



GOVERNMENT OF KERALA

Abstract

Local Self Government Department – Appointment of Administrative Committees in Panchayats and Municipalities in the absence of elected Committees/Councils – Guidelines and directives for the functioning of Administrative Committees – Orders issued.

LOCAL SELF GOVERNMENT (EM) DEPARTMENT .

G.O(MS) No. 230/2010/LSGD

Thiruvananthapuram, Dated, 30/09//2010.

Read:- 1) GO(P) No. 228/2010/LSGD, Dated, 30/09/2010.
2) GO(P) No. 229/2010/LSGD, Dated, 30/09/2010.

ORDER

As per Orders read as 1st and 2nd above, Government in exercise of the powers conferred under section 151(2) of the Kerala Panchayat Raj Act and section 65(1) of the Kerala Municipality Act, have appointed Administrative Committees consisting of three officers of the Government as members for each Panchayat and Municipality, as the case may be, for the administration of that Panchayat or Municipality for the period between the expiry of the term of office of the existing Panchayat/Municipality and the re-constitution of that Panchayat/Municipality after the General Election in 2010 to the Local Governments in the State. As per relevant sections of the Kerala Panchayat Raj Act and Kerala Municipality Act, the Administrative Committees so appointed, shall exercise the powers and perform the functions, subject to the general or specific directions issued by Government. Now, the Government are pleased to issue the following guidelines/directives for the functioning of Administrative Committees; appointed as per orders read as 1st and 2nd above.

- a) The Administrative Committees should not take any policy decision but need attend only to routine matters of the Panchayat/Municipality concerned.
- b) Wherever one Government officer of an Administrative Committee has jurisdiction or has charge over more than one Local Government, he/she will function in the Administrative Committees of all such Local Governments concerned.

c) The powers of the Administrative Committee will be limited to the following items:

1. Payment of Salaries, Pension, Travelling Allowance of staff.
2. Payment of electricity charges, water charges, fuel charges, telephone bills, rent for office buildings, advertisement charges, routine and mining expenses, taxes etc.
3. Payment of honorarium, sitting fees and travelling allowances in respect of outgoing elected representatives of Local Governments.
4. Payment towards loan repayment and interest on loans.
5. Charges towards Annual Maintenance Contracts, which are due for payment.
6. Payment of land acquisition charges on specific request from District Collectors.
7. Disbursement of payments to the existing beneficiaries of EMS Housing Scheme, BSUP, IHSDP, IAY, MNOLH scheme, various pension schemes and other ongoing schemes.
8. Payment of wages under MGNREGS.
9. Payment of bills relating to feeding in Anganwadies, Balawadies, Nurseries and Schools under the Local Governments.
10. Meeting of essential expenditures in hostels under the control of the Local Governments.
11. Payments relating to maintenance of street lights, disposal of unclaimed bodies, wastes, etc.
12. Running expenses in respect of welfare institutions such as Bala Bhavans, oldage homes etc.
13. Payment to persons employed on daily wages/CLR wages.
14. To take decisions on petitions/suits/appeals, in pursuance of orders and judgments of Court, which are to be complied with, in the time limit stipulated.
15. Payments towards Election expenses.

d) In respect of procedure, it is stipulated that it will be Secretary of the Local Government concerned, who will convene the Administrative Committee concerned. The decisions shall be taken unanimously and only with the participation of all members of the Administrative Committee. The decisions should be recorded on the spot in the Minutes Book of the Local government and should be signed then and there by all the three members of the Administrative Committee.

e) As Government have not appointed Administrative Committees in those Local Governments whose term of office will not be expired by 1st of November 2010, the concerned elected Committees/Councils of those Local bodies will attend to the routine affairs.

f) In case any clarification/direction/intervention from Government is required on any specific issue or in the event of emergencies, the Administrative Committee shall send a request/proposal to Government for directions.

(By Order of the Governor)

S.M. VIJAYANAND,
PRINCIPAL SECRETARY.

To

The Director of Panchayats, Thiruvananthapuram.

The Commissioner for Rural Development Department, Thiruvananthapuram.

The Director of Urban Affairs, Thiruvananthapuram.

The Director, Social Welfare Department, Thiruvananthapuram.

All District Collectors.

All District Panchayat Secretaries.

The Secretaries of Municipal Corporation, Thiruvananthapuram/Kollam/

Kochi/Thrissur/Kozhikode.

The Secretaries of Municipal Councils. (Through The Director of Urban Affairs)

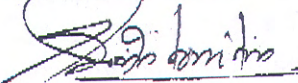
All Block Panchayat Secretaries. (Through The Commissioner for Rural Development)

All Grama Panchayat Secretaries. (Through The Director of Panchayats)

The Accountant General, (Audit) (A&E), Kerala, Thiruvananthapuram.

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Section Officer