

## ***The Orissa Town Planning and Improvement Trust Rules, 1975***

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**No. 9370-Legislative 1-11/75-U.D.** - In exercise of the powers conferred by Section 125 of the Orissa Town Planning and Improvement Trust Act, 1956 (Orissa Act 10 of 1957), the State Government do hereby make the following Rules, the same having been previously published as required by Section 127 of the said Act.

### **CHAPTER-I**

#### ***Preliminary***

1. **Short title and commencement.-** (1) These rules may be called the Orissa Town Planning and Improvement Trust Rules, 1975.
2. **Definitions.-** In these rules, unless the context otherwise requires-
  - (i) "**Act**" means the Orissa Town Planning and Improvement Trust Act, 1956;
  - (ii) "**Contract service**" means a post to which a person is to be or has been appointed on the basis of a contract entered into the Trust and that person;
  - (iii) "**Form**" means a Form appended to these Rules;
  - (iv) "**Planning authority** " includes Special Planning Authority constituted under Section 80 of the Act;
  - (v) "**Permanent Post**" means a post carrying a definite rate of pay sanctioned without limit of time;
  - (vi) "**Secretary**" means the Secretary to the Trust;
  - (vii) "**Section**" means a section of the Act;
  - (viii) "**Temporary post**" means a post carrying a definite rate of pay and sanctioned for a limited time;
  - (ix) All other words and expressions used in these rules but not defined shall have the same meaning as has been respectively assigned to them in the Act.

### **CHAPTER-II**

#### ***General***

3. (i) The Chairman and the other Trustees appointed or nominated under Section 8 of the Act shall continue for a period of three years; provided that a Trustee appointed after the constitution of the Trust shall continue for the unexpired period.
- (ii) A Trust constituted under Section 7 of the Act may permit a Trustee other than a Chairman or an *Ex-officio* Trustee to absent himself from the meetings of the Trust up to the limit of six consecutive months.
4. **Conditions of service of Director, Subordinate Officers and his staff.-** (i) The conditions of service of the Director, the subordinate officers and staff shall be the same as applicable to State Government servants of respective categories.
- (ii) The Director of Town Planning may be either a whole-time or part-time Government servant.
5. **Officers and employees of the Trust to be whole-time employees.-** An Officer or employee of the Trust shall be a whole-time officer or employee of the Trust and shall not undertake any other work on remuneration without the previous sanction of the Trust.
6. **Age-limit of employees.-** (i)(a) No officer or employee of the Trust shall be appointed if he is below 18 years or above 28 years of age on the date of appointment or on such date as may be specified by the appointing authority in the advertisement from time to time :

Provided that a person who is above 28 years of age may be appointed as an officer or employee of the Trust, if, for reasons to be recorded in writing the appointment of such a person is in the opinion of the appointing authority in the interest of the Trust :

Provided further that the upper age limit in the case of candidates who are members of the Scheduled Castes or Scheduled Tribes shall be relaxed by five years.

(b) An officer or employee of the Trust shall retire from the service of the Trust on attaining such age as may be fixed by the State Government for their employees from time to time, but in the interest of the Trust, he may, if he continues to be physically fit and mentally efficient, be given an extension of service for a period not exceeding one year at a time for reasons to be recorded in writing by the appointing authority for this in conformity with the rules framed by the State Government.

(ii) The requirement of Sub-rule (1) shall not apply in case of officers or employees appointed on contract basis or sent on deputation.

7. **Production of Medical Certificate.-** All persons appointed to a permanent post under the Trust shall, before being permitted to join, produce a medical certificate of fitness from a Registered Medical Practitioner not below the rank of a Assistant Chief Medical Officer:

Provided that in the case of Officer, the Medical Certificate should be obtained from a Chief District Medical Officer.

8. (a) The scale of establishment to be entertained by the Trust shall not exceed the number and designation, salaries, fees and allowance payable to the Officer of such establishment as determined and provided for in the regulations to be framed by the Trust to which sanction of the State Government shall be obtained before entertainment of such staff.

In case of emergency, however, the Trust may make provisions for temporary employment under it an officer or employee for a period not exceeding six months.

(b) All posts permanent or temporary the creation of which is decided by the Trust shall unless the Trust resolves otherwise, take effect from the 1st day of April, following the decision.

(c) The salary, fees and allowances attached to any temporary post, created by the Trust, shall not exceed the minimum salary, fees and allowances attached to the permanent post if any with similar duties:

Provided that in exceptional circumstances the remuneration permissible under this Rule may be exceeded by not more than 25 per cent if a person possessing special qualifications required is not available for less.

9. (a) Every appointment to a post in Class I, II and III Services shall be subject to probation for a period of two years on duty within a continuous period of three years, such probation may be either in the said post or in any other post with similar duties.

(b) Person who has completed his period of probation shall be confirmed at the earliest opportunity. Where there are two or more such probationer, the probationer who completed his period of probation first and is otherwise suitable shall be confirmed first.

10. No person who has been dismissed from the service of Government or of any local authority shall be entertained as member of the staff of the Trust.

11. The Trust shall demand such security, as it may consider necessary, from any officer or employee of the Trust, but the amount of the security so demanded shall not exceed the amount of cash and the money value of valuables, handled or likely to be handled by such officer or employee.

12.(1) The Trust may with the previous sanction of the State Government frame Regulations and bye-laws under Section 126 of the Act regulating condition of service of its officers and employees in respect of the following matters, namely:-

- (a) Salary and allowances,
- (b) Leave and leave salary,
- (c) Travelling allowance,
- (d) Honorarium, fee and conveyance allowances,
- (e) Superannuation and retirement,
- (f) Deputation,
- (g) Disciplinary proceedings,
- (h) Any other matter concerning Trust Employees :

Provided that the conditions of service of any of the officers and employees of the Trust shall not be more favourable than those of Government employees of similar standing and status.

(2) Principles related to qualifications, promotions, officiating benefits shall be the same as applicable to Government employees of similar standing and status.

**13. Deputation to work under other employers.-** A permanent officer or employee of the Trust may be permitted by a resolution of the Trust to work on deputation under another employer for a period, not exceeding five years in any case, with a line on his substantive post in order to enable him to return to his post at his choice at any time within that period:

Provided that the Trust may by a resolution compulsorily recall him to his post after giving him as well as to his employer a notice two months before the date on which he is called upon to join the post.

**14. Lien.-** (i) Subject to the provisions of Rules 9 & 13 all officers and employees of the Trust who are confirmed shall hold a lien on the posts in which they have been confirmed.

(ii) No officer or employee of the Trust holding a temporary or contract post shall hold a lien on his post or work on deputation under another employer without resigning his post under the Trust.

**15. The Trust Provident Fund.-** (i) The Trust shall maintain a Fund to be called "The Trust Provident Fund", in Savings Bank account of the approved Bank

in favour of individual officers and employees of the Trust, but pledged with and to be operated upon by the Chairman or any officer authorised by the Chairman.

(ii) The Trust shall make Regulation under Section 126 of the Act to regulate the manner, the rates, the contribution of the Trust to the Trust Provident Fund, advances, withdrawals, nominations, recoveries, etc.

**16. Confidential Character Roll and Service Book.-** (i) A Confidential Character Roll in Form I and a Service Book in Form II shall be maintained for all officers and employees of the Trust in the office of the Trust and shall kept up-to-date from year to year.

(ii) All commendations and punishments approved by the appointing authority shall be entered in Confidential Character Roll. In case of an officer or employee brought under deputation, the punishment if ordered shall be enforced in consultation with the Parent Department/Office of the Officer or employee.

(iii) The Confidential Character Roll shall be kept in the custody of the Chairman or such officer as may be authorised by the Chairman.

(iv) Adverse remarks entered in the Confidential Character Rolls shall be communicated to the officer or employee concerned immediately after the entry is made except in case of an officer or employee, brought under foreign service conditions in which case the adverse remarks shall be communicated through the concerned foreign lending employer.

(v) Service Books shall be maintained by the Accounts Department and shall be kept in the custody of the Secretary.

**17. Bar to receiving gifts.-** No Officer or employee of the Trust shall accept directly or indirectly or his own behalf or on behalf of any other person, or person if any member of his family to so accept any gift, gratuity or reward or any offer or a gift, gratuity or reward from any person having any direct or indirect concern with the Trust or any of its activities.

**18. Bar to lending and borrowing of money.-** (i) No officer or employee of the Trust shall lend money or borrow money from or otherwise place himself under a pecuniary obligation to any person having any direct or indirect concern with the Trust or any of its activities.

(ii) If a person to whom money has been lent, or from whom money has been borrowed, by a person holding a post under the Trust or under whose pecuniary obligation the latter has placed himself becomes subsequently concerned with the Trust or any of its activities directly or indirectly, the person holding the post under the Trust shall forthwith communicate in writing the circumstances to the Chairman and shall be bound to carry out such orders as the Chairman may pass thereon.

19. **Bar to transaction of sale purchase, etc.-** Save in the case of a transactions conducted in good faith with a regular dealer, no officer or employee of the Trust shall transact any purchase, sale or disposal by other means of movable or immovable properties exceeding in value of Rs. 500 with a person having a direct or indirect concerned with the Trust or any of its activities without previously obtaining in writing the permission of the Chairman to do so.
20. **Bar to investment, etc.-** No officer or employee of the Trust shall make any investment which involves him in matters with which his duties under the Trust are connected or take part in the promotion, registration or management of such Bank, Company or Firm or engage in such trade as would be likely in the opinion of the Chairman to embarrass or influence him in the discharge of his duties.
21. **Dismissal in case of insolvency.-** When an officer or employee of the Trust is adjudged or declared insolvent or when one moiety of his salary remains continuously under attachment for a period exceeding two years he shall be liable to dismissal unless he has proved to the satisfaction of the Chairman that he himself was not responsible for such legal liabilities.
22. **Bar to communication of information.-** An officer or employee of the Trust shall not, unless generally or specially empowered to do so, communicate directly or indirectly to any person or to the press any document or information which has come into his possession in course of his duties under the Trust or has been prepared or collected by him in course of such duties.
23. **Bar to making statement by Trust employees.-** No officer or employee of the Trust shall, except with the previous permission of the Chairman, make any statement of fact or of opinion, in writing or in any public utterance delivered by him which is capable of embarrassing-

(a) the relation between the Trust and the State Government, or

(b) the relation between the Trust and the people residing within the jurisdiction of the Trust.

24. **Bar to participation in political activities.-** No persons should be eligible to continue as an officer or employee of the Trust if he takes part in any Political activity or is convicted of a political offence.

**Explanation.** - The expression "Political activity" includes participation in any form whatsoever, in election to a local body, the houses of the State Legislature, or the Houses of Parliament, except for the purpose of exercising his right of franchise at such elections and also includes participation in any form in any election relating to a political organisation or in any activity tending directly or indirectly to exercise disaffection against, or to embarrass the Government as by law established or to promote feelings of hatred or enmity between different classes of the people of the Indian Union or to disturb the public peace.

**25. Connection with Press or Radio.-** (i) No officer or employee of the Trust except with the previous sanction of the Trust, on wholly or in part or conduct or participate in editing or managing of any newspaper or other periodical publication.

(ii) No officer or employee of the Trust, shall except with the previous sanction of the Trust or any other authority empowered by it in this behalf, or in the *bona fide* discharge of duties, participate in a radio broadcast or contribute any articles or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical;

Provided that no such sanction shall be required if such contribution to any newspaper or periodical is on a purely literary, artistic or scientific subject and of occasional character.

26. The appointing authorities specified in Section 24 of the Act shall respectively be the disciplinary authorities in respect of the officers and staff appointed by each and the procedure for conducting disciplinary proceedings as laid down in the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 or as subsequently modified from time to time shall be applicable *mutatis mutandis* to the employees of the Trust.

27. Any proceeding against an officer or employee of the Trust shall be drawn up in Form No. III and shall be conducted by the appointing authority or an officer, appointed by the appointing authority for the purpose.

28. An appeal under Section 27 may be preferred within six months from the date on which the appellant was informed of the order appealed against.

**29. Form of appeal petitions.-** (i) Every appeal preferred under Section 27 shall contain all material statement of facts relied upon by the appellant, but shall contain no disrespectful or improper language and shall be complete in itself.

(ii) Every appeal preferred by an officer or employee of the Trust shall be preferred separately and in his own name.

(iii) Every appeal to the Government shall be submitted through the Chairman of the Trust.

(iv) Every appeal shall be accompanied by a copy of the orders appealed against.

## **CHAPTER-III**

### ***Stamp Duty***

30. The increased stamp duty under Section 83 of the Act on instruments of sale including certificates of sale granted by Civil Courts of Revenue Officers, gift and usufructuary mortgage affection immovable property situated in the area or areas in which the said Act is in force shall be imposed with effect from

the date on which the Act is brought into force in such area and shall be paid and recovered in the same manner and in accordance with the same procedure as the ordinary duty imposed by the Indian Stamp Act, 1899 as amended by the Orissa Stamp (Amendment) Acts from time to time on such instruments and certificate.

- 31.(i) Whenever any instrument referred to in Rule 30 is presented to any Registration Officer in the State for registration he shall examine whether the particular referred to in Section 27 of the Indian Stamp Act, 1899 as amended by the Orissa Stamp (Amendment) Acts from time to time are set forth separately in the instrument in respect of -

(a) Property situated in the area covered by the Act, and

(b) Property situated outside the area as is required by Sub-section (2) of Section 83 of the Act.

- 32.(a) Every registering officer in the State shall maintain an account of the duty paid in respect of each instrument referred to in Rule 30 by showing the same under columns or Schedule XXI-Form No. 3 (Fee Book) alongwith the information relating to collection of stamp duty under the Indian Stamp Act, 1899 as amended by Orissa Stamp (Amendment) Acts from time to time and there should be separate entries for each of these three categories. The daily totals of various stamp duties as in the case of fees shall be worked out and entered in the remarks column of Form B, Part II of the rough draft sheet. From these daily totals, monthly total can be worked out.

(b) Soon after completion of a quarter of a financial year, an extract of the statement should be submitted to the District Registrar, who on receipt of the same, shall compile the same and submit within a month following the quarter to which the account relates in (quadruplicate) to State Government in Urban Development Department and Revenue Department, Inspector-General of Registration and the Accountant-General.

- 33.(a) On receiving intimation regarding the amount due to each Planning Authority, the Inspector-General of Registration shall send intimation to the Accountant-General with a copy to State Government in Urban Development Department and Revenue Department, as to the amount payable to each Planning Authority after making deductions towards incidental expenses as provided in Rule 34. The amount is payable in the year following the one in which stamp duty, chargeable under Town Planning and Improvement Trust Act, has been made and the amount payable to the Planning Authorities has been determined.

(b) State Government in Revenue Department on receipt of information under sub-rule (a) above shall make arrangements to place the funds at the disposal of Urban



Development Department who shall at the end of each financial year issue necessary sanction orders for payment to the Planning Authorities concerned, the amount payable to them.

34.(a) Incidental expenses deducted shall be at the rate of the amount collected for payment to the planning authority under Section 83 of the Act.

(b) Any fraction of the amount shall be rounded to the nearest multiple figure of ten for the purpose of calculating the percentage mentioned above.

(c) The collection charges to be credited to Government account under the appropriate Head of Account.

35.If in any case it is not possible to recover the full duty on any instrument referred to in Rule 30 then no part of the duty realised in such instrument, shall be treated in the said accounts as duty imposed by Section 83 of the Orissa Town Planning and Improvement Trust Act, 1956 unless the sum realised exceeds the duty imposed by the Indian Stamp Act, 1899 as amended by Orissa Stamp (Amendment) Act from time to time.

## **CHAPTER-IV**

### ***Preparation, Sanction, Revision of Master Plan and Issue of Licence***

36.The Planning Authority shall take steps to undertake civic survey of the area comprised within its jurisdiction. Such civil survey may include physical surveys, Demographic Survey, Socio-Economic surveys, Transportation and Traffic Surveys, Trade and Commerce Surveys, Industrial Surveys Communities Facilities Surveys, Housing Surveys and any other Surveys which the Planning Authority may consider necessary to undertake. Information may also be collected through indirect sources and wherever necessary Sample Field Survey may also be taken up.

37.**Contents of the Master Plan.-** (1) On the basis of the results obtained from the analysis or the civic surveys and prevailing conditions, the Planning authority shall prepare the Master Plan which shall consist of series of maps, charts and documents indicating the manner in which the development and improvement of the entire Planning Area within its jurisdiction are to be carried out and regulated. The Master Plan may include among others, the following -

(a) Maps and charts explaining the existing land-uses and other prevailing physical, social and economic features;

(b) Maps and charts showing proposed land use pattern. This may include area or areas proposed to be utilised for Residential, Commercial, Industrial, Public and Semi-Public and Recreational uses and any other use or uses as may be considered

expedient for healthy and orderly civic development of Master Plan Area. The Planning Authority may indicate sub-uses under the above mentioned major use categories and reserve areas for the same;

(c) Proposals for reservation of new areas for future development and expansion of any use;

(d) Proposals for a complete circulation pattern indicating major and minor roads, national and state highways, traffic circulation pattern, railway station and railway lines, bridges, bus stations and terminals, truck terminals aerodromes, water-ways, etc., for meeting immediate and future requirements;

(e) General indication of main sewerage and drainage lines;

(f) Standards and guide lines in order to regulate the location, area and environment of various community facilities, social services and civic amenities;

(g) Proposal for comprehensive zoning of various proposed land uses and sub-uses together with zoning regulations;

(h) Stages by which the Plan is to be carried out-

(i) Any other proposal, information or detail which the Planning Authority may consider necessary to incorporate in the Master plan or any other proposal, information or detail that the State Government may direct the Planning authority to incorporate in the Master Plan;

(ii) The Master Plan shall also include a Report incorporating therein the findings of the civic survey, carried out under Section 29(i) of the Act and shall contain relevant information and date analysis of the various existing features supporting the proposals contained in the Plan;

(iii) The Master Plan may also contain any other information regarding the approach to the physical implementation of the Plan.

**38. Revision of the Master Plan.-** (1) At any time after the date on which the Master Plan for an area has got the approval of the Director or the State Government, under Section 32 of the Act and atleast once in every five years after the date, the Planning Authority shall, after carrying out such fresh surveys as may be considered necessary or directed by the State Government, prepare and submit to the Director or the State Government, as the case may be a new Master Plan incorporating any alterations or additions to be substituted for the Master Plan in operation. The provisions of Rules 37 and 38 with such modifications as may be considered necessary shall apply to such a Master Plan.

(2) At any time after the date on which, the Master Plan for an area has got the approval of the Director of the State Government under Section 32 of the At, the State Government may on the recommendation of the planning Authority make minor medications, in the approved Master Plan and the Zoning Regulations.

39. Where the Planning Authority fails to pay for preparation of the Master Plan under Section 2 of the Act the payments shall be recovered as in the case of Local Bodies.

40. **Application for permission to carry out work under Section 32 and 33 of the Act.-** (i) Any owner of land who want to erect or proceed with the construction of any building or work or enter into or carry out a contract in respect of land within the area included in the Master Plan, shall apply in such form and with such plans, details and information as the Planning Authority may prescribe through a resolution.

(ii) The Planning Authority while granting permission under Section 31(3) or licence under Section 35(1) of the Act may impose such conditions or restriction as it may consider necessary.

(iii) The Trust, through a resolution, may authorise the Chairman and/or any other officer of the Trust to grant or refuse permission under Section 31(3) or licence under Section 33(1) of the Act.

(iv) Before a person who contravenes the provisions of the Master Plan or the Act is prosecuted under Sections 148, 149, 150, 151 & 152 of the Act, the contravening party/parties shall be served with show cause notice in a form to be prescribed by the Planning Authority through a resolution

(v) A licence granted under Section 33(1) of the Act, and/or a licence renewed under Rule 40(vi) shall be valid for a period of 5 years in the case of residential uses and 3 years in the case of non-residential uses commencing from the date of issue of the licence.

(vi) After the expiry of the period stipulated in Rule 40(v), the Planning Authority may renew a licence provided that if the development or work envisaged in the application for renewal of licence does not conform to the Master Plan in vogue at that time the Planning Authority shall refuse the renewal.

(vii) At any time after the date on which a licence has been granted under Section 33(1) of the Act and/or a licence renewed under Rule 40(vi), the Planning Authority having been satisfied that the licence was granted or renewed on the basis of any incorrect information, furnished by the applicant, may revoke or cancel the licence.

## **CHAPTER-V**

### ***Association of the Members with Trust and Appointment of Members of Committees***

**41. Association of the Members with the Trust.-** (1) Every proposal to associate a person with the Trust under Sub-section (3) of Section 15, shall be placed before the Trustees at an ordinary or special meeting of the Trust held not less than three days after the issue of the notice specifying the persons proposed to be associated, the reasons for which his assistance or advice is desired and the period for which he is proposed to be associated; provided that the number of persons to be so associated shall not exceed four at a time.

(2) Whenever a proposal is brought before the Trustees in the manner laid down in Sub-rule (1) the Trustees may sanction or reject the proposal.

**42. Period of association.-** (1) Any decision under the preceding Rule sanctioning association of a person with the Trust shall specifically state the period for which the association has been sanctioned:

Provided that the association of any such person shall not be sanctioned for more than six months at a time:

Provided further that the Trustees may at any time in a meeting, ordinary or special, terminate the association of such person with the Trust.

(2) The association of any such person shall take effect from the date on which his consent as required by Rule 45 is received by the Chairman of the Trust.

**43.**(1) Every proposal for the appointment of a person as a member of a Committee under clause (iii) of Sub-section (1) of Section 16 of the Act shall be made at a meeting, ordinary or special of the Trust either at the time of the constitution of this Committee, or on a report of the Committee or the recommendation of its Chairman, at any time subsequent to its constitution but prior to its dissolution, provided that the number of persons so appointed to any Committee shall not exceed three at a time.

(2) No notice shall be required for a proposal made under Sub-rule (1).

(3) The Trustees may sanction or reject any proposal brought before them under Sub-rule (1).

**44. Period of appointment.-** The appointment of a member sanctioned under Sub-rule (3) of the preceding Rule shall take effect from the date on which the consent of the person concerned is received as required by the following Rule by the Chairman and shall continue till the Committee is dissolved or its constitution is altered.

**45. Consent of members to be given in writing.-** No association or appointment shall be deemed to have been sanctioned under Sub-rule (2) of Rule 42 or Sub-rule (3) of Rule 43 until the consent in writing of person concerned to such association or appointment has been received by the Chairman.

## **CHAPTER-VI**

### ***Security for Performance of Contract***

46.(1) In the case of a contract the value which does not exceed Rs. 1,00,000 the Chairman of the Trust shall take an initial security deposit of (a) Two and half per cent of the value of the contract payable either in cash or in Government Securities, Municipal Debentures, Port Trust Bonds, National Savings Certificates, Treasury Deposit Certificates, State Government four per cent Development Local Boards and National Plans, Local Certificates and such other bonds or loans payment of which is guaranteed by the State or Central Government issued from time to time duly endorsed to the Chairman, and (b) make a deduction of 7½ per cent from the payments to be made on account of work done or supply made.

(2) In the case of a contract the value of which exceeds Rs. 1 lakhs the Chairman of the Trust shall take an initial security deposit of (a) Five per cent of the value of the contract payable either in cash or in Government Securities, Municipal Debentures, Port Trust Bonds, National Savings Certificates, Treasury Deposit Certificates, State Government's four per cent Development Loan Bonds and National Plan Loan Certificates and such other bonds or loans payment of which is guaranteed by the State or Central Government issued from time to time duly endorsed to the Chairman, and (b) make a deduction of 5 percent from the payment to be made on account of work done or supply made.

47. The provisions of Rule 46 shall not apply to the case of a contract for supply of materials or goods in respect of which special terms and conditions for payment against the supply made have been agreed upon by the Trust.

In the case of contract for work, the value of which Rs. 3,000 or less, Chairman, may at his discretion dispense with the conditions of deposit of initial security as laid down in Rule 46:

Provided that a sum not exceeding 10 per cent of the value of work done shall be deducted from the bills of the contract as security for the rectification of such defects in the work as may be notified within three months after the completion of the work.

## **CHAPTER-VII**

### ***Betterment Charges***

48. The Planning Authority shall specify in the improvement Scheme framed by it the details of lands likely to be increased in value as a result of execution of the scheme and also the term of years and the rate of betterment charges to be recovered annually during the said term.

49. When the scheme is for development of land by the Planning Authority and letting it on hire or sale or to otherwise disposed of the Planning Authority shall indicate in the scheme to be forwarded to the Director for Government as the case may be the statement showing :

Proportion of land to be reserved for sale, or lease, by public auction, by allotment to the persons displaced by acquisition, house building cooperative societies and for such other purposes.

- 50.(a) When a scheme has been framed, for the purpose of calculating the betterment levy the average market value of land for that class of land for the preceding three years from the date of publication of the scheme under Section 47 shall be taken as the market value of the land prevailing on the day the scheme is published.

(b) The Planning Authority shall publish under Section 45 of the Act, the schedule of land likely to benefit by execution of the scheme and the prevailing market value of such lands determined in accordance with the above procedure.

(c) The betterment levy to be recovered shall not exceed one-half of the difference between the market value of lands published under sub-rule (a) above and the market value of land determined in that year subsequent to the completion of the particular to be sufficiently advanced to recover betterment charge.

51. The number of years during which the total recovery of betterment charge has to be made shall not exceed 15 years:

Provided that in exceptional circumstances the Planning authority for reasons to be recorded in writing may extend the period by not more than 5 years.

52. Any person who fails to pay the annual instalment determined in the above procedure, in annual instalment fixed by the Planning Authority, shall be liable to pay 5 per cent interest for the amount outstanding against him any particular year.

- 53.(a) The Planning Authority shall give a notice in writing to every person liable to pay betterment charge as soon as the percentage of the increase has been determined setting for the lands in respect of which betterment charge is proposed to be charged, the reasons thereof, the amount of increase, the amount proposed to be recovered by way of betterment charge, the number of years in which the amount is payable.

(b) The number of years to recover the betterment charge shall count from the date of issue of notice under sub-rule (a).

54. At the discretion of the land owner, betterment levy to be paid in any particular year and be paid in annual, half-yearly or quarterly instalments.

55. After receipt of notice under Rule. 53 any owner of land may accept the assessment or may challenge it within 30 days from the date of receipt and may demand in writing to be heard in person by the Planning Authority.
56. After a lapse of one year of the term of recovery of betterment charge fixed in the scheme any owner of land may apply to the Planning Authority for compounding the payment of the levy in a lump sum instead of any instalments.
- 57.(1) The Planning Authority shall examine the proposal for compounding the levy with reference to the unexpired portion of the remaining years and on being satisfied that the lump sum offered by the owner does not fall below 5 per cent of the estimated amount of betterment charge recoverable on instalment basis, shall sanction the proposal and recover the lump sum within 30 days from the date of sanction.

(2) The Planning Authority shall give due notice of sanction of the proposal under Sub-rule (1) and specify therein the date within which the lump sum payment has to be made.

58. If the party applies for compounding the payment of betterment charge and the Planning Authority do not agree regarding the lump sum, the recovery shall be made in regular instalments.
59. A register showing the assessment and collection of betterment charge shall be maintained in Form No. IV. It shall be divided into parts, one part being allotted to each scheme, in each part, a separate page shall be allotted to each property liable for betterment charge.
- 60.(1) In cases specified in Sub-section (4) of Section 71, the Planning Authority shall within the time, if any limited by the scheme, file before the arbitrator a claim in Form No.V.

(2) The arbitrator shall give notice to the owner of every property in respect of which such claim is made and to the Planning Authority and to any other person or authority who in his opinion, is interested therein of the day or days on which he will hold an enquiry in respect of-

- (a) The liability of the land to a betterment charge; and
- (b) The value of the land on the date of the Notification under Section 47.
- (3) The arbitrator shall enter the particulars of the proceedings before him in columns (5) to (10) of a register in Form No. VI.

- 61.(1) A party who desires the attendance of any witness before the arbitrator shall submit to the arbitrator a list in Form No. VII of the persons whose attendance be required stating the full name, residence and description of each person and whether he is required to give evidence or to produce any document, and in the latter case specifying the date, if any, and the description

of the document so as to identify it and shall with such list deposit in the arbitrator's office the fee for the service of summons specified in Sub-rule (2) and the total amount of allowance to which the said persons would be entitled for travelling when summoned as witness by the Court of Small Causes.

(2) The fee for the service of summons on a witness or of a notice on a party shall be twenty-five paise.

62.(a) All notices required to be served upon or given to any person under Rule 60 or 61 shall be served as early as may be in the manner laid down in the Code of Civil Procedure, 1908, for the service of a summons on a defendant.

(b) The arbitrator shall give to all persons affected by the Scheme a reasonable opportunity to state their views and shall take such views, if any, into consideration before coming to a decision.

(c) The arbitrator shall communicate his decision to the parties concerned by registered post or in such other manner as he may find convenient.

(d) Where a minor or a person of unsound mind is party to a proceeding before the arbitrator, the procedure laid down in Order XXXII of the First Schedule to the Code of Civil Procedures, 1908 shall be applied.

63. All notices, proceedings and decisions of the Arbitrator shall be issued with a seal affixed thereon as follows - "Arbitrator Scheme for Town Planning".

64. The Planning Authority shall adopt the market value decided and communicated by the arbitrator under Rule 62(c) and fill up the assessment register and issue fresh notice of receipt of the decision of the arbitrator.

65.(1) Where after the publication of a Notification under Section 47 the title of any person in respect of any premises within the area covered by such Notification is transferred, the person whose title is transferred and the person to whom the same is to be transferred shall, within three months after the execution of instrument of transfer or after its registration if it be registered or after the transfer is effected if no instrument be executed, give notice of such transfer to the Chairman of the Planning Authority or the Special Planning Authority as the case may be.

(2) Where after the publication of a Notification under Section 47 the owner of any lands within the area covered by such Notification dies, the persons to whom the title of the deceased shall be transferred as their successor-in-interest or otherwise shall give written notice of such transfer to the Chairman of the Planning Authority or Special Planning Authority within one year from the date of death of the deceased :



Provided that in case of dispute all the heirs and successor-in-interest may give such intimation to the Planning Authority who shall show the land in question as disputed till decided by competent authorities.

(3) it shall be the duty of such person to intimate in writing the Planning Authority as soon as the ownership has been determined by competent authority and on receipt of such intimation such land will be shown as if it had been owned by such heirs or successor-in-interest as the case may be and the owner shall be liable in all respects for that land.

(4) Every person who makes a transfer as aforesaid without giving such notice to the Chairman of the Planning authority shall, in addition to any other liability which he may incur through such neglect, will continue to be liable for payment of the betterment charge which may be assessed on the lands transferred until he gives notice or until the transfer shall have been recorded in the register of the Planning Authority but nothing in this Rule shall be held to affect-

(a) the liability of the transferee for the payment of the said charge, or

(b) the prior claim of the Planning Authority under Sub-section (2) of Section 74.

66. The Planning Authority shall recommend to the State Government while submitting any improvement scheme for sanction of a list of land used exclusively for philanthropic purposes, for exemption from levy of betterment charge and State Government may exempt such lands from levy of the betterment charge as it considers fit in each case.

## **CHAPTER-VIII**

### ***Zoning and Control***

67. The Planning Authority may prescribe along with the Master Plan with the prior approval of the State Government or at any time of the approval of the Master Plan any or all of the following matters -

(a) necessary use of land and building;

(b) non-conforming use of land and building;

(c) may prohibit modification of any existing building by way of addition or alteration or any other change in the roof, window, door, sanitary or drainage system in any respect whatsoever :

Provided that opening of a window and providing inter-communication doors or raising the height of the compound wall or white washing, painting, etc., necessary for maintenance of building shall not be considered as material alterations;

- (d) may prohibit conversion of dwelling house to a shop, warehouse or factory or from one dwelling house into more dwelling houses and *vice versa* or conversion of a building used or intended to be used of rone purpose such as shop, warehouse or factory into one or another purpose;
- (e) may prohibit construction for a second time or subsequent times of a building or a part of a building after demolishing it in the same plan previously sanctioned;
- (f) may classify lands in the Master Plan to separate zones indicating the lines of development;
- (g) may prohibit the use of lands in a particular zone for one or other purposes and specify the use to which the lands shall be put;
- (h) may specify a period during which the existing non-conforming use of a building or landing the Master Plan area shall conform to use prescribed in the Master Plan;
- (i) may prescribe minimum plot sizes for different zone;
- (j) may prescribe off street parking space;
- (k) may prohibit any manufacture, trade and industry or any other use detrimental to a neighbourhood by reason of smoke, odour, fumes, dust, vibration, noise or other causes in a particular zone;
- (l) may prescribe for any existing or proposed public road, a building line or road alignment or both;
- (m) may, from time to time, prescribe a fresh building line in substitution for any line or road alignment or both or any part thereof;
- (n) may prohibit without the prior approval of the State Government construction or reconstruction of any building or portion thereof within the building line or road alignment prescribed under Sub-rule (l) or (m);
- (o) may prescribe regulation in respect to any matter necessary for planned development of the area or region under its jurisdiction.

## **CHAPTER-IX**

### ***Accounts to be Kept by the Planning Authority***

- 68. Every Planning Authority shall maintain in Form No. VIII on account of its transaction relating to Town Planning Two sections, namely 'Revenue' and 'Capital'. The accounts shall be kept separately for each of the schemes undertaken by the Planning Authority.

69. A summary of the accounts of the Planning Authority for any year shall be submitted to the State Government through Director of Town Planning not later than the 1st June of the year following.
70. The items of expenditure which shall be debited and the item of receipts which shall be credited to the Revenue Section of the accounts shall be as follows :-

***(i) Items of expenditure***

- (a) Salary of staff employed for schemes in general under this Act.
- (b)(1) Cost of maintenance of separate establishment for collection of rents and other proceeds of land.
- (2) Allowances, pensionary contribution and cost of conveyance or hire of vehicles for the officers and servants appointed for the preparation and execution of improvement scheme and for officers of the Tribunal.
- (3) Survey charges.
- (4) Contingencies and equipment renewals.
- (5) Rates and taxes imposed under the Orissa Municipal Act, 1950.
- (6) Fees levied on licences and permission in connection with schemes.
- (7) Interest on loans.
- (8) Stationary, Printing and Notification expenses and cost of preparation of maps and maintenance and records and registers.
- (9) Repayment of loans (sinking fund charges)
- (10) Compensation for injurious affection.
- (11) Other payment nor chargeable to capital account.

***(ii) Items of receipt***

- (1) Rent of lands included in schemes
- (2)(a) Ground rent
- (b) Premium on lease not exceeding 40 years
- (3) Produce of lands
- (4) Betterment charges and interest on betterment charge, etc.
- (5)(a) Fees levied on licences and permission in connection with schemes.

- (b) Duty under Indian Stamp Act, 1899
- (6) Government grants
- (7) Contribution from
  - (a) Government or Government Department
  - (b) Municipal Funds
  - (c) Other local authorities.
  - (d) Private persons.
- (8) Interest on investments
- (9) Law charges recovered.
- (10) Sundry receipts in connection with schemes including sale proceeds of copies of maps and schemes.
- (11) Other receipts not creditable to capital account.

71. The items of expenditure which shall be debited and the item of receipts which shall be credited to the capital section of the accounts shall be as follows :-

***(i) Items of expenditure***

- (1) Cost of acquisition of land, building, etc. under schemes
- (2) Cost of works of improvement provided in schemes.
- (3) Construction of buildings and execution of work otherwise than under the scheme.
- (4) Investments.
- (5) Advance made.
- (6) Advance made.
- (7) Miscellaneous
- (7) Cost of special surveys required for or under particular schemes.
- (8) Cost of arbitrator including his staff and contingencies.
- (9) Expenses of enforcement under Section 150.

***(ii) Items of receipt***

- (1) Sale proceeds of lands, buildings and equipment or other movable property.
- (2) Loans
- (3) Investments realised
- (4) Contribution from Municipal funds
- (i) General Account ordinary
- (ii) Elementary Education Fund
- (iii) Water and Drainage Fund
- (iv) Lighting Accounts
- (v) Remunerative enterprises
- (vi) Any other account
- (5) Recoveries and advance
- (6) Premium on leases exceeding 40 years
- (7) Recoveries of the expenses of enforcement under Section 150.

72. The surplus of receipts over expenditure if any, in the Revenue Section of the account at the end of a year, shall be shown as a balance under the Revenue Account, appropriation being made to the capital account whenever circumstances require such appropriation.

73. Separate demand and collection registers shall be maintained in Form IX for each of the following items of receipt :-

- (1) Rent of lands included in schemes
- (2)(a) Ground rent
- (b) Premium on leases
- (3) Produce of lands
- (4) Interest on betterment charges
- (5) Fees levied on licences, etc.
- (6) Interest on investments
- (7) Investments realised
- (8) Recovery of advances

74. The register shall be rewritten annually during the last quarter of each year. Careful comparison must then be made of the entries relating to the demand columns 1 to 5 in old and new registers and the total of the first quarter brought out by addition shall be proved with the figure arrived at by adding to and deducting from the demand of the last quarter of the previous year the increases and decreases in the Mutation Register of the Municipality. The Chairman shall sign the register in token of verification.
75. For all moneys received by the Planning Authority, receipt shall be given in Form X. The total amount received shall be written in words both on the receipt itself and on the counterfoil. When money is realised not in cash but by recovery from a payment made on a bill setting forth full particulars of deduction receipt shall be granted to the fact of recovery having been made by deduction and shall be clearly recorded on the receipt. The receipts should be signed by the Chairman or any person authorised by him.

The forms shall be bound in books containing one hundred forms each and they shall be consequently numbered before the book is brought into use.

76. Each case of collection, or remission shall be posted daily in the demand and collection register in Form IX and the Chairman shall be responsible for seeing that the postings of collection or remission of taxes in that register do not fall into arrears.

The Chairman or any office authorised by him shall keep the stock of receipt books in safe custody and under lock and key and they shall only be used under his orders.

Receipt books shall be machine numbered.

Before receipt book is brought into use the number of forms contained therein shall be counted and the result recorded in a conspicuous place in the book over the signature of the officer-in-charge of the book, counterfoils of these receipt books shall be kept in his personal custody.

Duplicate or copies of the receipt shall not be issued on the allegation that the originals have been lost or destroyed. If necessary a certificate may be given stating the date and the amount received from the persons concerned specifying the account head.

An account of receipt books should be kept showing the number and date of receipt books issued for use.

77. The Cashier shall maintain a cash book in Form No. XI in which he shall enter immediately all sums received by him on account of the Planning Authority.
78. The entries shall be in full detail of names and particulars with reference to the original copies of the receipt forms in Form No. X and the demand and collection register maintained in Form No. IX. The detailed headings for

classification of the receipts shall be according to the sources of income. The entries made under each column of receipt in the Cashier's cash book shall be transferred to the account's Cash Book in Form No.XXI and be classified in the abstract register of receipts in Form No.XXII.

79. When a remittance is to be made to the Treasury, a line shall be drawn across the cash book and the various money columns shall be totalled. The addition of the entries in the column "Total of each Item" shall give the total of the remittance and subsidiary cash columns shall show the totals, of the various heads of revenue. If any money is received after the remittance for the day has been made to the Treasury, it shall be entered below the total thus struck, but the date in column 1 shall be the actual date of receipt and not of remittance.
80. The Chairman or any officer authorised by him shall once at least in a month examine the Cashier's Cash book, together with the pass book, so as to satisfy himself that all money received has really been remitted to the Treasury without delay and that the balance with the cashier is not in excess of the security and that he always remits to the Treasury the whole and not part of the day's receipts, and he shall initial the cash book in token of having made this examination.

### **Transactions With Treasury**

- 81.(1) All sums received on account of the Planning Authority funds shall be paid into the Treasury.
- (2) all moneys received on account of the Planning Authority shall be remitted intact to the Treasury as often as can be conveniently managed, and shall on no account be appropriated towards expenditure.
82. When money is remitted to a Planning Authority by means of Post Office money-orders or when the amounts of money-orders issued by a Planning Authority are returned unpaid they will in accordance with Post Office Rules on the subject, be sent by the Post Office for payment direct to the Treasury Officer for adjustment of the amount by book transfer to the credit of the Planning Authority Fund. An advice list with coupons and acknowledgements attached will be sent on the same day by the Treasury Officer to the Planning Authority in token of the adjustment having been made.
83. All moneys paid into the Treasury to the credit of the Planning Authority shall be accompanied by a chalan in the appended Form No.XII.

The chalan shall be in duplicate. The second part shall be retained by the Treasury Officers and the original or counterfoil shall be received by the Treasury officials and brought back to the Planning Authority office by the person sent with the remittance.

84. The details of each remittance classified according to the different heads of revenue shall be mentioned in the Cashier's Cash Book (Form No.XI). The chalangans for remittances by the Cashier shall, therefore, record only the name of the Planning Authority on account of which the money is sent to the Treasury and details of the notes and coins of which the remittance is composed.
85. A pass book will be supplied by a Treasury Officer to Planning Authority. This book should be sent to the Treasury on the 10th and on the last working day of each month and on any other day on which the Chairman may wish the posting to be made in it. If the books are not sent to the Treasury on these days, the Treasury Officer should call for them immediately. The receipts and the payments as they appear in the Treasury accounts are recorded in it and on the last working day of the month the account in it is balance and signed by the Treasury Officer, the balance being shown in words as well as in figures. The daily balance or the balance after each transaction as worked out in the Treasury records need not be shown in the pass book. It should be noted that the entries in the pass book should be made only at Treasury and not in the office of the Planning Authority. The book should be returned as soon as the entries have been made in them on the day of receipt or the next opening day of the latest.
86. At the close of each month the balance in the pass book shall be struck, the amount being written in words and signed by The Treasury officer of the nearest Government Treasury.

### **Payment Orders and Payment of Claims**

87. Claims against a Planning Authority shall ordinarily be discharged by the cheques drawn upon the banker or on the Treasury.
88. The Planning Authority may authorise advance to the Chairman or any other officers of a specified sum of money as an imprest to meet party expenditure. Similar advances may also be made to institutional or other Planning Authority institutions connected with the scheme provided that the amount of any such advance shall not exceed Rs.200 (two hundred) at a time and no second advance will be given unless the previous advance has been adjusted.

No payment exceeding Rs.20 (twenty) on any one item shall ordinarily be made from the imprest.

89. Every bill or other claims for payment shall be presented in the first instance to the Chairman or any other officer authorised by him. After check by the accountant if the bill or claim is found correct and in order, a payment order shall be endorsed on the bill presented by the persons who prefers the claim. The payment order shall except as otherwise provided in Rule, run as follows "Pay (Rs.)" the amount being written in words as well as in figures and the order shall be signed by the officer authorised the Chairman if the amount



does not exceed Rs.1,000 (one thousand) orders for the payment of sum of money in excess of Rs.1,000 (one thousand) shall be signed by the Chairman or the officer authorised by him. The Officer signing the pay order shall satisfy himself that the claim is just and actually due to the party.

90. If the bill is to be paid out of the permanent advance the Chairman or the officer authorised by him shall before signing the payment order, see that the bill as stamped with the words "Paid in cash" in conspicuous type and shall then make it over to the accountant for payment. If the bill is to be paid by cheque it shall be made over to the accountant and shall be stamped "Paid by Cheque No." in conspicuous type. In the latter case the amount shall be entered, as soon as the cheque is signed in the appropriate column of the cash book of the Planning Authority (Form No.XXI).
91. The Chairman shall see that every payment made either in cash or by cheque is covered by a receipt stamp if necessary, and signed by the person to whom the money is due and to whom it has actually been paid.
92. (1) All claims which are preferred and accepted shall be paid at the earliest possible date. Every bill presented shall entered in the register of bills in Form XIII. At the close of the year the unpaid amounts shall be shown in the column "Balance" and the reason for non-payment noted in the remarks column of the register. The balance outstanding on the 31st March shall be carried forward in detail to the register of bills for the next year.

(2) All orders for supplies for works other than those for which formal agreement have been taken, shall be entered in an order book in Form No.XIV. This will ensure a complete record of the liabilities in cases which the bills may not have been presented.

93. The salary bill of the Planning Authority establishment shall be drawn in Form No.XV and the certificate at the foot of the form shall be signed by the Chairman or by any officer authorised by him. When pay is drawn for a portion of a month only, the rate at which it is drawn and the number of days for which it is claimed shall be stated either against the name of the employees in the body of the bill or in a note at the foot of the page. When any employee is absent from duty and acting arrangements are made in consequence of his absence, the absentee statement in Form No.XVI shall be filled in and enclosed to the bill duly signed by the Chairman or any Officer authorised by him.
94. Pay not distributed shall be refunded by short drawal in the next monthly pay bill.
95. To the first bill in which periodical increment is drawn by any officer, an increment certificate in Form No.XVII shall be appended.
96. The pay bill of all temporary employee, who are entertained under periodical sanction shall be billed for separately in the same form (Form No.XV) the sanction being quoted therein.

97. Arrear pay shall be drawn not in the ordinary monthly bills but in a separate bill with a quotation of the bill from which the charge was omitted or withheld or on which it was refunded by deduction or of any special order granting a new allowance. Such bills may be presented at any time and may include as many items as necessary but they shall be supported by a certificate that such amount was not paid before.
98. When the bills are paid the number and the date of the voucher shall be noted on the original bill from which the charge was withheld or omitted or in which it was refunded against the item concerned in order to prevent a claim being entertained.
99. The last payment of an employees pay shall never be paid until it has been ascertained that there are no demands outstanding against him. A certificate to this effect signed by the Chairman shall be attached to such bill.
100. Every employee of the Planning Authority shall give a receipt in the appropriate column on the bill for the sum paid to him and shall in the case of sums exceeding Rs.20 (Rupees twenty) affix a revenue stamp before signing. The cost of such stamp must be borne by the person who received the money and not by the Planning Authority.

**Note.** - Employees unable to write shall made their mark (thumb impression) and shall be paid in the presence of the Chairman or some responsible, officer, who shall record a certificate that they have been so paid.

101. One bill, whether for establishment or other charges, shall ordinarily only contain details of charges to be taken against one of the budget heads. If in any case a bill be presented which contains charges against more than one head, the accountant shall endorse in red ink on the bill itself, above the payment order, the details of the apportionments of the charges. These details shall also be shown in the cash book (Form No.XXI) in the column "head of account in abstract register".
102. All bills and vouchers that have been paid shall be numbered consecutively for each month in order of payment shall be stamped "paid" and shall be pasted in a guard file.

Sub-Vouchers for payments made out of the office impress shall be filed, separately and shall be attached to the vouchers for recoupment, a memorandum referring to this voucher being placed in the guard file.

### **Permanent Advance Account**

103. Whenever the Planning Authority shall decide that a permanent advance is to be granted to the Chairman or other officer for the payment of petty charges the following procedure shall be adopted. On first receiving or taking charges of the permanent advance the holder shall sign an acknowledgement in these terms "I acknowledge to have in my possession, a

permanent advance of Rs..... (Rupees ..... ) which sum is due from to the Planning Authority and I am personally accountable for the amount."

A similar acknowledgment shall also be given by the holder on the first working day of each financial year.

The permanent advance, when first drawn, shall be shown in cash book under the head "Advances" and shall be debited to the holders account in the advance ledger (Form No.XVIII). There shall be no further entries in the ledger account until the advance is finally repaid. If the amount originally fixed for the permanent advance is subsequently increased or decreased by the Planning Authority the original advance shall be repaid and a fresh advance drawn.

104. The Chairman or other holder shall make payments from his permanent advance from time to time as may be required and for each payment he shall obtain and hold a bill receipted by the payee or in the case of petty office expense a written detailed statement of the sums spent.

The bills or statement shall be numbered consecutively enfaced or stamped "paid in cash" and entered in the expenditure column of the permanent advance account (Form No.XIX) the classification of the charges being carefully entered in the column provided for the purpose.

105. The permanent advance may be recouped whenever necessary and it must always be recouped on the last working day of the month, except when the expenditure falls below Rs.20 (Rupees twenty) for which no cheques can be drawn upon the Treasury.

The procedure of recoupment shall be as follows :-

The Chairman or other officer holding the advance shall compare the sub-vouchers with entries in the permanent advance account. He shall defence them by stamping them "Cancelled" so that they cannot be used again. He shall told and initial the column "amount of sub-voucher" in the permanent advance account and also the amounts in the classification columns, the gross total of which shall agree with the total of the column "Amount of sub-voucher" in the permanent advance account and also the amount in the classification columns, and gross total of which shall agree with the total of the column amount "amount of sub-voucher" and shall rule a red ink line across the page.

106. The voucher for recoupment shall then be drawn out in Form No. XX, and it shall be enfaced with the usual payment order in the form prescribed in Rule 103. The Chairman shall draw out a cheque in his own favour or any other officer holding the advance for the amount and he shall initial in the recoupment columns of the permanent advance account register.

107. The recoupment shall always be for the total expenditure from the last recoupment to date so that the balance in hand after recoupment will always be the full amount of the permanent advance.
108. On serial number should be given to all the sub-vouchers for the entire financial year.
109. Cheque books to be used for drawal on a Treasury to be supplied for the officer-in-charge of the Treasury Cash Book, shall bear a number which shall be repeated upon each cheque contained in it, together with the consecutive number of the cheque, and the drawing officer shall notify to the Treasury upon which he drawn the number if the cheque book which he from time to time brings into use. Outside the book there shall be instructions to keep it under lock and key in the personal custody of the drawing officer who, when relieved, shall take a receipt for the correct number of cheques made over to the relieving officer a specimen of whose signature shall at the same time be forwarded to the Treasury concerned :

Provided that Planning Authority having transaction with Bank or branch Bank used as a Government Treasury may use the cheque Books prescribed by such Banks.

110. On receipt of a cheque book from the Treasury the Chairman or the Officer authorised by him shall count the cheques, and shall record on the Bank of the cheque book that "This cheque book contains.....Forms".

The cheque book shall remain in his personal custody.

111. The cheque book in use may be made over to the accountant whenever required, but it shall be returned before the office is closed for the day. The Chairman shall satisfy himself periodically that all unused cheques are in the book and that none have been surreptitiously extracted.
112. No cheques shall be signed unless required for immediate delivery to the persons to whom the money is to be paid nor until the bill, which it will discharge, has been presented in a complete form examined and pass for payment in accordance with Rule 93 and stamped "Paid by cheque No....." The No..... and the date of cheque drawn should be recorded by the drawing officer.
113. Every cheque shall be drawn in English in favour of the person to whom the money is actually to be paid and no cheque shall be drawn in favour of one person for payment to a third party. The exception permitted to this Rule are in the case of a cheque issued (a) for a sum of money distributable as pay or wages among a number of Planning Authority employees, and (b) for a sum of money due to a person residing outside the area of the Planning Authority in which the Treasury is situated with which the Planning Authority banks. In such cases the cheque shall be drawn in favour of the Chairman or any officer authorised by him who will in case (a) endorse the cheque to a named individual by whom the actual distribution is to be carried out and in

case (b) cash the cheque himself and forward the sum by insurance or bank drafts or money orders to the payee.

114. The amount of every cheque drawn shall be written in the words as well as in figures both on the cheque itself and on the counterfoil and the counterfoil shall be initialed by the authorised person or persons who sign the cheque.
115. The signing of cheques shall be regulated under provision of Section 111 of the Act.
116. If a Planning Authority is situated in a subdivision and Banking at a Sub-Treasury requires money to be paid at the District Treasury, a cheque may be drawn for the amount upon the Sub-Treasury with a request that an order may be issued for the payment of the amount from the District Treasury or *vice versa*.
117. When a signed cheque is cancelled it shall be enforced or stamped "Cancelled" by the Chairman and shall be destroyed by the Government auditor as soon as the accounts for the month in which the cheque was drawn, have been audited. The fact of cancellation shall be noted in red ink under the initials of the Chairman upon the counterfoil and also across the passing orders which has been enfaced upon the vouchers. If the cheque to be cancelled is not in the drawer's possession, he must promptly address the Treasury Officer to stop payment of the cheque, and on ascertaining that the payment has been stopped shall made the necessary entries in the account.
118. If the cheque is cancelled before the cash transactions of the month in which it was issued have been totalled, the entry in cash book and also in the abstract register shall be strucked out in red ink under the initial of the Chairman or any officer authorised by him, wherever, the abstract register has been totalled the amount of the cheque shall be credited it the cash book as a miscellaneous receipt and if the correction is made in the year in which the cheque was issued deduct entries shall also be made in the adjustment register under that head and the head of expenditure to which it was originally charged.
119. Cheques are current for three months only. After the expiry of that period payment shall be refused at the Treasury and the person in whose favour the cheque was drawn shall therefore, produce it before the Chairman to be redated. No fresh cheque shall be issued but the lapsed cheque shall simply be redated and the alteration initialled by the Chairman. A note of the fact of redating shall be entered in the cash book against the original transaction and upon the counterfoil of the cheque itself. The alteration will in no way affect the accounts, and no further entries shall be made.
120. If a cheque drawn is reported as lost the Chairman shall address the Treasury Officer concerned and obtain from him a certificate in the following Form -

"Certified that cheque No..... dated..... for Rs..... reported by the Chairman of Planning Authority to have been drawn on this Treasury in favour of..... has not been paid, and will not be paid if produced hereafter".

The Chairman shall on receipt of the said signed certificate enter the fact of loss, cancellation and issue of a fresh cheque against the original entry in the cash book and in the relevant counterfoil of the original cheque.

## Cash Book

121. The cash book of the Planning Authority shall be kept in English in Form No.XXI by the Accountant. It shall be a substantially bound volume containing sufficient number of pages to cover at least one year's transactions, provided that in a Planning Authority where the transactions are heavy two or more volumes may be maintained for recording transactions of one year. Each volume shall be carefully paged in print before being brought into use.
122. As soon as the pass book is received back from the Treasury, (See Rule 85) the Accountant shall compare and verify the entries in it with the duplicate chalans and with the cashier's cash book to ensure that all remittances have been duly brought to account in the Treasury and the Accountant shall then write up the receipt side of cash book (Form No.XXI) from the chalans and the cashier's cash book.

In writing up his cash book the Accountant shall not only transcribe the totals under the various account headings in the cashier's cash book into his cash book but at the same time he shall check the compilation of the account and test the accuracy of the amount and the classification of the items.

123. The payment side of the cash book shall be posted from the details of the vouchers and of the cheques drawn. The amount of each cheque shall be entered as soon as the cheque is signed by the Chairman.
124. The cash book shall be balanced at the close of every month and signed by the Chairman or any officer authorised by him in token of the correctness of every entry made therein. The balance brought out shall be stated both in words and figures and shall be agreed with the balance shown in the pass book of Planning Authority thus :-

Balance as per cash book	Rs.	P.
Add-Cheques drawn but not yet cashed		
	Rs.	P.
No.....		
No.....		
Balance as per Pass Book		
.....		

**Note.** - When a cheque has been cancelled it will not be entered in the list of cheques drawn out but not cashed.

### **Abstract Registers of Receipts and Expenditures**

125. All the entries on the receipt side of the cash book (Form No.XXI) shall be posted one by one direct from the cash book into the abstract register of receipts (Form No.XXII) and all the entries on the payment side of the cash book shall be similarly posted into the abstract register of expenditures (Form No.XXIII).

When transactions under any head are very numerous two or more columns may be opened with the same heading. Heading under which there can be no transaction may be omitted.

126. The abstract registers shall be kept in English and shall be posted as often as may be convenient, but in no case shall it be posted later than ten days after close or the month to which the account relates.
127. The cash transaction in the abstract registers shall be totalled every month and the grand totals of the different heads of receipts and expenditures must necessarily be equal to and shall be compared by the Chairman or any officer authorised by him with the total of receipts and payment in the cash book (Form No.XXI) who shall initial the abstract registers in token having made this comparison.

### **Loss of Money by Embezzlement, Theft or Otherwise**

128. Whenever any loss of money, stores or other property by embezzlement, theft, fire or otherwise discovered, the Chairman shall forthwith report the fact to the Examiner of Local Accounts, Orissa and to the District Magistrate and shall after making a full enquiry with respect to such loss submit to the said officers a complete report showing the total sum of money of the value of stores or other property lost, the manner in which such loss occurred and the steps taken by him to recover the money, stores or other property lost and to punish the offender, if any.

No money, stores or other property lost by embezzlement, theft, fire or otherwise shall be written off from the account except with the sanction of the Government :

Provided that the Planning Authority shall be competent to sanction the write off of loss of money or the value of stores or property not exceeding Rs.1,000 subject to the following conditions:-

- (1) That the loss does not disclose a defect of system the amendment of which requires the order of Government, and

(2) that there has not been any serious negligence on the part of any individual officer or officers which might possible call for disciplinary action or in respect of which action could be taken under Section 9 of the Orissa Local Fund Audit & Accounts Act, 1948 [Orissa Act V of 1948].

### **Advances**

129. All moneys advanced to contractors or other individuals under whose personal superintendence a work is being executed, all sums, paid without proper vouchers, the amount of the permanent advance and any other advance that may be made, shall in the first instance, be charged to the head "Advances" and entered in the advance ledger (Form No.XVIII). A separate account shall be opened in this ledger, for each person to whom an advance has been given and this account shall be credited with the amount of any repayment that may be made.

130. Advances for works to be carried out departmentally shall not be paid for the full sanctioned cost of work, but shall be restricted to the amount actually necessary to meet immediate payments and as soon as this amount is exchanged it can be recouped by submitting detailed bills for the expenditure incurred.

131. Save in exceptional cases, and with special sanction the Chairman:-

- (a) an advance shall not be drawn unless it is need for immediate disbursement;
- (b) the whole amount of an estimate in respect of a given work shall not ordinarily be advance in one lump sum;
- (c) a second advance for any works shall not be granted until the first advance has been accounted for;
- (d) an advance granted for one purpose shall not be delivered to other purposes;
- (e) money shall not be advanced unless there is reason to believe that the work for which the money is required will be completed and paid for within the financial year;
- (f) advances shall be regularly and promptly adjusted;
- (g) any unspent balance of an advance shall be immediately refunded.

132. In the case of advances made to contracts or others for the execution of works, the account shall be credited with the actual value of the work done upon receipt of detailed bills and proper vouchers for the expenditure incurred out of the advance.

133. The different accounts in the advance ledger shall be balanced quarterly and signed by the Chairman or any officer authorised by him. He shall at the same time satisfy himself that steps are being taken to recovery adjust advances which have been outstanding for more than three months.



## **Deposit**

134. All sums of moneys received by way of security deposit from contractors or others and all sums received which are not the property of the Planning Authority and have been placed with the Planning Authorities for a temporary period only shall be credited to the head "Deposits" received in the abstract register of receipts (Form No.XXII) and shall be entered on the credit side of the deposit ledger (Form No.XXIV). As in the advance ledger, a separate account shall be opened for each depositor, and the accounts shall be balanced quarterly and signed by the Chairman.
135. When deductions (Usually 10 per cent of the total amount of the bills) are made from the bills of contractors as security for the due performance of work in the future, the bills shall be passed by the Chairman or the officer authorised by him as the case may be for the full amount due on the bill but only the next amount paid shall be entered in the cash book (Form No.XXI). The amount deducted as security shall be brought into the Planning Authority's accounts and into the ledger of deposits (Form No.XXIV).

## **Quarterly and Annual Accounts**

136. At the close of every month the totals under the various heads of account recorded in the abstract registers (Form Nos.XXII and XXIII) shall be entered in English in the separate registers (Form Nos.XXV and XXVI) against the corresponding heads under the appropriate months.
137. As soon as possible after the close of the year and not later than the 15th April, following the totals of the receipts and expenditure of the year as worked out in the latest columns of the register (Form Nos. XXV and XXVI) shall be posted into the annual account in Form No.XXVII).

## **Registers of Security Deposits other than cash**

138. Security deposits in cash shall be entered at once in the cash book (Form No.XXI) of the Planning Authority and the deposit ledger (Form No.XXIV) and paid into the Treasury like Revenue. All other terms of security, such as Government paper, bonds for landed property and the like shall be recorded in a register in Form No.XXVIII. When the security is surrendered the depositor shall give a receipt in the column provided for the purpose.

## **Investment**

139. (1) A register of Government or other security held by the Planning Authority as its property should be maintained in Form No.XXIX. This will show all investments belonging to the Planning Authority, the purpose for which cash is held being stated in the column provided for the purpose and

the orders of Government, if any, being quoted against each. No investment should be written off this registers unless disposed of absolutely by sale or otherwise. Securities merely made over to the Accountant-General for the sale custody should not be written off. The total amount of the securities held in trust by him and kept invested should be verified annually in January of every year if they are in the safe custody of the Accountant-General.

(2) If they are in the custody of the Chairman himself they should be verified by the auditor at the time of audit.

(3) The above register will also show the interest due and the realisation on account of it from time to time. Care should be taken to see that the amounts due to be realised on due dates and that there are no outstandings. Investments exempt from income tax should be indicated in the remarks column of the register together with the authority therefor.

(4) None of these investments, other than those made out of the general balance, should be disposed of except for the specific purpose for which they may have been made. If any investments are made under the orders of Government, they should not be disposed of without the sanction of Government. No portion of the general balance of Planning Authority can be invested without the special sanction of the Government who will decide as to the necessity for investment in each instance with reference to the general principle that such investments are permissible in the following cases only :-

(a) When it is proposed to create sinking funds for the repayment of debt.

(b) When some large project in contemplation for which it may be desirable gradually to save and invest a part of the proceeds of ordinary taxation.

(c) When no large project is in contemplation and fund happens to receive a large windfall from some other source than taxation and the Planning Authority has no particular object to which it can be immediately applied.

### **Loan Register**

140. The transaction in regard to any loan contracted by the Planning Authority shall be recorded in Form XXX.

141. To watch the appropriation of funds raised by loan to the purposes for which the loan has been taken an appropriation register shall be kept in Form No. XXXI.

The expenditure shall be posted monthly from the appropriate register and without sanction of government previously obtained, the balance shall not be appropriated even temporarily to any object other than that for which the loan was raised.

### **Register of Land**

142. A proper record of all immovable properties in the possession of the Planning Authority should be kept in Form No. XXXII.
143. If any plot of land shown in the register is sold or otherwise transferred from the possession of the Planning Authority the entry for it should be struck off, and the facts in connection with the transfer shall be recorded in the column for remarks under the initials of the Chairman or any officer authorised by him.
144. The register should be annually checked by the Chairman or any officer authorised by him and attested with his signature and date.

### **Receipts on Account of Planning Authority Rent of Building, Land, Etc.**

145. Separate register in Form No. XXXIII shall be maintained to show the details of each source from which periodical Planning Authority revenue is derived for which there is a fixed monthly, quarterly, half yearly or annual demand.
146. The register shall show all demands duly arranged in serial order -

- (1) On expired leases of the previous year
- (2) On unexpired leases of the previous year
- (3) On leases granted for the current year

The entries under (1) and (2) shall be taken from the register of the previous year. In the former case, the demand due will appear in columns 8 and 10 and the later in columns 8, 9 and 10. The accountant shall fill up the current year's register in respect of these demands in the manner indicated above and lay it with the register for the previous year before the Chairman or any officer authorised by him who after comparing the entries, shall place his initials in column 14.

In respect of (3) when the agreement with the lessees has been signed and the security deposit paid the accountant shall fill up columns 1 to 11 and post the amount in the deposit ledger (Form No. XXIV).

He shall then put up the agreements, the register, the deposit ledger and the chalans (For the cashier's book) before the Chairman or any officer authorised by him who shall-

- (a) Compare the entries in columns 1 to 7 with the agreement,
- (b) see by reference to the chalans (or the cashier's cash book) that the deposits (Columns 13) have actually been paid.
- (c) place his initial against the entries in the deposit ledger and in column 14 of the register.

**Note.** - When all the leases are for one year only the amount paid as a security deposit maybe credited direct to "Rent" and be included in the total of the collections in column 18.

147. When all the accounts, arrears, as well as current have been posted and checked by the Chairman or the officer authorised by him column 10 of the register shall be totalled and signed by him.
148. The payments made in satisfaction of the demand shall be posted in column 17. The entries shall be made by the accountant from the chalans (or the cashier's cash book, if details are not shown in the chalans) and when all the receipts have been posted, they shall be totalled and agreed with the credit in the abstract register of receipts (Form No.XXI).
149. When the posting of the receipts has been completed the register shall be laid before the Chairman or any officer authorised by him who shall compare the total for each month with the abstract register of receipts (Form No.XXII) and as far as possible the details of the credits with chalan or the cashier's cash book. He shall also carefully compare the credits with the particulars of the demands and take necessary action for the recovery of settlement of the outstanding.
150. The security deposit which shall be one-fourth of the annual rental, shall be taken in satisfaction of the demand for the last three months of the year in which the lease expires, and shall be transferred by adjustment from "Deposit" to "Rent" and entered in the register in column 17. Such credits in the register by adjustment may be made in red ink to distinguish them from cash payment made during the same month.
151. If any part of the deposit has been taken as a fine for non-fulfillment of contract, the balance may be taken in part satisfaction of the demand during the last three months of the year and if on the 31st March the deposit or balance of deposit shall be more than that covers the demand, the balance shall refunded in cash to the lease. But in no case can any sum be removed from deposit and transferred to another head, except under the order of the Chairman or any officer authorised by him, who shall at the time initial the debits made in the deposit ledger.
152. The Planning Authority shall submit the budget estimate approved by them for the following year to State Government before the 31st December of the year under Section 103 of the act in the prescribed *proforma* which shall be in Forms XXXIV and XXXV.
153. The budget shall be accompanied by (a) a Schedule in Form XXXVI for each major, minor and detailed heads in which shall be entered full details of the estimated receipts and expenditure under that head, and (b) explanatory notes showing, whenever necessary how the figures have been arrived at and specifically explaining any new and important item of receipt or expenditure.
154. In preparing the budget, provision shall be made for a minimum closing balance, which shall not ordinarily be less than one-sixth of the aggregate

expenditure on account of establishment and fixed monthly charges for the whole year.

155. A supplementary budget, if any under Section 106 in any financial year shall be prepared by the Planning Authority in form Nos. XXXIV and XXXV and shall be submitted to the State Government in the first week of January in that year. The Supplementary budget estimates should be accompanied with full reasons and justifications for supplementary grants and allocations of expenditure, with facts and figures furnished in the explanatory notes required under Rule 153.

156. The Chairman of the Planning Authority shall be competent to reappropriate such amount as may be necessary from one scheme to another and within sub-head the minor heads subject to the conditions that the cost of any scheme as originally sanctioned shall not exceed by more than 25 per cent:

Provided that no reappropriation from and to loan head shall be made.

## Form I

### [Rule 16]

#### Confidential Character Roll

1. Name of officer or employee.....
2. Father's name.....
3. (i) Caste.....

(ii) Class (in case of Mohammadan, state whether Syed, Sheikh, Pathan or Momin, etc.).

(iii) Race (in case of aboriginal, state whether Santhal, Oraon, Munda, H.O or Paharia, etc.).

4. Place or Permanent residence.....
5. Post in which first admitted to Trust service, with date .....
6. Educational and technical qualification.....

**Note.** - Column 3 is to be filled in the case of all employees, column 4 in the case of employees working in the Engineering Section alone and column 5 in the case of employees engaged in account work alone.

Period to which the entry relates and office	Office or offices held dates	Opinion of head of office			Chairman's opinion
		General efficiency	Technical efficiency	Accounting efficiency	

or office held					
1	2	3	4	5	6

## Form II

### [Rule 16]

#### Name of the Improvement Trust Service Book

1. Name.....
2. Race.....
3. Father's name and residence.....
4. Date of birth by Christian era as nearly as can be ascertained.....years
5. Exact height by measurement :- Meter/centimeter
6. Personal mark for identification
7. Signature of Officer or other Servant
8. Signature of Secretary

Secretary

**Notes.** - The entries in this page should be renewed or re-attested at least every five years and the signatures in lines 8 and 9 should be dated.

Name of appointment	Whether substantive or officiating and whether permanent or temporary	If officiating here substantive appointment	Pay in substantive pay for officiating	Additional pay for emoluments falling under the term pay	Other	Date of appointment
1	2	3	4	5	6	7

Signature of officer of servants	Signature of Secretary	Date of transaction of appointment	Reasons of termination (such as promotion, transfer, dismissal etc.)	Signature of Secretary	Leave taken, nature and duration of	Signature of Secretary	Reference to any recorded punishment or ensure or reward or praise
8	9	10	11	12	13	14	15

## Form III

**[See Rule 27]**

Instructions for drawing up... proceeding		Proceedings
The following sequences will be observed		
1. Name, rank and grade of officer or servant Proceeded against	...	Against
2. Each offence charged to be explicitly set forth (Pages to).		
3. A memorandum of evidence to be recorded.		
4. Defence. This must be reduced to... writing	...	Commenced
If a written defence is submitted, it will be form part of record.		
5. Remarks. Here record comments... on the evidence (Pages to)	...	Concluded by
6. Character of the delinquent... (Pages 10)	...	Concluded by authority (appellate)
7. Order will be recorded in the form... prescribed (Pages to)	...	Order of
8. Orders, if any, regarding... Subsistence	...	Final order of allowance authority (appellate)

**N.B.** - It is decided to prosecute, this will be noted as a preliminary order, the final order being recorded when the judicial proceedings, including appeal, have been disposed of.

**Name, rank, grade of Officers of servant proceeded against charges.**

Charges must be specific. Each charge should be drawn up and separately numbered and should give the date, occasion and nature of the offence committed. A copy should, be given to the officer charged.

No.	Particular charges
Defence	

(This may be recorded in the abstract, the full defence, if one is submitted in writing, being attached to the proceedings).

(If the officer or servant charged can write, he should be permitted to submit his defence in writing. In cases of illiterate men, the Secretary may record the defence).

(The written statement of defence to be submitted by accused)

Charge No.	Plea
------------	------

## Evidence

(A memorandum of evidence to be recorded, where the full statement of witness has been recorded in English or Hindi they should be attached to the proceedings).

Charge No.	Particular of evidence
------------	------------------------

Remarks

(Here record comments on the evidence and defence)

Charge No.

Character

Date of appointment, punishment and rewards to be noted

## Form No. IV

### Register showing Assessment and collection of betterment charge

(Under Rule 59 of the Orissa Town Planning and Improvement Trust Rules 1975)

Scheme	Betterment	Year commencing from
To	Term	
Name	Rate	
Property		Collection

Serial No.	Description	Name of the owner	Original market value decided or Planning Authority	Year	Market value on 1st April
1	2	3	4	5	6
				20	
				20	
				20	

Increase of column (6) over column (4)	Amount of assessment half year	First Date of collection	Second half-year	Date of collection



7	8	9	10	11	12

**Form No. V**

**(Under Rule 60 of the Orissa Town Planning and Improvement Trust Rules, 1975)**

To

The Arbitrator .....Scheme

Sir,

I am desired by the Planning Authority to state that the properties described in column (2) of the statement below are increased in value or are likely to increase in value by the making of.

Improvement scheme, that the Planning Authority is entitled under clause of the scheme to recover better charge.

From the owners thereof at the dates and for the term fixed therein and that the valuation of each such property on 19...., the date of publication of the notification under Section 31 was as shown against it in column (4) of the statement. Section 45. In pursuance of the resolution of the council No. ...., dated.....20....., I hereby request you that will be pleased under Section 71 to declare the liability of these properties for betterment charge and to determine the market value of each property on the date of the notification referred to above.

Planning Authority

Yours faithfully

Dated.....20.....

State of claims for betterment

Serial number	Description of property	Name of the owner	Market value on 20.....
1	2	3	4

**Form No. VI**

**Register of Claims for Betterment Charges**

**(Under Rule 60 of the Orissa Town Planning and Improvement Trust Rules, 1975)**

Particulars of claims					Arbitrator's decision				
Serial No. and date of receipt by arbitrator	Description of property and extent	Name of owner	Market value on 20	Parties on whom notices were served with dates	Date or dates of hearing	Description and extent of property liable	Name of owner	Market value	Reason for decision
1	2	3	4	5	6	7	8	9	10

**Form No. VII**

**List of reasons to be summoned as witnesses on behalf of a party**

**(Under Rule 61 of the Orissa Town Planning and Improvement Trust Rules, 1975)**

Sl. No.	Full Name	Residence	Occupation of other description	Purpose for which summoned	Allowance	Service fees
1	2	3	4	5	6	7

**Form No. VIII**

**Town Planning Fund Account**

**(Under Rule 68 of the Orissa Town Planning and Improvement Trust Rules, 1975)**

<i>Expenditure</i>		<i>Receipts</i>	
Rs.P.		Rs.P.	
Ordinary Section		Ordinary Section -	
1.	Town Planning Act Schemes (1) Staff	1.	Town Planning Act Schemes (1) Rent of land
2.	Allowance, pensionary contribution and cost of conveyance or hire of vehicles, etc.	2.	Ground rent
3.	Survey Charges	3.	Produce of land
4.	Contingencies and equipment renewals	4.	Betterment-charge and interest on betterment charges, etc.
5.	Law charges	5.	Licence fees, etc.
Total running charges			
6.	Interest on loans	6.	Interest on investments

7. Stationery, printing and notification expenses, cost of preparation of map, etc.	7. Law charges recovered
A total, ordinary charges	8. Sundry receipts including sale proceeds of copies of maps and schemes
	A-Total, ordinary receipts
	A- Net Total - Ordinary section (surplus or deficit)
Capital Section -	Capital Section -
1. Town Planning Act Schemes ...	1. Town Planning Act Schemes
	(1) Government grants
2. Acquisition of lands buildings, etc.-	2. Contribution from -
(i) Roads and lanes	(a) Government Department
(ii) Other purposes	(b) Other local authority
	(c) Private persons
3. Works of improvement	3. Sale proceeds of lands, building and equipment
(i) Raising level	
(ii) Roads forming	
(iii) Culverts	
(iv) Drains	
(v) Lighting	
(vi) Water-supply	
(vii) Latrines	
(viii) Schools	
(ix) Markets, etc.	
(x) Other works	
4. Re-payment of loans (Sinking fund charges)	4. Loans
5. Investments	5. Investments realised
6. Compensation for injurious affections	6. Contributions from Municipal Fund -
	(i) General account ordinary
	(ii) Elementary Education Account
	(iii) Water-supply and drainage Account
	(iv) Lighting Account
	(v) Remunerative enterprises (Sand Development) Account
	(vi) Any other account
7. Advances made	7. Recoveries of advance
8. Miscellaneous -	8. Recoveries of expenses of enforcement under Section 150

	(i) Cost of preparation of schemes, including special surveys.		
	(ii) Arbitration fees, etc.		
9.	Expenses of enforcement under Section 150.....	9.	Contribution from surplus in ordinary section.....
	B-Total, Capital charges....		B-Total Capital receipts.....
	C-Grand Total- Ordinary and Capital Charges....		C-Grand Total - Ordinary and Capital receipts.....

D-Net Total Town Planning Fund Account (Surplus or Deficit)

\* The Charge from the surplus in the ordinary section should not be included.

## Form IX

**(Rule 73 to be printed on open double foolscap lengthwise)**

Demand and Collection Register of ..... (item of income)

[illegible][illegible]

Third quarter						Fourth quarter						Balance of the close of the year taken to arrear demand	Remarks
Demand		Paid or remitted				Demand		Paid or remitted					
Arrear	Current	Date	Receipt No.	Amount Arrear	Current	Arrear	Current	Date	Receipt No.	Amount Arrear	Current		



<b>Form No. XII</b>			<b>Form No. XII</b>		
<b>(Rule 83)</b>			<b>(Rule 83)</b>		
(To be printed on half foolscap lengthwise)			(To be printed on half foolscap lengthwise)		
Original Chalan No.			Duplicate Chalan No.		
Chalan of money to the ..... Bank or Treasury, dated .....20.....			Chalan of money to the ..... Bank or Treasury, dated .....20.....		
By whom brought	On what account	Amount	By whom brought	On what account	Amount
Total Rupee (in words)			Total Rupee (in words)		
Details of notes and coins Total Rupees (in words) Planning Authority office			Details of notes and coins Total Rupees (in words) Planning Authority office		
Dated.....20		Cashier	Dated.....20		Cashier
Received Rupees (in words)			Received Rupees (in words)		
For credit to the account of this Planning Authority.			For credit to the account of this Planning Authority.		
Dated.....	Treasury Officer		Dated.....	Treasury Officer	

### Form No. XIII

#### (Rule 92)

(To be printed on half foolscap breadthwise)

### Register of Bills

Serial No.	Date	Particulars	Payments of Bill	Amount Date	Amount	Balance outstanding on 31st March	Remarks
1	2	3	4	5	6	7	8

### Form No. XIV

#### (Rule 92)

(To be printed on one-fourth foolscap breadthwise)

Order Book	Order Book
Planning Authority	Planning Authority
No..... Dated.....	No..... Dated.....
To	To

Supply	Supply
Please execute the following	Please execute the following
Chairman	Chairman
Voucher No.....	Date of repayment....
	Accountant

**Form No. XV**

**[Rule 93]**

Voucher No.....

**Salary Bill**

(To be printed foolscap lengthwise)

.....Planning authority..... Salary Bill for the month of.....

Name of incumbent	Name of post	Pay acting and leave allowance claimed for each individual separately	Allowances Conveyance	Dearness	Amount held over for future payment
1	2	3	4	5	6
		Rs. P.	Rs. P.	Rs. P.	Rs. P.
	Total.....				

Fines	Provident fund deduction	Income tax	Net amount payable	Receipt of payee	Remarks
7	8	9	10	11	12
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	

"Certified that all salaries drawn on former bills, with the exception of these detailed below (where the total has been refunded by, deduction from his Bill), have been disbursed to the proper persons, and that their receipts have been taken and filed in the office with receipt stamps only defaced for very payment in excess of Rs. 20."

"Certified that alt service books have been fully written up-to-date.

Chairman

**Form No. XVI**

**(Rule 93)**

(To be printed on one foolscap breadthwise)

**Absentee statement of ..... Planning Authority Council for the month of..... 20....**

Name and designation (substantive) of absentee	Pay of absentee rate per month			Nature of absence			
	Maximum	Minimum	Actual	Kind	Period	Date of commencement of absentee	Date of return (to be filed in) when he returns
1	2	3	4	5	6	7	8

Absentee allowance		Acting officer			Monthly rate of cost of acting allowance	Monthly rate of cost of absence. Total of columns 8 and 14	Remarks
Rate of absentee allowance per month	Amount for days of actual absence during current month	Name	Substantive post	Substantive pay			
9	10	11	12	13	14	15	16

"Certified that no leave has been granted until by reference to the applicant's service Book or leave account. I had satisfied myself that it was admissible and that all grants of leave and departures on and returns from leave, all periods of suspension or deputation and all appointments and promotions, temporary or permanent, have been recorded in the service book of the persons concerned under my initials".

Chairman

**Form No. XVII**

**(Rule 95)**

(To be printed on one foolscap lengthwise)

**Periodical increment certificate of ..... Planning Authority for the month of ..... 20.....**



Certified that the officers named below are allowed the sanctioned periodical increments from the date in column 8 for approved service :-

(1) Having been the incumbent of the appointments specified for not less than ..... year from the dates in column 7 after deducting periods of suspension for misconduct and of absence on leave without pay.

(2) Being entitled to the increments as shown in the explanatory memo attached.

[illegible]

**N.B. :** The figure (1) or (2) should be placed against each name according to the reason (1) or (2) allied. The explanatory memo should be submitted in any case in which an increment is given otherwise for continuous service of the prescribed period.

Dated.....

**Form No. XVIII**

**(Rule 103)**

(To be printed on open foolscap breadthwise)

## Advance Ledger

Name.....

DE					CR					
Advance made					Advance recovered or adjusted					
Date	Purpose	No. of voucher	Amount	Total	Date	Whether in cash or by work bills	Number of items in book if recovered in cash or number of voucher if adjusted by work bills	Amount	Total	Debit balance after each transaction
1	2	3	4	5	6	7	8	9	10	11

			Rs. P.	Rs. P.					Rs. P.	Rs. P.	Rs. P.
--	--	--	--------	--------	--	--	--	--	--------	--------	--------

### Form No. XIX

#### (Rule 104)

(To be printed on open foolscap breadthwise)

#### Permanent Advance Account

Expenditure				Classification of each sub-vouchers showing head or heads to be debited and amount								Recoupment of the permanent advance		
Date	Number of sub-vouchers	Description of charges	Amount of sub-vouchers	5	6	7	8	9	10	11	12	Voucher No.	Amount	Initial of advance holder
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

### Form No. XX

#### (Rule 106)

(To be printed on open foolscap lengthwise)

#### Voucher of recoupment of permanent advance account

No. of voucher

Date

Names of sub-vouchers covered by this recoupment .....

Being expenditure incurred from .....

Amount of this recoupment voucher .....

Received contents and certified that I have compared the entries in the permanent advance account with the sub-vouchers and have cancelled the latter so that they cannot be used again.

Permanent advance holder (Designation) Classification of the charges covered by this voucher

Heads of account	Amount
(1)	(2)
Total...	Rs.P.

### Form No. XXI

**(Rule 121)**

(To be printed on open foolscap breadthwise)

**Cash Book**

Date of receipt	Number of chalan	Particulars of receipt	Amount of cash item	Total cash chalan	Head of account in abstract register
1	2	3	4	5	6

Date of payment	Particulars of payment	Number of voucher	Amount of each voucher	Number of cheque	Amount of cheque	Head of account in abstract register
7	8	9	10	11	12	13

**Form No. XXII****(Rule 125)**

(To be printed on open foolscap breadthwise)

**Abstract Register of receipts**

Head of receipt as in Budget form

Cash transactions.....

Total cash transactions

Add

Adjustments

Deduction

Net total

**Form No. XXIII****(Rule 125)**

(To be printed on open foolscap breadthwise)

**Abstract Register of Expenditure**

Other transactions

Total cash transactions

Add

Adjustments

Deduction

Total .....

### Form No. XXIV

(Rule 134)

(To be printed on open foolscap breadthwise)

### Deposit Ledger

Name					C.R.					
Deposits refunded to the depositor					Deposit received from the depositor					
Date	Particulars	Number	Amount	Total	Date	Particulars	Number of item in pass book if received in cash or number of voucher if by deduction from bills	Amount	Total	Amount remaining to depositor's credit after each transaction
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

### Form No. XXV

(Rule 136)

(To be printed on open foolscap breadthwise)

### Register of quarterly and annual accounts of receipts

Head of receipts	Budget estimate as sanctioned	April	May	June	Total 1st quarter	July	August	September	Total 2nd quarter
1	2	3	4	5	6	7	8	9	10



				Closing balance ...			
				Grand			
				Total ...			

**N.B.** - The opening and closing balances of the account must agree with the opening and closing balance of the cash book Form XI for the month of April and March.

		Memorandum of Liabilities and Claims
	Liabilities	Balance of Loans.....
	-	
		Less amount made over to sinking funds.....
		Net balance of loans.....
		Deposits.....
	Claims-	Advance recoverable.....
		Net amount of debit.....
		Memorandum of Investments

Description of Securities	Nomination accounts	Purposes for which held
1	2	3

### Form No. XXVIII

### (Rule 138)

(To be printed on open foolscap breadthwise)

### Register of Interest Bearing Securities

Particulars of securities reserved						
			Government securities including Planning Authority Debentures. Port Trust Boards and P.O. 5 year cash cert.			
1	2	3	4	5	6	7
Item number	Name and designation of depositor	For what purpose of work for (quoting reference to agreement or bond)	Number	Per cent (or issued price in the case of certificate)	Loan (or date of issue of cash certificate)	Amounts (i.e., of face value)

Particulars of securities reserved	
------------------------------------	--

Other securities, i.e., Post Office Savings Bank Pass Books or Deposit receipts of recognised Bank					Forwarded for safe custody to Treasury of Account Officer with		
8	9	10	11	12	13	14	15
Name of Post Office Bank	Number of account of receipt	Amount	Date of receipt in office	Dated initials of the Chairman verifying columns 1-11	Number	Date	Name of officer

Acknowledgement of Treasury Account Officer			Orders of sanctioning the return transfer of security			Letter recalling on the security if out of the office		Treasury of Account Officers letter with which received back				
16	17	18	19	20	21	22	23	24	25	26	27	28
Number	Date	Dated initials of the Chairman verifying columns 13-17	Name of officer	Number	Date	Number	Date	Number	Date	Particulars of disposal quoting reference to the acknowledgmnent of the depositor	Date of initials of the Chairman verifying the column s 19-26	Remarks

If the Post Office Savings Bank Pass Book pertains to security deposit recovered in the statements, no entry should be made in this column until the security has been fully paid up. All cases only the original deposit should be entered here and not the interest.

## Form No. XXIX

### (Rule 139)

(To be printed on open foolscap)

### Register of investments for the year.....

Particulars							
Serial Number	For what purpose invested	Number and date of Government order	Voucher No.	Number and date of each promote Bank	Amount of each promote etc.	Total of each investment	Rate of interest

				receipt, etc.			
1	2	3	4	5	6	7	8

Interest on investment								
Balance due at beginning of year	Amount due in the year	Total amount due	Amount received	Date of credit	Amount received	Date of credit	Total amount received	Balance at close of year
9	10	11	12	13	14	15	16	17

Withdrawal								
Number and date of each promote	Amount of each promote	Date of withdrawal	Grounds of withdrawal	Net balance of investment	Initials of authority responsible	Date of maturity, whether optional or final	Remarks	
18	19	20	21	22	23	24	25	

**Form No. XXX**

**(Rule 140)**

(To be printed on open foolscap lengthwise)

### Loan Register

Account of loan of Rs..... Received from ..... as per..... conditions of loan interest at..... per cent to paid half yearly on and to be repaid..... (by half yearly instalments of Rs..... in addition to accruing interest) or (within.....years) or .....equal instalments.....

Receipt		Payment						
		Of Principal			Of interest			
Date	Amount	Amount	Voucher No. and date	Balance	Period	Amount on which due	Amount paid	Voucher No. and date
1	2	3	4	5	6	7	8	9
	Rs.P.	Rs.P.		Rs.P.		Rs.P.	Rs.P.	

**Form No. XXXI**

**(Rule 141)**



(To be printed on half foolscap breadthwise)

### **Appropriation Register of Loan Funds**

Sanctioned amount of loan Rs.....

Purposes to which the loan is to be applied.....

Receipts as shown in the loan Register for XXIX		Expenditure			Balance	Remarks
Date	Amount	Date	Voucher No.	Amount	...	...
1	2	3	4	5	6	7
	Rs.P.			Rs.P.	Rs.P.	

### **Form No. XXXII**

#### **(Rule 142)**

(To be printed on open foolscap lengthwise)

### **Register of lands**

Serial No.	Area in acres	Description and situation	For what purpose held	How held Formally acquired under the law	Whether Rented
1	2	3	4	5	6

Free of rent	Date when formally acquired when taken up on rent or free of rent	If rented amount of annual rent	If not formally acquired terms which held	Reference to deeds, etc.	Remarks title and initials of the Chairman
7	8	9	10	11	12

### **Form No. XXXIII**

#### **(Rule 145)**

(To be printed on open foolscap breadthwise)

### **Register of rents for which there is fixed demand**

Serial No.	Name of land or building	Particulars of the lease		Name of lessee	No. of date of agreement	Instalments of in which payable	Demand		
		Terms	Period				Arrear	Rent for current year	Total rent due
1	2	3	4	5	6	7	8	9	10

Security deposit				Collection					Remissi	Total of	Balan	Remar
No. of challan	Date	Amount	Initials of the Chairman	Date	No. of challan	Amount	Balance	Total collection to end of March	on if any	collecti on and remissi on	ce	ks
11	12	13	14	15	16	17	18	19	20	21	22	23

**Form No. XXXIV**

**(Rule 152)**

(To be printed on half foolscap breadthwise)

**Budget estimate of probable receipt of..... for the year 20.....**

Head of Receipts		Estimate for the year	Sanctioned estimate for current year	Actual receipts of months current year	Actual receipts of 9 months for the last completed year
1		2	3	4	5
		Rs.P.	Rs.P.	Rs.P.	Rs.P.
	Ordinary Section				
1.	Town Planning Schemes-				
	(i) Rent of land				
2.	(a) Ground Rent				
	(b) Premium on leases not exceeding 40 years				
3.	Produce of lands				
4.	Betterment charges				
5.	(a) Interest on investments				
	(b) Interest on betterment charges				
6.	Law charges recovered				

7.	Sundry receipts including sale proceeds of copies of maps and schemes.				
2.	Rates and Taxes:-				
	(a)				
	(b)				
	(c)				
3.	Licence and other fees:-				
	(a) Fees levied on licenses and permission in connection with scheme				
	(b) Duty under the Indian Stamp Act, 1899.				
4.	Grants and contributions-				
	(a) Government grants				
	(b) Contribution from-				
	(i) Government or Government Department				
	(ii) Municipal funds				
	(iii) Other local authorities				
	(iv) Private Persons				
5.	Other receipts not creditable to Capital Account				
6.	Contribution from Capital Section to make good deficit				
	Total-Ordinary Receipts				
<b>Works of improvement</b>					
	(i) Raising level				
	(ii) Roads forming				
	(iii) Culverts				
	(iv) Drains				
	(v) Lighting				
	(vi) Water supply				
	(vii) Latrines				
	(viii) Schools				
	(ix) Markets, etc.				
	(x) other works				
3.	Compensation for injurious affections				
4.	Miscellaneous				
	(i) Cost of preparation of scheme, including special surveys				
	(ii) Arbitration fees,-etc.				

5.	Expenses of enforcement under Section 150				
6.	Contribution to the receipt side of the ordinary section				
	Total-Capital Charges				
	Extraordinary and Debt				
1.	Investment-				
	(a) In securities				
	(b) In Savings Bank				
2.	Repayment of loans				
3.	Advances				
4.	Deposits				
	Total-Extraordinary and debt				
	Total-Expenditure				
	Probable balance at the close of the year				
	Grand Total				
	Capital Section				
1.	Town Planning Act Schemes-				
	(1) Government Grants				
	(2) Contribution from-				
	(a) Government or Government Department				
	(b) Other Local Authorities				
	(c) Private persons				
	(3) Sale-proceeds of lands, buildings and equipments or other movable properties.				
	(4) Investments realised				
	(5) Contributions from Municipal funds-				
	(i) General account, ordinary				
	(ii) Elementary education account				
	(iii) Water-supply and drainage account.				
	(iv) Lighting account				
	(v) Remunerative enterprises (Land Development Account)				
	(vi) Any other account				

	(6) Recoveries of advances				
	(7) Recoveries of expenses of enforcement under Section 150				
	(8) Premium of leases exceeding 40 years				
	(9) Contribution from surplus in ordinary section.				
	Total-Capital Receipts				
	Extraordinary and Debt				
1.	Sale proceeds of securities-				
	(a) For depreciation fund-				
	(b) For sinking fund				
	(c) Other purposes				
2.	Loans				
3.	Advances-				
	(a) Permanent				
	(b) Others				
4.	Deposit				
	Total				
	Total Receipts				
	Probable opening balance				
	Grand Total				

**Form No. XXXV**

**(Rule 152)**

(To be printed on half foolscap breadthwise)

**Budget estimate of probable expenditure of.....for the year, 20.....**

Head of Expenditure	Estimate for the year	Sanctioned estimate for the current year	Actual expenditure of 9 months current year	Actual expenditure for the last completed year
1	2	3	4	5
	Rs.P.	Rs.P.	Rs.P.	Rs.P.
Ordinary Section				
1. Town Planning Act schemes				
(1) Staff				
(2) allowance, pensionary contribution				

	and cost of conveyance or.hire of vehicles, etc.				
	(3) Survey				
	(4) Contingencies and equipment renewals.				
	(5) Law charges				
	(6) Interest on loans				
	(7) Stationery, prints and notification, expenses cost of preparation of maps, etc.				
	(8) Rates and taxes under the O.M. Act, 1950				
	(9) Fees levied on licenses and permission in connection with schemes.				
	(10) Other payments not chargeable to capital accounts.				
	(11) Contribution to receipt side of the capital section.....				
	Total-Ordinary charges				
	Capital Section				
1.	Town-Planning Act schemes				
	(1) Acquisition of lands, buildings etc.				
	(2) Road and Lanes				
	(3) Other purposes				

### Form No. XXXVI

(To be printed on half foolscap breadthwise)

### Schedule for the budget estimate receipts/expenditure

Major head, minor head, detailed head	Particulars	Estimate for the year 20	Sanctioned estimate for the current year 20	Actual receipts and expenditures of 9 months of current year 20	Actual receipts and expenditures of 9 months of current year 20 last completed 20
1	2	3	4	5	6

		Rs.P.	Rs.P.	Rs.P.	Rs.P.
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### Dates of Enforcement of the Act in different areas

1.	Puri Municipality	1.3.1964	O.G.E. No. 374-A Dated/29.4.1964
2.	Berhampur Municipality	-do-	-do-
3.	Gopalpur Notified Area	-do-	-do-
4.	Koraput Notified Area	-do-	-do-
5.	Rambha Notified Area	1.6.1964	O.G.E. No. 876 A Dated/30.5.1964
6.	Jharsuguda Municipality	1.7.1962	O.G.E. No. 346 of 1962
7.	Sundergarh Municipality	-do-	-do-
8.	Sambalpur Municipality	-do-	-do-
9.	Joda Notified Area	-do-	-do-
10.	Some Villages in Grama Panchayats of Gorual, Sasan-Damdarpur, Baliguali, Gopinathpur in Puri District.	1.4.1968	O.G. Part III, P.378 Dated/15.3.1968
11.	Village Amsarhkatapali in Sambalpur District.	15.4.1968	O.G. Part III, P.392 Dated/22.3.1968
12.	Uliburu Mouza and Hayurpur-Mouza in Keonjhar District.	-do-	-do-
13.	Villages Kansbahal, Banamunda, Brahmanmara, Talasara, Raipura and Telangbera in Sundergarh District.	1.5.1972	O.G. Part III, P.72 Dated 5.5.1972
14.	Chatrapur Notified Area	30.10.1972	O.G. Part III, P.194 Dated/3.11.1972
15.	Jatni Notified Area	15.8.1972	O.G.E. 1157 Dated/12.8.1972
16.	Paralakhemundi Notified Area	1.8.1973	O.G.E. No. 937 Dated/25.7.1973
17.	Bhanjanagar		U.D. Department No. 35305- Dated/22.12.1972
18.	Rayagada		U.D. Department No. 33204- Dated/6.12.1972
19.	Jeypore Municipality	1.6.1972	O.G. Part III, P.85 Dated/2.6.1972
20.	Forest (A), Forest (B), Forest (C) and Forest (D) of Keonjhar District.	15.8.1975	O.G.E. No.1335 Dated/11.8.1975
21.	Village Haladiapali, Ambapali, Dang, Khaliapali, Brahmachari, Jora and Rungnia of Sambalpur District.	1.12.1975	O.G.E. No. 1836 Dated/15.11.1975
22.	Village Gurujanga, Makundaprasad, Sanapalla,	15.8.1975	O.G.E. No. 1299 Dated/6.8.1975

	Radhamohanpur, Jajursingh, Jamadei, Jagannathpur and Khurda in Puri District	
23.	Paradip Area	U.D. Notification No. 34952- Dated/20.12.1975
24.	Jajpur Road	U.D. Notification No. 34973- Dated/20.12.1975

### ***Notifications***

#### **[Orissa Town Planning and Improvement Trust Act, 1956-Section 80, Sub-section (4) of clause (a)-Provisions applied]**

**(21st February, 1977)**

**S.R.O. No. 134/77.** - In exercise of the powers conferred by clause (a) of Sub-section (4) of Section 80 of the Orissa Town Planning & Improvement Trust Act, 1956 (Orissa Act 10 of 1957), the State Government do hereby apply the provisions of the said Act, specified in Schedule 'A' given below as adapted in Schedule 'B' below the Jaipur Road Master Plan Area in the District of Cuttack to which the said Act has been extended by the Notification of the Government of Orissa Urban Development Department No.34973-U.D., dated the 22nd December, 1975.

(For Schedule See *Gazette*)

#### **[Orissa Town Planing and Improvement Trust Act, 1956-Section 80, Sub-section (1) Administrative Provisions]**

**(21st February, 1977)**

**S.R.O. No. 135/77.** - In exercise of the powers conferred by Sub-section (1) of Section 80 of the Orissa Town Planning and Improvement Trust Act, 1956 (Orissa Act 10 of 1957), the State Government hereby declare that it is necessary to make administrative provisions for all purposes of the said Act in the areas in the District of Cuttack to which the provisions of the said Act have been applied under Sub-section (3) of Section 1 thereof by Notification of the Government of Orissa in the Urban Development Department No. 34973/UD., dated the 22nd December, 1975.

#### **[Orissa town Planning and Improvement Trust Act, 1956-Section 80, Sub-section (2) & (3) - Appointment of Special Planning authority]**

**(21st February, 1977)**

**S.R.O. No. 136.** - In exercise of the powers conferred by Sub-sections (2) & (3) of Section 80 of the Orissa Town Planning & Improvement Trust Act, 1956 (Orissa Act 10 of 1957) the State Government do hereby appoint the Assistant Planner, Town Planning Unit, Cuttack as the Special Planning Authority for the Master Plan



area of Jajpur Road to exercise all powers and perform all duties of a Planning Authority under the said Act in addition to his own duties with effect from the date of issue of this Notification until further orders.

**[Date of Enforcement of the Act in different areas]**

**(16th May, 1977)**

**S.R.O. No. 329/77.** - In exercise of the powers conferred by Sub-section (3) of Section 1 of the Orissa Town Planning and Improvement Trust Act, 1956 (Orissa Act 10 of 1957), the State Government do hereby appoint the 1st day of June 1977, to be the date on which the said Act shall come into force in the areas comprised in the villages of Ganjam District as specified in the Schedule below-

**Schedule**

Serial No.	Name of Revenue village	Thana Name	Thana No.	Name of Grama Panchayat
(1)	(2)	(3)	(4)	(5)
1	Lakshmipur	Chatrapur	5	Lakhmipur
2	Narasinghpur	Do	24	Bhikaripalli
3	Karapalli	Do	26	Laksmipur
4	Nauli	Do	27	Do
5	Gobindapur	Do	28	Do
6	Raghunathpur	Do	29	Narendrapur
7	Narendrapur	Do	30	Do
8	Jagannathpur	Do	31	Do
9	Sindhigam	Do	32	Do
10	Chamakhandi	Do	33	Chamakhandi
11	Banabulapalli	Do	34	Do
12	Kotapalli	Do	35	Do
13	Brahmuniapalli	Do	36	Bhikaripalli
14	Balibagada	Do	38	Chikalakhandi
15	Sindurapalli	Do	39	Chamakhandi
16	Ghadaghadapalli	Do	40	Do
17	Sriramachandrapur	Do	41	Do
18	Paikapada	Do	42	Kalipalli
19	Lakshmipur	Do	43	Do
20	Basanaputi	Do	45	Do
21	Kalipalli	Do	46	Do
22	Badaputi	Do	47	Do
23	Matikhala	Chatrapur	48	Kanamana
24	Kanamana	Do	50	Do
25	Tikira Berhampur	Do	51	Do
26	Balakrushnapur	Do	61	Chikalakhandi
27	Mandiapalli	Gopalpur	99	Badakushasthali

28	Ramachandrapur	Do	100	Dura
29	Dura	Do	101	Do
30	Rangailunda	Do	111	Do
31	Badapur	Do	112	Narayanpur
32	Manasurakota	Do	113	Do
33	Antarabatia	Do	114	Do
34	Allipur	Do	115	Do
35	Sanakhajuria	Berhampur	73	Phulta
36	Aruapalli	Do	102	Gounzu
37	Gounzu	Do	103	Do
38	Kadarapalli	Do	108	Do

Boundary

North -	Paitari, Sundarapuf, Santarapur, Sriramapur
South -	Bay of Bengal
East -	Chatrapur Master Plan area
West -	Krishna Chandra Nagardiha, Sitalapalli, Luhajhara, Bada Kushasthali, Berhampur Master Plan area, Phulta, Burukundi, Misrapalli, Niladripalli, Kamalapur, Golabandha, Gopalpur Master Plan area

**List of Towns/Areas over which the Orissa Town Planning and Improvement Trust Act, 1956 has been extended**

Sl. No.	Name of Master Plan/ N.A.C./ Municipality Local area	Effective date of enforcement	Notification No. and date	Remarks (State the area over which extended)
1	2	3	4	5
1	Cuttack	1.1.1961	No. 10462/LSG., dated 30.12.60	Municipal area
		1.5.1965	No.6918/L.S.G., dated 30.4.65	Rest of the Master Plan area
2	Choudwar	1.1.1961	No. 10462/LSG., dated 30.12.60	N.A.C. Area
		1.5.1970	No.9102/UD., dated 1.5.70	Rest of the Master Plan area
3	Rourkela	1.1.1961	No. 10462/LSG., dated 30.12.1960	N.A.C. Area (Excl. St. Township)
		25.6.1962	No.6610/LSG., dated 25.6.62	Rest of the Master Plan Area
4	Barbil	1.1.1961	No. 10462/LSG., dated 30.12.60	N.A.C. Area
		15.4.1968	No.4710/UD., dated 12.3.68	Rest of the Master Plan Area

		15.8.1975	No.203079/UD., dated 6.8.75	
5	Sambalpur	1.7.1062	No. 6956/LSG., dated 5.7.62	Municipal area
		1.8.1969	No.12260/UD., dated 5.7.69	Rest of the Master Plan Area
6	Jharsuguda	1.7.1962	No. 6956/LSG., dated 5.7.62	Municipal Area
		1.9.1966	No. 11240/LSG., dated 28.7.66 as corrected in their No. 5163/UD., dated 19.3.68	Rest of the Master Plan Area
		1.1.1977	No.35194/U.D., dated 10.12.76	
7	Sundargarh	1.7.1962	No. 6956/LSG., dated 5.7.62	Master Plan Area
8	Joda	1.7.1962	No. 6956/LSG., dated 5.7.62	Master Plan Area
9	Hirakud	1.4.1963	No. 3900/LSG., dated 4.4.63	N.A.C. Area
10	Burla	15.5.1963	No. 5209/LSG., dated 13.5.63	N.A.C. Area
11	Bargarh	15.5.1963	No. 5209/LSG., dated 13.5.63	Municipal Area
12	Rajgangpur	15.5.1963	No. 5209/LSG., dated 13.5.63	N.A.C. Area
13	Bhubaneswar	20.1.1964	No. 603/LSG., dated 8.1.64	N.A.C. Area
		1.2.1968	No. 761/UD., dated 11.1.68	Rest of the Master Plan Area
14	Puri	1.3.1964	No. 2346/LSG., dated 28.2.64	Municipal Area
		1.4.1968	No. 3268/UD., dated 21.2.68	Rest of the Master Plan Area
15	Berhampur	1.3.1964	No. 2346/LSG., dated 28.2.64	Municipal Area
		15.11.1967	No. 18087/UD., dated 8.11.67	Rest of the Master Plan Area
16	Gopalpur (on sea)	1.3.1964	No. 2346/LSG., dated 28.2.64	N.A.C. Area
		11.6.1969	No. 8617/UD., dated 6.5.69	Rest of the Master Plan Area
17	Koraput	1.3.1964	No. 2346/LSG., dated 28.2.64	N.A.C. Area
18	Rambha	1.6.1964	No. 6722/LSG., dated 30.5.64	N.A.C. Area

		1.12.1967	No. 19108/UD., dated 22.11.67	Rest of the Master Plan Area
19	Konark	1.6.1965	No. 7049/LSG., dated 3.5.65	Master Plan Area
20	Sunabeda	1.6.1966	No. 6380/LSG., dated 3.5.66	N.A.C. Area
21	Brajarajnagar	1.10.1967	No. 15353/UD., dated 11.9.67 (as corrected in their No. 5160/UD., dated 19.3.68)	N.A.C. Area
22	Aska	1.3.1970	No. 2902/UD., dated 11.2.70	Whole of the Master Plan Area
23	Biramitrapur	1.5.1972	No. 11430/UD., dated 24.4.72	Whole of the Master Plan Area
24	Jeypore (K)	1.6.1972	No.14201 /UD., dated 24.5.72	Whole of the Master Plan Area
25	Jatni	15.8.1972	No. 21425/UD., dated 22.12.72	Whole of the Master Plan Area
26	Chatrapur	30.10.1972	No. 29005/UD., dated 26.10.72	Whole of the Master Plan Area
27	Rayagada	15.12.1972	No. 33204/UD., dated 6.12.72	Whole of the Master Plan Area
28	Bhanjanagar	25.12.1972	No. 35305/UD., dated 22.12.72	Whole of the Master Plan Area
29	Parlakhemundi	1.8.1973	No. 22749/UD., dated 25.7.73	Whole of the Master Plan Area
30	Balasore	1.12.1974	No. 28755/UD., dated 19.11.74 as corrected in their No. 10070/UD., dated 29.4.75	Whole of the Master Plan Area
31	Khurda	15 8.1975	No. 19602/UD., dated 30.7.75	Whole of the Master Plan Area
32	Hinjilicut	1.12.1975	No. 32168/UD., dated 28.11.75	Whole of the Master Plan Area
33	Bolangir	1.1.1976	No. 31904/UD.,	Whole of the Master Plan Area
34	Paradeep	1.1.1976	No. 34952/UD., dated 20.12.75 No. 9033/UD., dated 30.3.77	Master Plan Area Additional Areas
35	Jajpur Road	15.1.1976	No. 34973/UD., dated 20.12.75	Whole of the Master Plan Area
36	Belloguntha	1.4.1976	No. 9961 /UD., dated 31.3.76	Whole of the Master Plan Area
37	Bhadrak	1.11.1976	No. 29699/UD., dated 23.10.76	Whole of the Master Plan Area
38	Bhawanipatna	1.1.1977	No. 35887/U.D., dated 18.12.76	Whole of the Master Plan Area

39	I.R.E. Bhanja Vihar, Chatrapur	1.6.1977	No. 13982/UD., dated 16.5.1977	Master Plan Area
40	Nowrangpur	10.7.1977	No. 11701/UD. dated 5.7.77	Master Plan Area