Contribution of Authority

c)Interest on advance

d)Refund of advance

(49)

Total	_____
Permanent Advance	_____
Total	_____
ADVANCE REPAYABLE	_____
A. Advance bearing interest	
i) Advance for purchase of conveyance	
ii) House Construction advance	
Total	_____
B. Advance not bearing interest	
i) Onam Advance	
ii) Mosquito Net Advance	
Total	_____
Deposits	
a) Deposits of Contractor	
b) Deposits of Allottees	
c) Other Deposits	
Total	_____
Suspense Account	
a) Sales Tax, Income Tax & Purchase Tax	
b) Recovery from employees	
c) Payment of Leave salary to deputationists	
d) Other suspense account	
Total	_____
Total of Part III	_____
Grand total of Part I, II & III	_____

SECRETARY

(50)

FORM XV
[See Rule 56 and 58]

.....Development Authority
Detailed Annual Accounts for.....

Head of Accounts	Budget Estimate	Actuals for the Year
(1)	(2)	(3)

PART I - REVENUE ACCOUNT

Grants and Contribution

- a) Grants from Government
- b) Grant from other sources
- c) Contribution from corporation/Municipalities

Total

Rents and Leases

- a) Rent from building
- b) Other income from property
- c) Sale of land

Total

Supervision & 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

Advance from Capital Account

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 Buildings/Plots(Apartments)

- (a) Registration fee

Total

Loans and Advances

- a) Loan from KUDFC
- b) Loan from State Government
- 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

Grand Total of Receipts under Capital Account

PART III - DEBT DEPOSIT & SUSPENSE ACCOUNT

Provident Fund

- a) Subscription
- b) Authorities contribution
- c) Interest
- d) Refund of advance

Total

Permanent Advance

Total

ADVANCE REPAYABLE

- A. Advance bearing interest
 - i) Advance to purchase conveyance
 - ii) House construction advance

(52)

B. Advance not bearing interest

i) Onam Advance

ii) Mosquito net advance

Total

Deposits

i) Deposit of Contractor

ii) Deposit of Allottees

iii) Other deposits

Total

Suspense Account

a) Government dues Income Tax, Sales Tax &
Purchase Tax

b) Other suspense accounts

i) Reimbursement of Leave Salary

ii) Recoveries from employees

iii) Other suspense account

Total

Total of Part III

Grand Total of Receipts Part I, II & III

(53)

Budget Estimate for Expenditure

(1)	(2)	(3)
Administration		
A. Board		
Sitting Fee		
T.A. to members		
Total		
Establishment		
Salaries and allowances		
Reimbursement to Revenue Department		
Supervision and centage charges		
Conveyance allowance to officers		
T.A. to officers and staff		
Leave Salary and Pension contribution		
Total		
(i) Training of Personnel		
(ii) Medical Expenses		
(iii) Recreational Amenities		
(iv) Extraordinary Expenditure		
Total		
Office expenses		
i) Rent for office building		
ii) Printing & Stationery		
iii) Electricity charges		
iv) Telephone charges		
v) Postage		
vi) Books and periodicals		
vii) Furniture and office equipments		
viii) Drawings Materials and survey equipments		
ix) Water charges		
x) Other charges		
xi) Entertain expenses		
Total		

(54)

Advertisement & Publicity

- i) Advertisement charges
- ii) Publicity and propaganda

Total

Audit Fee

Total

- i) Law charges
- ii) Centage charges
- iii) Architect Fee

Total

Interest charges

- i) Interest on loan from KUDFC
- ii) Interest on loan from State Govt.
- iii) Interest on loan from HUDCO

Total

Expenses connected with Borrowings

- i) Public Loan
- ii) Other Loan
- a) HUDCO

Total

Vehicles

- i) Purchase of vehicles
- ii) Cost of petrol
- iii) Repairs of vehicles

Total

Tools & Plants

- i) Purchase of equipments
- ii) Maintenance & repairs of tools

Total

(55)

Maintenance of building
i) Ordinary repairs
ii) Special repairs

Total

Total expenditure under Part I -
Revenue Account

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 roads

Total

Repayment of Loan
i) Loan from KUDFC
ii) Loan from State Government
iii) Loan from other sources

Total

General
Office Accommodation

Total

Advance to Revenue account

Total of Part II

Provident Fund

a) Subscription of employees
b) Contribution of authority
c) Interest on advance
d) Refund of advance

(56)

Total	_____
Permanent Advance	_____

ADVANCES REPAYABLE

- A. Advances bearing interest
 - i) Advance for purchase of conveyance
 - ii) House Construction Advance
- B. Advance not bearing interest
 - i) Onam Advance
 - ii) Mosquito Net advance

Total	_____

Deposits

- a) Deposits of contractor
- b) Deposits of allottees
- c) Other deposits

Total	_____

Suspense Account

- a) Sales tax, Income Tax & Purchase Tax
- b) Recovery from employees
- c) Payment of L.S. of deputationists
- d) Other suspense account

Total	_____

Total Part III

Grand Total of Parts I, II & III

SECRETARY

SECRETARY

FORM XVII
[See Rule 56]

.....Development Authority
Register of Stores – Tools, Plants etc.

Name and description of store – Tools, Plants etc.

Month and date of purchase	Invoice No. and date	From whom received	Receipts		To whom issued	Issue	
			Quantity received	Value		Quantity	Value
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Write off		Initials of Secretary	Authority for issue Or write off	Balance		Remarks
Quantity	Value			Quantity	Value	
(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

FORM XVIII
[See Rule 56]

.....Development Authority
Register for sinking Funds

Sinking fund for the loan of Rs. sanctioned in conditions
for repayment of loan.

Receipts							
Date	Amount paid on account of principal			Interest on investment		Reference to the Register of Investments	Total receipts
	Vr. No.	Ledger Folio	Amount	Voucher chalan number and date	Amount		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)'

Investments made current									
Progressive	Vr.No. & date	Ledger Folio	Cost	Face Value	Nature of investment	Progressive Total	Balance of sinking fund pending investment	Interest	Remarks
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

SECRETARY

(60)

FORM XIX
[See Rule 59)

.....Development Authority

Register of Security Deposits

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

FORM XX
(See Rule 61)

.....Development Authority
Register of Cash Deposits

Sl.No origi- Nally assigned for the deposit	Year, month & date	Order No. and date	Name and address of the depositor	Particulars of deposit	Amount	Initials of the Secre- tary	Repayment of adjustments					
							April	May	June	July	August	September
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

of Deposits in the month of						Voucher No. and date of repayment or adjustment	Authority for refund	Balance carried forward to next year	Initials of the Secretary	Remarks
October	November	December	January	February	March					
(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)

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

(64)

FORM XXIII
[See Rule 65)

.....Development Authority

Stamp Register

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)

FORM XXIV
[See Rule 66)

.....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)

By order of the Governor,
M.S.K. RAMASWAMI,
Commissioner & Secretary to Government

(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.