

GENERAL INFORMATION

1	Name of Gram Panchayat	□□□□□□□□□□□□□□□□□□□□
2	Name of Block	□□□□□□□□□□□□□□□□
3	Name of District	□□□□□□□□□□□□□□□□
	No. of families in Gram Panchayat	
4	(a) Total No. of families	□□□□□
	(b) No. of BPL families	□□□□□
	Gram Sabha meeting during the year	
5	(a) No. of GS meetings called	□□□□□
	(b) No. of GS meeting held	□□□□□
	(c) No. of GS meetings adjourned due to want of quorum	□□□□□
6	(a) No. of Standing Committees formed and	□□□□□
	(b) No. of meetings held	□□□□□

7	(a) Population of Gram Panchayat (As per Pariwar Register) on 31-12-2007		MALE	FEMALE	TOTAL
		SC	□□□□□	□□□□□	□□□□□□
		ST	□□□□□	□□□□□	□□□□□□
		OBC	□□□□□	□□□□□	□□□□□□
		GEN	□□□□□	□□□□□	□□□□□□
	Total			□□□□□□□	
7	(b) No. of Births entered during the year	MALE	FEMALE	TOTAL	
		□□□□□	□□□□□	□□□□□	
	(c) No. of deaths entered during the year	MALE	FEMALE	TOTAL	
		□□□□□	□□□□□	□□□□□	
(d)	(i) Total No. of Marriages entered	□□□□□			
	(ii) No. of inter caste Marriages entered	□□□□□			

8. Detail of own assets (tick (√) in a appropriate box)

Panchayat Ghar	Year of Construction	Total Expenditure	Facilities of Toilets	Boundary wall
Yes <input type="checkbox"/> No <input type="checkbox"/>	□□□□	□□□□□□□□	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Telephone Facilities	Electricity Facilities	Panchayat Stalls	If yes, number be indicated	Panchayat Land	if yes, how much
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	□□	Yes <input type="checkbox"/> No <input type="checkbox"/>	□□□□

9	Budget for the year passed (tick (√) in a appropriate box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	if yes, date of passing	□□ □□ □□□□
10	Accounts audited upto	□□ □□ □□□□

11. Detail of advances

	Out standing of Previous year	Given during the year	Total	Recovery	Unadjusted Advance
Pradhan	□□□□□	□□□□□	□□□□□□	□□□□□	□□□□□
Secretary	□□□□□	□□□□□	□□□□□□	□□□□□	□□□□□
Other	□□□□□	□□□□□	□□□□□□	□□□□□	□□□□□
Total	□□□□□□	□□□□□□	□□□□□□□	□□□□□□	□□□□□□

12. Detail of Serious Audit Paras

(Regarding embezzlement of funds, advances and cash-in hand any no. of Paras to be incorporated)

Particulars	Pending paras of Previous Year	New Paras	Total	Settled	Balance
Regarding Embezzlement	□□□	□□□	□□□	□□□	□□□
Other	□□□	□□□	□□□	□□□	□□□
Total	□□□□	□□□□	□□□□	□□□□	□□□□

13. Detail of Judicial functions done during the year.

	Particulars	Last years pending cases	Received during the year	Total	Decided during the year	Balance
1.	Criminal cases	□□□	□□□	□□□□	□□□	□□□
2.	Civil Suits	□□□	□□□	□□□□	□□□	□□□
3.	Revenue proceedings	□□□	□□□	□□□□	□□□	□□□
	Total	□□□□	□□□□	□□□□□	□□□□	□□□□

II- DEMAND OF OWN REVENUE

	Particulars	Arrears of Previous year	Demand of current year	Total for recovery	Recovery during the year	Balance for recovery
1.	House Tax	□□□□□	□□□□□	□□□□□□	□□□□□	□□□□□
2	Land Revenue	□□□□□	□□□□□	□□□□□□	□□□□□	□□□□□
3.	Rent of shops/buildings/Land	□□□□□	□□□□□	□□□□□□	□□□□□	□□□□□
	Total	□□□□□□	□□□□□□	□□□□□□	□□□□□□	□□□□□□

III- DETAIL OF LOANS

Particulars of loan for which it was taken	Total loan	Amount of installment	Total amount paid	Out standing amount (principal) for payment	Out standing interest for payment
1	□□□□□□	□□□□□□	□□□□□□□	□□□□□□	□□□□□□
2	□□□□□□	□□□□□□	□□□□□□□	□□□□□□	□□□□□□

IV- INCOME FROM OWN SOURCES (ACCOUNT-A)

	Particulars	Total Income of the year
1	House Tax Column-II(6) (i.e. Recovery during the year)	□□□□□□□
2.	Land Revenue Column-II(6) (i.e. Recovery during the year)	□□□□□□□
3.	Liquor Cess	□□□□□□□
4.	Fees & Fines	□□□□□□□
5.	Rent on shops/Buildings/Land (Total of -II(6))	□□□□□□□
6.	Income from Royalty	□□□□□□□
7.	Donation/ contribution	□□□□□□□
8.	Interest on deposits	□□□□□□□
9.	Office expenses Grant.	□□□□□□□
10	From fairs/shows	□□□□□□□
11	Income from license for minor forest produce	□□□□□□□
12	Income from license fee from telephone towers	□□□□□□□
13	Other income	□□□□□□□
	Total	□□□□□□□□

V- EXPENDITURE FROM ACCOUNT-A

	Particulars	Expenditure	No of Works
1	Office Management		
	Stationary	□□□□□□□□	□□
	Hot & cold weather charges	□□□□□□□□	□□
	Electricity, Water & Sanitation charges	□□□□□□□□	□□
	Wages given Pan. Employees from own fund	□□□□□□□□	□□
	Telephone	□□□□□□□□	□□
	Stock purchase	□□□□□□□□	□□
2	Fair and Shows	□□□□□□□□	□□
3	New Development works(Construction)		
	Municipal Function, i.e., Street light and sanitation	□□□□□□□□	□□
	Village path	□□□□□□□□	□□
	Bridges	□□□□□□□□	□□
	Water supply schemes	□□□□□□□□	□□
	Irrigation Kuhl	□□□□□□□□	□□
	Buildings	□□□□□□□□	□□
	Drains	□□□□□□□□	□□
	Others	□□□□□□□□	□□
4	Development works(Maintenance)		
	Municipal Function, i.e., Street light and sanitation	□□□□□□□□	□□
	Village path	□□□□□□□□	□□
	Bridges	□□□□□□□□	□□
	Water supply schemes	□□□□□□□□	□□
	Irrigation Kuhl	□□□□□□□□	□□
	Buildings	□□□□□□□□	□□
	Drains	□□□□□□□□	□□
	Others	□□□□□□□□	□□
	Total (1-4)	□□□□□□□□	□□□

VI- INCOME AND EXPENDITURE FROM GRANT-IN-AIDS IN ACCOUNT-B

(A) INCOME FROM GRANT-IN-AIDS

S No	Particulars	Previous years Balances	Receipt during the year	Total
1	2	3	4	5
1.	Honorarium	□□□□□□□□	□□□□□□□□	□□□□□□□□
2.	Pay/Honorarium of Panchayat employees on contract basis	□□□□□□□□	□□□□□□□□	□□□□□□□□
3.	Finance Commission Grants	□□□□□□□□	□□□□□□□□	□□□□□□□□
4.	SGRY	□□□□□□□□	□□□□□□□□	□□□□□□□□
5.	Drought Relief Programme	□□□□□□□□	□□□□□□□□	□□□□□□□□
6.	Indira Awas Yojna	□□□□□□□□	□□□□□□□□	□□□□□□□□
7.	Vikas main Jan Sehyog	□□□□□□□□	□□□□□□□□	□□□□□□□□
8.	MLA Fund	□□□□□□□□	□□□□□□□□	□□□□□□□□
9.	MP Fund	□□□□□□□□	□□□□□□□□	□□□□□□□□
10.	LDP	□□□□□□□□	□□□□□□□□	□□□□□□□□
11.	Haryali/Watershed	□□□□□□□□	□□□□□□□□	□□□□□□□□
12.	Swajal Dhara	□□□□□□□□	□□□□□□□□	□□□□□□□□
13.	Zila Parishad	□□□□□□□□	□□□□□□□□	□□□□□□□□
14.	Panchayat Samiti	□□□□□□□□	□□□□□□□□	□□□□□□□□
15.	NREGA	□□□□□□□□	□□□□□□□□	□□□□□□□□
16.	BRGF	□□□□□□□□	□□□□□□□□	□□□□□□□□
17.	Others	□□□□□□□□	□□□□□□□□	□□□□□□□□
Total		□□□□□□□□	□□□□□□□□	□□□□□□□□

(B) EXPENDITURE FROM GRANT-IN-AIDS					
	Particulars	On construction	On maintenance	Total	Balance
6	7	8	9	10	11 (5-10)
1	Honorarium			□□□□□□□□	□□□□□□□□
2	Pay/ Honorarium of Panchayat employees on contract basis			□□□□□□□□	□□□□□□□□
3	Finance Commission Grants	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
4	SGRY	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
5	Drought Relief Programme	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
6	Indira Awas Yojna	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
7	Vikas main Jan Sehyog	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
8	MLA Fund	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
9	MP Fund	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
10	LDP	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
11	Haryali/ Watershed	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
12	Swajal Dhara	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
13	Zila Parishad	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
14	Panchayat Samiti	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
15	NREGA	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
16	BRGF	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
	Others	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□
	Total	□□□□□□□□	□□□□□□□□	□□□□□□□□	□□□□□□□□

1	No. of Villages in Gram Panchayat	<input type="text"/> <input type="text"/>
VII	Infrastructure in Gram Panchayat	
a	Educational Institutions	
1	No. of Primary School	<input type="text"/> <input type="text"/>
2	No. of Middle School	<input type="text"/> <input type="text"/>
3	No. of High School	<input type="text"/> <input type="text"/>
4	No. of Senior Secondary School (10+2)	<input type="text"/> <input type="text"/>
5	No. of Colleges	<input type="text"/> <input type="text"/>
6	No. of Others Private Educational Institutions	<input type="text"/> <input type="text"/>
b	Whether the Educational Institutions have sufficient Accommodations	Yes <input type="checkbox"/> No <input type="checkbox"/>
VIII	Health Institutions	
a	Allopathic	
1	Health Sub Centre	<input type="text"/> <input type="text"/>
2	Dispensary	<input type="text"/> <input type="text"/>
3	Primary Health Centre	<input type="text"/> <input type="text"/>
4	Community Health Centre	<input type="text"/> <input type="text"/>
5	Other if any (Private)	<input type="text"/> <input type="text"/>
b	Ayurvedic	
1	Dispensary	<input type="text"/> <input type="text"/>
2	Hospital	<input type="text"/> <input type="text"/>
3	Other if any	<input type="text"/> <input type="text"/>
c	Animal Husbandry	
1	Artificial insemination	<input type="text"/> <input type="text"/>
	Dispensary	<input type="text"/> <input type="text"/>
	Veterinary Hospital	<input type="text"/> <input type="text"/>
d.	Others Infrastructure in Gram Panchayat	
1	Mahila Mandal Bhawan	<input type="text"/> <input type="text"/>

2	Yuvak Mandal Bhawan	<input type="checkbox"/> <input type="checkbox"/>
3	Fair Prize Shops	<input type="checkbox"/> <input type="checkbox"/>
4	Community Hall	<input type="checkbox"/> <input type="checkbox"/>

Signature of Secretary

Certified that the information has been submitted after duly checked from the record.

**Signature of Panchayat
Inspector/Sub Inspector**

Checked and countersigned by DPO/DAO

Please follow the instructions while filling the form and the form duly filled in should be returned to the Directorate:

1. Please write all the information in the boxes provided with one alphabet or numerical in each box.
2. Write using only ball-point pen.
3. Each character should be written in between the box. The Character should not touch the lines of box.
4. Please write the name of the Gram Panchayat, Block and District in English capital letter only and leave one box for space between two words.
5. Enter alphabet from left side .Please follow the example for filling the alphabet on the relevant box.

Example

Name of Gram Panchayat : Khas Tangroti

K	H	A	S		T	A	N	G	R	O	T	I	
---	---	---	---	--	---	---	---	---	---	---	---	---	--

6. Enter numerical figure in right side. Please follow the example for filling the numerical figure on the relevant box.

Example 72159 written as

		7	2	1	5	9
--	--	---	---	---	---	---

7. Please put the population of the Panchayat as per Pariwar register on 31-12-2008 under S.No. 7 (a).
8. Please put up the numbers of Birth, Death and marriages upto 31-12-2008 under S.No. 7(b) to 7(d).
9. Please put tick (√) mark in a appropriate box for Yes/ No information.
10. Please indicate the figures of the advances given to Pradhan / Secretary/ other details in the box provided under S.No. 11 in the form.
11. In the column No. 12 only serious audit paras regarding embezzlement of funds be indicated in the following manner:
 - I. Where the money has been withdrawn from the Bank & not recorded in the cash book of Panchayats.

- II. Where the money has been received by any official /Office bearers of the Panchayats and not spent on the work for which it was meant.
- III. The money is also considered embezzled in case a voucher of particular works/items is not available in Panchayat record even through money is entered in the cash book of Panchayats.

12. Enter the day, month, year of any date as per example given below:

Example: 27-4-08.

2	7	0	4	2	0	0	8
---	---	---	---	---	---	---	---

13. Please furnish the details of the detail of judicial function done during the year as per the particulars given under S.No. 14 in the form.
14. Please indicate the details of Demand of Revenue, Income, from own sources (Account-A), Income & Expenditure from grant -in-aids (Account-B), Summary statement of Income & Expenditure and details of public works executed during the year 2005-06 as per the table devised from part-II to VI.

- ***Please note that all the figures should be neat & clean.***
- ***Please don't put any comma or other mark in between the figures indicated.***
- ***Please don't overwrite the figure once written.***
- ***Don't fold the form and staple it.***