



**GOVERNMENT OF KERALA**

**Abstract**

Local Self Government Department – Appointment of Administrative Committees in Panchayats/Municipalities in the absence of elected Committees/Councils – Duties and functions of the President/Chairperson/Mayor of the Panchayats/Municipalities – Member of the Administrative Committee – Authorised - Orders issued

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**LOCAL SELF GOVERNMENT (EM) DEPARTMENT**

G.O(Rt)No. 3251/2010/LSGD

Thiruvananthapuram, Dated, 13/10/2010.

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- Read:- 1) GO(MS) No. 228/2010/LSGD. Dated, 30/09/2010.  
2) GO(MS) No. 229/2010/LSGD. Dated, 30/09/2010.  
3) GO(MS) No. 230/2010/LSGD. Dated, 30/09/2010.

**ORDER**

As per Orders read as 1<sup>st</sup> and 2<sup>nd</sup> 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. Subsequently guidelines/directives for the functioning of the Administrative Committees have been issued as per Order read as 3<sup>rd</sup> above. In view of the stipulation in Section 151(4) of the Kerala Panchayat Raj Act, 1994 that where an Administrative Committee has been appointed, the duties and functions of the President and Vice President shall be exercised and performed by the members of the Committee, authorised by Government, Secretaries of some Local Governments have sought for clarifications/orders from Government on the matter of discharging the functions and duties of the President/Chairperson of the Local Government concerned.

- 2) Government have examined the matter in detail and are pleased to order that the powers, duties and functions of the President/Vice President, Chairperson/Vice Chairperson, Mayor/Deputy Mayor of a Panchayat/Municipality shall be exercised and performed by that member of the Administrative Committee, other than the Secretary of the Local Government concerned, authorised for this purpose by the Administrative Committee. The bills, cheques, vouchers and other instruments of payments of the Local Governments shall be signed/authenticated, both by the Secretary of the Local Government and the member of the Administrative Committee authorised by the

Committee for this purpose, wherever such instruments require the signature of the President/Chairperson/Mayor and the Secretary. If the signature of some officers other than Secretary is required, that officer and the authorised member would jointly sign.

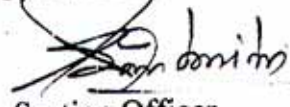
(By Order of the Governor)

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 Secretary, 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)  
Executive Mission Director, Information Kerala Mission, Pangappara,  
Thiruvananthapuram (for publishing in the official website of LSGD)  
The Accountant General, (Audit)/(A&E), Kerala, Thiruvananthapuram.  
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Approved for issue



Section Officer