

3. Relationship of Sabhapati with Executive Officer: The Sabhapati shall exercise the powers under clause (c) of sub-section (1) of section 118 through the Executive Officer of the Panchayat Samiti.

## **CHAPTER VII**

### **Meeting of Sthayee Samiti**

1. Meeting of the Sthayee Samiti: Every Sthayee Samiti shall hold a meeting in the office of the Panchayat Samiti at least once in a month on such date and at such time as may be fixed by the Karmadhyaksha:

Provided that if the Karmadhyaksha fails to convene the meeting in time, the Sabhapati shall convene the meeting of the concerned Sthayee Samiti on such date and at such time as may be fixed by him:

Provided further that the Sabhapati shall not convene more than three consecutive meetings of a Sthayee Samiti.

2. Preparation of list of business: A list of business to be transacted at every meeting of the Sthayee Samiti, except an adjourned meeting, shall be prepared by the Secretary of the Sthayee Samiti under the guidance of the Karmadhyaksha. The same shall be entered in the book of agenda of meetings to be maintained for the purpose and countersigned by the Karmadhyaksha.

The first item of the agenda for each meeting shall be to make a report on the actions taken on the resolution passed in the previous meeting.

3. Notice for meeting: At least seven clear days' notice of all meetings except an emergent or a requisitioned meeting shall be given to all members in Form 1. At least three clear days' notice for emergent meeting shall be given to all members of the Sthayee Samiti in Form 1A. Seven clear days' notice for a requisitioned meeting shall be given in Form 1B:

Provided that not more than one item shall be discussed in an emergent meeting or in a requisitioned meeting.

4. Notice how to be served:

(1) (a) Notice for meeting other than a requisitioned meeting shall be signed and sent by the Secretary of the Sthayee Samiti to all the members of the Sthayee Samiti. The notice for an ordinary meeting shall be sent by post under certificate of posting and that for an emergent meeting shall be sent by special messenger.

(b) The notice for a requisitioned meeting shall be sent by registered post with acknowledgement due by the Karmadhyaksha of the Sthayee Samiti or the members requisitioning the meeting, as the case may be.

(2) A copy of the notice for all meetings except a requisitioned meeting called by the members themselves shall be displayed on the notice board of the Panchayat Samiti on the same date on which such notice is issued.

5. Quorum: Two members of a Sthayee Samiti other than the official members appointed under clause (c) of sub-section (2) of section 124 shall form a quorum for a meeting of the Sthayee Samiti:

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

6. Absence of official members from the meeting: If any official member appointed under clause (c) of sub-section (2) of section 124 does not attend two consecutive meetings of the Sthayee Samiti, the matter shall be brought to the notice of the concerned department of Government by the Karmadhyaksha through the Sabhapati of the Panchayat Samiti and the Department of Panchayats.

7. Officers, though not members of the Sthayee Samiti, are to attend the meetings: Any officer of the State Government at the District, Sub-divisional or Block Level, who is concerned with any item of the agenda of the meeting of the Sthayee Samiti and who is competent to implement the decisions of such Sthayee Samiti on such item- shall be invited to attend such meeting.

8. Attendance Register of Members:

(1) An Attendance Register for all meetings except for a requisitioned meeting shall be maintained in Form 5. It shall be kept in the meeting place at the time fixed for each meeting. 'Every member shall sign his name or put his left thumb impression in the Register as soon as he enters the meeting. In the case left thumb impression is put, it shall be attested by any other member.

- (2) In case of a requisitioned meeting every member attending the meeting shall sign his name or put his left thumb impression on a plain sheet of paper substantially in the manner indicated in Form 5.
9. Adjournment for want of quorum: If within half an hour from the time appointed for the meeting no quorum is present, the meeting shall stand adjourned. The meeting shall be called again on a further date to be fixed by the Karmadhyaksha.
10. Fresh notice for adjourned meeting: The members of the Sthayee Samiti shall be informed of the date and time of the adjourned meeting by clear seven days' notice in Form 6. An adjourned meeting shall not transact any business save those which were on the agenda of the original meeting.
11. Presiding over the meeting of Sthayee Samiti: All meetings of the Sthayee Samiti shall be presided over by the Karmadhyaksha. In the absence of the Karmadhyaksha the members of the Sthayee Samiti shall elect one of the members to preside over the meeting.
12. Requisitioned meeting for discussion on works or programmes:
- (1) The Karmadhyaksha when required in writing to call a meeting by not less than three members other than the members appointed under clause (c) of sub-section (2) of section 124, shall do so within seven days after giving seven clear days' notice to all the members of the Sthayee Samiti, failing which the members aforesaid may call a meeting after giving intimation to the Executive Officer of the Panchayat Samiti and seven clear days' notice to the members of the Sthayee Samiti.
- (2) The item of discussion shall relate only to works or programmes of the Sthayee Samiti.
13. Minute Book:
- (1) Proceedings of all the meetings of a Sthayee Samiti except that of a requisitioned meeting shall be entered in the minute book to be kept for the purpose and shall be read out before the meeting is concluded. The person presiding over the meeting shall then sign it.
- (2) The proceedings of the meeting shall be recorded by the Secretary of the Sthayee Samiti or in his absence by another person authorised by the member presiding over the meeting.

(3) In case of a requisitioned meeting the proceedings of the meeting shall be recorded by the member presiding over such meeting on sheet or sheets of plain paper. Before the meeting is concluded, the member presiding over such meeting shall read out the proceedings of the meeting and then put his signature on each sheet of paper.

(4) The minutes of the proceedings shall be recorded either in Bengali or in English:

Provided that the minutes of the proceedings may be recorded in Nepali in hill areas.

14. Mode of arriving at decisions in the meeting t All matters coming before a Sthayee Samiti shall be decided by consensus. In case there is any difference of opinion amongst the non-official members, the matter shall be referred to the Panchayat Samiti at its next meeting whose decision on the subject shall be final.

## **CHAPTER VIII**

### **Powers, functions and duties of Sthayee Samiti**

1. Subjects to be dealt with by Sthayee Samitis: A Sthayee Samiti of a Panchayat Samiti specified in entries in column (2) of the Table below shall deliberate and deal with the subjects specified in the corresponding entry in column (1) of the said table.

#### **THE TABLE**

(1)

(1)	(i) Finance, (ii) Budget, (iii) Accounts, (iv) Audit, (v) Taxation, (vi) Mobilisation of resources, (vii) Administration and Establishment, (viii) Coordination and supervision including the scheme assigned by different departments of Government.	Artha O Sanstha Sthayee Samiti
(2)	(i) Public Health, (ii) Sanitation, (iii) Rural Water Supply, (iv) Nutrition, (v) Dispensaries, Health Centres and Clinics, (vi) Family Welfare	Janasasthaya Sthayee Samiti
(3)	(i) Roads including bridges, culverts and drains, (M) Public buildings, (Hi) Works and properties, (iv) Rural housing	Purta Karya Sahayee Samiti
(4)	(i) Agriculture, (ii) Agro-Industries, (iii) Irrigation including small irrigation, (iv) Social forestry, (v) Soil conservation, (vi) Horticulture, (vii) Marketing, (viii) Go-operative movement	Krishi, Sech O Samabaya Sthayee Samiti

(5)	(i) Primary Education, (ii) Social Education, (it) Adult literacy, (iv) Recreation (v) Information and mass communication, (vi) Games and Sports, (vii) Youth Services	Shiksha Sthayee Samiti
(6)	(i) Cottage and Small Scale Industries, (ii) Hand-looms, (iii) Village Industries, (iv) Industrial estates, (v) Relief, (vi) Unemployment assistance and pension, (vii) Social Welfare including welfare of women and children, (viii) Tribal welfare and welfare of weaker communities and handicapped groups.	Khudra Silpa, Tran O Janakalyan Sthayee Samiti
(7)	(i) Preparation and implementation, monitoring and evaluation of Panchayat Samiti, Plans, (ii) Integrated Rural Development Programme, (iii) Assisting in the implementation of land reform programme, (iv) Small Savings, (v) Preparation of resource inventory and data base of Panchayat Samiti Planning, (vi) Management of hat, bazar, ferry assigned by Government to Panchayat Samiti	Unnayan Parikalpana O Bhumi Sanskar Sthayee Samiti
(8)	(i) Fisheries, (if) Animal husbandry, (m) Poultry, (iv) Veterinary Services	Matsya O Pasupalan Sthayee Samiti

## 2. Powers of Sthayee Samiti:

- (1) Every Sthayee Samiti shall exercise the powers and perform the functions of the Panchayat Samiti in relation to the subjects allotted to it within their financial limits subject to any direction of the Panchayat Samiti. It shall also be responsible for the implementation of the works and schemes of the Panchayat Samiti and those assigned to it by different departments of Government relating to the subjects specified in rule 29:

Provided that—

- (a) the financial limits up to which a Sthayee Samiti shall be competent without reference to the Panchayat Samiti to accord administrative and financial sanction to works and schemes .undertaken by the Panchayat Samiti shall be such as may, from time to time, be fixed by the State Government,
- (b) each Sthayee Samiti shall also consider every item of expenditure exceeding the maximum limits of its authority and place it with it's recommendation to the Panchayat Samiti and it shall be its duty to carry out the decision of the Panchayat Samiti on such items and execute the schemes according to such decisions,