

The Tamil Nadu Agricultural Produce Marketing (Regulation) Rules, 1991

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In exercise of the powers conferred by section 52 of the Tamil Nadu Agricultural Produce Marketing (Regulation) Act, 1987 (Tamil Nadu Act 27 of 1989), the Governor of Tamil Nadu hereby makes the following rules:-

CHAPTER I

Preliminary

1. **Short title.**- (1) These rules may be called the Tamil Nadu Agricultural Produce Marketing (Regulation) Rules, 1991.
(2) They shall come into force on and from 1st February 1991.
2. **Definitions.**- In these rules, unless the context otherwise requires,-
 - (i) "*Act*" means the Tamil Nadu Agricultural Produce Marketing (Regulation) Act, 1987 (Tamil Nadu Act 27 of 1989);
 - (ii) "*Auditor*" means the Examiner of Local Fund Accounts in respect of matters relating to the Board and Assistant Examiner of Local Fund Accounts concerned in respect of the market committee;
 - (iii) "*Executive Authority*" means the Secretary in respect of a market committee and the Chief Executive Officer in respect of the Board;
 - (iv) "*Head of market*" means any officer not below the rank of Junior Assistant posted so, by the market committee;
 - (v) "*Law Officer*" means and includes,-
 - (a) in respect of matters relating to the High Court, the Government Pleader, Additional Government Pleader, Special Government Pleader, Government Advocate, Public Prosecutor, Additional Public Prosecutor, Government Advocate (Criminal) in the High Court, [Chennai];
 - (b) in respect of matters relating to the Tamil Nadu Administrative Tribunal, the Senior Standing Counsel, Standing Counsel and Government Advocates;
 - (c) in respect of the city of [Chennai], the City Government Pleader, Additional City Government Pleader, City Public Prosecutor, Additional City Public Prosecutor; and
 - (d) in respect of districts other than the City of [Chennai], the Government Pleader of the district, Additional Government Pleader, Government Pleader-cum-Public Prosecutor, Additional Government Pleader-cum-Additional Public Prosecutor, Pleader doing Government work, the Public Prosecutor, Additional Public Prosecutor and Assistant Public Prosecutor.
3. **Publication of notification.**- Copies of every notification under sections 3, 4, 7 and 9 shall be published,-
 - (i) in the Tamil Nadu Government Gazette in English and in Tamil;
 - (ii) in the Village supplement to the District Gazette in the language or languages of the district; and
 - (iii) in not less than two Tamil dailies having wide circulation in the notified area.

4. **Copy of the Act, Rules, etc., to be kept in the Office.**- The Board or market committee shall keep up-to-date copies of the Act, all the Rules, regulations, bylaws and notifications made or issued thereunder for perusal at the office of the Board or

market committee, as the case may be, free of charge and another set thereof, in the safe custody for reference in the Office.

CHAPTER II

Market Committee and Board

5. **Term of office of the Chairman and Vice-Chairman.-** The term of office of the Chairman and Vice-Chairman of a market committee shall be coextensive with his membership in that committee.

6. **Election of the Chairman and Vice-Chairman of the market committee.-** (1) The election to the office of the Chairman or Vice-Chairman shall take place at a meeting of the members of the market committee convened for the purpose by the Director or any officer authorised by him in that behalf.

(2) The Director or the person authorised by the Director shall be the Presiding Officer.

(3) A candidate for the office of the Chairman or Vice-Chairman, as the case may be, must be proposed by one member and seconded by another. The names of all the candidates proposed and seconded shall be read out by the Presiding Officer of the meeting.

(4) If there is only one duly proposed, he shall be declared to have been elected.

(5) If there are two or more such candidates, the votes of the members present at the meeting shall be taken by secret ballot system.

(6) Every member wishing to vote shall be supplied with a ballot paper containing the names of all candidates in Tamil and in English. Every ballot paper shall be signed on its back by the Presiding Officer before it is supplied to the member.

(7) The ballot box shall be locked and sealed in the presence of the candidates immediately before the commencement of the election. The voter shall place a mark against the name of the candidate for whom he wishes to vote, fold up the ballot paper and deposit it in a ballot box, placed before the Presiding Officer.

(8) After the completion of the election, the Presiding Officer shall open the ballot box and count the votes and declare the member who secures the largest number of votes to have been elected as the Chairman or Vice-Chairman, as the case may be. In the event of there being an equality of votes among two or more candidates, the Presiding Officer shall draw lots and the person whose name is first drawn shall be declared to have been elected. Every candidate or one of his representatives shall be allowed to be present during the counting of votes or drawing the lots.

(9) Any voting paper which contains the signature or any writing of the voter or on which the mark is placed against more than one name or the back side of which does not contain the signature of Presiding Officer shall be invalid.

(10) Immediately after the counting of votes, the Presiding Officer shall publish in the office of the market committee, the name or names of the person or persons so elected.

(11) After the election is over, the Presiding Officer shall hand-over the election records, including ballot papers to the Director under acknowledgment. The Director shall preserve the same for a period of one year from the date of election, if no election dispute arises or till the date of disposal of the election dispute, if an election dispute is raised.

(12) The election records including the ballot papers shall be destroyed after the period specified in sub-rule (11).

7. **Election of the Vice-President of the Board.-** The provisions relating to the election of the Chairman shall *mutatis mutandis* apply to the election of the Vice-President of the Board also.

8. **Cessation of office of the Chairman and Vice-Chairman.-** (1) Subject to the provisions of the Act, the Chairman or Vice-Chairman, as the case may be, shall cease to hold office as such on his ceasing to be a member or on his resignation.

(2) The Vice-Chairman shall cease to hold office as such on his election as the Chairman.

9. **Cessation of office of the Vice-President of the Board.-** Subject to the provision of the Act, the Vice-President of the Board shall cease to hold office as such on his ceasing to be a member or on his resignation.

10. **Resignation of members, etc.-** (1) Any member nominated by the Government under clauses (a), (b) and (c) of sub-section (2) of section 10, or the President appointed by the Government under clause (a) of sub-section (1) of section 36 of the Act may tender his resignation to the Government and such resignation shall take effect with effect from the date of its acceptance by the Government.

(2) The Chairman or Vice-Chairman of the market committee or Vice-President of the Board, as the case may be, may tender his resignation to the market committee or Board, as the case may be, and such resignation shall take effect from the date on which it is accepted by the market committee or Board, as the case may be.

11. **Special allowances.-** A non-official President of the Board shall be paid a monthly special allowance of Rs. 1,500 (Rupees one thousand and five hundred only) and the Chairman of the market committee shall be paid a monthly special allowance of Rs. 750 (Rupees seven hundred and fifty only).

12. **Powers and functions of the Chairman.-** Subject to the provisions of the Act and rules, the Chairman shall-

- (1) convene and conduct the meeting of the market committee including subcommittee and special committee;
- (2) inspect the transaction of business in the office, markets, etc. with a view to see that they are administered properly and serve the agriculturists efficiently and issue inspection notes and report to the committee on the defects observed and improvements deemed necessary;
- (3) conduct periodical review of various work, schemes, etc., with a view to improve the functioning of markets;
- (4) see that no wasteful or unnecessary expenditure is incurred From the Market Committee Fund and all dues to the Government are paid promptly;
- (5) plan and execute general or special propaganda regarding ameliorative work of market committee and markets; and
- (6) plan for the rational development of markets.

13. **Powers and functions of the Vice-Chairman.-** Subject to the provisions of the Act, rules, orders and directions of the Chairman, the Vice-Chairman shall exercise the powers and functions of the Chairman in the absence of the Chairman.

14. **Notice of the meeting of the market committee.-** (1) The meeting of the market committee shall be held at any place within the area of the jurisdiction of market committee.

(2) The notice of meeting along with agenda thereof shall be sent by the Chairman to the members of the market committee not less than seven days before the date of meeting.

15. **Preparation of agenda.-** The agenda for the meeting shall be prepared by the Secretary in consultation with the Chairman. The Secretary may include in the agenda any subject which, in his opinion or in the opinion of higher authorities, shall be considered by the market committee and shall include therein any subject specified by the Chairman.

16. **President of the meeting.-** (1) The Chairman or in his absence, the Vice-Chairman or in the absence of both, a member chosen by the members present shall preside over the meeting of the market committee.

(2) A Vice-Chairman or member presiding for the occasion shall, for that meeting and during the period he presides over it, have all the powers of the Chairman.

(3) All questions which may come before the market committee at any meeting shall be decided by the majority of the members present at the meeting and voting at the meeting and in the case of equality of votes, the Chairman or the Vice-Chairman or presiding member, as the case may be, shall have and exercise a second or casting vote and the same shall be taken into consideration for ascertaining the majority:

Provided that in respect of a no confidence motion against the Chairman or Vice-Chairman, the motion shall be passed by not less than two-third of the members present at the meeting.

17. **Quorum.-** The quorum for a meeting of the market committee shall be 50 per cent plus one of the existing members:

Provided that there shall be no quorum for the meeting adjourned for want of quorum, if no new subject has been included in the agenda for such meeting.

18. **Subject and motion in the meeting.**- (1) No subject which has not been included in the agenda shall be taken up for discussion at the meeting except with the consent of the Chairman.

(2) Any amendment may be suggested to any proposal and such amendment shall be proposed by one member and seconded by another. Such amendment shall be recorded in the minutes before the same has been taken up for discussion.

(3) No member shall address without the permission of the Chairman. The decision of the Chairman in granting such permission is final.

(4) Every member is entitled to call the attention of the Chairman on a point of order. The Chairman shall decide on all points of order and his decision thereon shall be final.

(5) After discussion on a motion, the matter shall be put to voting. The voting shall be by voice, or by raising of hands, or by ballot, as may be decided by the Chairman.

(6) The motion or the amendment to the proposal shall be put to vote one after another in the order as indicated in the agenda.

(7) The Chairman shall, at his discretion, adjourn any meeting. If the meeting is adjourned to any day other than the next working day, fresh notice shall be issued to the members.

(8) The minutes of the proceedings of each meeting shall be drawn up and duly recorded in a book to be kept for that purpose and signed by the Chairman.

Explanation. - "Chairman" in this rule includes a Vice-Chairman or member presiding the meeting for the occasion.

(9) Within three days of the date of meeting, an attested copy of the minutes of the proceedings of such meeting shall be sent to the Director, the Board and the Government.

(10) Similarly, the minutes of the proceedings of every sub-committee and special committee appointed by the market committee shall be recorded in writing and submitted to the market committee.

(11) The Secretary shall have the custody of the book of the minutes of the proceedings of the meetings.

(12) The Secretary may attend every meeting of the market committee including sub-committee or special committee and take part in the discussion thereat; but shall not have the right to move any resolution or amendment to resolution or to vote.

19. **Meeting of the Board.**- The provisions relating to the meeting of the market committee shall *mutatis mutandis* apply to the meeting of the Board also.

20. **Conditions for association of person with the Board.**- Association of a person with the Board shall be by virtue of his office and with the consent of the holder of his office.

21. **Motion by member to associate any person with the Board.**- Any member of the Board may bring in a motion at any meeting of the Board under clause (b) of sub-section (1) of section 36 for association of a person with the Board for any specific purpose:

Provided that, before bringing such a motion, notice shall be given to the President seven days before the meeting of the Board at which the proposal is to be considered.

22. **Appointment of the Chief Executive Officer.**- The Government shall appoint, any officer whom they deem fit, as Chief Executive Officer to the Board:

Provided that the Joint Secretary of Board shall act as Chief Executive Officer till a Chief Executive Officer is appointed.

23. **Function of the executive authority of the Board and market committee.**- Subject to the functions entrusted under the Act and rules, the executive authority concerned shall-

(1) carry into effect the resolution of the market committee or Board, as the case maybe;

- (2) furnish to the market committee or Board, as the case may be, the progress made in carrying out the resolutions;
- (3) bring forward in time all matters to the notice of the market committee or Board for which approval or sanction of the market committee or Board, as the case may be, is necessary;
- (4) report to the market committee or Board, as the case may be, monthly receipt and expenditure and the financial position including the audit objection;
- (5) conduct all official correspondence with the authorities subordinate, to the Government and correspondence with the Government through the Chairman or President, as the case may be;
- (6) check and inspect periodically the cash and accounts of subordinates who collects fees or other charges;
- (7) supervise the day-to-day administration and the work of his subordinates; and
- (8) keep the account of the market committee or Board, as the case maybe, in accordance with the law and instructions issued, from time to time, and to produce them -before audit or other authorities who are empowered to inspect or check the same.

CHAPTER III

Regulation of Markets

24. **Application for licence.**- (1) Every application for grant or renewal or duplicate of a licence under section 8 of the Act shall be in Form 1 and to operate as a broker, weighman, measurer, trader and warehouseman in Form 2 and subject to the conditions specified therein.
- (2) The application for grant or renewal or duplicate of a licence under this rule shall be accompanied by a copy of receipt for payment of fee specified in rule 27 and sent to the market committee through the concerned Head of market.
25. **Grant of licence.**- (1) The market committee may grant or renew a licence under section 8 of the Act in the Forms 3 and 4 to a place and to a broker, weigh-man, measurer, trader and warehouseman, respectively, and subject to the conditions specified therein.
- (2) Every market committee shall maintain separate permanent register of licences in Form 5 and a register of individual licence holders in Form 6.
- (3) Every Head of market shall maintain separate permanent registers for different licences under the Act, pertaining to the area of jurisdiction of the market in Form 7 and a Register of demand and collection of licence fee in Form 8.
26. **Renewal of licence.**- (1) Every application for renewal shall be made not less than one month before the date of expiry:
- Provided that for good and sufficient reasons to be recorded in writing, the market committee may condone the delay in submitting the application for renewal for a period not exceeding one month from the date of expiry of the licence on payment of Rs. 10 (Rupees ten only).
- (2) Where an application is made under rule 24, the licence or renewal shall be deemed to have been granted until specific orders granting or renewing the licence are passed by the market committee on the application made.
27. **Licence fee.**- (1) A licence fee of Rs. 300 (Rupees three hundred only) shall be payable in respect of a licence for three years for wholesalers specified in clause (a) of sub-section (7) of section 8 of the Act.
- (2) A licence fee of Rs. 75 (Rupees seventy-five only) shall be payable in respect of a licence for one year for other traders specified in clause (b) of i subsection (7) of section 8 of the Act:

Provided that the licence fee payable by small and petty traders shall be Rs. 25 (Rupees twenty-five only) in cases where licence is granted under clause (b) of sub-section (7) of section 8 of the Act:

Provided further that no fee shall be payable by country chekku owners.

(3) A licence fee of Rs. 25 (Rupees twenty-five only) shall be payable in respect of a licence for one year for broker, trader, weighmen, measurer and warehouseman.

Explanation. - For the purpose of this rule, the expression "wholesaler" means a person, whose annual transaction of agricultural produce is Rs. 5,00,000 (Rupees five lakhs) and above; the expression "other trader" means a person whose annual transaction of agricultural produce is Rs. 2,00,000 (Rupees two lakhs) and above, but does not exceed Rs. 5,00,000 (Rupees five lakhs); and the expression "small and petty trader" means a person whose annual transaction of agricultural produce is below Rs. 2,00,000 (Rupees two lakhs).

(4) A fee of Rs. 10 (Rupees ten only) shall be payable for every amendment to a licence and a certified copy of it.

(5) Separate licence shall be obtained in respect of each person though the same place is used by more than one person.

(6) It shall not necessary to obtain a licence when there is more than one place of business in the same notified area for the same agricultural produce.

28. **Fee for renewal of licence.**- The fee for renewal of a licence shall be the same as that of granting of a licence under rule 27.

29. **Issue of duplicate licence.**- If the licensee establishes to the satisfaction of the licensing authority that licence granted to him has been lost or destroyed beyond recovery, the market committee may issue a duplicate licence on payment of fee of Rs. 10 (Rupees ten only) on an application made in Form 1 or 2, as the case may be.

30. **Suspension or cancellation of licence.**- The market committee may, if it is satisfied that a licensee has violated any of the conditions or provisions of the Act, Rules or by-law' framed thereunder, suspend or cancel the licence granted to him by recording the reasons therefore:

Provided that no licence shall be cancelled or suspended without giving an opportunity to the licensee to make his representation in writing against the proposed cancellation or suspension of the licence.

31. **Appeal.**- An appeal under sub-section (6) of section 8 of the Act along with an attested copy of the order appealed against shall be made to the Board within two months from the date of receipt of the order of the market committee:

Provided that the Board may, for sufficient reasons to be recorded in writing, condone the delay not exceeding a month in preferring such appeal.

(2) The Board may pass any order on the appeal either allowing or rejecting the appeal recording the reasons therefore. In a case of appeal against the order of the market committee, the Board may, for sufficient reasons to be recorded in writing, pass orders staying the operation of the order appealed against, pending disposal of the appeal.

32. **Submission of periodical return.**- (1) Every licensee shall send a monthly return under sub-section (9) of section 8 of the Act relating to the purchase or sale of every notified agricultural produce so as to reach the Head of market on or before the 10th day of the succeeding month in Form 9. All particulars required to be furnished in that Form shall be duly furnished therein. The period ica 1 return shall be handed over to the head of market concerned and acknowledgment therefor obtained or the same shall be sent by registered post with acknowledgment due. In respect of every transaction referred to in the return, proper documentary evidence therefor shall be produced.

(2) Every licensee under sub-section (1) of section 8 of the Act shall produce the accounts to the market committee for verification once in six months.

(3) Every Head of market shall maintain a register in Form 10 on demand and collection of fee as per trader accounts and send a monthly statement of applications for licences and accounts of traders in Form 11 to the Secretary. He should also maintain a register on traders accounts in Form 12.

(4) Every monthly return sent by a trader whose annual turnover is Rs. 25,00,000 (Rupees twenty-five lakhs only) and above shall be scrutinised by the Secretary concerned after the fee is determined and collected by the Head of market.

The secretary shall also check and verify the returns with reference to the original documents kept by the trader at random. The Inspector of Licensed Premises shall scrutinise all the returns sent by every trader whose annual turnover is above Rs. 10,00,000 (Rupees ten lakhs only), but does not exceed Rs. 25,00,000 (Rupees twenty-five lakhs only). The Inspector of Licensed Premises shall also scrutinise and verify such returns with the original documents kept by the trader at random.

33. Levy of fee on notified agricultural produce.- (1) The fee on a notified agricultural produce leviable under sub-section (1) of section 24 of the Act shall be Re. 1 (Rupee one only) for every hundred rupees of the aggregate amount of the notified agricultural produce which is bought or sold in the notified market area.

(2) The fee referred to in sub-rule (1) shall be payable only in respect of 1 first purchase or sale.

(3) The quantum of fee leviable shall be arrived by the Head of market concerned based on the purchase or sale value of the notified agricultural produce and on the basis of the return or other documents submitted by the licensee or any other person to the Head of market. In arriving at the quantum of fee payable under this rule, Form 13 shall be duly filled in and a copy thereof sent to the Secretary.

(4) The fee shall be paid by the trader immediately after the purchase in respect of purchases within the market and within a week in respect of other first purchases or sales effected in any other place in the notified market area except the market aforesaid:

Provided that the fee shall not be payable more than once on the same notified agricultural produce either in the same notified market area or in any other market area within the State of Tamil Nadu.

(5) A permit in Form 15 shall be obtained on an application to the Head of market in Form 14 for taking the notified agricultural produce out of the notified market area. The Head of market shall send a duplicate copy of the permit to the Head of market in whose jurisdiction the said produce is taken in and triplicate copy to the Secretary concerned. An intimation slip shall invariably, be sent to the Officer-in-charge of check-post, if the said produce is passing through the check-post. The Head of market shall maintain a register of permits issued in Form 16.

34. Person authorised to collect fee and charges.- (1) Any fee or charges to be collected in Lite name of the market committee shall be collected only by the Head of market.

(2) Every receipt of fee or charges to the market committee shall be acknowledged in the receipt in Form 17.

(3) The Head of market shall maintain a register of daily receipts in market in Form 18 and send to the Secretary, the daily remittance of amount received in Form 19.

35. Subscription for supply of market report.- The market committee shall levy and collect in advance a subscription of an amount not exceeding Rs. 100 (Rupees one hundred only) per annum from every subscriber for supply of market report published by the market committee. A register in Form 20 in respect of subscribers of market report shall be maintained by every market committee.

36. Exemption.- (1) The agricultural produce and the quantity thereof in respect of which exemption may be granted under the proviso to sub-section (1) of section 8 of the Act shall be as follows:-

(1) Notified cereals ---

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| (i) Paddy. | 60 kgs; per day. |
| (ii) Rice. | 50 kgs; per day. |
| (iii) Other than paddy and rice. | Each 50 kgs; per day. |
| (2) Notified pulses. | Each 40 kgs; (in all forms) per day. |
| (3) Notified oil seeds other than coconut. | Each 10 kgs; per day. |
| (i) Coconut. | 300 nuts per day. |
| (ii) Coconut coir. | 50 kgs. per day. |
| (4) (i) Cotton. | 50 kgs. per day. |
| (ii) Cotton Waste. | 100 kgs. per day. |
| (iii) Kapas. | 150 kgs. per day. |
| (5) Notified vegetables. | 50 kgs. all kinds put together per day. |
| (6) Notified fruits. | 50 kgs. all kinds put together per day. |
| (7) Notified drugs and narcotics. | 10 kgs. per day. |
| (8) Notified condiments and spices. | 10 kgs. in each kind per day. |
| (i) Arecanut. | 1,000 raw nuts or 5 kgs. per day which ever is less. |
| (ii) Tamarind in all forms. | 10 kgs. per day. |
| (iii) Coriander seeds in all forms. | 50 kgs. per day. |

(iv) Cashewnut.	5 kgs. kernels, 20kgs. unshelled nuts per day.
(9) Sugarcane jaggery, palmgur jaggery.	20 kgs. per day.
(10) (i) Tapioca tubers.	100 kgs. per day.
(ii) Tapioca chips, tapioca flour, tapioca starch.	50 kgs. per day.
(11) Gallnut.	50 kgs. per day.
[(12) Raw rubber in all forms.	60kgs. per day]

(2) The quantity up to which the notified agricultural produce which can be purchased by a person for his own domestic consumption under clause (a) of sub-section (2) of section 8 of the Act shall be as follows:-

1. Notified cereals.	200 kgs.
2. Notified pulses.	50 kgs.
3. Notified oilseeds.	25 kgs.
4. Tamarind.	10 kgs.
5. Chillies.	10 kgs.

(3) The quantity up to which the notified agricultural produce which can be purchased by a person for his own seed purposes under clause (b) of sub-section (2) of section 8 of the Act shall be the quantity of seed required to sow two hectares of land.

(4) The Government may withdraw the exemption granted under the proviso to sub-section (1) of section 8 of the Act for a period not exceeding five years.

37. Person to abide the instructions of the Head of market.- Every person who enters into a market shall abide by the instructions of the Head of market or such officer authorised by him in regard to the places where the vehicles may be parked, in regard to the roads by which and the time at which they may proceed and such other instructions for smooth running of purchase and sale of agricultural produce in the market. Any person who obstructs or causes to obstruct any transaction of business shall quit the market immediately, if so directed by the Head of market or any officer of the market committee.

38. Receipt of deposit of agricultural produce.- (1) Every application for deposit of agricultural produce in the market shall be in Form 21.

(2) The receipt of deposit of notified agricultural produce under section 26 of the Act shall be in Form 22 and subject to the conditions specified therein.

(3) Every Head of market shall maintain a register of deposit of agricultural produce in Form 23.

39. Storage and charge for storage.- (1) Subject to the availability of fund, the market committee may arrange, for the temporary storage or stocking of notified agricultural produce brought by the producer into the market.

(2) Whenever any notified agricultural produce brought to the market by the producer for sale is not sold on the same day, the Head of market may permit, subject to the availability of accommodation, the temporary storage of such produce in the premises of the market at the owner's risk and responsibility, till it is sold or up to a period of 15 days, whichever is less

(3) While permitting such temporary storage, the Head of market shall give preference to the small farmers and marginal farmers. A godown register in Form 24 shall be maintained by every Head of market for this purpose:

Provided that when such agricultural produce is not sold in the market and the producer wishes to keep the produce beyond the period specified in sub-rule (2), he shall pay to the market committee, such amount not less than 0.05 (paise five only), but not exceeding 0.25 paise (paise twenty-five only) per quintal per day towards storage charges as fixed by the market committee for each market, from time to time, considering the locality, market rent, etc.:

Provided further that the total period of storage under sub-rule (2) shall not exceed a period of 180 days.

(4) On completion of the said period of 180 days, the Head of market shall give notice to the producer to the effect that the agricultural produce stored shall be sold in the same manner as other agricultural produce, if the same is not removed or sold by the producer within a week from the date of receipt of such notice. If the producer fails to remove or sell the agricultural produce stored, within the time limit, the Head of market shall sell the same in the same manner as other agricultural produce.

(5) The market committee may, in addition to the storage charge, fix such amount towards insurance or fumigation charge.

40. Storage after sales and charge therefor.- (1) Subject to the availability of accommodation, the market committee may permit a trader of the notified agricultural produce to store the notified agricultural produce bought free of cost at his risk and

responsibility for a period not exceeding 24 hours:

Provided that if the trader does not remove the agricultural produce so stored, the Head of market may permit the trader to continue the storage for a further period not exceeding 180 days on the payment of double the amount fixed under the proviso to sub-rule (3) of rule 39 in addition to the amount fixed under sub-rule (5) of that rule.

(2) Notwithstanding anything contained in sub-rule (1), the Head of market may, at any time, before the expiry of the period specified in sub-rule ask the trader to remove the agricultural produce stored by him within a time specified therein, if it is considered expedient to do so in the interest of the market committee.

(3) If the trader fails to remove the agricultural produce bought and stored by him under the foregoing sub-rules, the Head of market shall sell such agricultural produce. The provision of sub-rule (4) of rule 39 shall *mutatis mutandis* apply to the removal and sale under this sub-rule.

41. Weighing of agricultural produce.- (1) The market committee' shall install such number of weighing machines as may be required in the market or in the notified area with suitable arrangements for their use in proper working order. Any producer may have his agricultural produce weighed in the market and he shall be given free certificate of weighment duly signed by the Head of market.

(2) All weighments of agricultural produce intended for purchase or sale in the notified area shall be made by the person who is licensed to act as a weigh-man. He should wear the badge containing serial number allotted to him by the market committee.

(3) For the purpose of weighing the notified agricultural produce within the notified market area, the dial scale or platform scale or beam scale or electronic scale shall alone be used. In every such weighments, the weight in metric system shall be used.

(4) The Head of market shall ensure that correct weighment of agricultural produce is done in the market.

(5) All weighment of agricultural produce in the market shall be made by the licensed weighman under the direct supervision of the paid servant of market committee who is authorised in this behalf and all weighment slip issued shall be counter-signed by such person.

(6) Proper supervision shall be exercised by such paid servant of the market committee to avoid unnecessary slippage of agricultural produce or wantonly leaving a part of agricultural produce or any action which leads loss to producer/ trader.

(7) No charge higher than that fixed by the market committee in respect of his services shall be demanded and received by any weighman. No weighman shall demand or receive any fee payable to market committee.

(8) The licensed weighman should abide by the instructions of Head of market in the method or manner of weighing of the agricultural produce and the use of weighing machines and such other instructions for smooth running of the business transaction in the market.

42. Returns by weighman, broker, measurer, warehouseman.- Every broker, weighman, measurer, warehouseman shall submit monthly return in Form 25 so as to reach the Head of market on or before 10th day of the succeeding month. The provisions of rule 32 shall, *mutatis mutandis*, be followed in submitting the return under this rule also.

43. Engaging a broker.- (1) No person shall be required to engage and pay to a broker.

(2) Every broker engaged by a person shall produce documentary evidence to the satisfaction of Head of market engaging him as a broker by that person.

(3) The provision of sub-rule (7) of rule 42 in the matter of demanding any charge shall equally apply to a broker.

44. Exposure of agricultural produce for sale.- (1) Every producer shall be bound to expose for sale separately the different kinds of agricultural produce.

(2) It shall be the duty of the Head of market to take all possible steps to prevent adulteration of agricultural produce in the notified area and no person doing business in the notified area shall cause adulteration of agricultural produce in such area.

For the purpose of this rule, "adulteration of agricultural produce" shall include the mixing of last pickings of cotton, inferior variety of cotton with superior variety of cotton or mixing earth, dirt and stems or other extraneous matter with any agricultural produce.

(3) The market committee shall maintain for use of producer and trader a set of samples of standard grades of agricultural produce sold at the market and shall take fresh samples as may be necessary, from time to time. The market committee shall also arrange to keep and exhibit samples of different grades of agricultural produce, with indication of parity of prices based on rates ruling in terminal and other markets for information of producer and trader.

45. Regulation of purchase and sale in the market.- (1) Every transaction of selling and buying of agricultural produce in the market shall be done without the intervention of any of staff of market committee. The Head of market shall, however, arrange for sale of agricultural produce through secret tender or through auction. The method of such sale shall be determined by the market committee either generally for all of its markets and in respect of all agricultural produces or separately for each type of agricultural produce for each market.

(2) The Head of market may also arrange direct negotiation between the producer and trader, if so requested for by the former.

(3) The Head of market shall see that prompt payment is made by trader after the sale is concluded:

Provided that he or any of his subordinates shall not be party for effecting disbursement of any amount to the producer.

(4) Every Head of market shall maintain a register of daily purchases by the trader in Form 26 and the collection of fee thereon in Form 27.

46. Inspection.- (1) The Director or any officer authorised by the Government in this behalf shall conduct annual inspection of the office of every market committee. The inspection questionnaire shall be in the form as may be specified by the Government, from time to time. The Government shall review the annual inspection report submitted by the Director or Officer in this sub-rule.

(2) The Secretary shall conduct the annual inspection of every market and check-post within the area of the jurisdiction of the market committee. The inspection questionnaire shall be in the form as may be specified by the Government, from time to time. The Director shall review the inspection report submitted by the Secretary under this sub-rule, within three months from the date of submission of the inspection report.

(3) Any Officer nominated by the Government in this behalf shall conduct annual inspection of the office of the Board. The inspection questionnaire shall be in the form as may be specified by the Government, from time to time. The Government shall review the inspection report under this sub-rule.

(4) The expenses in connection with the annual inspection shall be met from the fund of the market committee or the Board, as the case may be, in accordance with the instructions issued by the Government in this behalf, from time to time.

(5) (a) Notwithstanding anything contained in the foregoing rules, every inspection conducted by the Director or any other Officer authorised by him or by the Secretary, in the course of performing their duties or for the purpose of supervision of the markets, check-posts, etc., either by surprise or by the prior intimation shall be with reference to a questionnaire in Form 28 and subject to the instructions issued by the Government, from time to time.

(b) The inspection report in the said questionnaire shall forthwith be sent to the immediate higher authority.

(c) Every instructions at the time of inspection shall be in writing.

CHAPTER IV

Financial Rules

47. Accounts.- (1) Every market committee or the Board, as the case may be, shall maintain accounts and registers in the relevant forms specified in these rules.

(2) Every market committee and Board shall follow the procedure outlined in the Tamil Nadu Treasury Code and the Tamil Nadu Financial Code and the orders issued by the Government from time to time, and also the Forms and Registers prescribed therein for preparation, drawal, etc., of monthly pay bill and all other establishment bills.

(3) Every market committee or Board, as the case may be, shall publish annually, before the end of the month following the close of its financial year a statement of assets and liabilities with a balance sheet as on the closing of that year.

48. Audit.- (1) The accounts of the market committee and Board shall be audited annually by the Auditor. He may call for such registers, documents and books as may be considered necessary at the time of audit.

(2) Every market committee and Board shall send to the auditor, a copy of the monthly accounts before the end of the succeeding month and the annual account before the end of second month following the financial year to which it relates.

(3) The monthly account and annual account and the statement of assets and liabilities of the Board and every market committee shall be maintained in Forms 29,30,31 and 32, as the case may be.

49. Submission of audit report.- (1) The accounts of the Board to be forwarded to the Government under sub-section (2) of section 42 shall be forwarded to the Government along with the remarks within two months from the date of receipt of the audit report by the Board.

(2) The accounts of the market committee as certified by the auditor together with the audit report shall be forwarded to the Government along with remarks within two months from the date of receipt of the audit report by the market committee.

(3) Every market committee or Board, as the case may be, shall send replies to the audit report within two months from the date of receipt of the audit report. The Director shall see that all the audit objections are settled in time by the Board and market committee, as the case may be.

(4) The Government may, by order, in writing to direct the Board or market committee to take such action as may be specified in the order to remedy, within such time as may be specified therein, defects, if any, disclosed as a result of audit and the Board or the market committee, as the case may be, shall comply with such direction.

50. Payment of cost of audit.- The Board and every market committee shall contribute to the Government such sum as may be specified by the Government, from time to time, to meet the cost of audit.

51. Check on receipts and expenditure.- The Board or market committee, as the case may be, shall take all possible steps to secure an adequate check on the due crediting of receipts and on payments made by the Officers and servants.

52. Daily crediting of money.- (1) Subject to the direction issued by the Government on the application of the Board or market committee, as the case may be, or otherwise, all moneys received by the Board or market committee, as the case may be, shall be credited daily in a Nationalised Bank, a post office savings bank or a co-operative bank.

(2) Every market committee shall maintain a register of daily receipts from each market in Form 33, a register of postings of miscellaneous receipts in Form 34 and a register of daily expenditure in Form 35. The Board shall maintain a register of receipt and expenditure in Form 36.

53. Payment to be made by cheque.- (1) All payments, except from the permanent advance, shall be made byway of a cheque on behalf of the Board or market committee, as the case may be. A register of cheques issued in Form 37 shall be maintained:

Provided that wherever it is considered absolutely necessary, payment may be made by cash in the case of bills whose value do not exceed Rs. 100 (Rupees one hundred only).

(2) A register of cheques/ money orders received in Form 38 shall be maintained by the Board and every market committee/ Head of market.

54. Drawing of cheque.- No cheque on behalf of the Board or market committee, as the case may be, shall be drawn except on a bill which has been examined and passed by the executive authority concerned or on the issue or recoupment of the permanent advance, if any.

55. Passing of a bill.- The executive authority concerned shall not pass any bill for payment without the previous sanction of the Board or the market committee, as the case may be, except-

(1) for the payment of the salary and other allowances including traveling allowance of such establishment;

(2) a bill for payment for works and repairs and purchase of stores which have been duly sanctioned by the Board or market committee, as the case may be; and

(3) for repayment to the Government of any money under sub-section (3) of section 22 of the Act or sub-section (6) of section 37 of the Act, as the case may be:

Provided that the concerned executive authority may pass a bill for payment in respect of the following matters, namely:-

(i) for meeting an expenditure which does not exceed Rs. 500 (Rupees five hundred only), provided sanction of the Board or market committee cannot be obtained, forthwith and when such expenditure has to be incurred immediately subject to the provision of fund in the Budget; and

(ii) for payment of all rent, rate and taxes, electricity charges which have already been approved and accepted by the Board or market committee, as the case may be.

56. **Pass Book.**- The market committee or Board, as the case may be, shall get its pass book updated at the close of every month.

57. **Cash Book.**- The Board and every market committee shall maintain a cash book and a petty cash book in Forms 39 and 40.

58. **Budget.**- (1) The Board or market committee, as the case may be, shall prepare in Forms 41 and 42, respectively, for every year, a revised estimate for that year and a budget estimate for the succeeding year in respect of-

(a) (i) pay and allowances to its employees; and

(ii) all the receipt and expenditure including the pay and allowances of its employees;

(b) the material alteration statement to the revised estimate; and

(c) final surrender statement for the year in respect of pay and allowances of the employees so as to reach the Government on or before the 15th day of August, 1st day of January and 1st day of March of every year.

(2) No expenditure shall be incurred for which there is no budget provision, unless it can, be met by re-appropriation from savings under other heads which shall be sanctioned by the market committee or Board, as the case may be, and approved by the Director in the case of market committee, if it exceeds Rs. 5,000 (Rupees five thousand only), and by the Government in the case of Board, if it exceeds Rs. 10,000 (Rupees ten thousand only).

(3) Except where any expenditure is covered by the standing sanctions or where necessary powers have been delegated to the executive authority of concerned market committee in this behalf, provisions of funds in the budget by itself convey no sanction to authority to incur expenditure.

59. **Investment of surplus Fund.**- (1) The Board or market committee, as the case may be, shall invest not less than 50 per cent, of surplus amount referred to in sub-section (1) of section 29, sub-section (1) of section 44 and sub-section (5) of section 45 of the Act in the Public Deposit Account of Government and the balance of the surplus amount in any Co-operative Bank.

(2) A register of investment in Form 43 and a register of Public Deposit Account in Form 44 shall be maintained by the Board and every market committee.

60. **Permanent advance.**- Every market committee or the Board, as the case may be, may fix every year an amount not exceeding a sum of Rs. 1,000 (Rupees one thousand only) or the average expenditure for the past twelve months whichever is less as permanent advance, to each of Head of market or Head of office. The balance at the end of the year shall be surrendered to the market committee or Board, as the case may be. A register in Form 45 shall be maintained by each Head of market and Head of Office.

61. **Payment.**- (1) Every payment shall be made against a bill or voucher:

Provided that in respect of payment from out of the permanent advance and in respect of which any bill or voucher cannot be obtained, the payment shall be against receipt.

(2) The bill, voucher or receipts relating to any payment from the permanent advance made by an Officer subordinate to the executive authority concerned shall be sent to the executive authority as early as possible for sanction.

62. **Passing for payment.**- Every bill presented for payment shall be entered in the register of bills. The Accountant shall check and specify as to the correctness and genuineness of the claim therein and submit it to the concerned executive authority for passing the bill with the following entries:-

"Passed for Rs. (in words and figures) only Paid by cheque/ in cash Rs.....(in words and figures) by debit to (major/ minor and detailed head)

Adjust Rs. (in words and figures) by debit to (major and minor detailed head) and credit to (major, minor and detailed head)

63. **Acknowledgment of receipt.**- Separate acknowledgment of receipt shall be- obtained on the bill in respect of every payment.

64. **Sanction of expenditure.**- (1) Every expenditure other than that incurred from the permanent advance shall be sanctioned by the competent authority by proceedings and particulars relating thereto shall be quoted on the bill.

(2) A copy of every proceedings relating to an amount of expenditure exceeding Rs. 25,000 (Rupees twenty-five thousand only) shall be sent to the Auditor and each proceeding in respect of an amount exceeding expenditure of Rs. 1,00,000 (Rupees one lakh only) shall also be sent to the Director.

65. **Incurring of expenditure.**- (1) No expenditure from the Market Committee Fund or From the Market Board Fund and Market Development Fund, as the case may be, shall be, incurred unless-

(a) the expenditure is sanctioned by an order of the authority competent to sanction such expenditure; and

(b) sufficient funds have been provided for such expenditure in the budget for the year or by re-appropriation of funds.

(2) No expenditure shall be sanctioned by the market committee or Board, as the case may be, unless a certificate in the following form has been furnished in respect thereof.

Form of Certificate

Rs. P.

The amount of the budget allotment.

The amount spent under this head up-to-date.

The amount sanctioned up to date, but not spent.

The amount to be sanctioned now.

Total

The balance remaining.

66. **Time limit for presentation of bill.**- No payment shall be made against a bill presented after six months from the date on which the amount becomes due, without specific sanction of the Board or market committee, as the case may be.

67. **Over payment.**- In every case of over payment of money, the officer who prepares and submits the bill, the officer who scrutinises the same and the authority who passes the bill for payment shall equally be liable to make good the loss caused by such over payment. They are also liable for disciplinary action under the relevant rules.

68. **Defalcation or loss of money or valuable.**- Without prejudice to the remedy under any law for the time being in force, any defalcation or loss of money or valuable belonging to the Board or market committee, as the case may be, shall be reported immediately, by the executive authority concerned, after discovery to the Auditor and to the Director who shall send a report thereof to the Government, if the value of defalcation or loss exceeds Rs. 5,000 (Rupees five thousand only). A further and complete report shall also be submitted to the Auditor and Director, as soon as may be, after the matter has been fully enquired into setting forth the nature and extent of the defalcation or loss, the errors or neglect of rules by which such defalcation or loss was rendered possible, and the prospects of effecting a recovery.

69. **Cheques.**- The executive authority of the Board or the market committee, as the case may be, shall be the custodian of the cheque books. On transfer of the concerned executive authority, a note shall be recorded in the cash book and the signature of both the relieved and relieving officers indicating the number of unused cheques and cheque books handed over and received by them respectively.

70. **Signing of cheque.**- Every cheque issued by the Board or market committee, as the case may be, shall be signed by the concerned executive authority thereof. When the concerned executive authority has to handover charge to another, he shall sign the specimen signature of the relieving officer together with the certificate in the form specified below to the Treasury Officer or the bank, as the case may be.

"Form of Certificate

Signature and designation of the relieving officer:

I certify that the above is the signature of the officer to whom I have handed over charge of my office with effect from the forenoon/afternoon of.....(date) day of.....(month).....19

(Signature and designation of the relieved officer with date)"

71. Writing of cheque.- (1) Every cheque shall be written by the Accountant and signed by the executive authority of the market committee or Board, as the case may be.

(2) The person who writes cheques and signs it shall equally be liable for making good any loss caused due to any lapse in issue of cheques in addition to liability for disciplinary action and also liability under criminal law.

72. Cancellation of cheque.- (1) When a cheque is to be cancelled, it shall be recorded thereon as "Cancelled" by the concerned executive authority and the fact of cancellation shall be recorded under the initials in the counter-foil of the cheque, in the voucher, in the cashbook and in the register of cheques issued. The cancelled cheque shall be destroyed by the auditor after audit.

(2) If the cheque is cancelled before the totalling of cash transactions of the month in which it was issued, the entry in the cash book shall be struck out in red ink under the initials of the executive authority concerned with a note that the cheque has been cancelled. If, however, the cash book has been totalled and the correction is required to be made in a year subsequent to that in which the cheque was issued, the amount of cheque shall be credited in the cash book in the treasury column under the head "refunds of expenditure of previous year due to cancellation of cheque". If, however, the correction is made in the year in which the cheque was issued, it should be posted on the payment side of the cash book in the treasury column as "minus due to cancellation of cheque" under the head of the expenditure to which it was originally charged.

73. Refund of revenue.- (1) In cases where any amount has to be refunded, sanction of the Board or market committee, as the case may be, shall be obtained. The procedure prescribed under the Tamil Nadu Financial Code shall, *mutatis mutandis*, be followed.

(2) A register of write off and remission in Form 46 shall be maintained by the Board and every market committee.

74. Stamp account.- The Board or market committee, as the case may be, shall not use any postage stamp without perforation. A register of stamp account in Form 47 shall be maintained by the Board and every market committee.

75. Purchase of stationery and stores.- The Board or the market committees the case may be, shall purchase the stationery and other stores required by it only after assessing the requirement after considering the stock in hand, the actual consumption in the previous year. Acknowledgment shall be obtained and maintained for the issue of the stationery and other store items from the persons to whom it has been issued. A Register of Stationery and Stores in Forms 48 and 49 shall be maintained by the Board and every market committee.

76. Purchase of books, maps, periodicals.- The Board or market committee, as the case may be, shall not purchase any book, periodical, daily newspapers or map other than those required for publicity and propaganda or for the promotion of the activities of the market committee or Board, as the case maybe. A Register of Stock Accounts of Books, etc., in Form 50 shall be maintained by the Board and every market committee.

77. Deposits.- (1) Any amount deposited by any contractor or any other person to the Board or market committee, as the case may be, by way of security or otherwise which cannot be brought under the revenue head shall be credited in the deposit account.

(2) An amount in respect of which no claim has been made for a period of one year in case of an amount less than Re. 1 and three years in case of an amount more than Re. 1 from the date on which it becomes due and payable shall lapse and be credited to the revenue head of account. A register of lapsed deposits in Form 51 shall be maintained by the Board and every market committee.

(3) Any amount which can be brought under the revenue head of account shall be credited only under the revenue head of account.

(4) In the case of refund of lapsed deposit amount, the procedure laid down in rule 73 shall be followed.

78. Authority to sanction refund of deposits.- No amount of deposit shall be refunded except by, or with the sanction of, the executive authority concerned:

Provided that in respect of refund of deposits relating to works, the sanction of Board or market committee, as the case may be, shall be obtained.

79. **Diversion of loan amount, etc.-** No amount of loan borrowed or any grant or subvention received by the Board or market committee, as the case may be, from the Government or any other person or authority or any amount earmarked for any specific purpose shall be utilised for the purpose other than that for which the amount has been borrowed or received or earmarked without the prior sanction of the Government. A register of loan in Form 52 and a register of Sinking Fund in Form 53 shall be maintained by the Board and every market committee.
80. **Checking the registers, etc., of the Board and market committee.-** Without prejudice to the generality of powers of the Director or other person who is empowered to inspect, the Director or such other person shall check the registers, documents, forms and books maintained in the head office, market and check-post.
81. **Purchase, etc., by calling for tenders.-** (1) Subject to orders issued by the Government, from time to time, every purchase by the Board or a market committee, as the case may be, the value of which does not exceed Rs. 3,000 (Rupees three thousand only) shall be by obtaining quotations from not less than three dealers and where the amount exceeds Rs. 3,000 (Rupees three thousand only) by calling for tenders:

Provided that this rule shall not apply in cases where purchases are made from Government Department, Public Sector Undertaking, Co-operative Institutions, from where the purchase of such articles are specifically authorised by Government.

(2) Every tender for purchase, the value of which exceeds Rs. 5,000 (Rupees five thousand only) shall be placed before a tender sub-committee consisting of not less than three non-official members of whom one shall be Chairman or President, as the case may be, and two official members and its acceptance obtained.

(3) A register of tools and plants/ machineries and equipments in Form 54 shall be maintained by the Board and every market committee. In case of purchase of gunnies, a register of stock account of gunnies in Form 55 shall be maintained by every market committee.

82. **Printing.-** The Board and every market committee shall entrust its printing work to the Government Press only and under extraordinary circumstances to the Co-operative Press with the prior approval of the Government.
83. **Power to condemn.-** The market committee or the Board, as the case may be, shall be competent to condemn any material which has become unserviceable after obtaining permission of authorities specified by the Government, from time to time.
84. **Payment by the market committee to the Board.-** (1) Every market committee shall pay to the Board 15 per cent of its receipt derived from licence fee and the fee levied under sub-section (1) of section 24 in every quarter specified in column (1) of the Table below on or before the dates specified in column (2) thereof, along with a statement of the fee collected.

Quarter	Date prior to which the amount, to be remitted
1 st Quarter (April - June).	By 31 st August.
2 nd Quarter (July - September).	By 30 th November.
3 rd Quarter (October - December).	By 28 th February.
4 th Quarter (January - March).	By 31 st May.

(2) Every market committee shall, in addition to the statement referred to in sub-rule (1), furnish to the Board, a monthly statement of the fee referred to therein before the 15th day of every succeeding month and the annual statement of such fee before the end of second month after the financial year to which they relate.

(3) The Board shall maintain in Form 56 a register showing the monthly statement of fee and a register of quarterly payment of contribution in Form 57.

85. **Contribution to the Market Development Fund.-** Immediately after the receipt of the amount under sub-rule (1) of rule 84, the Board shall contribute 50 per cent thereof to the Market Development Fund:

Provided that in addition to the amount specified in this sub-rule, the Board may contribute to Market Development Fund any amount remaining after its establishment charges and authorised expenditure.

86. **Payment of traveling allowance and daily allowances.-** (1) The President, Vice-President and every member of the Board, and Chairman and Vice-Chairman and every member of the market committee, shall be paid traveling allowance and daily allowance at the rates fixed by the Government, from time to time, for First Class Government Committees, while they attend the meeting or perform tour in connection with the business of the Board or market committee, as the case may be.

(2) The official members of the Board or market committee shall be paid traveling allowance and daily allowance to which they are eligible in accordance with the Tamil Nadu Traveling Allowance Rules.

(3) No President or Vice-President of the Board shall perform any tour outside his jurisdiction in connection with an official business of the Board without the prior permission of the Government.

(4) No Chairman or Vice-Chairman of a market committee shall perform a tour in connection with the official business without the prior permission of,-

(i) the Director, if he has to perform a tour outside his jurisdiction, but within the State, and

(ii) the Government, if he has to perform the tour outside the State.

(5) No claim for the traveling allowance or daily allowance shall be admissible if-

(i) the claim has not been preferred in the relevant form; and

(ii) the claim is not made within three months from the date of completion of the journey or tour, as the case may be.

87. Use of motor vehicle.- (1) No motor vehicle shall be purchased or condemned or disposed off by the Board or market committee, as the case may be, without the prior approval of the Government therefor.

(2) The orders issued by the Government, from time to time, regarding the maintenance of vehicle, use of petrol and log book thereof shall be followed in respect of each of the vehicles of the Board and the market committee.

88. Use of telephones.- (1) No new telephone or extension thereof shall be installed without the prior approval of the Government by the Board and market committee.

(2) The orders issued by the Government, from time to time, regarding the usage of the telephone shall be followed by the Board and market committee.

89. Taking building for rent.- (1) Notwithstanding any thing contained in any other rules, whenever the market committee or Board proposes to take a building or land for rent, rent reasonable-certificate shall be obtained from an Engineer of the Board not below the rank of Assistant Executive Engineer. An agreement shall be entered in the form specified by the Government in this behalf.

(2) Sanction of Director shall be obtained in cases where the monthly rent exceeds Rs. [4,000](Rupees four thousand only), but not exceeding Rs. [26,000] (Rupees six thousand only) and sanction of the Government shall be obtained in cases where the monthly rent exceeds Rs. [6,000 (Rupees six thousand only)]:

Provided that the above provision shall not be applicable to the premises already in occupation of a market committee or Board, as the case may be, if the rent will not be enhanced at the time of renewal of agreement.

(3) Every market committee and Board shall fix rent for its building, land, etc., in accordance with the rates and procedures prescribed by the Chief Engineer (Building) Public Works Department, from time to time, and in consultation with the Superintending Engineer of the Board.

90. Repayment of salaries of the officers and servants.- (1) The repayment to the Government of the amount paid by the Government under sub-section (3) of section 22 and sub-section (6) of section 37 of the Act shall be made by the market committee or Board, as the case may be, within the date specified by the Government in this regard, from time to time.

(2) A register in Forms 58 and 59 shall be maintained by the Board and every market committee in respect of remittance of pay and allowances and pension contribution to the Government. The executive authority of the Board or market committee, as the case may be, shall be responsible for such repayment.

CHAPTER V

Civil Works

91. Acquisition of immovable property, etc.- (1) Whenever any immovable property has to be acquired by a market committee or the Board, the same shall generally be acquired under the Land Acquisition Act, 1894 (Central Act I of 1894). Under special circumstances like necessity to complete a particular project within a stipulated time, the market committee or Board, as the case may be, may acquire the immovable property otherwise than under the Land Acquisition Act, 1894 (Central Act I of 1894).

(2) (a) Whenever a market committee or Board proposes to acquire any immovable property otherwise than the Land Acquisition Act, 1894 (Central Act I of 1894), the market committee or Board, as the case may be, shall obtain-

(i) the prior approval of the Director as to the suitability or otherwise of the property;

(ii) from the Collector of the district concerned, the particulars regarding the title over, possession in respect of, the value of, the classification of, and such other particulars, if any, relating to the property;

(iii) from the office of the Sub-Registrar concerned, the encumbrance certificate and other particulars, if any, relating to the encumbrance on the property; and

(iv) from the Law Officer concerned, the legal opinion regarding the title of the owner of the property and legal feasibility of acquiring the same.

(b) After satisfying the requirement under sub-rule (1), the market committee or Board, as the case may be, shall provisionally decide as to whether the property may be acquired and if the market committee or Board, as the case may be, decides to acquire the property, it shall, subject to provisions of clause (a), take further, action to acquire the property.

(3) In cases where the market committee or Board proposes to acquire any immovable property under the provisions of the Land Acquisition Act, 1894 (Central Act I of 1894), the market committee or the Board, as the case may be, shall comply with requirements of sub-clauses (i) and (ii) of clause (a) of sub-rule (2) and take further action under the Land Acquisition Act, 1894 (Central Act I of 1894). A Register of Land Acquisition in Form 60 shall be maintained by every market committee or the Board.

92. Administrative approval for purchase of immovable property.- (1) No immovable property of the value mentioned in column (2) of the Table below shall be acquired or purchased by the market committee or Board, as the case may be, unless the prior approval of the authority mentioned in column (1) thereof is obtained:-

Authority (1)	Value of property (2)
(i) Director.	If the value exceeds Rs. 1,00,000 (Rupees one lakh only), but does not exceed Rs. 5,00,000 (Rupees five lakhs only).
(ii) Government.	If the value exceeds Rs. 5,00,000 (Rupees five lakhs only).

(2) No work shall be commenced on the immovable property which has not been duly made over to the market committee or Board, as the case may be.

93. Preparation of plan and estimates.- Every market committee shall get the plan and estimates prepared by the Officers of the Engineering Cell of the Board in respect of every' original, repair and maintenance work including every civil and electrical work, who shall follow the rules and procedures as specified in Public Works Department Code in this regard:

Provided that the Engineering Supervisor of the market committee shall prepare the plan and estimates according to the schedule of rates approved by the Superintending Engineer of Public Works Department for that area, in respect of original civil work up to a value not exceeding Rs. 3,000 (Rupees three thousand only) and maintenance and repair works up to a value not exceeding Rs. 50,000 (Rupees fifty thousand only):

Provided further that in special cases, where the work is entrusted to any authority or agency other than the Engineering Cell, the plan and estimates for such work shall be prepared in consultation with the Engineering Cell of the Board by such authority who are competent to do so in accordance with the rules being followed by them.

94. Technical sanction.- The Officers of Engineering Cell of the Board specified in column (1) of the Table below having jurisdiction over the area in which works has to be executed, shall be competent to accord technical sanction, by counter-signing the plan and estimate in respect of the work, the cost of which is as specified in column (2) and column (3) thereof:

Officers (1)	Cost of Civil Works (2)	Cost of Electrical Works (3)
Assistant Executive Engineer.	Up to Rs. 10,000.	Up to Rs. 2,000.
Executive Engineer.	Above Rs. 10,000 and up to Rs. 2,00,000 to Rs. 15,000.	Above Rs. 2,000 and up
Superintending Engineer.	Above Rs. 2,00,000.	Above Rs. 15,000.

Provided that the Engineering Supervisor of the market committee may accord technical sanction of the estimates of original, maintenance and repair of any civil work, if the cost of which does not exceed Rs. 3,000 (Rupees three thousand only) as per the rates approved by the Superintending Engineer of Public Works Department for the area concerned:

Provided further that where the work is entrusted to any authority or agency other than the Engineering Cell of the Board, technical sanction for such work shall be accorded by the competent Officers of such authority or agency in accordance with the rules and regulations governing such sanction.

95. **Payment of centage charge.**- Subject to the contract to the contrary, centage charge may be paid to the authority or agency other than Engineering Cell of the Board to which the work is entrusted in accordance with the provisions applicable to that authority or agency, as the case may be, in that regard.

96. **Administrative approval for work.**- After complying with the requirements of rules 93 and 94, the administrative approval of the authorities specified in column (1) of the Table below shall be obtained in respect of work, the cost of which is specified in the corresponding entries in column (2) thereof.

Authority (1)	Cost of work (2)
(i) Director of Agricultural Marketing.	Exceeding Rupees one lakh, but not exceeding Rupees five lakhs.
(ii) Government.	Exceeding Rupees five lakhs.

97. **Maintenance of registers, forms and statements.**- The provisions of the Public Works Department Code shall *mutatis mutandis* be followed for the maintenance of registers including the register of estimates and allotments, forms and statements in respect of any work.

98. **Check-measurement, inspection and test-check.**- The provisions of the Public Works Department Code shall be followed with regard to the check-measurement, inspection and test-check including the financial limit prescribed for various officers therefor by the officers of the Engineering Cell of the Board having jurisdiction over the area in which the work is executed:

Provided that work in respect of which the Engineering Supervisor of the market committee is competent to accord technical sanction, check-measurement, inspection and test-check shall be made by the Executive Authority of the market committee.

99. **Works in respect of which quotations have to be called for.**- (1) In respect of any work, whether original or repair or maintenance, the estimated cost of which does not exceed Rs. 3,000 (Rupees three thousand only), quotations shall be called for from the registered contractors of Public Works Department and the quotations beneficial to the market committee shall be accepted.

(2) The above works shall be executed at the rate not exceeding the estimated cost.

100. **Works in respect of which tenders have to be called for.**- (1) In respect of any work which does not fall under rule 99, tenders shall be called for.

(2) Subject to the instructions issued by the Government, from time to time, the provisions in the Public Works Department Code in respect of the corresponding work in Public Works Department shall be followed as regards calling for and settlement of tenders.

(3) Every tender for work to be executed by market committee the value of which exceeds Rs. 3,000 (Rupees three thousand only), but not exceeding Rs. 50,000 (Rupees fifty thousand only) shall be placed before the tender subcommittee consisting of not more than three non-official members of whom one shall be Chairman and two official members and its acceptance shall be obtained.

(4) Every tender for work to be executed by the Board the value of which exceeds Rupees one lakh, but not exceeding rupees ten lakhs shall be placed before the tender sub-committee consisting of not more than three non-official members of whom one shall be the President and two official members of whom one shall be Director and its acceptance shall be obtained. In cases, where the value of the work exceeds rupees ten lakhs, the tender shall be accepted by the Government.

101. **Exercising the power of the Chief Engineer by the Superintending Engineer of the Board.**- The powers provided to the Chief Engineer (Buildings) under Public Works Department Code in the matter of preparation, approval of plans and estimates, calling for tenders, according technical sanction and of check-measurement, inspection and test-check shall be exercised by the Superintending Engineer of the Board. He shall not delegate any of his powers to any of the officers in the Engineering Cell of the Board.

102. **Entrustment of work to other authority or agency.**- Subject to the provision of rule 103, the market committee or Board, as the case may be, may entrust the work to other authority or agency, if after considering the special and technical nature of work in consultation with the Engineering Cell, market committee or Board, as the case may be, is of the view that such work shall be entrusted to such authority or agency.

103. **Payment to contractor.**- (1) The provisions of the Public Works Department Code shall apply in respect of the payment to the contractor subject to the provisions of sub-rule (2).

(2) Every payment to a contractor shall be on account of some particular work done or materials delivered and not on general account. Advance or payments shall not be made in anticipation of measurements. Payment for work done or materials delivered shall be made on the basis of a contract certificate showing the quantum and value of work executed duly attested by the officer in-charge of the work and after check-measurement is made. Such payment will be treated as payment on account, subject to adjustment on the final bill. Payment to contractor and suppliers shall be made by means of cheques drawn in their favour and such cheques shall be delivered to them direct.

104. **Completion certificate.**- On completion of a work, a certificate to the effect that the work has been completed as per the plan and estimates shall be submitted within three months from the date of such completion,-

(i) by the Engineering Supervisor of the market committee in respect of a work for which he is competent to accord technical sanction; and

(ii) by the Executive Engineer in respect of the other works.

105. **Entrustment of work.**- (1) Every market committee shall entrust to the Board all the civil work including electrical work other than original work, the cost of which does not exceed Rs. 3,000 (Rupees three thousand only) and the maintenance and repair work the cost of which does not exceed Rs. 50,000 (Rupees fifty thousand only).

(2) Where the market committee entrusts any work to Board under sub-rule (1), the market committee shall pay to the Board 50 per cent of the estimated cost of work as soon as the contract is settled as first installment. On receipt of certificate of utilization of the amount of the first installment, 25 per cent of the total estimated cost shall be paid as second installment and the balance amount shall be paid on receipt of certificate of utilisation of the amount of second installment.

(3) The Board shall commence the work immediately on receipt of amount of first installment.

106. **Handing over of the building, etc. by the Board.**- Immediately after completion of work entrusted, the Board shall handover the building or other work executed, to the market committee concerned. The market committee shall, after due verification of the buildings, or other work executed by the Board or other authority or agency and after consultation with such authorities as it may decide, satisfy itself that the work has been executed as per the approved plan and estimates or specifications. Any deviations from the plan and estimate shall, forthwith, be brought to the notice of the Board or authority or agency by the market committee. The Board, authority or agency shall rectify the defects immediately. Additional expenditure or loss incurred, if any, by the Board or authority or agency for rectifying such defects is not payable by the market committee. The Board or authority or agency, as the case may be, shall make good the loss, if any.

CHAPTER VI

Law Charges

107. **Authority competent to sanction fees to the Counsel and the Law Officers.**- Subject to the provisions of rule 108, the market committee or Board shall be competent to sanction the fees to the Counsel and to the Law Officers engaged by it in connection with any settlement of deed, offering of legal opinion and with any litigation in which the market committee or Board, as the case may be, is a party.

108. **Quantum of fees payable to the Counsel and the Law Officers.**- The quantum of fees payable to the Counsel and Law Officers engaged by the market committees or Board, as the case may be, in the matters specified in rule 107 shall be the amount calculated with reference to the provisions contained in the Precise of Standing Orders applicable to the Law Officers of the Government, as modified by the Government, from time to time:

Provided that the market committee or Board, as the case may be, may pay to the Counsel or Law Officers in advance the incidental charges and an amount not exceeding 50 per cent of the approximate fees payable in respect of a case:

Provided further that the market committee or Board, as the case may be, may, in exceptional cases, pay a higher amount of fees than that specified in the above provision considering the importance of the case and additional work involved therein, with the prior approval of the Government:

Provided also that if any doubt arises as to the quantum of fees payable to a Counsel or a Law Officer, the market committee or Board, as the case may be, shall refer the matter to the Government and the decision of the Government in the matter shall be final.

109. **Appeal against the decision of a Court.**- Where a case is decided by the Court against the interest of the market committee or Board, the market committee or Board, as the case may be, shall obtain the opinion of the concerned Law Officer as to the feasibility of filing an appeal in the higher forum, and

- (i) if the interest of the Government is not adversely affected and if they are not a party, shall take a decision on filing of appeal; and
- (ii) if the interest of the Government is adversely affected or if the Government are a party to the case, shall obtain orders of the Government as to whether an appeal shall be filed in the case.

110. **Initiation or continuation of litigation against the interest of the Government.**- The market committee or Board, as the case may be, shall not initiate or continue any litigation, whether civil or criminal, before any Court against the interest of the Government, without the prior sanction of the Government.

111. **Maintenance of Suit Register.**- The market committee or Board shall maintain a register of litigation in Form 61. The undisposed cases at the close of the year with the cost thereof which has not been recovered or has been recovered partially shall be carried over to the Register for the ensuing year. The register shall be periodically reviewed by the concerned executive authority and see that necessary action for recovery of due is taken in time. Every market committee shall also maintain a register of composition of offence in Form 62 and a register of Prosecution in Form 63.

CHAPTER VII

Surcharge Rules

112. **Submission of documents.**- (1) The Auditor and the Board in respect of the market committee and the Auditor and the Government in respect of the Board (hereinafter referred to as the authority in the Chapter) shall be competent to disallow and surcharge items in respect of the market committee or Board, as the case may be, and recover the sums so disallowed and surcharged.

The market committee or Board, as the case may be, shall be furnished with the details of action taken in this sub-rule.

(2) The Secretary or the Chief Executive Officer, as the case may be, shall submit all accounts to the authority for the purpose of this rule.

113. **Power to summon documents.**- (1) The authority may,-

(a) by summon, in writing, require the production of any book, deed, contract, account, voucher, receipt or other account, the perusal or examination of which he considers necessary;

(b) by summon, in writing, require any person having the custody or control of any such document or accountable for it to appear in person before him; and

(c) require any person so appearing to make and sign a declaration with respect to such document or to answer any question or to prepare and furnish any statement relating thereto.

(2) Whoever fails to comply with any requisition lawfully made upon him under this rule shall be punishable with fine which may extend to two hundred and fifty rupees.

114. **Authority to report material impropriety or irregularity, loss, waste or misapplication.**- The authority shall,-

(a) report to the market committee or Board, as the case may be, any material impropriety or irregularity which he may observe in the expenditure or in the recovery of moneys due to the market committees or Board or in the accounts of the market committee or Board; and

(b) report to the market committee or Board, as the case may be, any loss, waste or misapplication of money or other property owned by, or vested in, the market committee or Board, if such loss, waste or misapplication is a direct consequence of neglect or misconduct, with the names of any person directly or indirectly responsible for such loss, waste or misapplication.

115. **Duty of the Secretary, Chief Executive Officer to remedy the defects or irregularities.**- The Secretary of the market committee or the Chief Executive Officer of the Board shall, forthwith, remedy any defect or irregularity that may be pointed out by the authority and report the same to the market committee or Board, as the case may be.

116. **Power of authority to disallow and surcharges.**- (1) The authority may disallow the loss, waste or misapplication of money reported and surcharge the same on the person directly or indirectly responsible and shall, in every such case, certify the amount due from such person.

(2) The authority shall state in writing the reasons for his decision in respect of every disallowance, surcharge or charge and communicate by registered post a copy thereof to the person against whom it is made.

(3) The provisions in the Code of Civil Procedure, 1908 (Central Act V of 1908), regarding services of notice, summons and other communications shall be followed in respect of communications under this rule.

(4) Interest at the rate of nine per cent per annum shall be charged on the surcharge amount due, with effect from the day following the last date fixed for payment of the said surcharge amount in the surcharge certificate. The interest so charged on surcharge amount overdue shall be specified in the surcharge certificate itself in precise terms.

117. **Submission of representation.**- Any person aggrieved by disallowance, surcharge or charge made, may, within fourteen days from the date of service of communication under rule 116, represent to the Government in writing. Any order passed on such representation by the Government shall be final.

118. **Recovery.**- Every sum certified to be due from any person by the authority under these rules, shall be paid by such person within fourteen days from the date of service of communication under rule 116 into the treasury or the bank in which the accounts of the market committee or Board, as the case may be, are maintained. Such sum, if not paid, shall be recoverable as arrears of land revenue.

119. **Returns.**- (1) The market committee or Board, as the case may be, shall send a half-yearly return to the authority in Form 64 for watching the timely recovery of the amount due.

(2) The return for each half-year shall include all surcharges outstanding at the end of the half-year and shall be sent to the authority by the tenth day of the month succeeding the half-year to which the return relates. Where no amount is pending recovery, a 'NIL' return shall be sent. As soon as an amount is completely recovered, the market committee or Board, as the case may be, shall report the fact to the authority.

Form 1

(Vide Rules 24 and 29)

Application for Licence

From
(Name and address of the applicant)

Court-fee Stamp

To

The Secretary,

..... Market Committee.

Sir,

I/ We the undersigned hereby apply for the grant/ renewal/ duplicate of licence under section 8 of the Tamil Nadu Agricultural Produce Marketing (Regulation) Act, 1987 (Tamil Nadu Act 27 of 1989) to set up, establish or use, continue or allow to be continued the places more-fully described in the Schedule below situated in an area notified under section 4 (1) of the said Act, as a place for the purchase or sale, storage, weightment, measurement or processing of agricultural produces, namely .for the period commencing on the.....and ending on the.....

I/ We abide by all the provisions of the said Act and Rules and by-laws made thereunder in force, from time to time.

I/ We assure that we will keep and maintain true account and such other records as specified, from time to time, by the market committee and produce the same to the head of marker or other such authorised officer once in six months.

I/ We assure that I/ We will submit the periodical returns relating to business transactions including processing to the head of market once in a month with the fee or other amount due on the basis of returns in the manner prescribed.

I/ We have remitted a fee of Rs..... for the grant/ renewal/ duplicate of licence and the copy of receipt/ Demand Draft drawn in your favour is enclosed.

I/ We request that the licence may be granted/ renewed/ issued a duplicate of licence under section 8 of the said Act.

Date :

Place :

.....
Signature of applicant.

Schedule

SI. No.	Name of taluk/ village	Name of town or number	Ward and Block survey number	Revenue or town			
(1)	(2)	(3)	(4)	(5)			
	Name of street	Door No.	Description of premises	Boundaries on the			
(6)	(7)	(8)	(9)	North	East	South	West
				(9)	(10)	(11)	(12)

Form 2

[Vide Rules 24 and 29]

Application for Licence to Broker/ Weighman/ Measurer/ Trader, Warehouseman, etc.

From
(Name and address of the applicant)

Court-fee Stamp

To

The Secretary,

..... Market Committee.

Sir,

I, the undersigned hereby apply for the grant/ renewal/ duplicate of licence under section 8 of the Tamil Nadu Agricultural Produce Marketing (Regulation) Act, 1987 to operate as a broker/ weighman/ measurer/ trader/ warehouseman, etc..... in an area notified under section 4 (1) of the said Act, as a place for the purchase or sale, storage, weighing, measurement or processing of agricultural produces, namely,.....for the period commencing on the....and ending on the.....

- I abide by all the provisions of the said Act and Rules and by-laws made thereunder in force/ from time to time.
- I assure that I will keep and maintain true account and such other records as specified, from time to time, by the market committee and produce the same to the head of market or other such authorised office once in six months.
- I assure that I will submit the periodical returns relating to business transactions including processing the head of market once in a month with the fee or other amount due on the basis of return in the manner prescribed.
- I have remitted a fee of Rs for the grant/ renewal/ duplicate of licence and the copy of receipt/ Demand Draft drawn in your favour is enclosed.
- I request that the licence that may be granted/ renewed/ issued a duplicate of licence under section 8 of the said Act.

Date :
Place : Signature of applicant.

Schedule

SI. No.	Name of taluk/ village	Name of town or number	Ward and Block survey number	Revenue or town
(1)	(2)	(3)	(4)	(5)

Name of street	Door No.	Description of premises	Boundaries on the			
			North	East	South	West
(6)	(7)	(8)	(9)	(10)	(11)	(12)

Form 3

[Vide Section 8 of the Act and Rule 25]

..... Market Committee

Licence No.

In pursuance of the application, dated.....requesting to grant the licence, and in having agreed to abide all the provisions of the Tamil Nadu Agricultural Produce Marketing (Regulation) Act, 1987 (Tamil Nadu Act 27 of 1989) and Rules and by-laws made thereunder, the Market Committee, in exercise of the powers conferred under sub-section (1) of section 8, grant licence to set-up, establish or use, or continue or allow to be continued the places more-fully described in the Schedule below situate inan area notified under section 4 of the said Act as a place for the purchase or sale, storage, weighing, measurement or processing of the agricultural produce, namely,.....subject to the conditions of the said Act and Rules and by-laws made thereunder. The licence shall not be transferable.

Forwarded/ By order

Date :
Place : Seal of Market committee
Secretary,
..... Market Committee.
For and on behalf of the
..... Market Committee.

Schedule

SI. No.	Name of taluk/ village	Name of town or number	Ward and Block survey number	Revenue or town
(1)	(2)	(3)	(4)	(5)

Name of street	Door No.	Description of premises	Boundaries on the			
			North	East	South	West
(6)	(7)	(8)	(9)	(10)	(11)	(12)

Endorsement No. Dated :
Reference : Application, dated.....

In exercise of the powers conferred by sub-section (7) of section 8 of the Tamil Nadu Agricultural Produce Marketing (Regulation) Act, 1987 (Tamil Nadu Act 27 of 1989), Market Committee hereby renews the licence for further period of.....from.....to.....

Forwarded/ By order

Date :

Place : Seal of Market committee
Secretary,
..... Market Committee.
For and on behalf of the
..... Market Committee.

Form 4

(Vide Section 8 of the Act and Rule 25)

..... Market Committee

Licence No.

In pursuance of the application, dated.....requesting to grant a licence and in having agreed to abide by the provisions of Tamil Nadu Agricultural Produce Marketing (Regulation) Act, 1987 (Tamil Nadu Act 27 of 1989), rules and by-laws made thereunder, the Market Committee, in exercise of the powers conferred by sub-section (1) of section 8, grant a licence to Thiru.....Son of.....residing at.....in the taluk of..... of..... District as a weighmen/ measurer/ broker/ trader/ warehouseman.....for the period from to within the limits of notified area, subject to the following conditions:

Conditions

The licence shall, unless renewed, be valid for the period from.....to.....

The licence is subject to the provisions of the Tamil Nadu Agricultural Produce Marketing (Regulation) Act, 1987 (Tamil Nadu Act 27 of 1989) and the rules and by-laws made thereunder, from time to time. The licence shall not be transferable.

The licence shall be produced for checking whenever demanded by any officer/ member of market committee.

Forwarded/ By order.

Date :
Place : Seal of Market committee
Secretary,
..... Market Committee.
For and on behalf of the
..... Market Committee.

Endorsement No. Dated.....
Reference: Application, dated

In exercise of the powers conferred by sub-section (7) of section 8 of the Tamil Nadu Agricultural Produce Marketing (Regulation) Act, 1987 (Tamil Nadu Act 27 of 1989), Market Committee hereby renews the licence for a further period of from to

Forwarded/ By order.

Date :
Place : Seal of Market committee
Secretary,
..... Market Committee.
For and on behalf of the
..... Market Committee.

Form 5

[Vide Rule 25(2)]

Permanent Register of Licences

[N.B.: Separate Register shall be maintained for wholesalers, other traders and small and petty traders]

SI. No.	Name and address (Both permanent and temporary)	Name and address of partners or share holders, etc.	Address/es of Ac place/s of business/ Branch office/s in the notified area	Address/es of place/s of business/ Branch offices outside the notified area
(1)	(2)	(3)	(4)	(5)
The details of Agricultural produces	Agricultural Year to which applied for	Date of application for licence/ renewal/ copy alteration additions, etc. (Please specify the purposes)	Details of receipt number and date and amount paid (Rs.)	Resolution number of Market Committee
(6)	(7)	(8)	(9)	(10)
Licence number	Details regarding renewal/ alteration/ additions, etc.	Date of forwarding the licence to Head of market	Remarks, if any	Signature of Secretary
(11)	(12)	(13)	(14)	(15)

Form 6

[Vide Rule 25(2)]

Register of Individual Holders of Licence and Fee Collected therefrom

[N.B.: Separate Register shall be maintained for wholesalers, other traders and small and petty traders]

1. Licence No.:
2. Name and address of licensee:
3. Name of agricultural produce:

SI. No.	Year	Purchase value of total quantity of agricultural, produce (Rs.)	Purchase value of goods on which fees not levied due to second sales/ Purchase (Rs.)	
(1)	(2)	(3)	(4)	
Total value of agricultural produce on which levy of fees under section 24(1) is leviable Value (Rs.)	Fees (Rs.)	Total amount of fee paid (Rs.)	Amount of Remission	Amount written off
(5)	(6)	(7)	(8)	(9)
Details of the number and date of order	Balance, if any	Remarks	Signature of Secretary	
(10)	(11)	(12)	(13)	

Form 7

[Vide Rule 25(3)]

Permanent Register of Licences in Notified Market Area

(N.B. Separate Register shall be maintained for wholesalers, other traders and small traders)

SI. No.	Name and address (both permanent and temporary)	Name and addresses of partners or shareholders, etc.	Address/es of places of business/ Branch office/s in the notified area
(1)	(2)	(3)	(4)

Address/es of places of business/ Branch Offices outside the notified area (5)	The details of agricultural produce (6)	Year to which applied for (7)	Date of application for licence/ renewal/ alteration/ additions, etc. (Please specify the purposes) (8)	Cash receipt number & date (9)
---	--	----------------------------------	---	-----------------------------------

Licence number assigned (10)	Details regarding renewal, etc. (11)	Date of serving the licence (12)	Remarks (13)	Signature of Head of market (14)
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Form 8

[Vide Rule 25(3)]

Register of Demand and Collection of Licence Fee

[N.B. Separate pages should be set apart for each kind of traders, viz., wholesalers, other traders and small and petty traders]

Amount collected during the month of

Year of demand (1)	April (2) Rs.	May (3) Rs.	June (4) Rs.	July (5) Rs.	August (6) Rs.	Sept. (7) Rs.	October (8) Rs.
1990-91							
1991-92							
1992-93							

Year of demand (1)	Nov. (9) Rs.	Dec. (10) Rs.	Jan. (11) Rs.	Feb. (12) Rs.	Mar. (13) Rs.	Total (14) Rs.	Balance (15) Rs.	Signature of head of market (16)
1990-91								
1991-92								
1992-93								

Form 9

[Vide Section 8(9) of the Act and Rule 32(1)]

Monthly Return of Purchases or Sales, Etc.

For the period From To

Name of licensee :

Licence No.

Licensed place at :

Name of commodity :

Particulars (1)	Quantity (Quintals) (2)	Rate of purchase Per Quintal (3) Rs.	Total value (4) Rs.	Remarks (5)
Opening stock ---				
Receipts ---				
By purchase of ready goods ---				
1. At the premises.				
2. At the Regulated Markets.				
3. At other places.				
4. By goods received for storage.				
5. By goods received for processing.				
6. By goods received for sale on commission.				

7. By delivery against contracts.
8. By goods received from other branches.
9. By goods received at the premises after processing.
10. By goods received for processing reconditioning on hire.

Total.

Despatches:

1. To Sale of ready goods
2. To transfer to own account.
3. To transfer by other sources.
4. To sale against contract.
5. To stock return to owners.
6. To transfer for processing.
7. To loss in processing.

Total.

Closing stock.

Quantity and value goods on which fee dues.

Place :

Date : Signature of applicant.

Note. - The details of purchases made from whom and sold to whom, etc., to be enclosed in a list

Details of receipts

Date (1)	From whom purchased (2)	Quantity (3)	Value (4)	Permit number, if fees paid (5)
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Signature of Licensee

Details of Saks

Date (1)	To whom sold (2)	Quantity (3)	Value (4)	Permit number (5)
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Signature of Licensee

Form 10

[Vide Rule 32(3)]

Register of Demand and Collection of Fees as per Traders Accounts

Amount collected during the month of

Year (1)	Demand (2)	April (3)	May (4)	June (5)	July (6)	August (7)	Sept. (8)	Date of receipt and verification of accounts (9)
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

1990-91

1991-92

1992-93

Year (1)	Demand (2)	October (10)	November (11)	December (12)	January (13)	February (14)	March (15)
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

1990-91

1991-92

1992-93

Year	Demand	Date of receipt and verification of accounts	Total	Balance	Remission of/ written of	Signature of Head of office
(1)	(2)	(16) Rs.	(17) Rs.	(18) Rs.	(19) Rs.	(20) Rs.

1990-91

1991-92

1992-93

Form 11

[Vide Rule 32(3)]

Monthly Statement of Applications for Licences Received and Account Received from Traders for the Month of**Part I**

Licences under section 8(1) for category

Whole salers	Other traders	Petty and small traders	Broker	Weighra an etc.
(1)	(2)	(3)	(4)	(5)

1. Total number of licences issued during previous year.
2. New licences applied for the current year.
3. Total
 - (a) Renewal applications received during the month.
 - (b) Fresh applications received during the month.
5. (a) New licences applied during previous month.
(b) Renewal licences applied for during previous month.
6. Total (4 + 5)
7. Balance (3 - 6)
8. Action initiated for pending licence renewed.

Part II

1. Total number of licensees under column (3).
2. Total number of licensees submitted monthly account.
3. Balance.
4. Total number of licensees who have not rendered account-
 - (1) for more than one month;
 - (2) for more than one month but not exceeding three months;
 - (3) for more than three months but not exceeding six months;
 - (4) more than six months.
 (please indicate the licence number only of persons separately)
5. Action initiated for getting the monthly return.

To

Signature of head of market.

The Secretary,

..... Market Committee.

Form 12

[Vide Rule 32(3)]

Register on Traders Accounts

Licence No.

Name of agricultural products

Name and address :

The period of account		Opening balance		
Date of receipt of account	From To	Number of bags	Kgs.	Value
(1)	(2)	(3)	(4)	(5)

Total quantity and value of purchases made			Total quantity of purchase on which fee not to be levied		
Number of bags	Kgs.	Value	Number of bags	Kgs.	Value
(6)	(7)	(8)	(9)	(10)	(11)
		Rs.			Rs.

Balance quantity and value on which fee to be levied	Amount of fee	Fee already paid	Fee now paid	Arrears
(12)	(13)	(14)	(15)	(16)

Collection of arrears, if any	Cash receipt number and date	Closing Balance		
(17)	(18)	Number of bags	Kgs.	Value
		(19)	(20)	(21)

Remarks	Signature of Head of Market
(22)	(23)

Form 13

[Vide Section 24(4) of the Act and Rule 33(3)]

Form for Determination of Fee

Serial Number	Original/ Duplicate/ Triplicate/ Quadruplicate	Dated
Licence No.		Name of the notified agricultural produce.

Name and address:

	Period of account	Number of bags	Quantity in Kg./ Qtl.	Amount Rs.
	From To			
I. Total purchase value				
II. (a) Local Regulated Market purchase value.				
(b) Purchase value from other regulated Markets within the Market Committee.				
(c) Purchase value from other regulated Market purchases outside the Market Committee.				
(d) Purchase value from outside the State.				
(e) Purchase value brought in the notified market area for processing (or) for export. date of receipt/ Date of despatch of goods.				

Total:

(f) Second
Purchases/ Sales value.
(g) Other items purchase/ sale value
please specify the nature/ details).
Grand Total:
Less - Total purchase value
Total purchase value on which fee
has to be levied

Fee due (Rs.)

Cheque/ DD No. And
Date Name of Bank

Fee paid (Rs.)

Cash receipt :

No. and date :

Closing Stock

No. of bags/ Quantity in Kg./ Qtl.

I, Thiru (Name and designation of the officer authorised) hereby certify that I have personally checked all the copy of bills, invoices, receipts, permits produced by the licensee and that they are found correct and they tally with the periodical return submitted by the licensee.

Office Stamp

Signature and Designation of
Head of Market.

Date :

To

Thiruvallur:

Copy to Licence Periodical Return.

Copy to Secretary,

..... Market Committee.

N.B. - Separate annexures in respect of each item defined in 11(c) to 11(g) showing this details in respect of each purchases as indicated below should be prepared by the officer who is empowered and determined the fee due to Market Committee.

For Item 11(c)

Permit number and date	Name of Market where permit issued	Value	Fee paid	Remarks
(1)	(2)	(3)	(4)	(5)

For Item 11(d)

Name of the State	The place of purchase	Invoice number and date, if any,	Permit number and date, etc.
(1)	(2)	(3)	(4)

For Item 11(e)

Invoice number and date	From whom	To whom	Place and date of receipt of produce	Place and date of despatch of produce	Quantity despatched value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

For Item 11(f)

From whom purchased

Bill number and date	Name and address on Licence number	Quantity in Kg/ Qtl.	Value (Rs.)
(1)	(2)	(3)	(4)

Details of fees paid by first purchaser

Name of regulated market	Quantity	Amount	Cash receipt number and date	Permit number and date	Remarks
(1)	(2)	(3)	(4)	(5)	

N.B. - The copy of the Permit/ Cash receipt or any valid document to show such purchase in receipt of each of the item 11(d), 11(e), 11(f) should be attached.

Date :

Place :

Form 14

Signature of Head of Market.

Office Seal

[Vide Rule 33(5)]

Application for Issue of Permit

Court-fee Stamp

From

(Licence No.)

Sir,

Dated

To

Please issue me a permit for taking quantity of notified agricultural produce, namely, purchased from Market at other growers/ traders in Invoice No Dated (Copy enclosed) out of the notified market area/ notified from to Thiruvallur at by Lorry/ Van/ Rail No. on.

2. The fee of Rs. on the notified agricultural produce has already remitted/ has been remitted by me in cash Receipt No. dated

3. The details of the notified agricultural produces are shown in Annexure to this application.

4. I abide to the conditions specified in the permit to be issued to me.

Signature of applicant.

Annexure

- | | | |
|--|---|--------------------|
| 1. Name of agricultural produce | : | |
| 2. Quantity (in Qtl./ Kg.) | : | Number of packages |
| 3. Description of package | : | |
| 4. Place from which the agricultural produces are to be despatched | : | |
| 5. Name and address of consignor | : | |
| 6. Destination to which the goods are to be despatched | : | |
| 7. Normal time requested for transport | : | |

Signature of the applicant.

Form 15

[Vide Section 24(5) of the Act and Rule 33(5)]

..... Market Committee.

Permit for Taking the Agricultural Produce out of Notified Area/ Notified Market Area

Permit No.

(Original/ duplicate/ triplicate/ quadruplicate)

Dated

To

Tvl.

.....

Ref: Application No.: Date.....

Licence No.....

Invoice/ Bill No. and date.....

Licence No. (if any, outside the notified area).

Subject to the conditions and instructions specified below, Tvl is hereby permitted to take M.t./ Quintal of the notified agricultural produces, the details and description thereof are as specified out of notified area/ notified market area from the place at to Tvl in the place at by lorry No. / Rail on (date).

SI. No.	Name of agricultural produce	Quantity in quintals	Number of bags	Value of the agricultural produce (Rs.)	Fees if already paid (Rs.)	Fees paid now	Cash receipt number and date
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
					(Details of receipts number and date to be specified.)		

Conditions

This permit is valid for a period from hrs. on to hrs.

This permit shall not be transferable

Date of office seal

Copy to head of market outside of notified area.

Copy to the Secretary

..... Market Committee.

Secretary,

..... Market Committee.

Instruction

(In original only)

1. This permit should accompany the vehicle, transporting the goods.
2. This should be shown at the check-post of market committee and the signature of the Officer in-charge of check-post should be obtained. He should also show this permit to the officers who are authorised to inspect the vehicle.
3. This permit should be retained for his own record.
4. The validity of the permit cannot be extended without valid reasons.
5. Permit should be obtained for each consignment and to each place of destination.

Form 16

[Vide Rule 33(5)]

Register of Permits Issued

SI. No.	Date	Permit number and date	Consignor	Consignee	Commodity
(1)	(2)	(3)	(4)	(5)	(6)

Quantity Bgs. Kgs.	Fee paid (Rs.)	Cash receipt number and date	Reasons, if fee not paid	Signature of permit issuing officer
(7)	(8)	(9)	(10)	(11)

Form 17

[Vide Rule 34(2)]

Market Committee

(Original/ Duplicate/ Triplicate.)

Receipt No.

Dated

Cash receipt

Received a sum of Rs. from Tvl being the fee in respect of the following items:-

SI. No.	Particulars	Amount (Rs. P.)
(1)	(2)	(3)
1.	Licence fee under section 8(1):.	
2.	Fee under section 24(1):.	
3.	Penalty/ Fee under section 50:.	
4.	Compounding of offence:.	
5.	Subscription:.	
6.	Other miscellaneous items (to be specified in detail):.	

Signature of payee.

Signature of the Head of Market.

Audit Enforcement

(To be printed in Duplicate/ triplicate copy only)

Debit in cash book (page and item)

Remittance Chalan No. and date.....

Checked by: Head of Market officer in Central office.

Form 18

[Vide Rules 34(3)]

Register of Daily Receipts

Date	Serial number	Cash Receipt No.	Name and address	Licence number	Fee under section 8(1)		Brokers, etc.
(1)	(2)	(3)	(4)	(5)	Traders	Weigh-men	
(1)	(2)	(3)	(4)	(5)	(6)	(6)	
Fees on addition duplicate copy alteration etc. in Licence	Penalty	Fee under section 24(1)		Service charges	Saleable articles	Sale of gunnies	Wear and charges
(7)	(8)	Paddy	Groundnut, etc.	(10)	(11)	(12)	(13)
		(9)					

Sale on Sweeping	Trunk-call charges	Storage charges	Godown shop rent	Court-fee stamps	Short term advance on stocks	advance on	Security or other deposits
(14)	(15)	(16)	(17)	(18)	Principal	Interest	(21)
(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
Any other Receipts (to be specified)			Total amount collected	Amount remitted to Bank	Chalan No. and date	Signature of Head of Market/ Check post	
(1)	(2)	(3)	(23)	(24)	(25)	(26)	

Form 19

[Vide Rule 34(3)]

Memo. of Daily Remittance made by Head of Market on

Date and Cash Receipt No.

	Rs. P.
1. Fee under section 8(1) -	
(a) Trader. :	
(b) Broker. :	
(c) Weighman, etc. :	
(d) Penalty. :	
(e) Others. :	
2. Fee under section 24(1) -	
(a) Paddy. :	
(b) groundnut. :	
(c) Cotton, etc. :	
3. Saleable articles. :	
4. Wear and tear on gunnies. :	
5. Sale on Sweeping. :	
6. Trunkcall charges. :	
7. Godown rent. :	
8. Court Fee stamps. :	
9. Service Charge. :	
10. Rent. :	
11. Short-term advance on Stocks. :	
(a) Principal. :	
(b) Interest. :	
12. Security or other deposits. :	
13. Subscription to Market Report. :	
14. Fee on composition of offence. :	
15. Other items (to be specified). :	
Total :	

I certify that the total amount of Rs. (in words) have been remitted in the Bank in Market Committee Account No.

The chalan and the duplicate; copy of each of the cash receipts shown in Annexure relating to this Statement are enclosed.

Place :

Date :

Signature of Head of Market/ Check-post.

Annexure I

Date	Receipt No.	Amount	Details of Cheque/ DD Number, if any
(1)	(2)	(3)	(4)

Form 20

[Vide Rule 35]

Register for Subscribers for Market Report

Serial Number	Name and address of	Period of subscription	Amount paid	Cash Receipt	Initial of
---------------	---------------------	------------------------	-------------	--------------	------------

	the persons	From	To	number and date	Secretary
(1)	(2)	(3)	(4)	(5)	(6)

Form 21

[Vide Rule 38(1)]

Application for Deposit of Agricultural Produce in the Market

From	Court-fee stamp
Name and address	
To	

The Head of Market,

..... Market Committee.

Sir,

I request that I may be issued a receipt on deposit of notified agricultural produce so as to enable me to obtain pledge loan from Market Committee/ Bank on the stock of agricultural produces detailed below:-

Description of agricultural produce	Condition of the agricultural produce	Number of bags	Approximate Total Quantity in Kg/ qtl.	Market value of agricultural produce
(1)	(2)	(3)	(4)	(5)

2. I also state that I own the acres of Dry/ Wet land in S.No./s of village of Taluk.

3. I declare that the above mentioned agricultural produces are owned by me and in the event of any dispute over the ownership, I will abide by the decision of Market Committee.

4. I agree to abide to the conditions for grant of the receipt. I will intimate any change of address.

5. I have not availed of any loan in respect of the above produce.

6. I have paid the loan amount previously obtained and that, there is no due outstanding to be paid by me.

Signature of the applicant

Form 22

[See Section 26 of the Act and Rule 38(2)]

..... Market Committee.

Receipt of Deposit of Notified Agricultural Produce Original/ Duplicate/ Triplicate

Receipt No.

Dated

Under section 26 of the Tamil Nadu Agricultural Produce Marketing (Regulation) Act, 1987 (Tamil Nadu Act 27 of 1989), Market Committee issue this receipt to Tvl S/o. residing at of Taluk

District to day the for having deposited in its godown situated at the notified agricultural produce, the particulars of which is specified below subject to the following conditions:-

Description of the notified agricultural produce	Condition of the Agricultural Produce	Number of bags or package with distinguishing mark, if any
(1)	(2)	(3)
Weight in Kg/ Qtl.	Market value	Total value of the goods in market
		Remarks

(4)

(5)

(6)

(7)

Signature of the Depositor.

Seal of Market Committee.

Signature of Head of market.

Conditions

This receipt shall not be transferable except to market committee, to a cooperative Bank and to a Nationalised Bank.

The notified agricultural produce specified above, shall be kept in the custody of Market Committee for a period not more than 180 days.

The Market Committee shall have the right to sell it by auction, if the agricultural produces are not sold within the time-limit specified.

The Depositor shall pay such rent or any other charges as fixed by Market Committee, from time to time.

In the case of any dispute arising out of the deposit and ownership thereon, the decision of Market Committee shall be final.

The Market Committee shall not take any responsibility over the normal reduction of weight due to dryage etc.

Signature of the Depositor.

Seal of Market Committee.

Signature of Head of market.

Date:

Place:

N.B. This receipt should be issued only for the purpose of obtaining short term advance from Market Committee, Co-operative Bank or a Nationalised Bank. This receipt should not be given on held over stock. Second copy should alone be given to the depositor, keeping the first copy with the endorsement of the depositor in the office of market or to hand over it to the Bank which issues loan.

Form 23

[Vide Rule 38(3)]

Register of Deposit of Notified Agricultural Produces.

Serial Number	Date	Name and address	Details of the produce	Number of bags	Quantity in Kg./ Qtls.
(1)	(2)	(3)	(4)	(5)	(6)

Market value	Amount applied for	Amount eligible	Amount sanctioned	Receipt number and date
(7)	(8)	(9)	(10)	(11)
Rs.	Rs.	Rs.	Rs.	

Lot number given to the stock	Number and date of cheque and name of Bank	File number in which the receipt is kept	Signature of Head of Market
(12)	(13)	(14)	(15)

Date of receipt	Date of disposal	Total period held in godown	Amount and rent paid
(16)	(17)	(18)	Due (19)
			Paid (20)

Amount and advance recovered	Balance	Amount of interest due	Details of remittance		
			Chalan number and date	Date of remittance into bank	Signature of the Head of market
(21)	(22)	(23)	(24)	(25)	(26)

Form 24

[Vide Rule 39(3)]

Godown Register

SI. No.	Name and Address	Particulars of agricultural produces stocked		Descriptions	Time and Date
		Name of the produce	Quantity in Bags in Kgs.		
(1)	(2)	(3)	(4)	(5)	(6)
At owner's risk/ Committee's risk		Signature of the depositor	Signature of Head of market	Date and time of release	
(7)		(8)	(9)	(10)	

Quantity released	Balance, if any	Amount of rent
Number of bags in Kgs.	Number of bags in Kgs.	Due Paid
(11)	(12)	(13)

Amount of insurance/ other charges		Total amount collected		Signature of the depositor	Signature of the Head of market
Due	Paid	Rs.	Cash receipt No. & Date		
(14)		(15)		(16)	(17)

Form 25

[Vide Section 8(9) of the Act and Rule 42]

Monthly Return of Broker/ Weighman/ Measurer, etc.

Name and address		Name and address of		Charges	Remarks collected
Date	Bill number	Seller	Buyer		
(1)	(2)	(3)	(4)	(7)	(8)
Licence number					
Name and agricultural produce	Quantity Bags	Kgs.			
(5)	(6)				
Signature of broker/ weighman/ measurer, etc.					

Form 26

[Vide Rule 45(4)]

Register of Daily Purchases Made by Buyer

Name of Agricultural produce:

Date	Lot No.	Total number bags	Number of gunnies	Value	Signature of Head of market
(1)	(2)	(3)	(4)	(5)	(6)

Form 27

[Vide Rule 45(4)]

Register of Daily Collection of Fee in Market

Date	Serial number	Name and address	Licence number of Buyer	Total number of lots purchased	Value	Fee collected Due	paid
(1)	(2)	(3)	(4)	(5)	(6)	(7)	

Wear and tear charges	Service charge	Others (to be specified)	Cash receipt number and date	Remarks	Signature of the Head of market
(8)	(9)	(10)	(11)	(12)	(13)

Form 28

[Vide Rule 46(5)]

Inspection Questionnaire

1. The name of the Office.
2. The date of Inspection.
3. The name and designation of the Inspecting Officer.
4. Licence-

- (a) Whether permanent Register of licence in prescribed form 5/ 7..... is maintained properly---

Number of Licence issued during the previous year.

Number of Licence
Balance issued up to
the time of inspection. Balance

(1)

(2)

(3)

- (b) Whether any target has been fixed and the percentage of achievement and shortfall and the reasons therefor.
- (c) Whether the register of demand and collection of licence in the form prescribed is maintained properly.

5. Fee under section 24(1)-

- (a) Whether the register of collection of fee as per traders account/ daily purchase made by traders in markets in the form prescribed are maintained properly:

- (b) Total Fee collected during the previous year Target fixed Fee collected up to the time of inspection Balance

(1)

(2)

(3)

(4)

- (c) Percentage of achievement or shortfall and the reasons therefor:

- (d) Whether the determination of fees is done with reference to the prescribed form (please specify the cases in which test check was conducted and the items on which fees exemption given was checked with reference to the Bills and Vouchers, etc. of the traders account.)

- (e) The details of cases scrutinised by the Secretary/ Inspector of Licenced Premises with reference to rule 32(4)

6. Arrival of agricultural produce-

- (a) Arrival of agricultural produce during the previous year. Please specify the crop details (In M.T.) Target fixed (In M.T.) Arrivals up to the time of inspection (In M.T.) Balance (In MT.)

- | | | | | |
|----|-----|-----|-----|-----|
| | (1) | (2) | (3) | (4) |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

- (b) Percentage of achievement of shortfall, if any, and the reasons therefor. Action initiated to bring arrivals.

7. Revenue:

- | | | | | |
|-------|---|---------------------------|---|-----------------|
| (a) | Whether the register of daily receipts in the form prescribed is maintained properly: | | | |
| (b) | Whether daily collection in the market are remitted and the memo of remittance assent to head office promptly. | | | |
| (c) | Whether cash book is maintained | | | |
| (d) | (i) Remittance of amount up to the time of inspection.
(ii) Cash on hand. | | | |
| (e) | Whether the register of permanent advance is maintained properly and the amount is recouped then and there (specify the amount of permanent advance at the time of inspection). | | | |
| (f) | (i) Whether the (short-term) advance is sanctioned by this market.
(ii) If so, whether the register in the form prescribed is maintained. | | | |
| (iii) | Total number of persons to whom loans were issued | Amount of advance issued. | Total stock of agricultural produce kept as security in the godowns | |
| | (1) | (2) | (3) | |
| | Whether the stock in register tally with the stock in the godowns | | Remarks | |
| | (4) | | (5) | |
| (g) | (a) Whether register of stock account of gunnies in the form prescribed maintained. | | | |
| | (b) | Opening balance | Receipt of gunnies | Gunnies on hand |
| | | (1) | (2) | (3) |
| | | | | Remarks |
| | | | | (4) |

8. Buildings, etc. -

- (a) Whether the building, office and surrounding of the market are maintained tidy, neat and clean.
 (b) Whether the facilities available to buyer and seller are satisfactory.
 (c) Please note any improvements, repairs to be undertaken immediately

9. Permit-

- (a) Whether the register of permit issued is maintained properly.
 (b) Whether permits issued by the other Market Committee are properly filed and the accounts of the traders are verified with reference to the above copy of permit.

10. Basic data -

- | | | | | | |
|-----|--|--|---|--------------------|---|
| (a) | Whether the basic data register is maintained in the market? | | | | |
| (b) | Name of the notified agricultural produce | Area of cultivation | Probable production | Marketable surplus | Total quantity with reference sold through the market to column (4) |
| | (1) | (2) | (3) | (4) | (5) |
| | Percentage of sales through market | The reason for lesser sales through market | Action initiated/ to be initiated to bring arrivals | Remarks | |

(6)	(7)	(8)	(9)
11. Prosecution:			
Number of cases filed	The stages of each case	Whether prompt action has been initiated in respect of each case	Remarks
(1)	(2)	(3)	(4)

12. Composition of offence :

Number of cases in which evasion of fee, etc. noticed	Number of cases in which composition accepted.	Amount of fee and composition collected	Remarks
(1)	(2)	(3)	(4)

13. For check-post only :

Whether vehicle movement register is maintained properly ?

Number of vehicles checked on the day of inspection	Amount of cash on hand and the date of inspection	Amount remitted to committee up to the date of inspection	Number of cases on which evasion of fee noticed.
(1)	(2)	(3)	(4)

Number of cases on which cases have been filed	Number of cases on	Amount collected so far composition of fee collected
(5)	(6)	(7)

14. General Remarks

To Marketing Committee
Next Higher AuthoritySignature of the Inspecting
Officer with designation**Form 29**

[Vide Rule 48(3)]

Monthly Account of Receipts and Expenditure for the Month of

SI No.	Head of Account	Total for the month	Progressive total estimate	Approved Budget	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
Opening Balance as on ---					
I.	General Accounts - Receipts -				
1.	Contribution by Market Committee to Board Fund				
	(1) Coimbatore Market Committee :				
	(2) Madurai Market Committee :				
	(3) Periyar Market Committee :				
	(4) Chingleput Market Committee :				
	(5) North Arcot Market Committee :				
	(6) South Arcot Market Committee :				
	(7) Ramanathapuram Market Committee :				
	(8) Tiruchirapalli Market Committee :				
	(9) Pudukkottai Market Committee :				
	(10) Tirunelveli Market Committee :				
	(11) Kanyakumari Market Committee :				
	(12) Thanjavur Market Committee :				
	(13) Salem Market Committee :				
	(14) Dhannapuri Market Committee, etc.				
	Deduct - Refunds				
	(please specify details)				
	Less : Contribution to Market Development Fund.				
2.	Subscription to Market Report :				
3.	Safe of Tender Forms :				
4.	Interest --				
	(1) Bank Deposits :				

- (2) State Bank Account :
- (3) P. D. Account/ Co-operative : Bank.
- (4) Others :
- 5. Lapsed Deposits --
 - (1) Forfeiture of E.M.D. Amount :
 - (2) Others :
- 6. Other Receipts --
 - (1) Internal Audit Fee :
 - (2) Other Fees :
 - (3) Recovery of Over payments :
 - (4) Sale proceeds of dead-stock and other articles (the cost of which met from office expenses) .
 Total - Ordinary Receipts
- II. Receipts - Capital --
 - (1) Subsidies /Grant-in-aid from Government
 - (2) Loan from Government and other : sources.
 - (3) Transfer to Market Development : Fund
 - (4) Investment realized :
 - (5) Other receipts :
 Total-Capital receipts
- III. Deposit and Advances
 - Deposit --
 - (1) Sales Tax /Surcharge :
 - (2) Cash deposit :
 - (3) Others :
 - Advances --
 - (1) Advance recovered :
 - (2) Refund of Permanent Advance :
 - (3) Imprest :
 - (4) Others :
 Total of Deposit and Advance
 Grand Total of Ordinary and Capital including Deposit and Advances
 Account :
 Grand total including opening balance :

Expenditure--ordinary

- I. Direction and Administration
 - A. President/ Vice President and other members -
 - 01. Salaries -
 - (4) Special Allowance :
 - 03. Travel Expenses -
 - 04. Office Expenditure -
 - (1) Telephone Charges :
 - (2) Books and Maps and Periodicals :
 - (3) Other Contingencies :
 - 11. Hospitality Expenses :
 - 16. Motor vehicles -
 - (2) Maintenance :
 - (3) Cost of fuel :
 - B. CE.O. /J.S. -
 - 01. Salaries -
 - (1) Pay :
 - (2) D.A. :
 - (3) Medical Charges :
 - (4) Other Allowances :
 - (7) Travel Concession :
 - (8) Festival Advance :
 - 03. Travel Expenses -
 - 16. Motor Vehicles -
 - (2) Maintenance :
 - (3) Cost of fuel :
 - 21. Pension Contribution -

- C. Engineering Wing - :
01. Salaries - :
 - (1) Pay :
 - (2) D.A. :
 - (3) Medical Charges :
 - (4) Other Allowances :
 - (7) Travel Concession :
 - (8) Festival Advance :
 02. Wages :
 03. Travel Expenses :
 21. Pension Contribution :
 - D. Regional Publicity and Propaganda Wing -
 01. Salaries -
 - (1) Pay :
 - (2) D.A. :
 - (3) Medical Charges :
 - (4) Other Allowances :
 - (7) Travel Concession :
 - (8) Festival Advance :
 03. Travel Expenses -
 04. Office Expenses -
 - 1.Telephone :
 16. Motor Vehicles -
 - (2) Maintenance :
 - (3) Cost of fuel :
 - E. Training wing -
 01. 01. Salaries- :
 - (1) Pay :
 - (2) D.A. :
 - (3) Medical Charges :
 - (4) Other Allowances :
 - (7) Travel Concession :
 - (8) Festival Advance :
 03. Travel Expenses -
 - F. Other Staff-
 01. Salaries -
 - (1) Pay :
 - (2) DA. :
 - (3) Medical Charges :
 - (4) Other allowances :
 - (7) Travel Concession :
 - (8) Festival Advance :
 02. Wages
 03. Travel Expenses
 - G. 04.Office Expenses -
 - (1) Telephone :
 - (2) Purchase of Stamp :
 - (3) Books and Maps and Periodicals :
 - (4) Bank Commission :
 - (5) Telegram Charges :
 - (6) Lighting Charges :
 - (7) Conservancy Charges :
 - (8) Other Contingencies :
 05. Payment for Services -
 - (1) Law Charges
 - (2) Audit Fees
 - (3) Others
 06. Rent, Rate and Taxes -
 07. Publication -
 - (1) Marketing Information :
 08. Advertising, Sales and Publicity Expenses -
 - (1) Exhibition and Fairs
 - (2) Photographic charges and Equipments.

- (3) Materials for information Unit :
 (4) Publicity and Propaganda :
 (5) Other items :
16. Motor Vehicles -
 (2) Maintenance :
 (3) Cost of fuel :
17. Investments -
 (1) P.O. Account :
 (2) Co-operative Banks :
 (3) Others :
18. Maintenance -
 (1) Buildings :
 (2) Furniture :
 (3) Others items :
20. Interest
21. Pension Contribution (all other Staff) :
22. Insurance -
 (1) building :
 (2) Vehicles :
 (3) Others :
23. Stationery :
- 23A. Printing
24. Write-off
26. Other Charges -
 (1) Cost of Uniform :
 (2) Reimbursement cost of books to low-paid staff :
 (3) Opening ceremonies and other functions :
 (4) Freight Charges :
 (5) Income/ Sales Tax return :
 (6) Other items :
- II. Capital Expenditure -
13. Major works (item and works to be specified) :
14. Minor works (item and works to be specified) :
15. Machinery and Equipments :
- 15.A Furniture :
16. Motor Vehicles :
 (i) Purchase :
17. Investment/ Loans :
20. Interest on debts :
- III. Deposits and Advances -
- Deposit-
- (1) Sales Tax/ Surcharge :
 (2) Cash deposit :
 (3) Others :
- Advances-
- (1) Advances paid :
 (2) Permanent Advance :
 (3) Imprest :
 (4) Others :
- Total Deposits and Advance :
 Grand Total and Ordinary and Capital :
 Expenditure including deposit and advance.
 Closing Balance :
 Grand total-including Closing Balance :

Form 30

[Vide Rule 48(3)]

Annual Account of Receipts and Expenditure for the Year...

Abstract of the Annual Accounts of for the Year

Serial No.	Head of Account	Opening Balance	Receipts	Expenditure	Closing
(1)	(2)	(3)	(4)	(5)	(6)
A.	General Account				
	(1) Ordinary				
	(2) Capital				
B.	Deposits and Advances				
	Total				

Certificate of verification of balance

I certify that the closing balance shown in this account is in agreement with the balance arrived in the cash book. The treasury/ Bank Pass Book has been compared with the cash book and the differences in balance between them has been reconciled as indicated below:

Closing Balance -
 Cash in hand Rs.
 Cash in bank Rs.
 Total Rs.

A. Cash in bank as per Cash Book
 Add: Amount of cheques uncashed.
 Less: Amount deposited in bank at the close of the month and shown in the next month account.
 Closing Balance as per Bank Account

Rs. P.

B. Cash in Treasury as per cash book
 Add- Amount of cheques uncashed
 Total

Less: Amount deposited in bank at the close of the month and shown in the next month account.
 Total

I also certify that I have personally examined the accounts and registers and that I find-

- (i) that the receipts and expenditure of the year have been properly accounted for;
- (ii) that the figures in this Annual Account agree with those shown in the connected registers.

Abstract of Deposits and Advances Account

SI. No.	Head of Account	Opening Balance	Receipts	Total Expenditure	Closing Balance
(1)	(2)	(3)	(4)	(5)	
1.	Deposits - (Please specify the details)				
	Total				
2.	Advances - (Please specify the details)				
	Total				
	Grand Total of deposits and advance				

Signature of C.F.O.

Actual receipts for previous year	Budget estimate	Head of Account	Actual for the year	Revised estimate	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Opening Balance as on.....

I. General Account - Receipts -

1. Contribution by Market Committee to Board Fund.

- (1) Coimbatore Market Committee.
- (2) Madurai Market Committee.
- (3) Periyar Market Committee.
- (4) Chingleput Market Committee.
- (5) North Arcot Market Committee.
- (6) South Arcot Market Committee.
- (7) Ramanathapuram Market Committee.
- (8) Tiruchirapalli Market Committee.
- (9) Pudukkotai Market Committee.
- (10) Tirunelveli Market Committee.
- (11) Kanyakumari Market Committee.
- (12) Thanjavur Market Committee.
- (13) Salem Market Committee.
- (14) Dharmapuri Market Committee, etc.

Deduct-Refunds.

(Please specify details)

LESS-Contribution to Market Development Fund-

2. Subscription to Market report.

3. Sale of Tender Forms.

4. Interest-

- (1) Bank Deposits
- (2) State Bank Account
- (3) P.D. Account/Co-operative Bank.
- (4) Others

5. Lapsed Deposits -

- (1) Forfeiture and E.M.D. Amount

6. Other Receipts -

- (1) Internal Audit Fee
- (2) Other Fees
- (3) Recovery of Over payments
- (4) Sale proceeds of dead-stock and other articles (the cost of which met from office expenses).

Total - Ordinary Receipts

II. Receipts-capital -

- (1) Subsidies/ Grant-in-aid from Government.
 - (2) Loan from Government and Other Sources.
 - (3) Transfer to Market Development Fund
 - (4) Investment realised
 - (5) Other receipts
- Total - Capital receipts

III. Deposit and Advances -

- (1) Sales Tax/ Surcharge -
 - (2) Cash deposit -
 - (3) Others -
- Advances -
- (1) Advance Recovered -
 - (2) Refund of Permanent Advance -
 - (3) Imprest -
 - (4) Others -
- Total of Deposit and Advance -

Grand Total of Ordinary and Capital including Deposit and Advances Account.

Grand total including opening Balance -

Expenditure-ordinary -

- I. Direction and Administration:-
 - A. President/ Vice-President and other members-
 01. Salaries -
 - (4) Special allowance -
 03. Travel Expenses
 04. Office Expenditure -
 - (1) Telephone Charges -
 - (2) Books and Maps and periodicals -
 - (3) Other Contingencies -
 - II. Hospitality Expenses -
 16. Motor vehicles. -
 - (2) Maintenance -
 - (3) Cost of fuel -
 - B. CE.O./ J.S. -
 01. Salaries-
 - (1) Pay
 - (2) D.A.
 - (3) Medical Charges -
 - (4) Other Allowances -
 - (7) Travel Concession -
 - (8) Festival Advance -
 03. Travel Expenses -
 16. Motor Vehicles. -
 - (2) Maintenance -
 - (3) Cost of fuel
 21. Pension contribution-
 - C. Engineering Wing -
 01. Salaries -
 - (1) Pay
 - (2) D.A.
 - (3) Medical Charges -
 - (4) Other Allowances -
 - (7) Travel Concession -
 - (8) Festival Advance -
 02. Wages -
 03. Travel Expenses -
 21. Pension Contribution -
 - D. Regional Publicity and Propaganda Wing-
 01. Salaries -
 - (1) Pay
 - (2) D.A.
 - (3) Medical Charges -
 - (4) Other Allowances -
 - (7) Travel Concession -
 - (8) Festival Advance -
 03. Travel Expenses -
 04. Office Expenses -
 1. Telephone
 16. Motor Vehicles -
 - (2) Maintenance -
 - (3) Cost of fuel -
 - E. Training wing-
 01. Salaries-
 - (1) Pay -
 - (2) DA -
 - (3) Medical Charges -
 - (4) Other Allowances -
 - (5) Travel Concession -
 - (6) Festival Advance
 03. Travel Expenses
 - F. Other Staff
 01. Salaries
 - (1) Pay -
 - (2) DA -
 - (3) Medical Charges -
 - (4) Other allowances -

(7) Travel Concession	-
(8) Festival Advance	-
02. Wages -	
03. Travel Expenses -	
G. Office Expenses -	
(1) Telephone	-
(2) Purchase of Stamp	-
(3) Books and Maps and Periodicals	-
(4) Bank Commission	-
(5) Telegram Charges	-
(6) Lighting Charges	-
(7) Conservancy Charges	-
(8) Other Contingencies	-
05. Payment for Services	
(1) Law Charges	-
(2) Audit Fees	-
(3) Others	-
06. Rent, Rate and Taxes	
07. Publication	
(1) Marketing information	-
08. Advertising, Sales and Publicity Expenses -	
(1) Exhibition and Fairs	-
(2) Photographic charges and Equipment	-
(3) Materials for information Unit	-
(4) Publicity and Propaganda	-
(5) Other items	-
16. Motor Vehicles -	
(2) Maintenance	-
(3) Cost of fuel	-
17. Investments -	
(1) P.D. Account	-
(2) Co-operative Banks	-
(3) Others	-
18. Maintenance -	
(1) Buildings	-
(2) Furniture -	-
(3) other items	-
20. Interest	-
21. Pension Contribution (all other staff)	-
22. Insurance -	
(1) Building,	-
(2) Vehicles	-
(3) Others	-
23. Stationery	
23.A Printing	
24. Write-off	
26. Other Charges	
(1) Cost of Uniform	-
(2) Reimbursement cost of books to low-paid staff	-
(3) Opening ceremonies and other functions.	-
(4) Freight Charges	-
(5) Income/ Sales Tax return	-
(6) Other items	-
II. Capital Expenditure -	
13. Major works	
(item and works to be specified)	
14. Minor works	
(item and works to be specified) -	
15. Machinery and Equipment	
15. A Furniture	
16. Motor Vehicles-	
(1) Purchase	-
17. Investment/ Loans	
20. Interest on debts	
III. Deposits and Advances -	

Deposits -	
(1) Sales Tax/ Surcharge	-
(2) Cash deposit	-
(3) Others	-
Advances	
(1) Advances paid	-
(2) Permanent Advance	-
(3) Imprest	-
(4) Others	-
Total Deposits and Advances	

Grand Total and Ordinary and Capital Expenditure including deposit and advance
Closing Balance
Grand total-including Closing Balance

Annexure I

Balance-Sheet

Statement of Liabilities and Assets as on 31st March 19....

Liabilities		Assets	
(i)	Balance of Loans ---	(i)	Closing Balance ---
	(a) from Government	(a)	Cash
	(b) from Public	(b)	In Treasury
	Total	(c)	In Bank
			Total
(ii)	Deposits in cash	(ii)	Deposits ---
	Deposits not in cash	(a)	Postal Savings Bank
		(b)	Government Promissory Notes
		(c)	Land or other securities
	Total		Total
(iii)	Cash balance of special accounts	(iii)	Sinking Funds Investment
(iv)	Other amounts	(iv)	Other Investments
		(v)	Arrears of Revenue
		(vi)	Other assets---
			Immovable Property
			Dead Stock---
		(vii)	Advances recoverable---
		(a)	Permanent
		(b)	Other
	Total		Total
	Grand Total		
	Balance of Assets over		
	Liabilities		
	Grand Total		

Signature of Chief Executive Officer.

Annexure - II

Demand Collection and Balance Statement

Sl. No.	Items	Demand			Collection			Remission		
		Arrears	Current	Total	Arrears	Current	Total	Arrears	Current	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
		Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.

- Contribution to Market Board Fund -
 - Coimbatore Market Committee -
 - Madurai Market Committee -

(3) Periyar Market Committee	-
(4) Chingleput Market Committee	-
(5) North Arcot Market Committee	-
(6) South Arcot Market Committee	-
(7) Ramanathapuram Market Committee	-
(8) Tiruchirappalli Market Committee	-
(9) Pudukottai Market Committee	-
(10) Tirunelveli Market Committee	-
(11) Kanyakumari Market Committee-	-
(12) Thanjavur Market Committee	-
(13) Salem Market Committee	-
(14) Dharmapuri Market Committee	-
2. Subscription to Market report	-
3. Sale of tender forms Interest	-
(1) Deposit	-
(2) S B. Account	-
(3) P D. Account/ Co.op. Bank	-
(4) Others	-
(5) Lapsed Deposit	-
(6) Other receipts -	-
(1) Internal audit fee	-
(2) Sale proceeds	-
(3) Others	-
(4) Law Charges recovered	-
(5) Kent	-
(7) Other receipts	-

SI No.	Items	Amount written off as irrecoverable			Total remissions amounts written off as irrecoverable	Balance			Remarks
		(12) Rs.P.	(13) Rs.P.	(14) Rs.P.	(15) Rs.P.	Arrears (16) Rs.P.	Current (17) Rs. P.	Total (18) Rs. P.	
(1)	(2)	(12) Rs.P.	(13) Rs.P.	(14) Rs.P.	(15) Rs.P.	(16) Rs.P.	(17) Rs. P.	(18) Rs. P.	(19)
1.	Contribution to Market Board Fund- (1) Coimbatore Market Committee (2) Madurai Market Committee (3) Periyar Market Committee (4) Chingleput Market Committee								
2.	Subscription to Market report								
3.	Sale of tender forms								
						Interest (1) Deposit	(2) S.B. Account	(3) P.D Account/ Co-op Bank	

Signature of Chief Executive Officer.

Form 31

[Vide Rule 48(3)]

..... Market Committee

Monthly Account of Receipts and Charges for the month of

Serial number and Head of account (Details of Receipts)	Total for the month	Progressive total	Approved B.E.	Remarks
(1)	(2)	(3)	(4)	(5)
General Account				
Opening Balance as on				

- I. Receipts-ordinary
- 1.Licence Fee under section 8
- (1). - --
- (1) Wholesalers
- (2) Other trader
- (3) Petty and Small traders
- (4) Weighmen
- (5) Broker
- (6) Warehouseman
- (7) Measurer
- (8) Penalty
- (9) Additions/ Alterations
- (10) Copy of licence
- (11) Other items
2. Fee under section 24
- (Crops have to be specified here as per Schedule to the Act serially)
- I. (1) Paddy :
- (4) Chotam :
- II. (2) Blackgram :
- (3) Greengram :
- III. (1) Groundnut :
- (6) Cotton Seeds :
- IV. (1) Cotton :
- V. (1) Brinjal :
- VI. (1) Banana :
- VII. Tobacco :
- VIII. Tapioca :
- I. (1) Chillies :
- (2) Turmeric :
- X (11)Wool :
- XI. Honey :
- XII. Fish :
- XIII. (5) Kadukai :
- XIV. (2) Silkyam :
- XV. (1) Sugarcane jaggery :
- (2) Palmgur jaggery :
2. Rubber :
- 3.Service charge (Group wise details to be specified as above.) :
- 4.Fee on composition of offence :
- 5.Fee on market report :
- 6.Sales---
- (1)Saleable articles :
- (2)Sale of Gunnies :
- (3)Sale of Sweeping :
- (4)Sale of forms and Books :
- (5)Other sales (to be specified)
- 7.Recovery of ---
- (1)Trunk call charges :
- (2)Wear and tear Charges :
- (3)Court-Fee Stamp :
- (4)Law Charges :
- (5)Insurance Charges :
- (6)Other items (to be specified) :
- 8.Rent from ---
- (1)Godown/ Shop :
- (2)Guest House :
- (3)Storage Charge :
- (4)Other items (to be specified) :
- 9.Interest from ---

(1)Deposits	:
(2)Bank (Savings Bank)	:
(3)Short-term advance	:
(4)P.D, Account and Co-op. Bank	:
(5)Other Investments	:
10.Lapsed Deposit	:
11.Investments realised	:
12.Other receipts ---	:
(1)Weighman badges	:
(2)Search fees and copying fees (other item to be specified)	:
(3)Less refunds	:
Total ordinary	:
Deduct	:
(1)Amount transferred to Capital Account	:
Net	:
Add	:
Amount transferred from ordinary account	:
Deduct	:
Amount transferred to ordinary account .	:
Grand Total-Capital	:
II. Receipts-Capital	:
09.Subsidies from Government	:
18. Loans from Government and other sources	:
(1)Investments realized	:
(2)Other receipts (to be specified)	:
Add	:
Amount transferred from ordinary account	:
Deduct	:
Amount transferred to ordinary account	:
Grand Total-Capital	:
III. Deposits and Advances	:
1. Deposits	:
1. Cash Deposits	:
2. Sales Tax/ Surcharge	:
3. Court-Fee Stamps	:
4. Other Deposit (to be specified)	:
Total	:
2. Advances	:
(1)Advances recovered (please specify details)	:
(2)Refund of Permanent Advance	:
(3)Imprest to Engineer	:
(4)Refund/ adjustment of advance from Engineering cell.	:
(5)Advances to purchase of land realised/ adjusted.	:
(6)Refund of other Advances (please Specify items).	:
Total	:
Total-Deposits and Advance Account	:
Grand Total-Receipts on Capital	:
Total receipts on capital (including Deposit and Advance).	:

Grand Total-Receipts-Ordinary and
Capital.

Grand Total including opening
Balance

Expenditure-Ordinary ---

I.	Administration Central Office	

	A.Chairman and Vice- Chairman	
	01. Salaries,	
	(4) Other (Special)	
	Allowance.	
	02. Wages	:
	03. Travel Expenses	:
	04. Office Expenses	:
	(1) Telephone Charges	:
	(8) Books and Maps and	:
	Periodicals	:
	(9) Other Contingencies	:
11.	Hospitality Expenses---	
16.	Motor Vehicles ---	
	(2) Maintenance	:
	(3) Cost of fuel	:
B.	Secretary ---	
01.	Salaries ---	
	(1) Pay	:
	(2) D.A.	:
	(3)Medical Charges	:
	(4)Other Allowances	:
	(7)Travel Concession	:
	(8)Festival Advance	:
03.	Travel Expenses---	
	F.T.A.	:
	Other T.A	:
21.	Pension Contribution ---	
C.	Other Staff ---	
	01.Salaries ---	
	(1)Pay	:
	(2)D.A.	:
	(3)Medical charges	:
	(4)Other Allowances	:
	(7)Travel Concession ;	:
	(8)Festival Advance	:
	02.Wages ---	
	03.Travel Expenses ---	
	(1)F.T.A	:
	(2)Other T. A	:
	04.Office Expenses ---	
	(1)Telephone Charges	:
	(2)Purchase of Revenue	:
	Stamp	:
	(3)Books, Maps and	:
	Periodicals	:
	(4)Bank Commissions	:
	(5)Telegraph Charges	:
	(6)Lighting Charges	:
	(7)Conservancy Charges	:
	(8)Other Contingencies	:
	(9)Other items (to be	:
	specified)	:
06.	Rent, Rate and Taxes	:
21.	Pension Contribution	
D.	Administration of Markets and	
	Check Posts ---	
	(1)Pay	:
	(2)D.A.	:
	(3)Medical Charges	:

	(4)Other Allowances	:
	(7)Travel Concession	:
	(8)Festival Advance	:
02.	Wages ---	
03.	Travel Expenses ---	
	(1)F.T.A	:
	(2) Other T.A	:
21.	Pension Contribution	
	E.Grading Centres	
01.	Salaries ---	
	(1)Pay	:
	(2)D.A.	:
	(3)Medical Charges	:
	(4)Other Allowances	:
	(7)Travel Concession	..:
	(8)Festival Advance	:
03.	Travel Expenses ---	
	(1)F.T.A	:
	(2)Other T.A	:
F	04.Office Expenses ---	
	(1)Telephone Charge	:
	(2)Purchase of Revenue Stamp	:
	(3)Books, Maps and Periodicals	:
	(4)Bank commissions	:
	(5)Telegraph Charges	:
	(6)Lighting Charges	:
	(7)Conservancy Charges	:
	(8)Other Contingencies	:
	(9)Other items (to be specified)	:
05.	Payment for services ---	
	(1)Inspection	:
	(2)Law Charge	:
	(3)Audit Fees	:
	(4)Other items	:
06.	Rent, Rate and Tax -----	
07.	Publications ---	
	(1)Market information	:
	(2)Others	:
08.	Advertising, Sales and Publicity Expenses ---	
	(1)Exhibition and Fairs	:
	(2)Photographic charges and equipments	:
	(3)Material for Information unit	:
	(4)Publicity and Propaganda	:
12.	Gunnies ---	
	(1)Purchase	:
	(2)Repairs	:
16.	Motor Vehicles ---	
	(2)Maintenance	:
	(3)Cost of fuel	:
17.	Maintenance ---	
	(1)Buildings	:
	(2)Weights and Measures	:
	(3)Furniture	:
	(4)Others	:
18.	Investments	
19.	Interest	
20.	Pension Contribution ---	
	(1)Pension contribution to A.G.	:
	(2)Other Gratuities	:

- (3)Pension including Family Pension and ad hoc pension :
22. Insurance on ---
- (1)Goods held in market :
- (2)Vehicles :
- (3)Other Insurance :
23. Stationary
- 23A. Printing
24. Write-off
25. Contribution to market Board Fund
26. Other Charges
- (1)Cost of uniform :
- (2)Reimbursement Cost of books to low paid staff :
- (3)Opening Ceremonies and Other Functions :
- (4)Fumigation Charge :
- (5)Stamping of Weights :
- (6)Purchase of Weighman Badges :
- (7)Freight Charges :
- (8)Income/ Sales Tax return :
- (9)Other items (to be specified) :
- Total :
- II. Capital Expenditure ---
13. Major Work ---
- (1)Cost of Land/ Buildings :
- (2)Construction of Office Buildings :
- (3)Construction of Rural Godown :
- (4)Construction of Auction Shed :
- (5)Construction of Payment Counter :
- (6)Laying of Road :
- (7)Other items to be specified :
14. Minor Works ---
- (1)Cost of Sinking well :
- (2)Construction of Over Head Tanks :
- (3)Construction of latrines and other sanitary facilities. :
- (4)Construction of Cattle Shed :
- (5)Other items to be specified :
15. Machinery and Equipment/ Tools Plants---
- (1)Purchase
15. (a)Purchase of furniture
16. Motor Vehicles ---
- (1)Purchase :
17. Investments/ Loans
18. Interest on debts
- Total :
- III. Deposits and Advances
1. Deposits ---
- (1)Cash Deposits :
- (2)Sales Tax/ Surcharge :
- (3)Court-Fee Stamp :
- (4)Other Deposits :
- Total :
2. Advances ---
- (1)Advance paid (please specify details) :
- (2)Permanent Advance :

(3) Imprest to Engineer :
 (4) Advance to Engineering Cell :
 (5) Advance to purchase of land :
 (6) Others :
 Total :
 Total Deposits and Advances :
 Total Capital Expenditure including :
 Deposit and advance
 Grand Total of ordinary and Capital Expenditure
 Closing Balance
 Grand Total including Closing Balance

Signature of Secretary

Form 32

[Vide Rule 48(3)]

.....Market Committee

Annual Accounts of Receipts and Expenditure

Abstract of annual account for the year

Sl. No.	Head of Account	Opening	Receipts	Expenditure	Closing
(1)	(2)	(3)	(4)	(5)	(6)
A.	General Account				
	(1) Ordinary				
	(2) Capital				
B.	Deposits and Advances				
	Total				

Certificate of verification of balance.

I certify that the closing balance shown in this account is in agreement with the balance arrived in the cash book. The treasury/ Bank Pass Book has been compared with the cash book and the differences in balance between them has been reconciled as indicated below:

Closing Balance -

Cash in hand Rs.

Cash in bank Rs.

Total Rs.

A. Cash in bank as per Cash Book

Add: Amount of cheques uncashed. Rs. P.

Less: Amount deposited in bank at the close of the month and shown in the next month account.

Closing Balance as per Bank Account B. Cash in Treasury as per cash book

Total

Less: Amount deposited in bank at the close of the month and shown in the next month account.

Total

I also certify that I have personally examined the accounts and registers and that I find-

(i) that the receipts and expenditure of the year have been properly accounted for;

(ii) that the figures in this Annual Account agree with those shown in the connected registers.

Abstract of Deposits and Advances Account

SI. No.	Head of Account	Opening Balance	Receipts	Total	Expenditure	Closing Balance
(1)	(2)	(3)	(4)		(5)	(6)
1.	Deposits --- (Please specify the details) Total					
2.	Advances --- (Please specify the details) Total Grand Total of deposits and advance					

..... Market Committee

Monthly Account of Receipts and Charges for the month of

Actual receipts for previous year	Budget estimate	Head of Account	Actual for the year	Revised estimate
(1)	(2)	(3)	(4)	(5)
		General Account --- Opening Balance as on: Receipts ---Ordinary		
		1. Licence Fee under section 8(1)		
		(1) Wholesalers.		
		(2) Other trader.		
		(3) Petty and Small traders.		
		(4) Weighmen.		
		(5) Broker.		
		(6) Warehouseman.		
		(7) Measurer.		
		(8) Penalty.		
		(9) Additions/ Alterations.		
		(10) Copy of licence.		
		(11) Other items.		
		2. Fee under section 24. (Crops have to be specified here as per Schedule to the Act serially)		
		I. (1) Paddy		
		(4) Cholan		
		II. (2) Blackgram		
		(3) Greengram		
		III. (1) Groundnut		
		(6) Cotton Seeds		
		IV (1) Cotton		
		V. (1) Brinjal		
		VI. (1) Banana		
		VII. Tobacco		
		VIII. Tapioca		
		IX. (1) Chillies		
		(2) Turmeric		
		X. (11) Wool		
		XI. Honey		
		XII. Fish		
		XIII. (5) Kadukai		
		XIV (2) Silkyarn		
		XV (1) Sugarcane jaggery		
		(2) Palmgur jaggery		
		(3) Rubber		
		3. Service charge (Cropwise details to be specified as above.		
		4. Fee on composition of offence		

5. Fee on market report
6. Sales ---
 - (1) Saleable articles -
 - (2) Sale of Gunnies
 - (3) Sale of Sweeping
 - (4) Sale of forms and Books
 - (5) Other sales (to be specified)
7. Recovery of ---
 - (1) Trunk call charges
 - (2) Wear and Tear Charges
 - (3) Court Fee Stamp
 - (4) Law Charges
 - (5) Insurance Charges
 - (6) Other items (to be specified) _____
8. Rent from -
 - (1) Godown/ Shop
 - (2) Guest House
 - (3) Storage Charge
 - (4) Other items (to be specified) _____
9. Interest from -
 - (1) Deposits
 - (2) Bank (Savings Bank)
 - (3) Short-term advance
 - (4) P.D. Account and Co-op. Bank
 - (5) Other Investments
10. Lapsed Deposit -
11. Investments realised
12. Other receipts -
 - (1) Weighman badges
 - (2) Search fees and copying fees (other item to be specified) _____
 - (3) Less refunds
- Total-Ordinary
- Deduct:
 - (1) Amount transferred to Capital Account
- Net
- Add:
 - Amount transferred from ordinary account
- Deduct:
 - Amount transferred to ordinary account
- Grand
- Total-Capital
- II. Receipts-Capital ---
09. Subsidies from Government
18. Loans from Government and other Sources:
 - (1) Investments realised
 - (2) Other receipts (to be specified)
- Add ---
 - Amount transferred from ordinary account
- Deduct:
 - Amount transferred to ordinary account
- Grand Total Capital
- III. Deposits and Advances -

--

1. Deposits ---
 1. Cash Deposits
 2. Sales Tax/ Surcharge
 3. Court Fee Stamps
 4. Other Deposit (to be specified)
- Total
2. Advances ---
 - (1) Advances recovered
(Please specify details)
 - (2) Refund of Permanent Advance
 - (3) Imprest to Engineer
 - (4) Refund/ adjustment of advance Engineering Cell.
 - (5) Advances to purchase of land realised/ adjusted.
 - (6) Refund of other Advances (please Specify items).
- Total
- Total-Deposits and Advance Account
- Grand Total-Receipts on Capital
- Total receipts on capital (including Deposit and Advance).
- Grand Total-Receipts-Ordinary and Capital
- Grand Total including Opening Balance:
- Expenditure-Ordinary
- I. Administration Central Office
 - A. Chairman and Vice-Chairman
 01. Salaries
 02. Other (special) Allowance
 03. Wages .
 04. Travel Expenses
 05. Office Expenses
 - (1) Telephone Charges
 - (2) Books and Maps and Periodicals
 - (3) Other Contingencies !
 - II. Hospitality Expenses
 16. Motor Vehicles ---
 - (2) Maintenance
 - (3) Cost of fuel
 - B. Secretary---
 01. Salaries---
 - (1) Pay
 - (2) D.A.
 - (3) Medical Charges
 - (4) Other Allowances
 - (5) Travel Concession
 - (6) Festival Advance
03. Travel Expenses ---
 - (1) F.T.A
 - (2) Other T. A
21. Pension Contribution. - - - C.
- Other Staff. - - -
01. Salaries ---

- (1) Pay
- (2) D.A.
- (3) Medical Charges
- (4) Other Allowances
- (5) Travel Concession
- (6) Festival Advance
- 02. Wages
- 03. Travel Expenses. --
- (1) F.T.A:
- (2) Other T. A
- 04. Office Expenses ---
- (1) Telephone Charges
- (2) Purchase of Revenue Stamp
- (3) Books, Maps and Periodicals
- (4) Bank commissions
- (5) Telegraph Charges
- (6) Lighting Charges
- (7) Conservancy Charges
- (8) Other Contingencies
- (9) Other items (to be specified)
- 06. Rent, Rate and Taxes
- 21. Pension Contribution
- D. Administration of markets and Check Posts
- (1) Pay
- (2) D.A.
- (3) Medical Charges
- (4) Other Allowances
- (5) Travel Concession
- (6) Festival Advance
- 02. Wages
- 03. Travel Expenses---
- (1) F.T.A
- (2) Other TA
- 21. Pension Contribution ---
- E. Grading Centres. - --
- 01. Salaries ---
- (1) Pay
- (2) D.A.
- (3) Medical Charges
- (4) Other Allowances
- (5) Travel Concession i
- (6) Festival Advance 1
- 03. Travel Expenses. --
- (1) FTA:
- (2) Other T. A
- 04. Office Expenses ---
- (1) Telephone Charges:
- (2) Purchase of Revenue Stamp
- (3) Books, Maps and Periodicals
- (4) Bank Commissions
- (6) Lighting Charges
- (7) Conservancy Charges
- (8) Other Contingencies
- (9) Other items (to be specified)
- 05. Payment for services---
- (1) Inspection
- (2) Law Charges
- (3) Audit Fees

- (4) Other items
- 06. Rent, Rate and Tax
- 07. Publications---
- (1) Market information
- (2) Others
- 08. Advertising, Sales and Publicity Expenses---
- (1) Exhibition and Fairs
- (2) Photographic charges and equipment
- (3) Material for Information unit
- (4) Publicity and Propaganda
- 12. Gunnies. --
- (1) Purchase
- (2) Repairs 1
- 16. Motor Vehicles. ---
- (2) Cost of Fuel
- 17. Maintenance ---
- (1) Buildings
- (2) Weights and Measures
- (3) Furniture
- (4) Others
- 18. Investments.
- 20. Interest.
- 21. Pension Contribution---
- (1) Pension contribution to A.G.
- (2) Other Gratuities
- (3) Pension including Family Pension and ad hoc pension_____
- 22. Insurance on-
- (1) Goods held in market
- (2) Vehicles
- (3) Other Insurance
- 23. Stationery
- 23-A. Printing
- 24. Write-off
- 25. Contribution to Market Board Fund
- 26. Other Charges -
- (1) Cost of uniform
- (2) Reimbursement cost of books to low paid staff
- (3) Opening ceremonies and other functions
- (4) Fumigation charge
- (5) Stamping of Weights
- (6) Purchase of Weighman Badges
- (7) Freight charges
- (8) Income/ Sales Tax return
- (9) Other items (to be specified)
- Total
- II. Capital Expenditure
- 13. Major Works -
- (1) Cost of Land/ Buildings
- (2) Construction of Office Buildings
- (3) Construction of Rural Godown
- (4) Construction of Auction Shed

- (5) Construction of Payment Counter 1
 (6) Laying of Road
 (7) Other items to be specified
 14. Minor Works---
 (1) Cost of sinking well
 (2) Construction of Over Head Tanks
 (3) Construction of latrines and other sanitary facilities.
 (4) Construction of Cattle-shed
 (5) Other items to be specified
 15. Machinery and Equipment/ Tools and Plants---
 (1) Purchase
 15-A. Purchase of furniture
 16. Motor Vehicles ---
 (1) Purchase
 17. Investments/ Loans -----
 -----;
 20. Interest on debts
 Total
 III. Deposits and Advances.

 1. Deposits---
 (1) Cash Deposits
 (2) Sales Tax/ Surcharge
 (3) Court-Fee Stamp
 (4) Other Deposits
 Total
 2. Advances ----
 (1) Advance paid (please specify details)
 (2) Permanent Advance
 (3) Imprest to Engineer
 (4) Advance to Engineering Cell
 (5) Advance to purchase of land
 (6) Others
 Total
 Total Deposits and Advances
 Total Capital
 Expenditure including Deposit and advance
 Grand Total of Ordinary and Capital Expenditure
 Closing Balance .
 Grand Total including Closing Balance

Signature of Secretary.

Annexure I

Balance-sheet

Statement of Liabilities and Assets as on 31st March 19.....

Heads	Amount	Heads	Amount
-------	--------	-------	--------

(1)	(2) Rs. P	(3)	(4) Rs. P.
Liabilities.		(i) Closing Balance	
(i) Balance of Loans ---		(a) Cash	
(a) from Government		(b) In Treasury	
(b) from Public		(c) In Bank	
Total		Total	
(ii) Deposits in cash		(ii) Deposits ---	
Deposits not in cash		(a) Postal Savings Bank	
Total		(b) Government Promissory Note;	
		(c) Land or other securities	
		Total	
(iii) cash balance of special accounts		(iii) Sinking Fund Investments	
(iv) Other amounts		(iv) Other Investments	
		(v) Arrears of Revenue	
		(vi) Other assets---	
		Immovable Property	
		Dead Stock ---	
		(vii) Advances recoverable ---	
		(a) Permanent	
		(b) Others	
Total		Total	
Grand Total			
Balance of Assets over			
Liabilities			
Grand Total			
Signature of Secretary.			

Annexure - II

Sl.No.	Items	Demand			Collection			Remission		
		Arrears	Current	Total	Arrears	Current	Total	Arrears	Current	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
		Rs.P.	Rs.P.	Rs. P.	Rs.P.	Rs.P.	Rs.P.	Rs. P.	Rs.P.	Rs.P
1.	Licence fee under section 8 -									
	--									
	1. Wholesaler									
	2. Other trader									
	3. Small and Petty Traders									
	4. Weighment									
	5. Measurer									
	6. Broker									
	7. Warehouseman									
	8. Penalty									
	9. Additions (alterations)									
	10. Copy of licence.									
	11. Others									
2.	Fee levied under section 24 -									
	1. Wholesaler									
	2. Other Trader									
	3. Small and Petty Traders									
	4. Others									
3.	Service Charge									
	Fee on									
4.	Composition of offence									

5. Fee on market report
6. Sales -
 1. Sale of books and forms
 2. Others
7. Recovery of ----
 1. Tear and wear charges
 2. Insurance Charge
 3. Law Charges
 4. Others
8. Rent --
 1. Godown Shop
 2. Guest House
 3. Storage Charge
 4. Other
9. Interest -----
 1. Deposits
 2. Banks
 3. Short term advance
 4. P.D. Account/ Co-operative Bank
 5. Others
10. Lapsed Deposit
11. Others receipts.

Sl. No.	Items	Amount written off as irrecoverable			Total remission amounts written off as irrecoverable	Balance		Total	Remark
		(12) Rs.P.	(13) Rs. P.	(14) Rs. P.	(15) Rs.P.	Arrears Rs. P.	Current Rs. P.		
(1)	(2)	(12) Rs.P.	(13) Rs. P.	(14) Rs. P.	(15) Rs.P.	(16) Rs. P.	(17) Rs. P.	(18) Rs.P.	(19)
1.	Licence fee under section 8 --- <ol style="list-style-type: none"> 1. Wholesaler 2. Other trader 3. Small and Petty Traders 4. Weighmen 5. Measurer --- 6. Broker 7. Warehouseman 8. Penalty 9. Additions (alterations) 10. Copy of licence. _____ 11. Others 								
2.	Fee levied under Section 24--- <ol style="list-style-type: none"> 1. Wholesaler 2. Other Trader 3. Small and Petty Traders 4. Others ----- 								
3.	Service Charge								
4.	Fee on composition of offence								
5.	Fee oil market report								

6. Sales ---
 1. Sale of books and forms
 2. Others
7. Recovery of ---
 1. Tear and wear charges
 2. Insurance charge
 3. Law charges
 4. Others
8. Rent --- ---.
 1. Gowdown/ Shop
 2. Guest House _
 3. Storage Charge
 4. Others
9. Interest ---
 1. Deposits
 2. Banks
 3. Short term advance
 4. P.D. Account/ Cooperative Bank
 5. Others
10. Lapsed Deposit
11. Other receipts.

Form 33

[Vide rule 52(2)]

Register of Daily Receipts from each Market

Date	Cash Receipt No.		Total number of receipts received				
	From	To					
1. Fee under section 8(1)							
Wholesaler	Other traders		Petty and small traders	Weighmen	Measurer		
(1)	(2)		(3)	(4)	(5)		
Brokers	Warehouse man	Penalty	Additional alteration	Copy of licence	Others		
(6)	(7)	(8)	(9)	(10)	(11)		
2. Fee under section 24							
(Name of the crops to be specified with reference to number allotted to class of agricultural produce and number allotted to the agricultural produce in the Act							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	etc.
3. Service charge							
(Crops to be specified as indicated in item 2)							
(1)	(2)	(3)	etc.		4. Fee on Composition of offence	5. Fee on Market Report	
6. Sales							
Saleable articles	Sale of gunnies		Sale of sweeping	Sale of Forms and Books		Others	
(1)	(2)		(3)	(4)		(5)	
7. Recovery of							
Trunk Call Charges	Wear and Tear Charges		Court Fee stamp	Law Charges	Insurance Charges	Others	
(1)	(2)		(3)	(4)	(5)	(6)	

8. Rent

Godown/ Shop (1)	Guest House (2)	Storage (3)	Other (4)
---------------------	--------------------	----------------	--------------

9. Interest

Deposits (1)	Savings Bank Account (2)	Short-term advance (3)	P.D. Account/ Co-op. Bank (4)	Other Investments (5)
-----------------	-----------------------------	---------------------------	----------------------------------	--------------------------

10. Lapsed deposit

11. Investment realised

12. Other receipts

Weighman badges (1)	Search fee and copying fees (2)	Others (3)	Less refunds (13)
------------------------	------------------------------------	---------------	----------------------

Daily Total (14)	Remarks (15)	Signature of Head of Market (16)
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Form 34

[Vide rule 52(2)]

Register of Detailed Postings of Miscellaneous Receipts

Name of Market/ Check-post

1. Fee under section 8(1)

Wholesaler (1)	Other traders (2)	Petty and small traders (3)	Weighmen (4)	Measurer (5)	
Brokers (6)	Warehouseman (7)	Penalty (8)	Additional alteration (9)	Copy of licence (10)	Others (11)

2. Fee under section 24

(Name of the crops to be specified with reference to number allotted to class of agricultural produce and number allotted to the agricultural produce in the Act)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	etc.
-----	-----	-----	-----	-----	-----	-----	------

3. Service charge

(Crops to be specified as indicated in item 2)				4. Fee on composition of offence	5. Fee on Market Report
(1)	(2)	(3)	etc.		

6. Sales

Saleable articles (1)	Sale of gunnies (2)	Sale of sweeping (3)	Sale of Forms and Books (4)	Others (5)
--------------------------	------------------------	-------------------------	--------------------------------	---------------

7. Recovery of

Trunk Call Charges (1)	Wear and Tear Charges (2)	Court Fee stamp (3)	Law Charges (4)	Insurance Charges (5)	Others (6)
---------------------------	------------------------------	------------------------	--------------------	--------------------------	---------------

8. Rent

Godown/ Shop (1)	Guest House (2)	Storage (3)	Others (4)
---------------------	--------------------	----------------	---------------

9. Interest

Deposits	Savings Bank Account	Short-term advance	P.D. Account/ Co-op. Bank	Others
----------	----------------------	--------------------	---------------------------	--------

(1)	(2)	(3)	(4)	(5)
10. Lapsed deposit				
11. Investment realised				
12. Other Receipts				

Weighman badges	Search fee and copying fees	Others
(1)	(2)	(3)

Deduct amount transferred to Capital Account	Net	Add Amount transferred from Capital Account	Grand total
1. Capital			

09. Subsidies from Government	18. Loan from Government/ other sources	Investment realised	Other receipts	Add Amount transferred from ordinary Account	Net	Deduct Amount transferred to Ordinary	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

III(1) Deposit					(2) Advances		
Signature of Secretary	Cash Deposit	Sales Tax	Court fee	Stamp	Others	1. Advance recovered	Refund of Permanent Advance
	(1)	(2)	(3)	(4)	(5)	(6)	(7)

Advances Imprest to Engineer	Advance to Engg. Cell	Purchase of land	Other advance	Grand Total of all items	Signature of Secretary	Remarks
(3)	(4)	(5)	(6)	(7)	(8)	(9)

Form 35

[Vide rule 52(2)]

Register of Daily Expenditure

Date	Details	Voucher number	I-A. Chairman and Vice-Chairman		
			01. Salaries.	03. Travel Expenses	04. Others (Special allowance)
04. Office Expenses			11. Hospitality Expenses	14. Motor Vehicles	
Telephone	Book, Maps Periodicals	Other Contingencies		Maintenance	Cost of Fuel
(1)	(4)	(9)		(2)	(3)

I.B. Secretary

1. Salaries					
Pay	D.A.	Medical Charges	Other allowances	Travel Concession	Festival Advance
(1)	(2)	(3)	(4)	(7)	(8)

03. Travel Expenses

P.T.A.	Others	21. Pension Contribution
(1)	(2)	

1. Other Staff

01. Salaries

Pay	D.A.	Medical Charges	Other allowances	Travel Concession	Festival Advance	02. Wages.
(1)	(2)	(3)	(4)	(7)	(8)	

03. Travel Expenses

FTA	Others	04. Office Expenses
(1)	(2)	Telephone Charges
		Purchase of Stamp
		(2)

04. Office Expenses

Bank, Maps, Periodicals	Bank Commission	Telegraph Charges	Lighting Charges	Conservancy Charges	Other Contingencies	06. Rent, Rate, Taxes	21. Pension Contribution
(3)	(4)	(5)	(6)	(7)	(8)		

1. Administration of Markets and Check Posts (All Posts)

01. Salaries

Pay	DA	Medical Charges	Other allowances	Travel Concession	Festival Advance
(1)	(2)	(3)	(4)	(7)	(8)

03. Travel Expenses

02. Wages

FTA Others

21. Pension

Contribution

1. Grading Centres

01. Salaries

Pay	DA	Medical Charges	Other Allowances	Travel concession	Festival Advance
(1)	(2)	(3)	(4)	(7)	(8)

03. Travel Expenses

FTA	Other	21. Pension Contribution
-----	-------	--------------------------

4. Office Expenses (for all)

Telephone Charge	Purchase of Stamp	Books, Maps, Periodicals	Bank Commission	Telegraph Charge
(1)	(2)	(3)	(4)	(5)

Lighting Charges	Conservancy	Other Contingencies
(7)	(8)	(9)

05 Payment to Services

Inspection Charge	Law Charge	Audit Fees	06. Rent, Rate, Taxes	07. Publication	Market Informations	Others
(1)	(2)	(3)		(1)	(2)	

08. Advertising Sales and Publishing Expenses

Exhibition and Fairs and equipments	Photographic charge Information Unit	Material for Propaganda	Publicity and	12. Gunnies	Purchase	Repairs
(1)	(2)	(3)	(4)	(1)	(2)	

15.A.

Purchase of Furniture	16. Motor Vehicles	17. Maintenance
-----------------------	--------------------	-----------------

Maintenance (1)	Cost of Fuel (2)	Buildings (1)	Weights and Measures (2)	Furniture (3)	Others (4)
18. Investments		20. Interest		21. Pension	
(1)	(2)	(3)	(1)	(2)	(3)
				21. Pension including E.P. & ad hoc pension (1)	Other gratuity (2)
22. Insurance				23. Stationery	23.A. Printing
Goods (1)	Vehicles (2)	Others (3)			24. Write-off
26. Other Charges					
Cost of Uniform (1)	Reimbursement of cost of Book (2)	Opening ceremonies and other functions (3)	Fumigation Charges (4)	Stamping of weights (5)	Purchase of weighman badges (6)
Freight Charges (7)	Income/ Sales Tax (8)	Other items (to be specified) (9)		(10)	(11)
1. Capital Expenditure					
13. Major Works					
Cost of land (1)	Construction of Office buildings (2)	Construction of rural godown (3)	Construction of auction shed (4)	Construction of payment counter (5)	Laying of roads (6)
					Other items (7)
14. Minor works					
Cost of sinking well (1)	Construction of over head tank (2)	Construction of Latrines and others (3)		Construction of shed (4)	Cattle (5)
15. Machinery and Equipment---			16. Motor Vehicles---		
Purchase (1)	Maintenance (2)		Purchase (1)		
18. Investments---		18-A. Loans---		20. Interest ---	
P.D. Account (1)	Co-operative Bank (2)	Others (3)			
III. Deposits and Advance					
1. Deposits-					
Cash deposit (1)	Sales Tax (2)	Court Fee (3)	Stamp (4)	Others	
2. Advances-					
Advance paid (1)	Permanent Advance (2)	Imprest Advance to Engineer (3)		Other Advance (4)	

Signature of Secretary

Remarks

Form 36

[Vide rule 52(2)]

Register of Expenditure

Major Head

Minor Head

Sub-Head

Voucher No. and Date	Details	Amount	Expenditure during the month	Total expenditure up to the month	Signature of CEO
(1)	(2)	(3)	(4)	(5)	(6)

Register of Receipts

Major Head

Minor Head

Sub-Head

Receipt No. and Date	Details	Amount	Receipt during the month	Total receipt up to the month	Signature of CEO
(1)	(2)	(3)	(4)	(5)	(6)

Form 37

[Vide rule 53(1)]

Register of Cheques Issued

Date	Voucher number	Name of the person to whom cheques issued with other details	Cheque number and date	Amount Rs. P.	Signature of the person to whom issued	Signature of the Officer concerned
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Form 38

[Vide rule 53(2)]

Register of Cheques Received

Serial Number	Provisional receipt Number and date	From whom received	Purpose for cheque
(1)	(2)	(3)	(4)

Bank name, Cheque number and date	Amount	Date of encashment	Bank commission, if any
(5)	(6)	(7)	(8)

Net amount realised	Date and credit to M.C. account	Receipt number and date	Initial of the Officer concerned	Remarks
(9)	(10)	(11)	(12)	(13)

Register of money orders received

Date of receipt	From whom received	Particulars of due	Amount
(1)	(2)	(3)	(4)

Initial of Officer who received the money order	Date of credit in Cash Book	Receipt number and date	Initial of the Officer concerned
(5)	(6)	(7)	(8)

Form 39

[Vide rule 57]

Cash Book

Receipts

Date of receipt	Particulars	Cash	Bank or Treasury	Remarks
(1)	(2)	(3)	(4)	(5)

Payments

Date of receipt	Voucher number	Particulars	Cash	Bank or Treasury Amount/ Number of Cheque	Remarks	Signature of person in- charge of cash
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note. - At the close of each month, a reconciliation should be effected between the closing balance shown in cash book and that appearing in the Bank Pass Book or Treasury. The Executive Authority should sign the cash book after this has been done.

Form 40

[Vide rule 57]

Petty Cash Book

Receipt

Date of receipt	Voucher Number	Number of cheque	Particulars	Amount	Serial Number of payment	Remarks
(1)	(2)	(3)	(4)	(5)		(6)

Payments

Serial Number and month and voucher by which drawn	Particulars	Amount paid	Balance left unpaid		Daily closing	Remarks	Signature of person in charge of cash
			Amount	Serial Balance number of first sub sequent payment			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Form 41

[Vide rule 58]

Revised Estimate for and Budget Estimate for of Tamil Nadu State Agricultural Marketing Board

SI. No. and Head of Account	Actuals for the year 199-9., 199-9., 199-9.			Budget Estimate for	Actuals 1-4 to 31-7	Anticipated 1-8 to 31-3	RE for	BE for
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Opening Balance as on:

I. General Account-Receipts

1. Contribution by Market Committee
Board Fund

(1) Coimbatore Market Committee

(2) Madurai Market Committee

(3) Periyar Market Committee

(4) Chingleput Market Committee

(5) North Arcot Market Committee

(6) South Arcot Market Committee

- (7) Ramanathapuram Market Committee
- (8) Tirchy Market Committee
- (9) Pudukkottai Market Committee
- (10) Tirunelveli Market Committee
- (11) Kanyakumari Market Committee
- (12) Thanjavur Market Committee
- (13) Salem Market Committee
- (14) Dharmapuri Market Committee, etc.

Deduct - Refunds

(please specify details)

Less - Contribution to Market Development Fund

2. Subscription to Market report

3. Sale of Tender Forms

4. Interest -

(1) Bank Deposits

(2) State Bank Account

(3) P.D. Account/ Co-operative Bank

(4) Others

5. Lapsed Deposit

(1) forfeiture of EMD Amount

6. Other Receipts-

(1) Internal Audit Fee

(2) Other Fees

(3) Recovery of Over payments

(4) Sale proceeds of dead-stock and other articles (the cost of which met from office expenses)

Total-Ordinary Receipts II. Receipts - Capital-

(1) Subsidies/ Grant-in-aid from Government,

(2) Loan from Government and other sources.

(3) Transfer to Market Development Fund.

(4) investment realised.

(5) Other Receipts.

Total Capital Receipts.

III. Deposit and Advances-

Deposit:

(1) Sales Tax/ Surcharge

(2) Cash Deposit

(3) Others Advances-

(1) Advances Recovered

(2) Refund of Permanent Advance

(3) Imprest

(4) Others

Total of Deposit and Advance

Grand Total of Ordinary and Capital including Deposit and Advances Account

Grand Total including Opening Balance

Expenditure - Ordinary

I. Direction and Administration

A. President/ Vice-President and other members-

01. Salaries -

(4) Special allowance

03. Travel Expenses

04. Office Expenditure -

(1) Telephone Charges

(2) Book and Maps and Periodicals

(3) Other Contingencies

II. Hospitality Expenses

16. Motor Vehicles

(2) Maintenance

(3) Cost of Fuel

B. C.E.O./J.S. -

01. Salaries-

(1) Pay

(2) D.A.

(3) Medical Charges...

(4) Other Allowances

(7) Travel Concession

(8) Festival Advance

03. Travel Expenses-

16. Motor Vehicles

(2) Maintenance

(3) Cost of Fuel

21. Pension Contribution

C. Engineering Wing

01. Salaries

(1) Pay

(2) D.A.

(3) Medical Charges

(4) Other Allowances

(7) Festival Advance

02. Wages

03. Travel Expenses

21. Pension Contribution

D. Regional Publicity and Propaganda

Wingh:

01. Salaries-

(1) Pay

(2) D.A.

(3) Medical Charges

(4) Other Allowances

(7) Travel concession

(8) Festival Advance

03. Travel Expenses

04. Office Expenses

(1) Telephone

16. Motor Vehicles-

(2) Maintenance

(3) Cost of Fuel

E. Training Wing:

01. Salaries-

(1) Pay

(2) D.A

(3) Medical Charges

(4) Other Allowances

(7) Travel Concession

(8) Festival Advance

03. Travel Expenses

F. Other Staff

01. Salaries-

(1) Pay

(2) D.A.

(3) Medical Charges

(4) Other Allowances

(7) Travel Concession

(8) Festival Advance

02. Wages

03. Travel Expenses

G. 04. Office Expenses-

(1) Telephone

(2) Purchase of Stamp

(3) Books and Maps and Periodicals

(4) Bank Commission

(5) Telegram Charges

- (6) Lighting Charges
- (7) Conservancy Charges
- (8) Other Contingencies
- 05. Payment for Services-
 - (1) Law Charges
 - (2) Audit Fees
 - (3) Others
- 06. Rent, Rate and Taxes
- 07. Publication-
 - (1) Marketing Information
- 08. Advertising, Sales and Publicity Expenses-
 - (1) Exhibition and Fairs
 - (2) Photographic Charges and Equipments.
 - (3) Materials for information Unit
 - (4) Publicity and Propaganda
 - (5) Other items
- 16. Motor Vehicles-
 - (2) Maintenance
 - (3) Cost of Fuel
- 17. Investments-
 - (1) P.O. Account
 - (2) Co operative Banks
 - (3) Others
- 18. Maintenance -
 - (1) Buildings
 - (2) Furniture
 - (3) Others items
- 20. Interest-
- 21. Pension Contribution (all other staff)-
- 22. Insurance -
 - (1) Building
 - (2) Vehicles
 - (3) Others
- 23. Stationery -
- 23-A. Printing -
- 24. Write-off -
- 26. Other Charges -
 - (1) Cost of Uniform
 - (2) Reimbursement of cost of books to low-paid staff
 - (3) Opening Ceremonies and other Functions
 - (4) Freight Charges
 - (5) Income/ Sales Tax return
 - (6) Other items
- II. Capital Expenditure -
- 13 Major works (item and works to be specified)
- 14. Minor works (item and works to be specified)
- 15. Machinery and Equipments
- 15-A. Furniture
- 16. Motor Vehicles
 - (1) Purchase
- 17. Investment/ Loans
- 20. Interest on debits
- III. Deposits and Advances Deposits-
 - Deposits:
 - (1) Sales Tax/ Surcharge
 - (2) Cash deposit
 - (3) Others
 - Advances-
 - (1) Advances Paid

(2) Permanent Advance
 (3) Imprest
 (4) Others Total Deposits and Advances
 Grand Total and Ordinary and Capital
 Expenditure including deposit and
 advance.
 Closing Balance
 Grand Total Including Closing Balance

Form 42

[Vide rule 51]

Revised Estimated for and Budget Estimate of Market Committee

SI. No. and Head of Account	Actuals for the year 199-9., 199-9. 199-9			Budget Estimate for	Actuals 1-4 to for 31-7	Anticipated 1-8 to 31-3	RF. for	BE. for
	(2)	(3)	(4)					
General Account - Opening Balance as on:								
1 Receipts - Ordinary.								
1 Licence Fee under section 8(1):								
(1) Wholesalers.								
(2) Other trader								
(3) Petty and Small traders								
(4) Weighmen								
(5) Broker								
(6) Warehouseman								
(7) Measurer								
(8) Penalty								
(9) Additions/ Alterations.								
(10) Copy of licence								
(11) Other items								
Fee under section 24: (Crops have to be specified here as per Schedule to the Act serially.)								
I.(1) Paddy								
(4) Cholan								
II.(2) Blackgram								
(3) Greengram								
III. (1) Groundnut								
(6) Cotton Seeds								
IV. (1) Cotton								
V. (1) Brinjal								
VI. (1) Banana								
VII. Tobacco								
VIII. Tapioca								
IX.(1) Chillies								
(2) Turmeric								
X.(11) Wool								
XI. Honey								
XII. Fish								
XIII. (5) Kadukai								
XIV. (2) Silkyam								
XV. (1) Sugarcane Jaggery								
(2) Palam gur Jaggery								
(3) Rubber								
3. Service charge (Cropwise details to be specified as above)								
4. Fee on composition of offence								
5. Fee on market report								
6. Sales---								
(1) Saleable articles								
(2) Sale of Gunnies								
(3) Sale of Sweeping								
(4) Sale of Forms Books								

(5) Other Sales (to be specified)

7. Recovery of---

(1) Trunk call charges

(2) Wear and Tear Charges

(3) Court Fee Stamp

(4) Law Charges

(5) Insurance Charges

(6) Other items (to be specified)

8. Rent from ---

(1) Godown/ Shop

(2) Guest House

(3) Storage Charge

(4) Other items (to be specified)

9. Interest from ---

(1) Deposits

(2) Banks (Savings Bank)

(3) Short-term advance

(4) P.D. Account and Cooperative Bank

(5) Other Investments

10. Lapsed Deposit.

11. Investment realised.

12. Other receipts-

(1) Weighman badges

(2) Search tees and copying fees (other item to be specified)

(3) Less Refunds

Total - Ordinary

Deduct-

(1) Amount transferred to Capital

Account

Net

Add-

Amount transferred from ordinary

account

Deduct-

Amount transferred to ordinary account

Grand Total-capital

II. Receipts-Capital-

09. Subsidies from Government

18. Loans from Government and other sources

(1) Investments realised

(2) Other receipts (to be specified)

Add-

Amount transferred from ordinary

Account

Deduct-

Amount transferred to ordinary

Account

Grand Total - Capital

III. Deposits and Advances-

1. Deposits -

(1) Cash Deposits

(2) Sales Tax/ Surcharge

(3) Court Fee Stamp

(4) Other Deposits (to be specified)

Total

2. Advances-

(1) Advances recovered (please specify details)

(2) Refund of Permanent Advance

(3) Interest Engineer

(4) Refund/ adjustment of Advance from Engineering cell.

(9) Advances to purchase of land realised/ adjusted

(6) Refund of other Advances (please specify items)

Total

Total - Deposits and Advance Account

Grand Total Receipts on Capital

Total receipts on capital (including Deposit and Advance)

Grand Total -Receipts - Ordinary and Capital

Grand Total including Opening Balance

Expenditure - Ordinary -

I. Administration - Central Office -

A. Chairman and Vice-Chairman-

04. Other (Special) Allowances

02. Wages

03. Travel Expenses

04 Office Expenses -

(1) Telephone Charges

(8) Books and Maps and Periodicals

(9) Oilier Contingencies Hospitality Expenses

16. Motor Vehicle -

(1) Maintenance

(2) Cost of Fuel B Secretary -

01. Salaries -

(1) Pay

(2) D.A.

(3) Medical Charges

(4) Other Allowances

(7) Travel Concession

(8) Festival Advance

03 Travel Expenses-

(1) F.T.A.

(2) Other TA.

21. Pension

C. Other Staff -

01. Salaries-

(1) Pay

(2) D.A.

(3) Medical Charges

(4) Other Allowances

(7) Travel Concession

(8) Festival Advances

02. Wages

03. Travel Expenses-

(1) F.T. A.

(2) Other T. A.

04. Office Expenses-

(1) Telephone Charge

(2) Purchase of Revenue Stamp

(3) Books, Maps and Periodicals

(4) Banks Commissions

(5) Telegraph Charges

(6) Lighting Charges

(7) Conservancy Charges

(8) Other Contingencies

(9) Other items to be specified

06. Rent, Rates and Taxes

21. Pension Contribution.

D. Administration of Markets and

Check Posts -

(1) Pay

(2) D. A.

(3) Medical Charges

(4) Other Allowances

(7) Travel Concession

- (8) Festival Advance
- 02. Wages
- 03. Travel Expenses-
 - (1) F.T.A.
 - (2) Other T. A.
- 21. Pension Contribution ---
- E. Grading Centres.
- 01. Salaries ---
 - (1) Pay
 - (2) D.A.
 - (3) Medical Charges
 - (4) Other Allowances
 - (7) Travel Concession
 - (8) Festival Advance
- 03. Travel Expenses ---
 - (1) F.T.A.
 - (2) Other T.A.
- F. 04. Office Expenses---
 - (1) Telephone Charge
 - (2) Purchase of Revenue Stamp
 - (3) Books, Maps and Periodicals
 - (4) Bank Commissions
 - (5) Telegraph Charges
 - (6) Lighting Charges
 - (7) Conservancy Charges
 - (8) Other Contingencies
 - (9) Other items (to be specified)
- 05. Payment of Services ---
 - (1) Inspection
 - (2) Law Charge
 - (3) Audit fees
 - (4) Other items
- 06. Rent. Rates and Taxes
- 07. Publications ----:
 - (2) Others
- 08. Advertising. Sales and Publicity Expenses-
 - (1) Exhibition and Fairs
 - (2) Photographic Charges and Equipments
 - (3) Material for Information Unit
 - (4) Publicity and Propaganda
- 12. Gunnies-
 - (1) Purchase
 - (2) Repairs
- 16. Motor Vehicles -
 - (2) Maintenance
 - (3) Cost of Fuel
- 17. Maintenance-
 - (1) Buildings
 - (2) Weights and Measures
 - (3) Furniture
 - (4) Others
- 18. Investments
- 20. Interest
- 21. Pension Contribution -
 - (1) Pension Contribution to A.G.
 - (2) Other Gratuities
 - (3) Pension including family pension and ad hoc pension
- 22. Insurance on-
 - (1) Goods held in Market
 - (2) Vehicles
 - (3) Other Insurance
- 23. Stationery 23-A. Printing
- 24. Write-off

25. Contribution to Market Board Fund

26. Other Charges-

- (1) Cost of Uniform
- (2) Reimbursement of Cost of books to low paid staff
- (3) Opening Ceremonies and Other Functions
- (4) Fumigation Charges
- (5) Stamping of Weights
- (6) Purchase of Weighman Badges
- (7) Freight Charges
- (8) Income/ Sales Tax return
- (9) (Other items to be specified)

Total

II. Capital Expenditure-

13. Major Works

- (1) Cost of Land/ buildings
- (2) Construction of Office Buildings
- (3) Construction of Rural Godown
- (4) Construction of Auction Shed
- (5) Construction of Payment Counter
- (6) Laying of Road
- (7) Other items to be specified

14. Minor Works-

- (1) Cost of Sinking well
- (2) Construction of Over Head Tanks
- (3) Construction of latrines and other sanitary facilities
- (4) Construction of Cattle-shed
- (5) Other items to be specified

15. Machinery and Equipments/ Tools and Plants-

(1) Purchase

15-A. Purchase of Furniture

16. Motor Vehicles (1) Purchase

17. Investments/ Loans

20. Interest on debts

Total

III. Deposits and Advances

1. Deposit-

- (1) Cash Deposits
- (2) Sales Tax/ Surcharge
- (3) Court Fee/ stamp
- (4) Other Deposits

Total

2. Advances:

- (1) Advance paid (please specify details)
- (2) Permanent Advance
- (3) Interest to Engineer
- (4) Advance to Engineering Cell
- (5) Advance to purchase of land
- (6) Others

Total

Total Deposits and Advances

Total Capital Expenditure including Deposit and Advance

Grand Total of Ordinary and Capital Expenditure

Closing Balance

Grand Total including Closing Balance

Signature of Secretary.

Form 43

[Vide rule 59(2)]

Register of Investments

Serial Number	Place where invested	Number and date of order	Particulars of investment		Amount of investment	Authority in whose custody investment is made		
			Voucher number	Number and date of receipt of Bank Pro note, etc.				
(1)	(2)	(3)	(4)	(5)	(6) Rs. P.	(7)		
Interest on investments								
Rate of interest	Balance due at the beginning of the year in the year	Amount due in the year	Amount received	Date of credit	Amount received	Date of credit	Total amount received	Balance due at the close of the year
(8)	(9) Rs. P.	(10) Rs. P.	(11) Rs. P.	(12) Rs.P	(13) Rs. P.	(14) Rs. P.	(15)	(16)
Amount	Withdrawal	Grounds of withdrawal	Net Balance of investment	Signature of Executive authority				
(18) Rs. P.	Date of withdrawals				(21) Rs.P.	(22)		
(19)	(20)	(21)	(22)					

Form 44

[Vide rule 59(2)]

Public Deposit Account of Government Transaction Register

SI. No.	Date	Opening Balance	Amount Deposited			Total	Amount withdrawn		Name of treasury
			Name of Treasury	Amount	Chalan No. and date		Amount	Cheque Number and date	
(1)	(2)	(3) Rs. P.	(4)	(5) Rs. P.	(6)	(7) Rs. P.	(8) Rs. P.	(9)	(10)
Closing Balance	Signature of Executive authority	Amount	Amount of interest received	Government reference number and date	Remarks	Signature of Executive authority			
(11) Rs.P.	(12)	(13)	(14)	(15)	(16)				

Form 45

[Vide rule 60]

Register of Permanent Advance

Expenditure					
Date	Serial number	Details	Amount	Now adjusted	Date of adjustment from Treasury
(1)	(2)	(3)	(4) Rs. P.	(5)	(6)
Receipt					
Date	Details	Serial number of Expenditure adjusted	Amount	Remarks	Total
(1)	(2)	(3)	(4) Rs. P.	(5)	(6) Rs. P.
Less - Expenditure ..					

Balance

The Expenditure not adjusted through vouchers ..

Total amount of permanent advance

Form 46

[Vide rule 73(2)]

Register of Write-off and Remissions

(N.B. Separate pages should be set apart for each class of revenue.)

Serial number	Name and address	Licence number	Period	Amount and nature of fee	Grounds on which write-off/ remission is applied/ proposed
(1)	(2)	(3)	(4)	(5)	(6)

Recommendation	Amount of remission	Amount of write-off	Number and date of orders allowing write-off/ remission	Initial of officer concerned	Remarks
(7)	(8)	(9)	(10)	(11)	(12)

Form 47

[Vide rule 74]

Stamp Account

[N.B. The purchase should be added and the issues deducted as per despatch register a balance being stock after each transaction. The issues and stock certified by the Executive authority or the head of office periodically and at the time an indent is submitted. A separate account should be maintained for postage stamp and revenue stamp.]

Date	Value of Stamp		Balance on hand	Initials of head of market/ office/ Executive Authority	Remarks
	Received	Spent (or issued to sub-office)			
(1)	(2) Rs. P.	(3) Rs. P.	(4) Rs. P.	(5)	(6)

Form 48

[Vide rule 75]

Stock Account of Stationery, Etc.

[N. B. This register is intended for the record of receipts and issue of stationery. Stock should be taken every quarter by the Head of the market/ Office/ Executive Authority and a certificate to that effect entered in the Register. Separate page(s) should be allotted to each kind of stationery.]

Name of Stationery

Date of issue or supply	From whom received or to whom supplied	Receipt numbers	Invoice Number	Date	Voucher Number	Date
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Issues	Supply memo	Balance	Initials of	Remarks
--------	-------------	---------	-------------	---------

numbers	Numbers	Date	numbers	Receiving Receipt	Head of Officer market/ Office/ Executive authority
(8)	(9)	(10)	(11)	(12)	(13)
(14)					

Form 49

[Vide rule 75]

Stores and Dead Stock Register

Name of article	Date of receipt	From whom received/ To whom issued	Description	Received Receipt	Value	Issued Number	Value
(1)	(2)		(3)	(4)	(5)	(6)	(7)

Balance Number	Value	Remarks	Signature of Executive authority
(8)	(9)	(10)	(11)

Form 50

[Vide rule 76]

Stock Account of Books, Periodicals, Maps, Etc.

[N.B. Separate sets of pages should be set apart for each of the above. Stock should be taken annually by the head of market/ Office/ Executive authority and a certificate to that effect entered in the Register.]

Date	From whom received/ To whom issued	Name of articles	Receipts		Issues		Authority
(1)	(2)	(3)	Number	Value	Number	Value	(8)
			(4)	(5)	(6)	(7)	

Balance Number	Value	Remarks	Signature of Head of office/ market/ Executive authority
(9)	(10)	(11)	(12)

Form 51

[Vide rule 77]

Register Of Lapsed Deposits

Serial number	Date of original deposit	Particulars of item number in the Register of Deposits for the year in which the item was lapsed	Name of depositor	Designation and address of depositor
(1)	(2)	(3)	(4)	(5)

Particulars of deposit	Initial of head of office	Months in which paid	Voucher number	Initial of head of office	Remarks
(6)	(7)	(8)	(9)	(10)	(11)

Form 52

[Vide rule 79]

Register of Loans

(N.B. Separate pages should set apart for each loan)

Accounts of loan of Rs received from as per G.O.Ms. No. dated.

Condition of Loan

To bear interest at% to be paid half-yearly/ yearly on and to be repaid Amount of Principal

Date	Receipts Amount	Payments Amount	Voucher number	Balance	Period
(1)	(2)	(3)	(4)	(5)	(6)
	Rs. P.	Rs. P.			

Account of interest

Interest due	Total interest due	Interest paid Amount	Voucher number	Balance due	Remarks	Signature of Executive Authority
(7)	(8)	(9)	(10)	(11)	(12)	(13)
	Rs. P.	Rs. P.		Rs. P.		

Form 53

[Vide rule 79]

Register of Sinking Funds

(N.B. Separate pages should set apart for each loan.)

Sinking Fund for Loan of Rs. received from under G.O. No. dated

Conditions of payments in to sinking funds

Rupees to be paid half-yearly/ yearly in to the Sinking Fund Number in Register of Investments.

Receipts

Amount paid on account of Principal		Interest realised on investments			Total receipts	
Date	Voucher number	Amount	Amount	Reference to register	Current	Progressive
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		Rs. P.	Rs. P.			

Investments made		Progressive total		Uninvested balance of Sinking Fund	Remarks	Signature of executive authority
Current		Cost	Nominal value			
Cost	Nominal value	(10)	(11)	(12)	(13)	(14)
(8)	(9)	Rs.P.	Rs. P.	Rs. P.		

Form 54

[Vide rule 81(3)]

Register of Tools and Plants/ Machineries and Equipments

Serial number	Description of articles	Balance at the beginning of the year	Initials of officer to whom entrusted	Purchased/ Supplied Voucher number	Total		
					Value	Number	Value
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Issued during the year		By losses		Number and date of order writing off loss or date of credit value recovered
Number	Value	Number	Value	
(9)	(10) Rs. P.	(11)	(12) Rs. P.	(13)

Total Number	Value	Balance at the end of year		Remark	Signature of executive authority
		Number	Value		
(14)	(15) Rs. P.	(16)	(17) Rs. P.	(18)	(19)

Form 55

[Vide rule 81(3)]

Register of Stock Account of Gunnies Parti Register of New Gunnies

Date	From whom received/ To whom issued	Register number and date	Voucher or receipt number and date	Opening balance	
				Number	Value
(1)	(2)	(3)	(4)	(5)	(6) Rs. P.

Receipts Number	Value	Closing Balance		Signature of the officer
		Number	Value	
(7)	(8) Rs. P.	(9)	(10) Rs. P.	(11)

Part II**Register of Gunnies in use**

Date	From whom received/ To whom issued	Register number and date	Voucher or receipt number and date	Opening balance	
				Number	Value
(1)	(2)	(3)	(4)	(5)	(6) Rs. P.

Receipts Number	Value	Closing Balance		Signature of the officer
		Number	Value	
(7)	(8) Rs. P.	(9)	(10) Rs. P.	(11)

Part III**Register of Unserviceable Gunnies**

Date	Particulars	Opening balance		Receipts		Total		Name and designation of the Officer authorised the sales
		Number	Value	Number	Value	Number	Value	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Estimate	Value	Date of auction	Amount for which sold	Cash Receipt number and date	Remarks	Signature of Officer
(10)	(11) Rs. P.	(12)	(13) Rs. P.	(14)	(15)	(16)

Form 56

[Vide rule 84(3)]

Register Showing Monthly Statement of Fee Payable by Market Committees

Name of Market Committee:

Month	Date due	Date of receipt	Amount of fee levied under Sec. 24	Amount of fee levied under Sec. 8 (1)	Total	Amount due to Board Fund
(1)	(2)	(3)	(4)	(5)	(6)	(7)
April			Rs. P.	Rs. P.		Rs. P.
May						
June						
etc.						
Total						

Date of raising the demand	Date of collection	Amount collected	Balance amount, if any	Signature of Chief Executive Officer	Remark
(8)	(9)	(10)	(11)	(12)	(13)
April		Rs. P.	Rs. P.		
May					
June					
etc.					
Total					

Form 57

[Vide rule 84(3)]

Register of Quarterly Payment of Contribution by each Market Committee

Name of Market Committee:

Year	Period		Due date	Date of receipt of statement of accounts from Market committee	Amount of fee levied under sec. 24	Amount of fee levied under sec. 8(1)	Total
	From	To					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
I Quarter							
II Quarter							
III Quarter							
IV Quarter							
Total							

	Amount due to Board fund	Amount received	Cheque or D.D. number and date and name of Bank	Receipt number and date	Write off or remissions, if any	Balance	Signature of Chief Executive Officer	Remarks
I Quarter								
II Quarter								
III Quarter								
IV Quarter								
Total								

Form 58

[Vide rule 90(2)]

Register for Remittance of Pay and other Allowances to Government

Months (Actual Expenditure 01. Salaries for the 3/6 months w.r.t. reconciled figures

Pay	D.A.	Medical charges	Other allowances	Travel concession	Festival advance
-----	------	-----------------	------------------	-------------------	------------------

(1) (2) (3) (4) (5) (6) (7)

03. Travel expenses.	Other items	Details of remittance		Amount remitted	Signature of executive authority
		Voucher number and date	Name of the bank/ Treasury		
(8)	(9)	(10)	(11)	(12)	(13)
Rs.				Rs.	
Total					

Probable for 3/ 6 months

Grand Total

Less/ Excess Payment or add short payments for earlier quarter/ half-year w.r.t. actual

Form 59

[Vide rule 90(2)]

Register of Pension Contribution

Name of the employee

Designation

Scale of Pay

(In the case of deputationist

Date of relief from Parent Department

Date of joining in the Parent Department)

SI. No.	Period of remittance		Rate of Pension contribution		Amount of Pension Contribution
	From	To	Due	Paid	
(1)	(2)	(3)	(4)	(5)	(6)

Cheque Number and date	Number and Date of Proceedings	A.G.'s. Letter Number and date, Challan number and date	Remarks	Signature of Secretary/ Chief Executive Officer
(7)	(8)	(9)	(10)	(11)

Form 60

[Vide rule 91(3)]

Land Acquisition and Alienation Register

Serial No.	Ward Number	Block number	Town Survey Number	Particulars of land and details of acquisition	Purpose for which acquisition or alienation is sought and if for two or more purpose details of each and extent separately for each	
					Purpose	Extent
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Date of application to the Collector for acquisition or alienation (8)	Resolution number and date agreeing to the conditions (9)	Market value, tree value, building value or other value, if any, of the property acquired or alienated (10)	Date of credit of the value into the treasury and chalan number (11)
---	--	--	---

Final orders (number and date) of the Collector sanctioning the acquisition or alienation and conditions thereof (12)	Date on which the land, etc. was handed over (13)	Date of occupation (14)	Disposal (date of compliance and final report to Collector of compliance with special conditions, if any) (15)
--	--	----------------------------	---

Initials of the Executive Authority (16)	Whether alienation of land revenue has been applied for and result (17)	Number in the land assignment disposal register, if any, portion sold (18)	Remarks (19)	Plan (20)
---	--	---	-----------------	--------------

Form 61

[Vide rule 111]

Litigation Register

[Notes. Entries relating to surcharge certificates to be entered in a separate

(1) part of the Register.

(2) Petition filed in Civil Courts should also be entered in this register.]

Serial No.	Particulars of suits or appeals ordered to be instituted and of suits or appeals instituted against the committee/ Board with amount of suit or appeal (2)	Number and date of resolution/ order requiring the institution or defence of the suit or appeal (3)	Date of intimation given to the pleader to file or to defend the suit or appeal (4)	Date of institution of suit or appeal with name of court and number (5)
------------	---	--	--	--

Advance given (6) Rs. P.	Adjustment (7) Rs. P.	Voucher number (8)	Whether decreed in favour of or against the Board/ Committee and the date of disposal of each suit or appeal (9)	Date of receipt of copies of judgment and decree (10)	Amount decreed by Court (11) Rs. P.	Court fee cost (12) Rs. P.
--------------------------------	-----------------------------	-----------------------	---	--	---	----------------------------------

Execution petitions or appeals

Date of order to the pleader by executive authority to file the execution petition or appeal (13)	Date of filing the, petition or appeal (14)	Result with date of final order (15)	Amount recovered (16)
--	--	---	--------------------------

Written-off date and number of resolution (17)	Date of satisfaction of deer when it is adverse to the Committee/ Board (18)	Initials of Executive authority/ Authority (19)
---	---	--

Form 62

[Vide rule 111]

Register of Composition of Offence

Serial number	Name and address of person	Licence number, if any	Particulars of offence committed or is reasonably suspected of having committed under the Act, Rules or by-laws
(1)	(2)	(3)	(4)

Amount of fee or other amount recoverable under the Act, Rules, by-laws	Fee fixed for composition of offence by the Officer	Recommendation of the Officer to Market Committee	Number and Date of Order of Market Committee
(5)	(6)	(7)	(8)

Total	Cash Receipt Number and Date	Signature of the Executive Authority	Remarks
(9)	(10)	(11)	(12)

Form 63

[Vide rule 111]

Register of Prosecutions

Serial Number	Name & address of the defaulter	Particulars of the case	Amount involved
(1)	(2)	(3)	(4)

Initial of head of office	Corresponding Court Number & Summary No.	Order of Court	Action taken with date
(5)	(6)	(7)	(8)

Reference of replies with dates	Amount collected by Court/ By Market Committee/ Board	Date of adjustment or credit	Signature of Secretary of Market Committee Chief Executive Officer
(9)	(10)	(11)	(12)

Form 64

[Vide rule 119]

Half Yearly Return of Surcharge Amount

Serial Number	Name of the person surcharged with name and designation	Amount	Number and date of the certificate
(1)	(2)	(3)	(4)

Amount recoverable according to the orders passed on the representation, if any, preferred and date of orders on the representation	Step taken for recovery	Whether time barred. If so, the details thereon
(5)	(6)	(7)

Executive Authority.