

Government of Kerala



# **Manual on Finance Management-1: Revenue for Grama Panchayats in Kerala**

(Draft for Private Circulation only)

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**June 2017**





**GOVERNMENT OF KERALA**

**Abstract**

Local Self Government Department - Kerala Local Government Service Delivery Project (KLGSDP) - Manual on Finance Management (Revenue) for Grama Panchayats in Kerala- Approved - Orders issued.

**LOCAL SELF GOVERNMENT (DA) DEPARTMENT**

**G.O.(Rt)No. 1833/2017/LSGD**

**Dated, Thiruvananthapuram, 02.06.2017**

Read :- (1) G.O(Rt) No.1652/15/LSGD dated 01.06.2015  
(2) G.O(Rt) No.2420/16/LSGD dated 11.08.2016.  
(3) Letter No. 49/2015/KLGSDP dated 24/05/2017 received from the Project Director, KLGSDP

**ORDER**

As per Government Order read as 1<sup>st</sup> and 2<sup>nd</sup> paper above, a Manual Vetting Committee and a Sub Committee were constituted for vetting and quality assurance of various manuals prepared under Kerala Local Government Service Delivery Project (KLGSDP). After detailed deliberations, the Manual Vetting Committee held on 02.05.17 decided to approve the Manual on Finance Management (Revenue) for Grama Panchayats in Kerala in principle subject to the incorporation of certain comments/suggestions of the Committee. In compliance with the directions of the Manual Vetting Committee the manual has been modified and forwarded to Government for apex approval.

2) Government have examined the matter in detail and are pleased to approve the Manual on Finance Management (Revenue) for Grama Panchayats in Kerala prepared by Kerala Institute for Local Administration (KILA) under Kerala Local Government Service Delivery Project (KLGSDP).

**By Order of the Governor  
A.K.MOHANA KUMAR  
Joint Secretary to Government**

To

The Project Director, KLGSDP  
The Director of Panchayats, Thiruvananthapuram,  
The Director, Urban Affairs Department, Thiruvananthapuram.  
The Director, KILA, Thrissur.  
The Director, Local Fund Audit, Thiruvananthapuram.  
The State Performance Audit Officer (SPA0)  
The Secretaries, All Districts Panchayats.(Through Director of Panchayats)  
The Executive Director, IKM, Thiruvananthapuram,  
Office Copy/Stock File

Copy to :-

Private Secretary to M(LSG&WM)  
Personal Secretary to Principal Secretary, LSGD.  
Personal Secretary to Special Secretary, LSGD.

Forwarded/By order,

*Saradadevi*  
Secretary



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## ACRONYMS

BPL	-	Below Poverty Line
CCS	-	Centrally Sponsored Schemes
CFC	-	Central Finance Commission
DCB	-	Demand Collection Statement
DD	-	Demand Draft
DDO	-	Drawing and Disbursing Officer
DNF	-	Demand Notice Fee
D&O	-	Dangerous and Offensive
GO	-	Government Order
GPG	-	General Purpose Grant
HC	-	Head Clerk
HUDCO	-	Housing and Urban Development Corporation Limited
JS	-	Junior Superintendent
KPRA	-	Kerala Panchayat Raj Act
KURDFC	-	Kerala Urban and Rural Development Finance Corporation
LSGD	-	Local Self Government Department
LSGI	-	Local Self Government Institution
MGNREGS	-	Mahatma Gandhi National Rural Employment Guarantee Scheme
OSR	-	Own Source Revenue
PAU	-	Poverty Alleviation Unit
PPR	-	Places of Public Resort
SC	-	Scheduled Caste
SCF	-	Standing Committee for Finance
SCSP	-	Scheduled Caste Sub Plan
SSS	-	State Sponsored Schemes
ST	-	Scheduled Tribe
TSP	-	Tribal Sub Plan



# Introduction

## 1.1 Background

Resources are essential for developmental activities of any Institution. As per the Preamble of the Kerala Panchayat Raj Act 1994, Panchayats have the duty to prepare plans and to implement schemes for economic development and social justice and to implement schemes in relation to the matters listed in the Eleventh Schedule of Indian Constitution. With Decentralisation, Funds, Functions and Functionaries were devolved to the Local Self Government Institutions (LSGIs) in Kerala. In this context the Grama Panchayats have a decisive role in the development of the villages by utilizing all the available resources. In order to achieve economic development and social justice in a time bound manner, all available resources should be utilized. In addition to the Own Fund of Grama Panchayats, the resources that can be mobilized include; human resources, natural resources, grants and assistance from State and Central Governments and other agencies, contributions from the public and voluntary organisations, beneficiary contributions, voluntary services of the people etc. It is the prime responsibility of the Standing Committee for Finance (SCF) of the Grama Panchayat to maximize the resources at the best.

## 1.2 Objectives

This manual will enable the Grama Panchayats to:

- a. Identify, assess, collect and monitor revenue of Grama Panchayat.
- b. Expand the revenue base and increase the efficiency in collection.
- c. Improve the demand and collection of Own Source of Revenue (OSR)
- d. Keep proper records of demand, collection and balance of OSR.
- e. Improve transparency and accountability of revenue mobilised.
- f. Improve monitoring and evaluation of revenue.

### **1.3 Basic Principles of OSR Mobilisation**

In order to ensure effective OSR mobilisation, following principles need to be followed:

- a. The demand from a citizen should appear to be reasonable.
- b. The assessment of tax should be based on rules and with transparent objective parameters.
- c. Cess collected for against the services provided should be in consonance with services provided and the cost of service delivery keeping equity in mind.
- d. All potential sources of OSR should be explored.
- e. Prudence is to be shown while identifying new sources.
- f. There should be effort to realize the entire demand during the same financial year itself.

### **1.4 Definitions**

Words and Expressions used but not defined in the Manual but defined in Kerala Panchayat Raj Act 1994, and the Rules there under shall have the same meaning assigned to them in that Act/Rules and amendments there on.

**i. Act**

The Kerala Panchayat Raj Act 1994 (13 of 1994) as amended from time to time.

**ii. Aggregate income**

An individual's total income excluding House Rent Allowance, City Compensatory Allowance and Conveyance Allowance/Travelling Allowance form aggregate income.

**iii. Assessing Authority (AA)**

Assessing Authority (AA) means the Secretary of the Grama Panchayat.

**iv. Bank Reconciliation Statement**

A statement prepared as part of the reconciliation which sets out the entries which caused the difference between the Grama Panchayat records and Bank records on a particular day. It reveals the errors and omissions of recording transactions between Grama Panchayat and the Bank.

**v. Cash**

Cash means currency notes and coins.

**vi. Cashier**

Cashier is the person who is authorized to handle cash in a Grama Panchayat office.

**vii. Cash Book**

Cash Book is a book of original entry which shows the cash receipts and its disbursement with due authentication.

**viii. Cash Flow Statement**

A financial statement prepared for an accounting period to depict the inflow and outflow of cash and its equivalents.

**ix. Chartered Engineer**

An Engineer who is certified by the Institution of Engineers as a Chartered Engineer.

**x. Contra Entry**

A Transaction involving transfer of cash between one cash account to another or one cash account to another bank account. It includes transactions between banks and cash withdrawal from or remittance to a bank.

**xi. DCB Statement**

Statements showing the Demand, Collection and Balance of OSR of the Grama Panchayat.

**xii. Drawing and Disbursing Officer (DDO)**

The person who is authorized by the Government to draw and disburse money from the Grama Panchayat fund.

**xiii. Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)**

An Act to provide for the enhancement of livelihood security of the households in rural areas of the country by providing at least one hundred days of guaranteed wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work and for matters connected therewith or incidental thereto.

**xiv. Own Source Revenue (OSR)**

OSR means the revenue collected by Grama Panchayats from taxes and non taxes assigned by the Government to the Grama Panchayats, including various fees and service charges collected as per bye-law or through economic activities.

**xv. Qualification**

Qualification refers to a comment by the auditor on the accounts and the process of maintaining accounts.

**xvi. Receipts and Payments Statement**

A financial statement prepared for a period as defined in the Kerala Panchayat Raj (Accounts) Rules, 2011.

**xvii. Rules**

Rules framed under the Kerala Panchayat Raj Act 1994, as amended from time to time.

**xviii. Standing Committee for Finance (SCF)**

The SCF is the Standing Committee of the Grama Panchayat, that deals with all financial matters like Budget, Revenue, Taxation, Appeals on taxation, Accounts, Audit, and General administration.

**xix. Traders List**

The list of all organizations or individuals functioning /delivering services within the area of Grama Panchayat, which require license or permission from the Grama Panchayat.

**Exclusion clause**

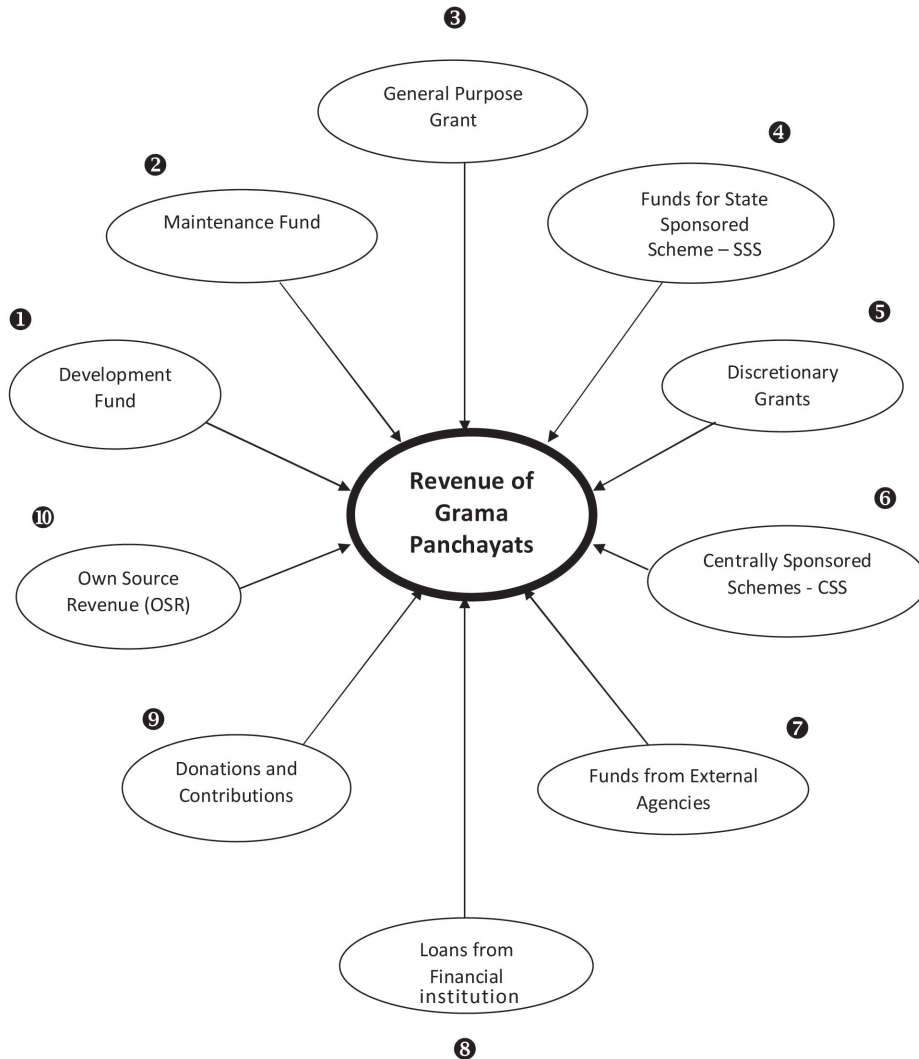
- i. In case of computerized accounting system, the procedures and documents prescribed in this Manual shall be suitably adapted in the computerized mode. In that case, hard copies of the documents referred in this Manual need not be maintained, instead the format prescribed shall be invariably followed as e-documents and the control mechanism suitably ensured there in.
- ii. Every effort has been made to use definitions established through legislation, standards of accounting, and other guidelines on financial management.
- iii. The Manual is an evolving document and the Director of KILA and Director of Panchayats will accept and incorporate valid suggestion and feedback.

# Revenue of Grama Panchayats

## 2.1 Sources of Funds

- a. Grama Panchayat receive funds from several sources. The most important source which reflects the strength of Local Governance is the Own Source Revenue. Since the functional responsibilities of the Grama Panchayats are much more compared to their revenue potential from their own sources, there is transfer of fund as entitlement as per the recommendation of the State and the Union Finance Commissions to the Grama Panchayat.
- b. Grama Panchayat also receive funds from State Government as discretionary grant. Substantial amount of fund is also received from State and Union Governments for implementing various schemes. Further, Grama Panchayat can borrow money and receive donations. All the above mentioned funds constitute the Grama Panchayat Fund.
- c. Since OSR is the most important and critical component of any Local Government, it is described in detail in Chapter 3 and this chapter also describes the other components of Grama Panchayat revenue. Various components of the Grama Panchayat Fund are shown in **Chart 2.1**.

**Chart 2.1: Sources of Grama Panchayat Fund**



## 2.2 Devolution from State Government

Devolution from State Government is of three kinds – Fund as per the recommendations of the Finance Commission, Fund for implementation of State schemes and Discretionary grants.

### 1. Fund as per the recommendation of the State Finance Commission

#### A. Development Fund

- a) After decentralization, a lot of developmental responsibilities have been transferred to the Grama Panchayats. In order to take up such activities for economic development ensuring social justice, sufficient fund is also transferred to them. To ensure the availability of funds for developmental activities, it is included in the Appendix IV of the State Budget. Grama Panchayats can take up the developmental activities at their discretion subject to conditions given by the Government from time to time.



- b) The development fund is comprised of three categories viz. Development Fund – General, Scheduled Caste Sub Plan (SCSP), and Tribal Sub Plan (TSP).
- c) Generally, the part of the fund not utilized will not lapse at the end of the financial year, but it is decided by the State Government from time to time.

**B. Maintenance Fund**

- a) Maintenance fund is devolved by the State Government in two categories: Maintenance fund for road and Maintenance fund for non-road.
- b) Maintenance fund for non-road is given for maintenance, upkeep, modernisation and for improved service delivery of Institutions of the Grama Panchayats and their assets.
- c) Maintenance fund for road is given for maintenance of road owned by the Grama Panchayat.
- d) Generally, the part of the fund not utilized will not lapse at the end of the financial year, but it is decided by the State Government from time to time.

**C. General Purpose Grant**

- a) The fund is devolved by the State Government to meet the expenditure of traditional functions and establishment expenses of Grama Panchayat.
- b) The fund shall be used for all purposes for which Own Source of Revenue (OSR) can be used.
- c) The part of the fund not utilized will not lapse.

**2. Scheme funds**

Where the Grama Panchayats are entrusted with the responsibility for implementing certain schemes of State Government, fund is provided in the budget and allotted to the Grama Panchayat by the department concerned. The role of Grama Panchayat is only agency function.

**A. State Sponsored Schemes (SSSs)**

- a) Grant-in-aid for implementing specific programmes, i.e. State Sponsored Schemes (SSS). It includes both plan and non-plan funds for specific purpose of SSSs.
- b) Social Security Pension, unemployment wages and other grants given by various departments for specific schemes/functions shall also fall under SSS.
- c) The part of the fund not utilised at the end of the financial year will lapse.

### **3. Discretionary Grants**

This constitutes fund allotted by various departments for the administrative expenses of transferred institutions of the Grama Panchayat. At the end of the financial year, the balance amount not drawn will lapse.

#### **2.3 Devolution from Union Government**

1. Devolution from Union Government takes two forms – Devolutions as per the recommendations of Central Finance Commission(CFC) and devolution for the implementation of Centrally Sponsored Schemes (CSS).
2. As per the recommendations of the CFC, Union Government transfers funds to Grama Panchayats through the State Government for taking up development schemes in the areas prescribed by the CFC.
3. Centrally Sponsored Schemes (CSSs)
  - a. The fund received from Government of India for the implementation of Centrally Sponsored Schemes (CSSs) through Poverty Alleviation Unit (PAU) and through District Collector.  
E.g. Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Western Ghat Development Programme (WGDP), Literacy Programme, Swatch Bharath Mission etc.
  - b. Funds received from Central Government through District Collector for Draught Relief, Flood Relief.

#### **2.4 Funds from External Agencies**

State Government receive funds from international agencies like World Bank and Asian Development Bank and transfer the same to Grama Panchayat for taking up of developmental activities subject to the conditions of the schemes concerned.

#### **2.5 Loans from Financial Institutions**

- a. Grama Panchayats can avail loans from financial institutions as per the Kerala State Local Authorities Loan Act (1963).  
Eg. Loans from KURDFC, HUDCO, other financial institutions, loan raised for EMS Housing Scheme.
- b. This fund shall be utilized for specific purposes for which it is availed.
- c. Loan amount shall be availed only as per requirements.

#### **2.6 Donations and Contributions**

Grama Panchayats can collect donations and contributions from the public and non Governmental agencies to augment the resources for implementing various schemes. For this purpose Grama Panchayat shall constitute a special fund on the discretion of the Grama Panchayat. Utilisation of fund from this special fund shall be in accordance with the bye-laws made for this by the Grama Panchayat (Sec. 212 (2) (b) (iv) and 212 (10) of KPRA).

## **2.7 Distress Relief Fund**

- a. Every Grama Panchayat may, by a resolution, constitute a Distress Relief Fund kept separately from other funds of the Grama Panchayats for providing urgent financial assistance for the purpose of giving relief to the poor persons residing in the Grama Panchayat area and suffering distress due to heavy rains, flood, natural calamity, fire, storm, sea erosion, accidents, protracted illness etc.
- b. The amount required for constituting the fund may be collected by organizing arts-sports-entertainment programmes and by accepting contributions from individuals, organisations, institutions, etc.
- c. Provided that, for such collection of fund, there shall not be any type of exertion of compulsion or adoption of coercion or offer of enticement or promises or any act of abuse of power of causing loss of any income due to the Grama Panchayat or causing of damage to the development activities of the Grama Panchayat.
- d. A bank account shall be maintained in the name of the Secretary in a Nationalised Bank or Co-operative Bank for the transaction of the income and expenditure of the fund.
- e. No amount shall be transferred to the fund from any fund of the Grama Panchayat or from any grant that the Grama Panchayat received from the Government.
- f. The Secretary or the Officer authorized by the Grama Panchayat shall give receipt signed by him for the donations to the fund and it shall be in printed form.

## **2.8 Own Source Revenue**

- a. This fund includes all tax and non-tax revenue mobilised by the Grama Panchayat (refer table 3.1).
- b. Donations and other income received from public for general purposes.
- c. The part of the fund not utilized, will not lapse at the end of the financial year.

## **2.9 Distribution and Flow of Funds**

- a. The allotment of Development and Maintenance funds in a financial year will be released by the Finance Department (SFC Cell) in three installments i.e., in March 25, July 25, and November 25 through a Government Order to the concerned Treasuries. This Government Order will be treated as Letter of Authority (LoA) and no individual allotment will be issued. The format of LoA is given in **Annexure 2.1**.
- b. Concerned Drawing and Disbursing Officer (DDO) can draw funds from the Treasury as per the allotment issued by the Grama Panchayat.

- c. The General Purpose Grant (GPG) allocated to LSGIs, for meeting their expenditure on traditional functions, maintenance and development activities, shall be drawn from the consolidated fund of the State. GPG shall be provided on a monthly basis as per the LoA issued from the Finance Department (SFC Cell). Local Governments are permitted to transfer this amount to the Special TSB A/C that need to be opened in the Treasury and can draw the fund as per the requirements. Local Governments are permitted to open a Special TSB A/C for this purpose. The Secretary, Grama Panchayat shall draw the fund as per specific requirements.
- d. Plan Fund of SSS is drawn from the Treasury with the help of Letter of Allotment issued by the Grama Panchayat to the concerned Implementing Officer. The allotment of non-plan fund of SSS for a financial year will be issued by concerned departments of the Government on a monthly basis/yearly basis to the concerned Grama Panchayat. For social security pension, the distribution is done by the Panchayat Director directly to the beneficiaries account or in cash through Service Cooperative Societies/Bank or through Electronic Money Order (EMO).
- e. CSS fund shall be deposited and utilized according to the guidelines and procedures issued by Government of India and other funding agencies from time to time.
  - E.g. i. MGNREGS – The payment of salary to the staff of MGNREGS is transfer credited from Block Panchayat, after receiving fund from Rural Development Department. For MGNREGS workers, the amounts are directly transferred to their respective account of the beneficiary.
  - ii. Total Sanitation Mission – The amount to beneficiaries are transfer credited to their accounts from Grama Panchayat after receiving fund from District Office of Sanitation Mission.
- f. Loans are availed as and when required by the Grama Panchayat. A loan account is separately maintained for this purpose.
- g. All OSR received by Grama Panchayats are deposited in concerned OSR accounts of the Grama Panchayat, which is maintained in treasury or in any nationalized or cooperative bank.

## **2.10 Head of Accounts**

Development and Maintenance fund are drawn from the treasury by respective DDOs through Letter of Allotment (LoA) issued by the Grama Panchayat Secretary. The format of LoA is given in **Annexure 2.2**. DDOs shall withdraw these funds directly from the consolidated fund using fully vouched contingent bill from the head of accounts detailed in the **Table 2.2**. In the case of GPG, Grama Panchayats shall open a Special TSB account and shall draw the fund from the consolidated fund and remit the same in the Special TSB account.

**Table 2.2 : Head of Accounts**

<b>Sl. No</b>	<b>Head of Account in the consolidated fund</b>	<b>Particulars</b>
1	3604-00-200-91-(05)-35	Development Fund General
2	3604-00-200-91-(10)-35	Development Fund SCSP
3	3604-00-200-91-(15)-35	Development Fund TSP
4	3054-80-198-39 NP	Maintenance Grant Road
5	3604-00-200-92-(05) NP	Maintenance Grant Non Road
6	3604-00-200-93-(05) NP	General Purpose Grant



# Mobilisation of Own Source Revenue

## 3.1. Need for Own Source Revenue (OSR)

Being the Local Government, Grama Panchayats have to take up developmental and social-welfare activities for which fund is necessary. Hence, identifying all possible sources of revenue and tapping its full potential is of great importance. Various Sources of Own Source Revenue of Grama Panchayats as per the Kerala Panchayat Raj Act 1994 and Allied Rules are summed up in **Table 3.1.**

**Table 3.1: Own Sources of Revenue - Taxes and Non-Taxes**

Sl. No.	Taxes/Fees	Section in the KPR Act 1994	Rules
<b>I</b>	<b>Taxes</b>		
1	Property tax	203	Kerala Panchayat Raj (Property tax, Service Tax and Surcharges) Rules 2011
2	Profession tax	204	Kerala Panchayat Raj (Profession tax) Rules 1996
3	Advertisement tax <sup>2</sup>	209 and 256	As per bye-law formed by the Grama Panchayat
4	Entertainment tax	200 and Kerala Local Authorities Entertainment Tax Act 20 of 1961	Kerala Local Authorities Entertainment Tax Rules, 1962
5	Service tax	200 (2)	Kerala Panchayat Raj (Property tax, Service Tax and Surcharges) Rules 2011
6	Show tax	200(4)	Kerala Panchayat Raj (Levy and Collection of Show tax) Rules, 1995
7	Cess on Conversion of Land Use	200 (3a)	Kerala Panchayat Building Rules, 2011

<b>II Fees</b>			
8	D&O License fees	232	Kerala Panchayat Raj (Issue of license to Dangerous and Offensive trades and factories) Rules, 1996
9	Construction of factories and the installation of machinery	233	Kerala Panchayat Raj (Issue of license to Dangerous and Offensive trades and factories) Rules, 1996
10	Service Charges	198 (2)	Kerala Panchayat Raj (Property tax, Service Tax and Surcharges) Rules, 2011
11	Public and Private Parking and Halting places	227 and 228	Kerala Panchayat Raj (Landing places, halting places, cart stands and other vehicle stands) Rules, 1995
12	Duty on transfer of property	206	Kerala Panchayat Raj (Transfer of Property) Rules, 1995
13	Public and Private Slaughter House and Butcher License	229,230 and 231	Kerala Panchayat Raj (Slaughter houses and Meat Stalls) Rules, 1996
14	PPR license fees	PPR act 40 of 1963	Kerala Places of Public Resort Rules (1965)
15	Dogs License fees	254 (2ii)	Kerala Panchayat Raj (Licensing of Pigs and Dogs) Rules, 1998
16	Cinematograph license	200 and Kerala Cinemas (Regulation) Act, 1958	Kerala Cinemas (Regulation) Rules, 1988
17	Livestock Farm fees	(a) 27 of Annexure-III of KPRA and Kerala Live-Stock improvement Act, 1961	Kerala Panchayat Raj (Livestock Farm License) Rules, 2012
18	Ferries/Tolls	166 (1) and Third Schedule	Kerala Tolls Act, 1976; The Kerala Tolls Levy Rules, 1983; Madras Canals and Public Ferries Act, 1890 and Rules 1917 (Madras)
<b>III Permit fees</b>			
19	Building Construction and Land Development fees	235 (A, B, F, P and W)	Kerala Panchayat Building Rules, 2011
<b>IV Registration fees</b>			
20	Tutorial Institution	266	Kerala Panchayat Raj (Registration of tutorial institutions) Rules, 1999
21	Private Hospitals and Para Medical Institutions	270	Kerala Panchayat Raj (Registration of private hospitals and private paramedical institutions) Rules, 1997
22	Birth and Death Certificate	a) 20 of Annexure-III of KPRA and Kerala Registration of Births and Deaths Act, 1969	(Kerala Registration of Births and Deaths Rules, 1999
23	Lodgings	Not reflected in KPRA; Only in Malabar area under the Madras Public Health Act	The Lodging Houses (upkeep and maintenance) Rules, 1940



<b>V</b>	<b>Usage fees/Gate fees</b>		
24	Bus stand	227	Kerala Panchayat Raj (Landing places, halting places, cart stands and other vehicle stands) Rules, 1995
25	Public and Private market	221 to 224	Kerala Panchayat Raj (Issuance of license and control of public and private markets) Rules, 1996
26	User charges from cloak rooms and comfort stations	212	
27	Common Marriage Registration fees	As Supreme Court Judgment	Kerala Marriage Registration (Common) Rules, 2008
28	Common Marriage Certificates	As Supreme Court Judgment	Kerala Marriage Registration(Common) Rules, 2008
29	Cremation Ground	(a) 18 of Annexure-III of KPRA	Kerala Panchayat Raj (Burial and Burning Grounds) Rules, 1998
<b>VI</b>	<b>Income from Property – Rent</b>		
30	Rent from buildings	212	
31	Rent from lands	212	
<b>VII</b>	<b>Income from Property other than rent</b>		
32	Proceeds from sale of right to collect sand, lime, lime shell, laterite etc	218 (4)	Kerala River Protection and Sand Excavation Rules 2001 and 2002
33	Proceeds from sale of right to fish	234 and 236	
34	Proceeds from sale of usufructs	234 and 236	
<b>VIII</b>	<b>Sundry Items</b>		
35	Proceeds from auctioning of meat stalls	231, 232 and 273	
36	Interest on deposits	254 (xii)	Kerala Panchayat Raj Accounts rules, 2011
37	Endowments	52 of KPAR, 2011	Kerala Panchayat Raj Accounts rules, 2011
38	Return on investments like shares	48 of KPAR, 2011	Kerala Panchayat Raj Accounts rules, 2011
39	Contributions/ Donations	212	
40	Hire charges of vehicles/ machinery	212	
41	Income from cattle pounds	212	

42	Income from Libraries	212	
43	Sale of Forms	212	
44	Sale of unserviceable articles and fallen trees	212	
45	Fines and Penalties	212	
46	Collection under any other acts	212	
47	Income from any other economic activities	212	
48	Other items which cannot be classified	212	

### **3.1.1 OSR Account**

- a. Grama Panchayat Secretary is the assessing and collecting authority for all OSR.
- b. The collected OSR of the Grama Panchayat shall be deposited in the treasury or nationalized/cooperative bank.
- c. Daily receipts of all taxes, fees and other collections are deposited in the accounts of the Grama Panchayat on the same day or next working day by the cashier (Senior Clerk/Clerk).
- d. Secretary should ensure for the maintenance of documents related to accounting of OSR in the Grama Panchayat.

### **3.1.2 Cash Management: Duties**

#### **A. Secretary shall ensure**

- a. All collections are recorded in the cash book and the bank book as the case may be on the same day.
- b. The physical verification of cash with the cash book and certifying it.
- c. The entire cash received is kept in the cash chest and one key is retained by him or by the person who is in charge of cash.
- d. Cash is not misappropriated.
- e. Collected cash is deposited in the account on the same day or by the next working day.

#### **B. Head Accountant**

- a. Ensure that the actual cash is tallying with the cash book details.
- b. Ensure that the entire cash balance is kept in the cash chest.

- c. One key of the cash chest should be in the custody of the Head Accountant.
- d. Ensure that the collected amount is remitted in the account on the same day or by the next working day.
- e. Reconcile the bank book balance with the pass book balance at the end of every month.
- f. Make necessary recording related to instruments received which include liquid Cash, Cheque, DD, Bonds, Post Order etc. in the Cash Book, Cheque and Draft Register.
- g. Ensure that these instruments are collected in time and if not, necessary steps have been taken for that.
- h. In the case of dishonor, the Accountant has to make necessary entries in the Cash Book or Bank book.
- i. Head accountant should maintain the records and documents related to accounting as per Kerala Panchayat Raj (Accounts) Rules 2011.

**C. Cashier**

- a. Receive cash collected by the front office clerk and outdoor collection staff on the same day.
- b. Cashier should physically verify the cash with the cash book balance and satisfy himself regarding the accuracy.
- c. Should keep the cash in safe custody i.e. in cash chest.
- d. He/She should remit the cash to Treasury/Bank on the same day of collection or the next working day.
- e. Receive the instruments of cash in time and deposit the same in Bank or Treasury as the case maybe, on the same day as far as possible or by the next working day.
- f. Inform the Head Accountant about the receipts of such instruments, so as to enable him to make necessary recording in the Cheque and Draft Register etc.
- g. He/She should keep the receipts of remittance in safe custody.

**D. Front Office Clerk**

- a. Receipts are to be generated only after receiving the amount.
- b. Ensure that no counterfeit notes and coins are received.
- c. Hand over the cash and other instruments received in the front office to the cashier in the evening of the day of receipt.
- d. Make sure that out station cheques include collection charges also.
- e. Ensure that receipts are given indicating the instruments for all receipts of Cash, Money Orders, Collection through Internet, collection through Credit/Debit Cards, Cheques, Demand drafts.

## **E. Section Clerk and Clerks**

- a. Ensure that all receipts are posted in the concerned registers.
- b. The section clerk can entrust the work of posting the receipts to clerks for the wards allotted to them.

## **3.2. Management of OSR**

### **(i). Monthly Evaluation of OSR**

- a. Secretary with the help of the Head Accountant shall prepare the Receipts and Payment Statement (R&P) and submit to the Standing Committee for Finance (SCF).
- b. The SCF in the monthly meeting shall make a verification of the assessment of demand and collection of OSR, using the format given in **3.1.1 of Annexure 3.1**.
- c. The SCF should submit the R&P statements along with their remarks before the Panchayat Committee.

### **(ii). The SCF shall decide strategies for collection of OSR dues in a full-fledged manner through following steps:**

- a. Arrange centers for camp collection and release an advertisement through newspaper and other local means about the date of camp collection.
- b. Clerks of Grama Panchayats shall adopt appropriate method for collecting tax dues, whenever required.
- c. After camp collection, Front office collection and other methods of collection, identify the ward wise defaulters for payment of tax and fees with the help of table formats given in **3.1.2 and 3.1.3 of Annexure 3.1** for each type of own fund.
- d. Arrange for the preparation of intimation letters to defaulters. The letter should be send to all defaulters as a reminder of the remittance of Tax and Non-Tax. This letter can be send by post or can serve with the help of Kudumbashree members. Remuneration for Kudumbashree can be made as per Government orders from time to time.

## **3.3. Role of Standing Committee for Finance**

- a. As per sec 162A of the Act, the Standing Committee for Finance (SCF) shall deal with the subjects of finance, tax, accounts, audit, budget, general administration, appeal relating to tax and all other subjects not allotted to other Standing Committees in a Grama Panchayat. As per Kerala Panchayat Raj (Accounts) Rules 2011, the Secretary should submit a monthly R&P statement to the SCF before 10th of every month. The SCF should discuss and evaluate the R&P statement and present it before the Panchayat along with their remarks.
- b. The SCF shall fix monthly target for the staff assigned for collection and evaluate their performance.

- c. The SCF shall monitor the monthly reports of the staff assigned for collection regarding the collection of property tax; D&O license fee, etc.
- d. The SCF shall monitor that, no institution is working in Grama Panchayat area without a valid license/registration.

### **3.4 Avoiding Tax Evasion**

There are chances of evasion of tax and the Grama Panchayats should take the following steps to prevent this:

- a. The concerned official in charge of field verification (Clerk/Overseer) should watch new construction/extension of existing building/occupation after the building is completed and establishment of new businesses within his jurisdiction and submit a report on unauthorised construction/running of unlicensed businesses that come to his notice immediately.
- b. The concerned official in charge of field verification should submit a consolidated quarterly report to the Secretary. If no unauthorised construction/establishment has taken place, a certificate to that effect should be given to the Secretary. The format of consolidated quarterly report is given in **Annexure 3.2**
- c. Before 1<sup>st</sup> of April of every financial year, prepare a trader's list containing the list of license/registration from Grama Panchayat.

### **3.5 Identifying New Sources of Revenue**

The following steps will help the Grama Panchayats to find out additional sources of revenues.

- A.** One of the important assets of the Grama Panchayat is land. The Grama Panchayat shall analyse the potential use of land resources for augmenting revenue without compromising environmental sustainability with the help of professional/experts. Accordingly land shall be used effectively for generating additional revenue.
- a. Utilisation of 'Puramboke' and other lands under the custody of Grama Panchayats**

There are a number of small and large areas of land in Grama Panchayats as 'Puramboke'. Sometimes these lands are not managed properly, which should be identified with the help of Revenue Authority, if needed, and it may be used to earn additional revenue by improving the natural resources. 'Puramboke' may be given for cultivation and other agricultural/horticulture/farm/forestry/fishery activities, industrial or commercial purposes for ground rent or lease. E.g. Market complex or any other building shall be constructed and given for rent.

Grama Panchayat had acquired different lands with ownership through purchase and also got transferred in the form of donations. These lands shall also be used effectively for earning additional revenue in the same manner as specified above for 'Puramboke'. These lands shall be handed over to:

- i. Firms for setting up of market complex of their own on Public Private Partnership (PPP) basis.
- ii. Grama Panchayats can construct market complexes with the help of security deposit amount of lessees.

**b. Enhancement of existing infrastructure facilities**

The enhancement of existing infrastructure facilities will help the Grama Panchayats to attract new entrepreneurs. Land, transportation facilities, water, electricity are the basic needs of every industries and the availability of these will attract industrialists. Therefore, while preparing the annual plans, care should be taken for the balanced development of all regions and at the same time remembering the needs of industrial development. Thus, establishment of new industries/businesses will create additional revenue to the Grama Panchayats by way of taxes and fees like, profession tax, license fees, and fees for installation of machineries and motor fees and rent.

**c. Setting up of industrial estates**

By setting up industrial estates, new entrepreneurs will be attracted. Grama Panchayats shall earn additional revenue from such industries in the form of taxes and other non-tax revenues.

**d. Utilising places of Grama Panchayats for Advertisement purpose**

Places coming under the Grama Panchayat shall be given for lease for advertisement purposes like hoardings. This will internally earn additional revenue to the Grama Panchayat in the form of rent and advertisement tax.

**e. The concept of “Uzhavar Santhai” or “Rythu Bazzar” or “Aazhcha Chanda”**

The concept of “Uzhavar Santhai/Rythu Bazzar/Aazhcha Chanda” shall be introduced in Grama Panchayats i.e. the places of Grama Panchayat shall be given to a group of farmers to sell their agricultural products direct to the consumers without any intermediaries. Grama Panchayats shall earn revenue in the form of fees from farmers.

**B. Donations and Contributions**

Donations and Contributions are yet another source of own revenue. The Grama Panchayats can conveniently mobilise this source to a great extent

1. The Grama Panchayat can encourage wealthy people to make donations and contributions to the Grama Panchayat.
2. This can be received for specific purposes like “Zero Hut Panchayat” or for constructing a bridge etc.
3. Donations and contribution can be received as Beneficiary Contribution from the beneficiaries of a particular project.
4. Enquiring the possibility of out sourcing the maintenance and operating related with civic services and public amenities such as street light, maintenance of park etc.

**C. Income from own assets**

Grama Panchayat should review the income from income generating assets whether their full potential is utilized. If not, appropriate measures should be taken to put them in optimum return on investment.

In the case of obsolete and unusable assets they should be disposed of before the value gets reduced and savings on their upkeep cost.

**D. Income from Investment**

Whenever Grama Panchayats have adequate surplus fund, they can invest that effectively in fixed deposits with Public Sector Bank/Cooperative Banks so as to get maximum returns. The investment should be prudently done in one or in several deposits.

**E.** Other possible sources are promotion of tourism like establishment of Amusement Park, Home Stay, House Boat etc. These sources shall be made use to enhance own source. The type of source shall be decided and implemented in accordance to the climate and geography of the Grama Panchayat.





# Duties and Responsibilities

## 4.1 Role of the Grama Panchayat

Elected Representatives and Officials have collective responsibility for achieving efficiency in funds management of the Grama Panchayats. This responsibility can be fulfilled only with the spirit of co-operation. As revenue is a prerequisite for any development activities, its proper and timely collection is of great importance. The following duties are to be fulfilled by the Grama Panchayat in relation to the revenue management.

- a. Ensure that all sources of revenue are identified and assessed.
- b. Ensure that all taxes are assessed on an equitable basis.
- c. Verify all assessed taxes and non-tax revenue are collected properly.
- d. Ensure that all sources of revenue that do not lapse are spent on time.
- e. Regular monitoring should be undertaken to ensure that all records, registers, and forms regarding financial transactions are prepared timely and accurately.
- f. The unqualified audit certificate should be taken as the indicator for deciding efficiency of the Grama Panchayat.
- g. Ensure the participation of officials concerned to fulfill the responsibilities of Standing Committee for Finance regarding management of fund.

## 4.2 Standing Committee for Finance (SCF)

The Standing Committee for Finance has the following responsibilities:

- a. Conducting monthly meetings of the Standing Committee before 10<sup>th</sup> of every month for scrutinizing the Receipts and Payments Statement of the Grama Panchayat.
- b. Submit the monthly R&P Statement before Panchayat along with their remarks.

- c. Regular monitoring of assessment and collection of OSR.
- d. Giving timely instructions to the officials to assess demand and to collect OSR and direct them to report to the SCF on a monthly basis.
- e. Initiating to mobilise OSR in terms of voluntary service, donations, and beneficiary contributions related to the implementation of the projects.
- f. Ensuring that all financial and non-financial registers and records are maintained systematically and Financial Statements are sent to the authorities concerned in time.
- g. Timely decision on tax-related appeals.
- h. Studying the reports given by the concerned officials of the Grama Panchayat regarding the writing-off and giving exemption to the outstanding dues timely.
- i. Taking action to maintain financial control by maintaining Appropriation Control Register and comparing with the Budget.
- j. Monitoring the financial activities as a whole.
- k. Taking appropriate decisions relating to the matter regarding the writing-off of revenues and revenue refund.

#### **4.3 Financial Responsibilities of the Officials**

The responsibility of the Secretary and Head Accountant related to revenue management in a Grama Panchayat is given in the following paragraphs. Based on this, the Secretary can distribute the responsibilities of the officials and issue office orders. It should be ensured that all the employees have received the order and that they follow it.

##### **4.3.1 Secretary**

The Secretary has the following roles and responsibilities:

- a. Presenting monthly accounts, prepared by the Head Accountant, before the SCF before 10<sup>th</sup> of every month.
- b. Presenting the monthly accounts along with SCF's remark in the next Panchayat meeting for approval.
- c. Keeping all the documents related to Grama Panchayat Fund.
- d. Making payments for all genuine expenditure as approved by the President.
- e. Ensure that all registers and records relating to revenue are maintained.
- f. Ensuring Annual Financial and D.C.B Statements are prepared by the Head Accountant before May 15<sup>th</sup> and submits it to audit authorities.
- g. Ensuring the preparation of the Administration Report and submitting it for the approval of the Panchayat before September 30<sup>th</sup>.
- h. Ensuring all sources of revenue are assessed and collected
- i. Taking adequate steps for realizing the amounts to be recovered.
- j. Ensuring that the money is kept in the cash chest at the end of every day and deposit that to Treasury or Bank properly.
- k. Ensuring that the cheque books and pass books are kept in safe custody by the Head Accountant.

#### 4.3.2 Head Accountant

The Head Accountant shall:

- a. Be responsible for the maintenance of accounts and for the safe custody of Registers and Records thereto.
- b. Neither receives nor disburses cash on behalf of the Grama Panchayat. However, the Cashier or the person entrusted with the duty of handling cash shall work under his supervision.
- c. Be responsible for the maintenance of the cash chest. She/He shall maintain one of the keys of the cash chest, embedded in masonry, with double locks of different patterns, the other key of which shall be with the Secretary of the Grama Panchayat or the person entrusted with the handling of cash. Ensure that the entire collection of cash, cheques, demand drafts, and postal orders received on the day in the Grama Panchayat are kept in the cash chest.
- d. Ensure that no payment or refund is made, whatever be the source, except on the authority of a Bill prepared in the Grama Panchayat in the Form given in **Annexure 4.1** and duly authorized by the President of the Grama Panchayat.
- e. Maintain Cash Book, Subsidiary Cash Book, Cheque/Draft Register, Bill Register, Cheque Issue Register, Investment Register, Treasury/Bank/Post office/Investment Balance Register, Register of Receipts, Register of Payments, Advance Register and Deposit Register connected with the maintenance of accounts as prescribed in Kerala Panchayat Raj (Accounts) Rules 2011.
- f. Record the entire receipts and payments of the Grama Panchayat as soon as they occur, irrespective of the source, in one Cash Book in terms of the provisions contained in Kerala Panchayat Raj (Accounts) Rules 2011.
- g. Ensure that the cashier or the person entrusted with the duty of handling cash remits the cash, cheques, demand drafts and postal orders on the day of receipt or in the case of any practical inconvenience, on the next working day of receipt to the Treasury/Bank concerned.
- h. Ensure that the cash balance at the end of each day is counted by the Secretary of the Grama Panchayat or a subordinate officer other than the Head Accountant and verified with the book balance as shown in the Cash Book, and a certificate of correctness is recorded. The Secretary shall be responsible for the performance of the functions of counting, verification and certification.
- i. Conduct Treasury/Bank reconciliations and prepare the Reconciliation Statement at the end of each month, in the form given in **Annexure 4.2**.
- j. Be held personally responsible for any loss that may be found due to any neglect of the duties laid upon him.
- k. The fact that he has been misled or deceived shall in no way mitigate his personal responsibility since every Government servant should be familiar with the financial rules laid down by the Government; and he should exercise a specially strict and close control in regard to the maintenance of proper accounts as prescribed in terms of clauses (1) to (6) of Article 8 of the Kerala Financial Code, Volume I given in **Box 4.1**.

- l. Keeping himself aware of the General Principles, Standards of Financial propriety and the important financial principles in order to render timely advice on financial matters to the President, the Chairman of the Standing Committee for Finance and the Secretary of the Grama Panchayat, if called for.
- m. Monitor the progress of collection under various taxes, fees and other sources of income.
- n. Ensure that the Demand Register and Arrear Demand Register are written up to date.
- o. Periodically verify the collection of various taxes and non-taxes and posting of that in the concerned Demand Register.
- p. Prepare monthly Demand Collection and Balance (DCB) of the Grama Panchayat.
- q. Be responsible for the keeping of Financial Database.
- r. Acceptance of Letter of Authority in respect of Maintenance, GPG and Development fund and its follow up action.
- s. Be personally responsible for any violation of the Rules or Orders relating to financial matters as far as accounting is concerned.

**Box 4.1:**

**Article 8 of the Kerala Financial Code, Volume I**

**CHAPTER II**

**RECEIPTS, THEIR COLLECTION AND CHECK CHAPTER I - FINANCE**

***Accounts***

**8. Maintenance of proper accounts.—**

- (1) Every Government servant should see that proper accounts are maintained for all Government financial transactions with which he is concerned.
- (2) He should render accurately and promptly all such accounts and returns relating to them as may have been prescribed by the Government, the Accountant General or the competent departmental authorities. (3) He should check the accounts as frequently as possible in order to see that there is no occasion to commit fraud, misappropriation or any other irregularity.
- (4) He will be held personally responsible for any loss that may be found to be due to any neglect of the duties laid upon him by the provisions of this Code and other Codes or financial procedure issued by the Government (See also Chapter XI ).
- (5) The fact that a Government servant has been misled or deceived will, in no way, mitigate his personal responsibility since every Government servant should be familiar with the financial rules laid down by the Government.
- (6) He should exercise a specially strict and close control in regard to the maintenance of proper accounts.

# Taxation, Levy and Appeal

## 5.1 General Procedures for Assessment of Tax and Levy

As per Kerala Panchayat Raj (Taxation, Levy and Appeal) Rules 1996, following are the procedure for assessment of tax.

A. Panchayat shall:

1. Before passing any resolution for levying any tax for the first time or for increasing the rate of an existing tax, publish a public notice at least in one newspaper, on the notice board of the Grama Panchayat and in the places specified by the Grama Panchayat.
2. Invite objections, if any, through circulation through newspaper advertisement, pamphlet, loud speaker, and Panchayat notice board. Time limit for submitting objection shall be not less than 30 days from the date of notice.
3. Take a final decision after considering all objections received within a stipulated time.
4. Display, in the notice board or other places decided by the Grama Panchayat, information related to:
  - a) new tax assessed by the Grama Panchayat,
  - b) the rates that shall be imposed, and
  - c) the date on which that shall come into effect.

B. Assessment Register (AR) shall be prepared by the Secretary who is the assessing authority for all taxes and non-taxes, if not specified otherwise anywhere in the Act and/or in the Allied Rules. A notice shall be given to the public showing that the AR is available for scrutinizing for a particular period.

- C. The Grama Panchayat can abolish an existing Tax or can reduce the existing rate of tax with the prior approval of the Officer authorised by the Government in this regard.

## **5.2 Tax Revenues**

Taxes of Grama Panchayats are directly assessed and levied by the Grama Panchayats. Different types of taxes that are demanded and collected by the Grama Panchayat are given below.

### **5.2.1 Property Tax**

- a. As per sec 203 (1) of the Act, any Grama Panchayat shall in accordance with the provisions of the Act and the Kerala Panchayat Raj (Property Tax, Service Tax and Surcharges) Rules 2011 can levy property tax on every building (including the land appurtenant thereto) situated within the area of the respective Grama Panchayat if not exempted under section 207 of this Act.

#### **5.2.1.1 Steps for assessing property tax**

- a. Grama Panchayat Secretary is the tax assessing authority and assesses the tax as per the procedures laid down in **Annexure 5.1**.
- b. Through a resolution, Grama Panchayat identifies various zones and fixes the basic property tax rate between the minimum and maximum rates fixed by the Government (The existing rate as on October 2015 is given in the **table 5.1.1** of **Annexure 5.1**). After publishing this for objections and suggestions as per para 5.1, the Grama Panchayat shall finally notify the zones and basic property tax rates.
- c. To assess Property tax for a new building, the owner of the building should apply with the Occupancy Certificate issued as per Kerala Panchayat Building Rules 2011 to Secretary. The Owner should also submit Form 2 of KPR (Property Tax, Service Tax and Surcharges) Rules 2011, the format of which is given in **Annexure 5.2**, along with the application.
- d. Field Verification will be conducted to verify the various parameters in connection with the calculation of Property Tax. The property tax for the building shall be calculated in the office use portion of the Form 2 by the Section Clerk and signed with name. This shall be verified by the JS/HC and signed by the Secretary as a token of approval. Simultaneously the same shall be entered in the Sanchaya Software.
- e. Every assessment shall be entered in the Assessment Register. Secretary shall ensure that the Assessment Registers are maintained by the concerned Section Clerk.

#### **5.2.1.2 Steps for collecting property tax**

- a. After assessment, a demand notice in Form 9 of KPR (Property Tax, Service Tax and Surcharges) Rules 2011 for 5 years is given to the tax payer. A demand register shall be prepared in the prescribed form indicating details of demand.
- b. The assessed Property Tax should be remitted in two equal installments in every half year.
- c. The last day of every half financial year is the due date for remittance of half yearly property tax i.e. 30<sup>th</sup> September and 31<sup>st</sup> March.

- d. The Tax payer can also remit the entire amount in the first half year itself.
- e. If the tax is not remitted before the due date, penal interest as per sec. 209E of the Act should also be collected.
- f. If the assessed building is vacant for at least 60 days in a half year, the assessee can apply for vacancy remission.
- g. The tax should be assessed for mobile towers as per the rate fixed by the Government. The rate is given in the **table 5.1.1 of Annexure 5.1**.

**5.2.1.3 Registers that shall be maintained in connection to property tax:**

- 1. Assessment Register
- 2. Demand Register
- 3. Arrears Demand Register
- 4. Register of unauthorized buildings
- 5. Appeal/Revision Register
- 6. Register of /Remission
- 7. Register of Write off
- 8. Register of demolished buildings
  - a. All the above registers are automatically generated from the computerized assessment system.

**5.2.1.4 Divisions exempted from Property Tax**

As per section 207 of the Act and Government orders issued from time to time, the following buildings are exempted from the payment of property tax:

- i. As Per Section 207
  - a. Building used for public worship and religious study
  - b. Hospitals giving free medical treatment.
  - c. Buildings for destitute and orphans admitting all classes of people
  - d. All educational institutions owned by Government, aided and functioning with the financial aid of Government and its hostels, Government approved educational institutions up to Higher Secondary Level.
  - e. Buildings exclusively used for educational purposes upto higher secondary having recognition of the Government and their hostels.
  - f. Houses belonging to BPL families with plinth area less than 30 sq. m.h. Buildings owned by any Local Self Government Institutions and institutions handed over to LSGI.
  - g. Ancient monuments
  - h. Burial and burning grounds
  - i. Public libraries and playgrounds.
  - j. Residential Buildings constructed and given free of cost by Government and Quasi Government or LSGI as part of their welfare activities.
- ii. As per Government Orders
  - a. Residential Buildings with plinth area upto 660 Sq. Feet. Provided that the building owner has no other building in his name.

- b. Building used by ex-servicemen/widows of ex-servicemen/houses in the name of wife of ex- servicemen for staying purpose (exemption is for only one building). The building should be within the limit of 2000 sq. feet.
- c. Houses used by the parents of soldiers who died in wars or accidents
- d. Property tax should not be imposed on Central Government buildings. But service charge shall be collected for the services rendered by Grama Panchayats like water distribution, sanitation, street lights, etc.

### **5.2.2 Service Tax**

Grama Panchayat shall levy service tax on property tax for the facilities provided to public like water supply, sanitation, street light, drainage. The Minimum Rates for Service Tax are given in the **table 5.1.2 of Annexure 5.1**.

#### **5.2.2.1 Steps for assessing service Tax**

- a. The intention to impose Service Tax for a particular Service and Rate for that shall be decided by the Grama Panchayat by a Resolution. Provided that the Rate shall not be less than as shown in **Table 5.1.2 of annexure 5.1**.
- b. The Procedure for assessing and demanding Property Tax shall be applicable to Service Tax.

#### **5.2.2.2 Steps for Collection of Service Tax**

Service Tax are demanded and collected along with Property Tax.

### **5.2.3 Service Charge**

- a. Though the building owned by the Central Government is exempted from the payment of Property Tax, they shall be levied with Service Charge.
- b. If all the Services (in Rule 27) are provided by the Gram Panchayat to the said building, 75 %, if only partial Services are provided 50 % and if no services are provided  $33\frac{1}{3}$  % of the property tax can be collected as Service Charge.

### **5.2.4 Service Fee for Special Services Provided**

In addition to the Service Tax, if any Special Services provided to any building by the Grama Panchayat, such building shall be levied Service Fee as per Rule 29 of the of KPR (Property Tax, Service Tax and Surcharges) Rules 2011 at the rate determined by the Grama Panchayat. This should be proportionate to the expenditure incurred to provide the service. This should be assessed, demanded and collected along with Property Tax.

### **5.2.5 Surcharge (Section 208 of the Act)**

- a. Grama Panchayats are allowed to levy surcharges not exceeding 50% of the property tax for a specific period within the Panchayat area or a particular area of the Panchayat, for meeting any extraordinary expenditure incurred during the implementation of a scheme, plan or projects.
- b. More than two surcharges shall not be levied at the same time.

#### **5.2.5.1 Steps for assessing Surcharge**

- a. The Grama Panchayat can decide to impose Surcharge and fix the rate by a Resolution.



- b. Surcharge so levied shall be assessed and demanded in the same manner as if it were property tax under section 203.

#### **5.2.5.2 Steps for Collection of Surcharge**

The Surcharge demanded and collected as if it were a Property Tax.

#### **5.2.6 Profession Tax**

The Profession tax shall be levied half yearly on every institution which transacts business and on every individual who exercise profession/art/transacts business, private or public, within a Grama Panchayat area for not less than 60 days in the aggregate and is in receipt of any income exceeding Rs. 11,999/- in a half year.

##### **5.2.6.1 Steps for assessing profession tax**

- a. Assessment for profession tax is done half yearly.
- b. The rate of profession tax is given in **Annexure 5.3**. The maximum rate that can be charged is Rs.1250/-half yearly.
- c. Assessment of Institutional Profession Tax
  - i. Secretary of the Grama Panchayat requests the organizations and institutions to furnish particulars relating to their income within 15 days from the date of receipt of Form VI of **Annexure 5.4**.
  - ii. If the Secretary is satisfied that the income furnished is correct and complete, s/he shall assess the profession tax based on the income as per **table 5.2.1** provided in the **Annexure 5.3**.
  - iii. If the Secretary find that the income furnished is not genuine, s/he shall send a notice to the organisation giving another opportunity to file the turnover along with required evidences.
  - iv. If the organization cannot prove the authenticity of their statement, the Secretary has the authority for an arbitrary assessment of tax as per the **table 5.2.2** given in the **Annexure 5.3**.
  - v. After fixing the tax, the Secretary shall send a demand notice in Form III of the **Annexure 5.4** to the organization or institution.
- d. Assessment of Profession tax for Employees/Professionals
  - i. Secretary shall send a notice to all head of institutions/organizations, in the month of May and November of every financial year to calculate profession tax of employees working in the respective institutions/organizations.
  - ii. By calculating the salary for the 1<sup>st</sup> and 2<sup>nd</sup> half of the financial year, the head of the institutions/organizations shall assess and deduct profession tax from salary of the employees working under him and remit the same to the Grama Panchayat, with the list of employees and amount collected from them.
  - iii. An individual shall be chargeable under the rate appropriate to his aggregate income from all the sources specified in 5.2.6.3 as being liable to the profession tax.

#### **5.2.6.2 Steps for Collection of Profession Tax**

- a. The remittance of half yearly profession tax is to be made before 30<sup>th</sup> September and 31<sup>st</sup> March every financial year.
- b. In the case of employees, it is the duty of the drawing and disbursing officer of the institution to assess, collect and remit the Profession tax to the Panchayat in time.
- c. In the case of institution, Secretary shall assess Tax as per the statement and give Demand Notice to remit Tax.

#### **5.2.6.3 Divisions exempted from Professional Tax**

- i. Central Reserve Police (G.O. (Rt) 1016/72/LA CU-1.6.72)  
Under (G.O. (Rt) 2917/88/LSGD dated 1/2/88)
- ii. Handicapped (greater than or equal to 40%), deaf and dumb (G.O. (Rt) 17/88/LSGD dated 27/11/2000)
- iii. Employees who are involved in making of Beedi, Cashew nut, Bricks, mud pots and tiles (G.O. (Rt). 13/2001/LSGD dated 17/01/2001)
- iv. Honorariums received by members of the Panchayat are exempted, as the service of an elected representative is not a profession, work or business (G.O. 49046/L2/99/LSGD dated 21/07/2000).

#### **5.2.6.4 Documents that shall be maintained in connection with profession tax**

- i. A register containing details related to Institutions and offices.
- ii. Assessment Register that contains details of Employees and institutions that are liable to pay tax.
- iii. Returns submitted by the employer during remittance of the profession tax.
- iv. Turnover/Return Statement.

#### **5.2.7 Entertainment tax**

- a. Types of entertainments where tax shall be levied are Amusement Park, Exhibition, Sports and games, Cinemas and other entertainments where admission controlled by admission fee.
- b. The levy of entertainment tax on drama and circus are not on the basis of admission fees but based on number of shows.
- c. Magic shows are exempted from the payment of entertainment tax

#### **5.2.7.1 Steps for assessing Entertainment Tax**

- a. For all cinemas, the rate of entertainment tax is 15 percent of the price of admission as shown in the ticket. Entertainment tax for all other entertainments is fixed between 24 and 48 percent as per bye law passed by the Grama Panchayat on the price of admission as per the amendment of Entertainment Act made in 1999.
- b. Amusement Park  
The entertainment tax of amusement park shall be assessed on the basis of capital investment as estimated by a Chartered Engineer. Based

on such estimate provided by the Chartered Engineer, the amusement park shall be categorized and collect tax as per table given in **Annexure 5.5**.

- c. **Annexure 5.6** shows the tax amount that need to be collected and methods for tax fixation on all entertainments other than amusement park, Drama and Circus.
- d. The entertainment tax can be compounded with the request of the Proprietor. He should submit the request not less than seven days before the commencement of the entertainment. The Panchayat is the authority to compound the Tax. It should be less than 75% of the probable estimate of tax payable. Form No 1 of the Local Authorities Entertainment Tax Rules 1962 should be given to the proprietor.

#### **5.2.7.2 Steps for collecting entertainment tax**

- a. In the case of admission by tickets, the ticket should be stamped in advance by Grama Panchayat showing the rate of Tax. The amount collected as tax from the viewers should be remitted to Grama Panchayat in the next working day.
- b. In the case of compounding, the tax shall be remitted in advance.

#### **5.2.8 Advertisement tax**

A person who erects, exhibits, fixes, or retains upon or over any land, building, wall hoarding or structure, any advertisement to public view in such area whether private or public within a Grama Panchayat jurisdiction shall pay advertisement tax to the concerned Grama Panchayat.

##### **5.2.8.1 Steps for assessing Advertisement tax**

- a. The rates are fixed by the Local Self Government for different types of advertisements. The rates of advertisement tax are given in the table of **Annexure 5.7**.
- b. No tax shall be levied on any advertisement or a notice –
  - i. of a public meeting; or
  - ii. of an election to any legislative body or a Municipality or a Panchayat; or
  - iii. of a candidature in respect of such an election.
- c. No tax shall be levied on any advertisement which is not a sky-sign and which –
  - i. is exhibited inside the window of any building which is not a public place; or
  - ii. relates to the trade or business carried on within the land or building upon or over which such advertisement is exhibited, or to any sale or letting of such land or building or to any sale entertainment or meeting to be held upon or inside the same; or
  - iii. relates to the name of the land or building upon or over which the advertisement is exhibited or to the name of the owner or occupier of such land or building;

- iv. relates to the business of any railway administration or airport authority;
- v. is exhibited within any railway station or airport or upon any such wall or other property facing the street excluding any portion of the surface of the wall or property belonging to the railway administration or airport authority.

#### **5.2.8.2 Steps for Collecting Advertisement tax**

- a. Advertisement tax shall be collected on bill boards, hoardings, flexes or in any format advertised in the jurisdiction of the Grama Panchayat.
- b. The tax shall be collected based on byelaws framed by the Grama Panchayat and approved by the Director of Panchayats. A modal format of bye-law is given in **Annexure 5.8**. The rates are fixed as per the bye-law.
- c. As per section 209D the collection of Tax shall be farmed out by the Secretary for a period not exceeding one year at a time.

#### **5.2.9 Show Tax**

- a. Grama Panchayats can levy and collect tax on every show, which includes any entertainment, exhibition, performance, amusement, game, sports or race admitted on payment of money, which is performed within their jurisdiction.
- b. Based on number of shows per day, the amount of tax is assessed. Rates are given in the table of **Annexure 5.9**.

##### **5.2.9.1 Steps for assessing show tax**

- a. The person responsible shall inform the Secretary in writing details regarding the proposed show, its place and time minimum 7 days prior to such show.
- b. The Secretary should fix the tax and the security amount.

##### **5.2.9.2 Steps for Collecting show tax**

- a. The person liable to pay Show Tax remits the Tax to the Panchayat on the next working day following the day of show.
- b. In the case of regular cinema shows the Secretary may allow weekly remittance of Tax, in that case it shall be remitted on Monday. If Monday is not a working day it shall be remitted on the next working day

### **5.3 Non-tax Revenue**

#### **5.3.1 D&O License Fees**

- a. The Grama Panchayat shall pass a resolution for issuing license for using a place within the jurisdiction to deal with the trades of Dangerous and Offensive substances. After adopting the resolution, the same shall be published for receiving objections from public. Thirty days time shall be given for filing objections. The list of substances that can be given D&O license is given in Schedule I of **Annexure 5.10**.

##### **5.3.1.1 Steps for demanding D&O Licence Fee**

- a. Application should be submitted to Secretary before 30 days of the starting of the trade/industry. The Secretary/ an Officer authorised by the

Secretary conduct field enquiry regarding the site and based on this, decision is taken.

- b. For trade licence and for industry up to 5HP the Secretary can issue licence by collecting fee.
- c. For other cases the Panchayat takes the decision. For D&O trades, licence fee is calculated by considering the daily turnover. Based on the turnover slab given in Schedule II of **Annexure 5.10**, licence fees are calculated for industries and non-industries.
- d. In case of machinery, when it is difficult to calculate the daily turnover, 5 percent of the fixed assets may be considered as daily turnover and fees may be charged accordingly.
- e. As per the capacity of the machinery, the fees are charged for electric and non-electric motor. The different rates are given in Schedule III of **Annexure 5.10** (Electric HP motor) and Schedule IV of **Annexure 5.10** (non-electric HP motor).
- f. The licence fee collected is normally for one year and the period licence ends by 31<sup>st</sup> March.

#### **5.3.1.2 Steps for Collecting D&O Licence Fee**

- a. Application should be submitted to Secretary before 30 days of the starting of the trade/industry.
- b. *Renewal of D&O License:* Before 30 days of the expiry period an application shall be filled before the Secretary for renewal along with license fees as per schedule II, III and IV given in **Annexure 5.10**. An Enquiry report from the Junior Health Inspector is necessary to renew the D&O licence.
- c. In case of machineries, delayed application for renewal, additional fee of 25% of the fee for license payable under the schedule III and IV given in **Annexure 5.10** shall be charged.

#### **5.3.2 Halting Places and Bus Stand Fee**

- i. Public Halting Places and Bus Stand

##### **5.3.2.1 Steps for Assessing Halting Places and Bus Stand Fee**

- a) The Grama Panchayat shall advertise in newspaper, inviting complaints and opinions before establishing a bus stand. After considering complaints and opinions, Grama Panchayat should take an appropriate decision.
- b) The approval of the Regional Transport Authority (RTA) shall be obtained before opening the bus stand.
- c) The Grama Panchayat can fix fees as per the bye-law passed by it for every vehicle that enters the stand, subject to the maximum fees prescribed under the rule which is specified in the tables given in **Annexure 5.11**. A notice has to be published for this.
- d) Public road or the side of a public road should not be declared as parking area.

- e) The Grama Panchayat is obliged to arrange facilities like toilet, urinal, and drinking water at the bus stand for the passengers.

#### **5.3.2.2 Steps for collecting Halting Places and Bus Stand Fee**

- a. The Grama Panchayat has the power to hand over the right to collect fees from the stand by public auction. A signed agreement on a stamp paper of appropriate value as per Stamp Act 1959. Required amount of fee has to be obtained from the concerned individual. The current rate as on October 2015 is Rs. 200/-.
- b. Fees shall be levied for the use of a public halting place or cart stand at the rates given in the table **5.11.1 of Annexure 5.11.**
- c. Fees shall be levied, for a single halt at a public halting place or landing place, subject to the minimum and maximum rates specified in the table **5.11.2 of Annexure 5.11.**
- d. Fee to be levied for storing goods in the space allotted in public landing places shall be as given in the table **5.11.3 of Annexure 5.11.**
- ii. Private Halting Places and Bus Stand
  - a. Licence from the Grama Panchayat is required for establishing private stand.
  - b. All conditions that are applicable to public halting places and bus stands are applicable here also.

#### **5.3.3 Public and Private Slaughter House and Butcher License**

- a. A Grama Panchayat may provide places for use as public slaughter houses and charge rent and fees for their use.
- b) The owner of any place within the Grama Panchayat area which is used as a slaughter house for the slaughtering of animals or for the skinning or cutting up of any carcasses, shall in the first month of every year or in the case of a place to be newly opened one month of the opening of the same, apply to the Grama Panchayat for a license.
- c) Establishment of slaughter house and Butcher License are given in the Veterinary Manual.

##### **5.3.3.1. Steps for Assessing Fee from Public and Private Slaughter House**

- a. The right to collect fees and rent from Public Slaughter Houses can be given on lease for a period of not more than 3 years.
- b. The license fee for a new private slaughter house should be at least Rs. 300. The fee for an existing slaughter house has to be fixed as 20% of the total income in the previous year, with a minimum of Rs. 500.
- c. Slaughter fees should be fixed by the Grama Panchayat as not more than Rs.10 for each bull, cow and buffalo and not more than Rs. 5 for each goat, sheep and pig.
- d. The approval of the Pollution Control Board should be obtained before giving permit to slaughter houses.

- e. Only licenced butchers are permitted to slaughter animals in slaughter house.

#### **5.3.3.2. Steps for collecting Fee from Public and Private Slaughter House**

- a. Application fee for establishing a private slaughter house is Rs. 50/- and it should be collected along with application. The license fee for a new private slaughter house should be at least Rs. 300. The fee for an existing slaughter house has to be fixed as 20% of the total income in the previous year, with a minimum of Rs. 500.
- b. The cost for meeting the expenses in connection with news paper advertisement is also collected at the time of application.
- c. The fee for grant of license for butchers shall be Rs. 50/- and should be collected along with application.

#### **5.3.3.3 Meat Stall**

- i. Meat stalls that sell meat should be at a place permitted by the Grama Panchayat.
- ii. D&O licenses are required for meat stalls.
- iii. In the Stall, meat shall not be displayed in a way that it might cause uneasiness to people.
- iv. Flooring should be done with glazed tiles to keep the shop neat and clean.

#### **5.3.3.4 Concession in slaughtering during festival season**

Under Sec. 230(3), on occasions like festivals and weddings, animals can be slaughtered in appropriate private place without creating public nuisance.

#### **5.3.4 Places of Public Resort (PPR) License fees**

- a) Place of Public Resort or entertainment shall mean any place, enclosure, building, tent, booth or other erection whether permanent or temporary, where music, singing, dancing, or any diversion or game or the means of carrying on the same is provided, and to which public are admitted either on payment of money or with the intention that money may be collected from those admitted, otherwise than for bonafide charitable or religious purpose, and shall include a race-course, circus, theatre, music hall, billiard room, bagatelle room, gymnasium and fencing school.
- b) No enclosed place or building, whether permanent or temporary, having an area of 50 sq.mtrs or upwards, shall be used for public resort or entertainment, unless a license has been previously obtained in the manner hereinafter provided.
- c) An application under Section 4 of the Kerala Places of Public Resort Act, 1963 shall be made to the Secretary of the Grama Panchayat.
- d) After inspection of the place by the concerned authority to whom the application is addressed and if satisfied, s/he shall give the applicant a written license, signed by him/her specifying the enclosure or building and the purpose for which it is to be used.

- e) In the event of an outbreak of an epidemic or contagious disease in the locality, the licensing authority may by order direct that any building or enclosed place in respect of which a license has been granted under the Act, shall not be used for purposes of public resort or entertainment for such period as may be specified in the order, if in his opinion or in the opinion of the Health Officer such use is likely to spread the epidemic or contagious disease.
- f) The procedure for computation of PPR license fees is given in the **Annexure 5.12.**

#### **5.3.5 Dogs License Fees**

- a) Grama Panchayats have the power to notify by a resolution that nobody should rear or keep dogs unless obtaining a license from the Grama Panchayat.
- b) Application for license has to be given to the Secretary with a fee of Rs.10/-.
- c) A certificate from a Veterinary Doctor stating that the dog has been given anti-rabbis vaccination should also be produced.
- d) As a symbol of license, a metal token shall be given and it should be tied around the neck of the animal.
- e) The license should be renewed before the period ends with a fee of Rs.10/-.
- f) Penalty for rearing dogs without license and violating conditions of the license is upto Rs.250/-.

#### **5.3.6 Cinematograph License**

1. Cinematograph includes any apparatus for the representation of moving pictures or series of pictures.
2. Licensing authorities' permission is required for construction, reconstruction of building, installation of machinery for cinematograph exhibitions under Sec 6 of the Kerala Cinemas (Regulation) Act, 1958 and license shall be obtained for cinematograph exhibitions under Sec 3 of the Kerala Cinemas (Regulation) Act, 1958.
3. For every permission under Sec 6 of the Act, granted or renewed under these rules and for every license under Sec 3 of the Act, when granted or renewed a fee shall be charged as per the rates given in **Annexure 5.13.**
4. In the case of refusal of permission or license, a refund at the rate of one half of the total amount of the fee collected may be made to the applicant. The application for such refund shall, however, be made by the applicant within one month from the date of the receipt of the orders of rejection of his application for granting or renewal of license or permit as the case may be.

#### **5.3.7 Building Construction and Land Development Fees**

- a) Building includes any structure for whatsoever purpose and of whatsoever material constructed and every part thereof whether used for human habitation or not and includes foundations, plinth, walls, floor, roofs, chimneys, plumbing, and building services, verandah, balcony, cornice or projections, part of a building, wells or anything affixed there to or any wall enclosing or intended to enclose any land or space and signs and outdoor display structures.



- b) Development of land means any material change on the use of land other than for agricultural purpose brought about or intended to be brought about by filling up of the land and/or water bodies, changing from the existing/former use of the land, layout of streets and footpaths, sub-division of land, conversion of wet land and developing parks, play grounds and social amenities of the like but does not include legal partitioning of family property among heirs.
- c) Table for application fees is given in Schedule I of the **Annexure 5.14**.
- d) No personnel shall develop or redevelop any parcel of land, erect or re-erect a building or make alteration to any building or change the occupancy without first obtaining a permit from the Secretary.
- e) Separate application and fee is required for the conversion or erection of shutters or doors or roof in an existing building.
- f) Table for Permit fees is given in Schedule II of the **Annexure 5.14**.
- g) In the case of residential buildings up to 150 sq.mtrs of total built-up area in Category I Grama Panchayats given in **Annexure 5.14**, the permit fee shall be only 50% of the amount mentioned in Schedule II.
- h) For single family residential buildings in category II Grama Panchayats (given in **Annexure 5.14**) up to 100 sq.mtr, including existing building/construction, proposed within the plot and numbers of storeys limited to two, only consent of the Grama Panchayat is necessary.
- i) Area of accessory buildings such as car shed, toilet, cabin for watch and ward etc. shall be added to main building for calculating the permit fee. In the case of addition or alteration, only the area of the portion altered/added shall be taken into account for the calculation of plinth area.

#### **5.3.8 Registration Fee for Tutorial Institution**

- a) Tutorial Institution means an unrecognized institution having not less than ten students.
- b) Registration fees Rs. 200 should be collected along with application registration has to be renewed every year and the renewal Fees of Rs.50 should be collected along with application
- c) Grama Panchayat can impose a fine of Rs. 1000 on institutions which function without registration or renewal of registration and an addition fine of Rs.100 on each day for continuation of the offence.

#### **5.3.9 Registration Fee for Private Hospitals and Para Medical Institutions**

- a) Hospital means any establishment or premises used for the treatment of persons suffering from any sickness but do not include any hospital or nursing home licensed under the Mental Health Act, 1987. Private hospital means any hospital other than a hospital belonging to or administered by the Central Government or State Government.
- b) Para medical institution includes privately owned clinical laboratory, X-ray unit, blood bank, scanning centre, etc., and training centers and nursing schools relating to the respective subjects
- c) Registration fees Rs.200 should be collected along with application form Renewal fees of Rs.50 shall be collected along with the application for renewal.

- d) Fees shall be collected upto Rs.1000 annually as fees for waste disposal and drainage if the Grama Panchayat is providing that service.
- e) The Grama Panchayat can impose a fine up to Rs. 5000 for functioning without registration and an additional fine of Rs. 500 on each day for continuation of the offence.

#### **5.3.10 Fee in connection with Births and Deaths Registration**

- a) Birth means live-birth or still-birth.
- b) Live-birth means the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which, after such expulsion or extraction, breaths or shows any other evidence of life, and each product of such birth is considered live-born.
- c) Still-birth means foetal death where a product of conception has attained at least the prescribed period of gestation.
- d) Death means the permanent disappearance of all evidence of life at any time after live-birth has taken place.
- e) There is no fee for the Normal Registration of Birth & Death; but late fee for delayed registration can be imposed.
- f) The fees payable for a search to be made, an extract or a non-availability certificate to be issued under Sec 17 of the "Registration of Births and Deaths Act", 1969, shall be as given in the table of **Annexure 5.15**.
- g) Procedure to collect fees for offenses, delayed registration and for name inclusion is given in **Annexure 5.15**.

#### **5.3.11 Fee for Public and Private markets**

- a) The Grama Panchayat may, provide places or use as public markets or close any such market or part thereof. All public markets within a Grama Panchayat area shall be under the control and management of the Grama Panchayat.
- b) No person shall open a new private market or continue to keep open a private market unless he has obtained a license from the Grama Panchayat to do so. Such license shall be got renewed by the licensee every year.
- c) A Grama Panchayat before passing any resolution to provide places for using as a new public market or to close any existing public market or part thereof, affix a notice in the Notice Board of the Grama Panchayat and in any conspicuous place in each constituency of the Panchayat, requiring the public to raise objections in this regard, if any, in writing, within thirty days and publish the fact of such affixture in a newspaper published in the chief language of the region, having wide circulation in the Grama Panchayat area and shall consider the objections, if any, received within the period specified.
- d) The Grama Panchayat shall, before providing a public market, obtain the opinion of the District Medical Officer regarding the public health problems which may arise by the opening of such a market at that place.
- e) The Grama Panchayat shall, before providing a live-stock market, inform the District Veterinary Officer about the location proposed to be so provided, area

of the site, description of species of cattle brought for sale, the facilities proposed to be provided for cattle and obtain his opinion in that regard.

- f) An application for license to continue an existing private market or to open a new market shall be made to the Grama Panchayat in Form No. II given in **Annexure 5.16** affixed with a court fee stamp of Rs.5/-.
- g) Fees for various activities in the market are to be fixed as per bye-law passed by the Grama Panchayat are given in the table of **Annexure 5.16**.

#### **5.3.12 Livestock Farm Fees**

- a) Livestock farm means a place in which animals or birds are kept for growing or for their propagation.
- b) As per sub-rule (2) of rule (3) of Kerala Panchayat Raj (License for livestock farms) Rules 2012, rates given in table of **Annexure 5.17** are fixed for each class of farm.
- c) Based on number of animals and/or birds and class of farm given in table of **Annexure 5.17**, the fee for combined livestock farm is fixed.
- d) Penalty for violation of rules – Rs.1000 and for continuation of the offence – each day Rs.50.

#### **5.3.13 Marriage Registration Fee and Certificate Fee**

- a) Registration of Marriages (Common) fees along with memorandum – Rs.100.
- b) Registration fee for BPL/SC/ST – Rs.10.
- c) Penalty for registration from 46<sup>th</sup> day to one year – Rs. 100.
- d) Penalty for registration after one year – Rs. 250.
- e) Marriage certificate fee – Rs. 20. During the time registration to issue Certificate for the first time Rs. 25 is collected.

#### **5.3.14 Cremation Ground**

- a) Any Grama Panchayat shall, if no sufficient provision exists, with the previous sanction of the District Collector, provide land to be used as burial or burning grounds or cemeteries by meeting the expenditure from the Grama Panchayat fund and may charge rents and fees as the Grama Panchayat may decide, for the use thereof.
- b) Fees - As per bye-law of the concerned Grama Panchayat.
- c) Penalty for violation of rules 5, 6(1), 8 and 10(5) or abetting such violation – Rs.1000.

#### **5.4 Penalty**

- a. As per Section 209 (E) of the Kerala Panchayat Raj Act, when remittance of any tax or fees is delayed, a monthly penalty of 1% shall be imposed.
- b. **Annexure 5.18** shows the penalties and **Annexure 5.19** shows the penalties for continuing breaches.

#### **5.5 Appeal and Revision**

- a. Authority for Appeal related to tax assessment is vested with the Finance Standing Committee.

- b. The demand notice board shall contain the information to the public regarding number of days (i.e., 30 days) for submitting complaints during renewal of property tax and imposing property tax for the first time. As well as individual notice is given showing 15 days to the public when a tax is imposed on new building and for increasing existing tax.
- c. The Grama Panchayat shall settle all requests for revisions and complaints received within 30 days. The reply shall be given in writing to each complainant.
- d. Imposed tax shall be entered in Demand Register and a demand notice shall be sent to the taxpayer. Receipt shall be given for the remittance of the tax by the taxpayer.
- e. While considering an appeal, SCF shall ensure that:
  - i. Whether the appeal is submitted in time.
  - ii. Whether the appeal is submitted after the payment of tax imposed.

## **5.6 Library Cess**

- i. 5% of property tax shall be charged as Library cess and shall be remitted to the Kerala State Library Council in two installments i.e., before April 30 and November 30.
- ii. Library Cess shall be demanded on the half yearly basis as in the case of property tax and collected along with property tax.

## **5.7 Auction**

A Local Self Government Institution may resort to public auction in the following cases.

- 1. Auction of unserviceable articles/scrap items.
- 2. Rights for collecting proceeds from land, trees etc.
- 3. Right to collect proceeds from bus stands, market, burial grounds, parking places, slaughter houses etc.
- 4. Auction of shopping complex rooms.
- 5. Auction of ponds, lakes, marshes etc. for fish farming etc.
- 6. Auction of wood/logs.

### **5.7.1 Procedure for Auction**

- 1. *Publication of notice:-* A public notice of 7 days shall be published in the notice board of Grama Panchayat offices and concerned village offices.
- 2. Auction shall be conducted in public during the office hours at the place shown in the auction notice.
- 3. In the case of woods/logs valuation from the forest department and in the case of unserviceable articles/scraps valuation from the Assistant Engineer shall be obtained. In the case of vehicles, electronic goods etc. valuation from the competent authority shall be obtained. Disposal of items mentioned in para 5.1 to 5.10 of manual for asset management in LSGI of Kerala approved as per G.O.(Rt.) No.166/17/LSGD dated 20.01.17 shall be subject to conditions mentioned therein.

4. In the case auction for collection proceeds and auction of lake/ponds etc. for fish farming the proceeds received during the previous year shall be taken as minimum bid amount. If nobody is ready to take in auction, the Panchayat may lower the minimum bid amount and re auction it.
5. In the case of shopping complex rooms a certificate of fair rent shall be obtained from Assistant Engineer LSGD.
6. All participators in the auction shall make earnest money deposit at the rate of one percentage of the estimated amount/minimum bid prior to auction. This amount shall be returned to the unsuccessful bidder immediately after the auction. The successful bidder shall remit the balance amount as per the terms of the auction notice.
7. In the case of auction for collecting proceeds, fish farming etc. the successful bidder shall execute an agreement with the Secretary for successful completion of the contract.



# Procedure for the Collection of Arrears

## 6.1 Arrears of OSR

Tax or fees which are not paid on or before the due date will become arrears. The following procedures are to be relied on for collection of arrears.

### 6.1.1 Recovery Notice

- i. The Secretary shall, where any tax due from any person has not been remitted on or before the due date, serve upon such person a Demand Notice requiring him to pay the tax with fine as provided in the Act together with notice fee of Rs.2.00 and the cost of service of the notice. The notice should state that if amount is not remitted within fifteen days from the date of service of notice, proceedings under Sec.210 of the Act shall be initiated.
- ii. Notice shall be signed by the Secretary and shall contain the following:
  - a. A statement regarding the period for which the tax is imposed, and description regarding the occupation, property or institution on which the tax is imposed;
  - b. The amount of tax, fine, if any, fee of demand notice and the cost of postal charges;
  - c. The date from which tax is due; and
  - d. A statement of the liability incurred on account of the default in remitting money.

### 6.1.2 Procedure for Distraint

After 15 days of serving of Demand Notice, the arrear amount shall be recovered through distraint. For this, movable property of the defaulter shall be attached

through a warrant issued by the Secretary. The format of warrant is given in **Annexure 6.1**. The officer authorized by the Secretary to execute distraint warrant shall follow the conditions below:

- a. Movable properties within the locality of the Grama Panchayat shall only be considered for distraint.
- b. The officer can enter the building only between sunrise and sunset to conduct the distraint procedure.
- c. Before entering the building, the officer shall seek the concerned defaulter's permission as well as convey the purpose of his/her arrival. And enter even if permission not given. Time should be given to women to move out.
- d. If the need of entry is necessary, then the officer has the right to open or break open any outer or inner door or window or other obstruction in such building.
- e. The officer shall not enter or break open the door of any room apportioned for the use of woman without giving 3 hours time to such woman to withdraw.
- f. Before distraint, the person shall be asked to remit the arrear amount and if he is able and willing to remit, then the procedure for distraint shall be dropped.
- g. Movable properties that cannot be distrained as per Sec.60 of Civil Procedure Code 1908 shall be avoided.
- h. The cost of the properties confiscated shall, as far as possible, be equal to the sum total amount of the tax due from the defaulter; together with all expenses that may be incurred on account of the warrant, confiscation, keeping in safe custody and sale.
- i. Particulars of confiscated movable properties shall be documented by preparing *mahasara* in the presence of 2 witnesses. The copy of the *mahasara* as well as the sale notice in form no. 2 shall be handed over to the defaulter. The format of form no. 2 is given in **Annexure 6.2**. If the defaulter does not pay the arrear on the date mentioned in the notice, then the confiscated movable properties of the defaulter shall be sold through public auction. The amount of tax, interest, DNF, cost of service, warrant fee, distraint fee and actual expenses for transporting and keeping in safe custody of distrained goods shall be realised from the auction amount and the balance amount, if leftover, shall be handed over to the defaulter.

j. **Levy of fees on distraint**

The sum distrainted for:

- Upto Rs. 10 = Rs. 2.00
- Above Rs. 10 – upto Rs. 25 = Rs. 5.00
- Above Rs. 25 – upto Rs. 50 = Rs.10.00
- Above Rs. 50 – upto Rs. 100 = Rs. 20.00
- Above Rs. 100, Rs. 2.00 each for every 10 rupees or fraction thereof



### **6.1.3 Prosecution**

If the distraint procedure is not possible/successful, then the Secretary shall prosecute the concerned defaulter before the First Class Judicial Magistrate.

### **6.1.4 Compounding of Offences**

The Secretary may, compound offence committed by a defaulter who has been prosecuted under Sec.210 of the Act with the approval of the President. Provided that an order compounding an offence shall not be passed before collecting from the defaulter the amount due and an amount not exceeding 50% of such amount as fine, Compounding of offence shall be reported to the court on the next hearing date

#### **6.1.4.1 Compoundable offences and offences compoundable with the permission of the court**

The offences punishable under the sections specified in Column (1) of the Schedule given in the **Annexure 6.3** may be compounded and the cases pending prosecution before court may be compounded in the manner set out in the column (4) of the schedule given in the **Annexure 6.3**.

### **6.1.5 Recovery through Revenue Department**

The taxes and fees arrears of the Grama Panchayat can also be recovered through Revenue Recovery (RR) as if it were arrears of land revenue. Kerala Revenue Recovery Act 1968 empowers the District Collector, to recover the Government dues as noticed in the Act from the defaulter residing in the district having property. For this a requisition in Form 24 given in **Annexure 6.4** shall be sent to the District Collector. From 1.1.2017 onwards, this requisition shall be submitted through online ([www.rr.kerala.gov.in](http://www.rr.kerala.gov.in)). RR Online is a complete online automated system for Revenue Recovery process. All process viz. online submission of Form 24, Demand Notice generation, online tracking of Revenue Recovery cases, monitoring of RR stay cases, RR installment processing, Digital Signature Certificate integration at Requisition Authority, District, Taluk, Village etc. can be done through this platform.

All Requisition Authorities (RA) have to obtain username and password to submit the Form 24 through online. In the initial stages the username and password are issued by the District Collector. But at present each department has a State Level Nodal Officer to issue the user name and password. Additional Director of Panchayat is the Nodal Officer for all Panchayats.

Each Requisition Authority has three levels of users in connection with online submission. They are Clerk, RA Approving Authority and Appellate Authority. The user login of Clerk id is used for draft entry of Form 24, Form 24 confirmation and forwarding the same to RA Approving Authority and Resubmission of Form 24 after correction. In the case of Grama Panchayat, the RA Approving Authority is Secretary of the Grama Panchayat, who is also the Requisition Authority. The user login of RA Approving Authority is used to cancel invalid Form 24 and return Form 24 to Clerk login for correction with remarks, approve Form 24 and forward the same to District Collector. The Secretary has to Digital Sign the request in order to submit

through online. The user login of Appellate Authority is used to issue Revenue Recovery Case Stay Order, issue Modified Demand and is also used for One Time Settlement.

After submission of Form 24 through the online platform, further activities are done by the Revenue Department. The Requisition Authority can watch the process through online. If the defaulter has left the state or cannot be found, then also revenue recovery procedures shall be followed.

#### **6.1.6 Civil Suit for Recovery of Arrears**

The Grama Panchayat shall file a suit in a civil court for the recovery of any arrears due to the Grama Panchayat

#### **6.1.7 Limitation for Recovery of Dues**

Immediate action should be taken to recover dues in time. No distraint shall be made, no suit shall be instituted and no prosecution shall be commenced in respect of any tax or non-tax after the expiration of a period of three years from the date on which the distraint might first have been made, a suit might first have been instituted or the prosecution might first have been commenced, as the case may be, in respect of such tax or non-tax.

#### **6.1.8 Arrear Demand Register**

- a. Prepare arrear demand register by recording all left out arrears by April 1<sup>st</sup>.
- b. Proceedings for recovery of arrears are legal in nature. Therefore, each step to be taken should be legal.

#### **6.1.9 Dues Written Off**

- i. After taking necessary steps to recover arrears of taxes and fees, there shall be certain amounts that cannot be recovered. These amounts shall be written off. Such write-offs shall be listed in every 6 months by the Secretary and shall prepare a report in this regard to present before the Standing Committee for Finance for consideration.
- ii. The Standing Committee for Finance shall scrutinize and comment on it and give to the Grama Panchayat.
- iii. The Grama Panchayat has the right to write off upto Rs. 1000 and if exceeding this limit, approval should be obtained from the Director, Kerala State Audit Department and the Government as per KPR (Writing off Irrecoverable Amounts) Rules 1998.

#### **6.1.10 Granting of Remission**

- a. The Grama Panchayat can grant remission of any fees or lease amount or rent due to the Grama Panchayat in the cases where loss has been caused by the lessee/contractor, who has entered into a contract with the Grama Panchayat, as s/he was prevented from carrying out the contract by reason of the occurrence of some event beyond the human control at the time of making contract,

which could not reasonably have been anticipated like the outbreak of any epidemic or riot.

- b. Remission upto Rs.10,000 (Rupees Ten Thousand only) can be sanctioned by the Grama Panchayat.
- c. Panchayat shall obtain approval of the Government before granting remission exceeding Rs. 10,000 [Kerala Panchayat Raj (Granting of Remission to Contractors and Lessees) Rules 1998].
- d. Remission of property tax is allowable for building owners. If the building is vacant for more than 60 days in a half year, maximum of 50% of the annual property tax can be given as remission depending on the date of application and number of days vacant. Application should be given on every half year.



# **Annexures**



**Annexure 2.1:**

**LETTER OF AUTHORITY<sup>2</sup>**

Sl.No. Maintenance Fund (Road & Non road assets)/Development Fund

Date of Issue

Installment No.

Issuing authority

LSGI Code

Name of LSGI

Treasury Code

Name of Treasury

Amount in figures Rs.

Amount in Words .....

Head of Account

Budget Provision	Rs.
Allotment given	Rs.
Current allotment	Rs.
Balance Available	Rs.

Place:

Date :

Signature & Designation

<sup>2</sup> This form is to be used by the Secretary, LSGD, Director of Urban Affairs, Director of Panchayats, and Commissioner for Rural Development

**Annexure 2.2:**

**LETTER OF ALLOTMENT<sup>2</sup>**

Sl.No.	(i) For the use of Controlling Officers in case of Category – B Funds	
Date of Issue	Budget Provision	Rs.
Instalment No.2	Allotment given	Rs.
Issuing authority	Current allotment	Rs.
LSGI Code	Balance Available	Rs.

Name of LSGI	(ii) For the use of Controlling Officers in case of Category – B Funds	
Treasury Code	Total allotment received	Rs.
Name of Treasury	Total allotment issued to all	
Amount in figures Rs.	Implementing Officers	Rs.
Amount in Words .....	including Secretary	Rs.
	Current allotment	Rs.
	Balance Available	Rs.

Head of Account in the Demand for Grants in the Budget/Public Account

Head of Account in the Appendix IV to the Detailed Budget Estimates

Signature of the President/Mayor/Chairperson of LSGI

Place:

Date :

Signature & Designation

<sup>1</sup> This form is to be used by the Deputy Director of Panchayats, Director of Urban Affairs, Commissioner for Rural Development, Heads of Department and Government when issuing allotments to Grama Panchayats, Municipalities, Block Panchayats, District Panchayats and Corporations whenever any allotment is made to a local body under these rules. The same form will be used by the LSGI for further allotment of Funds duly filling the columns for showing the details of allotment, to the Implementing Officer, in which case the elected Head of the LSGI shall also sign in addition to the Secretary of the LSGI.

<sup>2</sup> Instalment number indicates the number of the allotment to the LSGI. Every year, allotments to each LSGI shall be serially numbered beginning with 1



**Annexure 3.1  
Management of OSR**

**Table 3.1.1:  
D.C.B Statement**

Sl. No	Own Sources of Revenue	Expected amount (Rs) DEMAND	Actual amount received (Rs) COLLECTION		Balance to be collected (Rs) BALANCE		For Own Source Mobilisation						
			During the month	Upto the month	(Rs) (3) - (5)	%	Procedures to be followed	Date of completion	Responsibility				
										(4)	(5)	(6)	(7)
(1)	(2)	(3)											

Year: \_\_\_\_\_ Month: \_\_\_\_\_

**Remarks by S.C.F:**

**Table 3.1.1.2  
Management of OSR – Ward wise evaluation**

**Year :**  
**Ward Number and Name :**

**Month :**  
**Name of the Ward member :**

Sl. No	Sources of Own fund	Expected Demand (numbers)	Expected Demand (in Rs)	Actual Collection (numbers)	Actual Collection (in Rs)	For Own fund mobilisation		
						Procedures to be followed	Date of completion	Responsibility
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**Table 3.1.3  
Management of OSR – Ward wise Consolidation**

Ward no	Property Tax (in Rs)		Rent and Fees (in Rs)		Profession Tax (in Rs)		D&O License Fees (in Rs)		Other License fees and permit fees (in Rs)	
	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual
I										
II										
III										
IV										

### Annexure 3.2

## Quarterly Report of Building/Establishment constructed/started without the approval of Grama Panchayat

Name of the Grama Panchayat

For the quarter ended.....

Sl No	Ward No	Name and address of the owner/establishment	Nature (whether establishment/ construction)	Buildings		Establishments		Remarks
				Present position (started/progress/completed)	Can be regularised or not	If not reason	Commented or not	

Signature:

Name and Designation:

Remarks by the Secretary:

Remarks by SCF:

**Annexure 4.1  
Deposit Refund Voucher**

Voucher No:.....

Date	Particulars of refund	Reference to original credit			Reasons for refund	Amount of Refund		Signature of payee and date
		Regist er No.	Date	Amount		Rs.	Ps.	
1	2	3	4	5	6	7	8	

Pay Rs. ....(Rupees  
.....)

Station:.....

Date: .....

### Annexure 4.2

Bank Reconciliation Statement for ..... Bank as on.....

	Particulars	Amount (Rs.)	Amount (Rs.)
	<b>Bank Balance as per Bank Book</b>		
Add:	Cheques issues but not presented into bank (cheque – wise list to be appended)		
Add:	Cheques drawn but not actually issued to parties (a list to be appended)		
Add:	Cheque issued and payment stopped by ULB (a list to be appended)		
Add:	Credits of interest accounted by the bank but not accounted for in Cash Book		
Add:	Amount (Cash or Cheque) deposited by the depositor(s) into bank but not accounted for in Cash Book		
Add:	Mistakes made by Bank/Treasury		
Add:	Mistakes made in the bank book		
	<b>Sub – total</b>		
	<b>TOTAL</b>		
Less:	Cheques Deposited but not cleared		
Less:	Payments directly made by the bank but not accounted for in Cash Book		
Less:	Cheques deposited but dishonoured		
Less:	Services charges / Bank Charges or any other charge levied by the Bank but not accounted for in Cash Book		
Less:	Mistakes made by Bank/Treasury		
Less:	Mistakes made in the bank book		
	<b>Sub – total</b>		
	<b>Bank Balance as per Pass Book / Bank Statement</b>		

**Annexure 5.1**  
**Property Tax**

- A. Base property tax is calculated by multiplying the plinth area with basic tax rate.  
B. The property tax rates as per rule 2011 (w.e.f. 1<sup>st</sup> April 2013) are given in Table 5.1.1

**Table 5.1.1 - Property Tax rates for 1 sq.mt plinth area of the building**

<b>S.No</b>	<b>Particulars of Buildings and Sub-Divisions</b>	<b>Min. Rate</b>	<b>Max. Rate</b>
1	For Residential Purpose	Rs. 3.00	Rs. 8.00
2	For Commercial purpose		
	(i) Godowns, hotels, restaurants and shops with 100 sq.m	Rs. 30.00	Rs. 60.00
	(ii) Godowns, hotels, restaurants and shops above 100 sq.m	RS. 50.00	Rs. 70.00
	(iii) Super markets and shopping malls with 100 sq.m	Rs. 30.00	Rs. 60.00
	(iv) Super markets and shopping malls above 100 sq.m	Rs. 70.00	Rs. 90.00
	(v) Bunks, Computer centres, fuel station and Kiosk shops	Rs. 30.00	Rs. 60.00
3	For Office purpose (including those offices related to commercial)	Rs. 30.00	Rs. 50.00
4	For Educational purpose	Rs. 3.00	Rs. 8.00
5	For hospitals	Rs. 3.00	Rs. 8.00
6	Assembly building, marriage halls, convention centre, Auditorium, lodge and cinema theatres	Rs. 20.00	Rs. 40.00
7	For Industrial purpose		
	a. Handloom unit, Cashew nut factory unit, Poultry unit, Live-stock unit, Silk worm unit, Storage unit, Peeling unit, handicrafts manufacturing unit, fish processing unit, brick lings, saw- mill and coir yarn spinning unit	Rs. 10.00	Rs. 20.00
	b. For other industrial purpose	Rs. 40.00	Rs. 60.00
8	Resorts	Rs. 80.00	Rs. 90.00
9	Amusement parks	Rs. 20.00	Rs. 40.00
10	Mobile telephone tower	Rs. 400.00	Rs. 500.00

Additional items inserted by G.O micro industrial units, ayurvedic units, homestay etc.

- C. Additions and relaxations are provided to the base tax considering different conditions. There are 6 conditions that need to be satisfied before levying tax on tax payer. They are:

**i. Classification based on zones**

- Prime Zones - no relaxation
- Secondary Zones – 10% deduction on basic tax
- Tertiary Zones – 20% deduction on basic tax

**ii. Classification based on road facility**

- a. Width of the road 5 meter and above - 20% addition on basic property tax
- b. Width of the road between 1.5 and 5 meter – no relaxation and addition
- c. Width of the road equal to 1.5 meter or less than 1.5 meter – 10% deduction on basic property tax
- d. Where no road facility available – 20% deduction on basic property tax.

**iii. Classification based on roof type**

- a. For concrete roof – no relaxation
- b. For others – 10% deduction on basic property tax.

**iv. Classification based on the age of the building**

- a. Building less than 10 years – no relaxation
- b. Between 10 and 25 years – 10% deduction on basic property tax.
- c. Between 25 and 50 years – 20% deduction on basic property tax.
- d. Above 50 years – 30% deduction on basic property tax.

**v. Classification based on floor of the building**

- a. Floor more than 250 sq.mtr made of high quality products like Italian marble, granite - 15% addition on basic property tax
- b. Floor made of less cost products like mosaic, cement – no relaxation.

**vi. Classification based on Air Conditioning and Luxury Items**

- a. With centralized AC – 10% addition on basic property tax.
- D. Penalty - Rule 17(2) - Plinth area/Occupancy change – Rs. 1000 or difference between existing tax rate and revised tax rate; whichever is greater shall be imposed.
- E. Penalty – rule 22(5) - max Rs.500 – Ownership change. (i) Delay after 3 months - Rule 22 (1) (ii) Delay after inheriting the property within one year – Rule 22(2) .
- F. A penalty of RS.500 (maximum) shall be levied if construction/reconstruction or occupancy/ usage for other purpose is not intimated within 15 days.
- G. As per Rule 26, service cess rates that shall be imposed is mentioned in Table 5.1.2.



**Table 5.1.2**  
**Service Tax Rates**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Percentage on Property tax of building (Minimum)</b>
1	Sanitation and Waste Management	4%
2	Water Supply	3%
3	Street Light	2%
4	Drainage	1%

**Annexure 5.2**  
**Form 2**  
.....**Grama Panchayat**  
**Property Tax Return submitted by the Building Owner**

1. Ward Number, Name and Building No.

--	--	--

2. Old/ present Ward No. and Building No.....

3. Name and Address of the Building Owner

Name
House Name
Place
Post Office (Pin Code)
Survey No. and Village
Telephone Number

4. If the Building is given on lease or rent, Name and address of the Person staying in the building or using the building

Name
House Name
Place
Post Office (Pin Code)
Telephone Number

5. If any Institution is running in the Building , Name and address of the responsible person and

Name of the Institution
Name of the Person in charge
Post held
Place
Post Office (Pin Code)
Telephone Number

Primary	Secondary	Tertiary
---------	-----------	----------

6. The zone in which the building is situated (As per the notification of the Grama Panchayat)  
( √ whichever is applicable)
7. (a) Name of the Road or the nearby Road in which the building is situated.....  
(b) Type of Road (As per the notification of the Grama Panchayat)  
( √ whichever is applicable)

National Highway/State Highway/ First Class Road
District Roads / Second Class Road
Other Type road
Pathways (Width of one and a half meter or less)
No public roads

8. (a) Plinth area of the building (All floors together) (Rule3).....Square meter (Cellar .....Sq.m, Ground floor.....Sq.m, First Floor .....Sq.m, Second Floor.....Sq.m, Third Floor .....Sq.m, Fourth Floor .....Sq.m,, Fifth Floor.....Sq.m, Total .....Sq.m)  
(b) If a portion /a floor of the building alone, the its Plinth area.....Sq.m.  
(c) Classification on the basis of the plinth area (Rule 6)  
( √ whichever is applicable)

Less than 75 Sq.meters
75 sq. meters to less than 125 Sq. meters
125 sq. meters to less than 200 Sq. meters
200 sq. meters to less than 300 Sq. meters
300 sq. meters or more

9. Roof type of the building (Rule 6) ( √ whichever is applicable)

Concrete roofing	Complete		If partial, .....Percentage
Low cost roofing (Tile, Sheet, Palm leaves, Grass)	Complete		If partial, .....Percentage

10. (a) Age of the Building.....years  
(b) Classification on the basis of the age of the building (Rule 6)  
( √ whichever is applicable)

Less than 10 years		25 years to less than 50 years	
10 years to less than 25 years		50 years and more	

11. Type of floor of the building (Rule 6)  
(✓ whichever is applicable)

Good quality wood/ Marble/ Granite/ Tiles/ other costly materials	Complete	If partial .....percentage
Ordinary Floor (Mosaic, Floor Tile, Cement, Mud)	Complete	If partial.....percentage

12. Type of walls of the Building (Rule 6)  
(✓ whichever is applicable)

Good quality wood / other costly materials	Complete	If partial .....percentage
Bricks/Laterite stone/ Mud, Sheet/ common wallconstructing materials	Complete	If partial .....percentage

13. Whether there is air conditioning system in the building  
(✓ whichever is applicable)

Yes		No	
-----	--	----	--

14. Classification as per utilization of the building (Rule 6)  
(✓ whichever is applicable)

Whether the building is utilized for own use	Yes	No
Whether the building is rented out (including pay homes)	Yes	No

15. Utilisation of the building (Rule 4)  
(✓ whichever is applicable)

Residential purposes	Industrial purposes
Entrepreneurial purposes	Educational purposes
Hospital	Amusement park
Mobile telephone tower	Resort/ Star hotel/
	Massage parlor
Any other purpose	.....
Details of utilization of the building.....	

16. Basic Property Tax rate applicable to the building (Per one square meter)  
Rs.....(As decided by the Grama Panchayat)(Rule 4)
17. Basic property Tax of the Building (Rule 5) Rs..... (Plinth Area x Basic Property Tax rate) (i.e. Sl.No.8 x Sl.No.16)
18. Exemptions on Basic Property Tax (Rule 6) (Strike out whichever is not applicable)

(a)	Exemptions based on the Zones (Sl.No.6) (Primary=Nil, Secondary=10%, Tertiary=20% )	Nil	10% 20%
(b)	Exemptions based on the Road facility (Sl.No.7) (Mud road =15%, No public roads =30%, Other roads=Nil)	Nil	20% 30%
(c)	Exemptions based on the Plinth Area (Sl.No.8) (Less than 75 Sq.m=25%, 75 to less than 125 Sq.m=10%, 125 Sq.m and more=Nil)	Nil	10% 25%
(d)	Exemptions based on the type of roofing (Sl.No.9) (Concrete Roofing =Nil, Low cost roofing=10%)	Nil	10%
(e)	Exemptions based on the age of the building (Sl.No.10) (Less than 10 years=Nil, 10 to less than 25 years=10%, 25 to less than 50 years=20%, 50 years and more= 50%)	Nil	10% 20% 50%
(f)	Total Exemptions (Percentage) (maximum 75%)	.....%	
	Total exemption (Amount ) (Sl.No.17 x Sl.No.18(f)/ 100	Rs.....	

19. Liability in the basic Property Tax (Rule 6) (Strike out whichever is not applicable)

(a)	Liability based on the Road facility (Sl.No.7) (National Highway/ State Highway /First Class road =30%, District Road/Second class road =20%, Other roads=Nil)	Nil	20% 30%
(b)	Liability based on the Plinth Area (Sl.No.8) (Less than 200 Sq.m=Nil, 200 to less than 300 Sq.m=10%, 300 Sq.m and more=20%)	Nil	10% 20%
(c)	Liability based on the construction of the floor (Sl.No.11) (Good quality wood/Costly construction materials=15%, Common construction materials=Nil)	Nil	15%
(d)	Liability based on the type of wall (Sl.No.12) (Good quality wood/ Costly construction materials=15%, Common construction materials=Nil)	Nil	15%
(e)	Liability based on the availability of air conditioning facility (Sl.No.13) (If air conditioning facility is available =10%)	Nil	10%
(f)	Liability based on whether the building is rented out or not (Sl.No.14) (If rented out =50%)	Nil	50%
(g)	Liability for Resorts, star Hotel, Massage Parlor (Sl.No.15) (75%)	Nil	75%
(h)	Total Liability (percentage)	.....%	
(i)	Total Liability (amount) [Sl.No.17 x Sl.No.19(h) / 100]	Rs.....	

20. Annual Property Tax of the Building (Rule 9) (Basic Property Tax –Exemption + Liability) (i.e. Sl.No.17-Sl.No.18 +Sl.No.19) – Rs.....

21. Fill up the following only if, the residential building of which the tax has been calculated,

(a) Present Annual Property Tax	Rs.....
(b) If there is an Increment in Annual Property Tax, the Increment amount (Sl.No.20-Sl.No.21a)	Rs.....
(c) Percentage of Increment (Increment/Present income x 100) (Sl.No.21 b/sl.No.21 a x 100)	.....%
(d) If the increment is more than 60%, the Annual Property Tax with the increment limited to 60% (Sl.No.21 a x 160/100)	Rs.....

Note: If Sl.No.21 is not applicable or if the increment in income is less than 60% or if there is no increment in tax, then the Annual Property Tax of the Building shall be what is recorded in Sl.No.20.

22. If the building is a multi-storied one used for business or office purposes, then the permitted special exemptions on the annual property tax (Rule 9)

Ground floor without any exemptions (Sl.No.20)	Rs.....
Property tax after the 5% exemption for the First floor above the ground floor (Sl.No.20 x 95/100)	Rs.....
Property tax after 10% exemption for the second floor (Sl.No.20 x 90/100)	Rs.....
Property tax after 15% exemption for the third floor (Sl.No.20 x 85/100)	Rs.....
Property tax after 20% exemption for the fourth floor (Sl.No.20 x 80/100)	Rs.....
Property tax after 25% exemption for the Fifth floor (Sl.No.20 x 75/100)	Rs.....
Property tax after maximum 25% exemption for the sixth floor (Sl.No.20 x 75/100)	Rs.....
As mentioned above, for the consecutive floors, the annual Property Tax after the maximum exemption of 25% (Sl.No.20 x 75/100)	Rs.....

Note:-For those buildings to which Sl.No.22 is not applicable, the annual Property Tax shall be as per Sl.No.20.

23. Details of other buildings owned by the owner of the building

Sl. No.	Ward No.	Building No.	Sl. No.	Ward.No.	.Building No.
1			3		
2			4		

**Declaration**

The above mentioned details are true to the best of my knowledge and belief. I am liable to pay any penalty as per the law, if any of the details is found to be incorrect or misleading.

Place ..... Signature of the Owner of the building.....  
Date..... Name.....

**For Office use only**

- 1. Building No. :
- 2. Temporary Tax charged as per the return submitted :
- 3. Service Sub tax :
- 4. Surcharge on the Property tax :
- 5. Library cess :
- 6. Date on which the tax came to existence :
- 7. If exempted from tax, reason for the same :
- 8. If there is any fault found in the tax calculated by the tax payer, then the actual tax calculated :
- 9. Name and signature of the Officer examined the return submitted :
- 10. Name and signature of the Officer scrutinized :
- 11. Name and signature of the Secretary :
- 12. Report and the details of the tax calculated by the officer authorized after completing an inspection at the spot (Attach in separate sheets) :

..... Grama Panchayat

**Receipt**

No...../.....

Received the tax return submitted by the owner of the building, building No.....in connection with the calculation /re calculation of Property tax which came into effect from .....

Date.....

Name of the office authorized.....

Office seal

Signature.....

### **Guidelines for filling up Property Tax Return**

1. Separate tax return is to be submitted against each building assigned with a number. The return shall be submitted within the prescribed date and receipt obtained. Either the owner of the building or the person entrusted by the owner shall submit the return. In the case of company, joint ventures institutions etc. the person submitting the return shall produce a document, along with the return, showing that he is entrusted to submit the return. If there is any change in the ownership right, the documents related shall also be submitted along with the tax return.
2. If two buildings, not connected each other, are constructed in a property, it shall be considered as two buildings for the purpose of tax assessment. But a building in the same property constructed separately as an annexe as latrine, fuel shed, stable, cages for domesticated animals and birds, car shed, pump house or building for such uses shall not be considered as a separate building and the floor area of the building need not be included in the area of the main building. In the case of a swimming pool, connected with a building, the area of which shall be included with the area of the main building. The different parts of a main building (including upstairs) owned by separate persons or owned by a single person and separate building numbers given, each parts shall be considered as separate buildings and building tax assessed separately. But any part of the building is kept for common purpose, the area of such portion shall be added to the floor area of other parts of the building proportionally and tax assessed accordingly (Rule 3).
3. Following the upper and lower limits of tax rates fixed by Government. on the basis of the usage of the building, the tax rates fixed by the Grama Panchayat for each type of building shall be as per the serial number (17) in the tax return.
4. Houses, Apartments, Residential Flats, Hostels (except lodges) etc. are included under the category of buildings for dwelling purpose. Any building used for producing, products of any type, processing, or stocking for these purpose and machinery installed and operated etc. shall include under building, for industrial purpose. Any building used for selling or buying products, stocked for selling etc. include under the category of building for commercial purpose. Restaurant buildings and buildings for commercial purpose constructed and attached to buildings of Religious workshop also include under this category. Buildings for office, Auditorium, Community Hall, Conference Hall, Workshop, Service Stations, Lodges etc. are included under the category of building for other purposes. Buildings associated with any kind of employment and building that cannot be included under any other category will be considered as buildings for other purpose (Rule 5).
5. According to the criteria in the rules, the whole area in a Grama Panchayat will be categorized as primary, secondary and tertiary are as (Rule 7). The details of these shall be as per serial number 8 of tax return.
6. In order to assess the building tax, the Municipal Council categorized the roads in the Municipal area (see serial No. 9).
7. The amount arrived at by multiplying the sq.feet area of a building into the basic building tax rate will be the annual tax of the building (in rounded figure) (serial no. 18 of the return). The zone where the building is located, the pathway facility available to the building, the type of the roof structure, the year of completion of the building, the type of floor (able 250 sq. meter area, constructed using high quality wood, Italian Marble, granite etc.) centralized air condition facilities etc. will be shown in the return form and on the basis of which the property tax shall be fixed after effecting the allowable deductions (maximum deduction 75%) and additions. (Serial No. 19, 20, 21) (Rule 6 schedules from 1 to 9).
8. If there are two roads, one at the side and the other in front of the building and the entrance facility to the building is through any one of these roads, it shall be considered that the entrance facility to the building is through the main road. In the case of entrance facility to the building is made available through an un-important road starting from a



main road about 10 metres away, it shall be considered that the building having entrance facilities as stated in the first instance.

9. A building having, a semi-permanent roof on top of its concrete roof for the purpose of protecting from sun and rain shall not be considered as a building with low quality roof. A building with concrete roof paved with tiles or such construction materials with a view to increasing the sculptured beauty shall be considered as a building with concrete roof.
10. In order to determine the age of the building, the date in which the assessment of building tax/property tax has been started, or any dependable proof can be taken as the basis. If no proof to prove the age of the building is available, the deduction on the basis of old age is not allowed.
11. In the case of a building with a roof having more than one type of construction, the building tax after deduction and addition shall be fixed, on the basis of type of construction which is more than fifty percent (Rule 9).
12. (i) Whenever the property tax of a building meant for dwelling purpose is fixed at first or revised the increase shall not be more than 60 percent than the annual tax existed just before the tax is determined or refixed (Serial Number 23), moreover the property tax of a building meant for commercial purpose is fixed at first on the basis of floor area, if the increase is above 150 percent of the property tax, such increase shall be limited to 150 percent. Again in the case of building either for dwelling or commercial purpose, the property tax when fixed first, if there is increase, at least 25 percent increase shall be effected in the annual property tax. But, any extension or structural change made to a building after the tax is fixed, the upper limit stated above is not applicable (Rule 9).  
(ii) When the property tax of a house used for dwelling purpose is determined, if no increase is shown there or the increase is below 25 percent, it shall be limited to 25 percent.  
(iii) In the case of determination of building tax to a building used for commercial purpose, the maximum increase shall be limited to 200 percent.  
(iv) When the property tax of building for commercial purpose is determined, if there is no increase or the increase is below 25 percent, in that case, the increase shall be limited to 25 percent.
13. The building tax assessed shall be remitted in the Grama Panchayat Office directly or through the Officer deputed by the Grama Panchayat for the purpose in two half yearly installments. The receipt for payment of tax in each half year shall be obtained (Rule 15).
14. On receipt of demand notice for paying building tax by an owner, and if he is not paying it in the time limit noted in the notice, in order to get it remitted, judicial procedures like attachment or prosecution shall be taken up following the procedures detailed in the 1994 Kerala Panchayat Raj Act Rule 210, 2011 Kerala Panchayat Raj (Property Tax, Service Rule Tax and Surcharge) Act Rule 19, 1996 Kerala Panchayat Raj (Tax Assessment, Collection and Appeal).
15. As per the Panchayat Raj Act Section 207, the owners of buildings exempted from paying tax need not submit returns. In the case of those who are exempted from paying building tax and those who are below poverty line and the area of their house is below 30 sq. metre the owners need to submit return in form '2 A'.
16. Those who have any doubt with regard to the above stated instructions on property tax fixation, they have to clarify the doubt by verifying the related rules under Kerala Panchayat Raj Act 1994, Kerala Panchayat Raj (Property Tax, Service Sub Tax and Surcharge) and the notifications issued by Government and Grama Panchayats, in this regard, from time to time.

**Form 2 A**

.....Gram Panchayat

**Property Tax Return**

(Applicable only for Residential buildings of those who are exempted from property tax,buildings of those who are below poverty line with less than 30 sq.m of plinth area and used by self occupancy)

- 1. Ward No., Name and Building No.
- 2. Old/present ward No. and Building No.
- 3. Name and address of the building owner

Name

---

House name

---

Place

---

Post Office (PIN code)

---

Survey No. and Village

---

Telephone No.

4. If Property Tax is levied, than the amount Rs.....

5. Plinth area of the Building .....Sq.m

6. Details of other buildings owned by the Owner of the building .....

.....

**Declaration**

Details given above are true to the best of my knowledge and belief. I am liable to pay any penalty as per the law, if any of the details is found to be incorrect or misleading.

Place .....

Signature .....

Date.....

Name.....

**For Office use only**

- 7. Building No.
- 8. Reason for exemption form the property tax
- 9. Name and signature of the authorized officer inspected the place
- 10. Name and signature of the scrutinizing officer
- 11. Name and signature of the Secretary with date

**Annexure 5.3**  
**Profession Tax**

- A.** The rates for individuals and institutions are given in table 5.2.1. Income calculated for the purpose of assessing profession tax for institutions and business is given in table 5.2.2.

**Table 5.2.1: Rates of Profession Tax for Individuals and institutions in Grama Panchayats**

Sl. No.	Half-yearly income (Rupees)	Maximum half-yearly tax (Rupees)
I	Between 12,000–17,999	120
II	Between 18000–29,999	180
III	Between 30000–44,999	300
IV	Between 45000–59,999	450
IV	Between 60000–74,999	600
VI	Between 75000–99,999	750
VII	Between 1,00,000 –124,999	1,000
VIII	1,25,000 onwards	1,250

**Table 5.2.2: Income calculated for the purpose of assessing profession tax for institutions and business**

Sl. No.	Turnover of Business (Rs)	Percentage	Income - Minimum(Rs)
1	Turnover exceeding 20 lakhs	3	80,000
2	Turnover between 16 lakhs and 20 lakhs	3	54,000
3	Turnover between 8 lakhs and 16 lakhs	3.5	36,000
4	Turnover between 4 lakhs and 8 lakhs	4	24,000
5	Turnover between 2 lakhs and 4 lakhs	5	15,000
6	Turnover between 50 thousand and 2 lakhs	6	6,000

**B. Institutional Profession Tax**

- i. Previous half year accounts are considered for turnover calculation.
- ii. For calculating turnover in the first half, the accounts are taken from October to March of previous financial year. For the second half, the accounts are taken from April to September of the current financial year.

## Annexure 5.4

### FORM VI of Profession Tax

#### *Requisition for particulars relating to income from professions or other means*

No.....

From

The Secretary,

.....Grama/Panchayat.

To

.....

.....

Sir,

Sub. — Assessment of Profession Tax—Furnishing particulars of income for levying Profession Tax for the half year ending .....Regarding.

Ref.— The Kerala Panchayat Raj (Profession Tax) Rules, 1996.

The correct details of your income or the income of your establishment from profession or from other means for the half year from 1st April 20.....to 30<sup>th</sup> September, 20....1<sup>st</sup> October, 20....to 31<sup>st</sup> March, 20..... shall be furnished in Form No.....and forwarded to this office within 15 days from the date of receipt of the letter containing the requisition. If, for any reason, the filled up form is not furnished or false information are furnished, prosecution steps will be taken against you in accordance with the provisions of Section.....and the tax to be levied shall be determined by the Standing Committee as per sub-rule (3) of Rule 10.

Particulars of installments regarding the income to levy profession tax for the half year ending.....are given below.

- (1) Name of Company/establishment/person.
- (2) Description of business or profession or art or calling or employment.
- (3) Income derived by the assessee during the half year or the corresponding half year of the previous year; -
  - a. from the transaction of any business made within the Panchayat area during the half year for a period not less than 60 days in the aggregate:
  - b. from the exercise of any profession or art or calling or holding any appointment, public or private or other money lending business or agriculture done outside the Panchayat area if the assessee has resided within the Panchayat area for a period for not less than 60 days in the aggregate.
- (4) Where the business is transacted exclusively within the Panchayat area,—
  - a. Where income tax has been assessed on the company or person for the year comprising the half year, the amount of the profits and gains of such companies/persons computed under Section 20 of Income Tax Act, 1967 for the purpose of assessing such income-tax;
  - b. where the said profits and gains are not ascertainable for the year comprising the half year.-

- i. the turn over of the business transacted within the area during the half year or
  - ii. where such turn over is not ascertainable the turn over of the business during the corresponding half year of the previous year.
- 5) Where such turn over not ascertainable, the turn over of the person partly in the Panchayat area and partly outside such Panchayat area, —
- a. the turn over of the business transacted in the Panchayat area during the half year; or
  - b. where such turn over is not ascertainable, the turn over of the business in the Panchayat area during the corresponding half year of the previous year.
- (6) The income derived by the assessee, —
- a. from the business transacted outside the Panchayat area; or
  - b. from any pension or deposit during the half year if the assessee has resided within the Panchayat area for not less than 40 days in the aggregate during the half year; or
  - c. from agricultural income.
- (7) The aggregate income on the basis of which according to the company or person, it or he is liable to be assessed.

Yours faithfully,  
(Sd.)  
Secretary,  
..... Grama Panchayat.

Place:

Date:

**ANNEXURE TO FORM No. VI**

Statement submitted in the office of the Grama Panchayat for calculating the total income for the half year/one year from 1st April, 20..... to 30<sup>th</sup> September, 20..... / 1<sup>st</sup> October, 20..... to 31<sup>st</sup> March, 20..... in accordance with Rule 10 of the Kerala Panchayat Raj (Profession Tax) Rules, 1996 :

Name :

Address :

Occupation :

Place of work :

Sl.no.	Particulars	Amount		Remarks
		Rs.	Ps.	

*1. PERMANENT INCOME*

1. Salary/allowance/wages/gratuity/Bonus etc.
2. Fees/Commission
3. Pension
4. Interest from money transaction, Bank Commission
5. Rent of building etc.
6. Other income

As my job in this period is in the.....establishment .....the local authority has levied Rs.....as profession Tax.

Total.....

Sl.no.	Particulars	Wages Rs.	Expenditure Rs.	Remarks
--------	-------------	--------------	--------------------	---------

*2. AGRICULTURAL INCOME*

1. Income from paddy cultivation in.....hectare/acre..... cent/are of land.
2. Income from other items in .....hectare/acre..... cent/are of land .
3. Income from agricultural land and other items.

As my permanent residence is under .....local authority the income furnished here is from my agricultural property within the .....Grama Panchayat Income derived by me from.....properties under.....local authority, also furnished here.

Total .....

Sl.no.	Particulars	Amount Rs.	Ps.	Remarks
--------	-------------	---------------	-----	---------

*3. FROM OTHER EMPLOYMENTS*

1. Estimated income for the year.....for levying tax by income Tax Department. Income relating to.....business.
2. Since account for this year has been prepared amount of the same period in the last year.

Total:

Aggregate Total:

Since my permanent residence/place of work is under.....local authority, an amount of Rs.....has been assessed as profession tax on me for the year.... particulars furnished in this statement about me as/has not been taken into account there proper and true account on details given above has/has not been maintained.

(Sd.)

Employer/Establishment/  
Person/Taxpayer.

Place:

Date:

### **Explanatory Note**

(This does not form part of the Notification, but is intended to indicate its general purpose.)  
Section 204 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) empowers the Grama Panchayat to levy profession tax from those who are working in the area of a Grama Panchayat. This Notification is intended to achieve the said object.

**Form III of Profession Tax**

**Demand Notice**

Secretary,

.....Grama Panchayat.

To

Sri/Smt.....

WHEREAS, on the basis of income for the first/second half year ending..... furnished by your Head of office/Employer you are liable to Profession Tax for that half year and your Profession Tax has been duly assessed under Rule 6 of the Kerala Panchayat Raj (Taxation, Levy and Appeal) Rules, 1996 and Rule 17 of the Kerala Panchayat Raj (Profession Tax) Rules, 1996.

AND WHEREAS, the details of such tax assessment has been published in the Panchayat and in your establishment, but you have not raised any objection within the specified time against the tax assessment/ the objection raised by you have been disposed off.

NOW THEREFORE, I hereby demand you to pay Rs..... (in figures)..... as Profession Tax for the employment held/profession exercised in the establishment for the half year ending.....

Immediately on receipt of the notice, the Head of Office/Employer is bound to deduct the above said amount from your salary. In the case of self drawing officers such amount shall be given to the employer from the salary-drawn, immediately on receipt of the notice.

If the Employer/Head of office who is liable to remit the Profession Tax as per demand notice within the time specified under the rule does not remit accordingly, such tax shall be recovered from him as per Section 205 read with Section 210 and he is liable for punishment as provided in the law for the failure, lapse or such deeds thereon.

It is also stated that any appeal on the demand shall be considered only if it is satisfied that the full amount in the notice has been remitted as provided in Section 276.

Secretary,  
Grama Panchayat.



**Annexure 5.5**  
**Entertainment Tax**  
**Rates of Entertainment Tax for Amusement Park**

Sl. No.	Category	Range of rates of entertainment tax to be fixed by the local authority annually
1	CATEGORY A Amusement park having an investment up to Rs. 3 crores and having area to an extent of 2 hectares and below (excluding the area provided for parking vehicles and other unutilized/ vacant area).	Rs. 3 to 6 lakhs
2	CATEGORY B Amusement park having an investment of above Rs. 3 crores but below Rs. 10 crores and having area to an extent of 2 hectares but below 4 hectares (excluding the area provided for parking vehicles and other unutilized/vacant area).	Rs. 10 to 15 lakhs
3	CATEGORY C Amusement park having an investment of Rs. 10 crores and above but below Rs. 20 crores and having area to an extent of 4 hectares and above but below 6 hectares (excluding the area provided for parking vehicles and other unutilized/ vacant area).	Rs. 25 to 30 lakhs
4	CATEGORY D Amusement park having an investment of Rs. 20 crores and above but below Rs. 50 crores and having area to an extent of 6 hectares and above but below 10 hectares (excluding the area provided for parking vehicles and other unutilized/ vacant area).	Rs. 50 to 60 lakhs
5	CATEGORY E Amusement park having an investment of Rs. 50 crores and above and having area to an extent of 10 hectares and above (excluding the area provided for parking vehicles and other unutilized/vacant area).	Rs. 80 to 100 lakhs

Provided that during the first four-year period of operation of an amusement park, the annual entertainment tax leviable shall be relaxed at the following rates, namely:-

<i>Period</i>	<i>Relaxation of rate of entertainments tax</i>
First year	60%
Second year	40%
Third year	20%
Fourth year	10%

Provided further that the local authority may permit the proprietor of an amusement park to pay the entertainment tax in equated monthly installments.

## **Annexure 5.6**

### **Entertainment Tax**

- A. Drama and Circus:** On dramatic performances to which persons are admitted for payment shall be 100 rupees on each performance and on circus performance to which persons are admitted for payment shall be 60 rupees on each performance.
- B. For all other entertainments tax fixation is made with the help of two methods:**
  - a. Price for admission:** means the cost of ticket (excluding any tax) for a seat or other accommodation in a place of entertainment. The amount goes to the proprietor of the entertainment.
  - b. Payment for admission:** Any payment for any purpose whatsoever connected with an entertainment (including any tax) which a person is required to make as a condition for attending or continuing to attend the entertainment in addition to the price for admission.
- C. Two types of tax assessment:**
  - a. Compounding:** Consolidating tax amount for 3 succeeding months with the help of an estimate consisting of past 3 years same period tax amount. Based on past data an average tax amount is fixed. With the help of this average amount the tax is anticipated for succeeding 3 months. Once decision is made to compound by the local body, the tax amount should be remitted in advance.
  - b. Daily collection Report (DCR):** The assessment is based on the number of tickets sold daily.

**Annexure 5.7**  
**Rates of Advertisement Tax**

Sl.No.	Classifications	Rate (Rs)
<b>1 a)</b>	<b>Advertisement on Hoardings and wall posters (that is in the form of non-illuminated slides) – Per Month</b>	
i.	For 1 Sq.mtr	15
ii.	Between 1 Sq.mtr and 2.50 Sq.mtr	30
iii.	For each additional Sq.mtr	10
<b>(b)</b>	<b>Posters (Per Month)</b>	
i.	For 1 Sq.mtr	10
<b>2</b>	<b>For vehicle raps and van hoardings (Per Month)</b>	
a)	Car and lorry running with the help of electricity or any motor vehicle running with the help of generator	50
b)	Vehicles other than specified above	20
<b>3</b>	<b>Handled Bill Boards (Per Month)</b>	15
<b>4</b>	<b>Non Illuminated Bill Boards and Slides (Per Month)</b>	
a)	For 1 Sq.mtr	25
b)	For each additional Sq.mtr	20
<b>5</b>	<b>Advertisements through Lantern Slides</b>	
a)	For 1 Sq.mtr	35
b)	For each additional Sq.mtr	20
<b>6</b>	<b>Bill Boards that are hung across the road</b>	
a)	Between 3 meter and 6 meter (for 7 days)	10
b)	Up to 15 meter (for 7 days)	15
c)	Up to 15 Meter (for 30 days)	50
<b>7</b>	<b>Advertisements through role films</b>	
<b>a)</b>	<b>Advertisement visible in screens whose area is till 37 Sq.mtr</b>	
i)	Till 35 meter role film length ( for 7 days)	20
ii)	Till 35 meter role film length (per month)	75
iii)	For each additional 15 meter (for 7 days)	10
iv)	For each additional 15 meter (per month)	20
<b>b)</b>	<b>Adds visible in screens whose area is more than 37 Sq.mtr and for every additional Sq.mtr</b>	
i)	Till 35 meter role film length ( for 7 days)	5
ii)	Till 35 meter role film length (per month)	15
iii)	For each additional 15 meter (for 7 days)	5
iv)	For each additional 15 meter (per month)	10

## Annexure 5.8

### ADVERTISEMENT TAX MODEL BYE-LAW

Advertisement Tax Model Bye-law is approved by order.

(Order No. C5-15253/2004 dated 18.05.2005)

Advertisement Tax Model Bye-law

..... Grama Panchayat

Advertisement Tax Bye-law

The ..... Grama Panchayat Advertisement Tax Bye-law published by the Panchayat vide Resolution No..... after giving an opportunity to submit opinions and complaints from the public by advertising the draft bye-law using the powers conferred by adding Section 256 with Sections 209, 209 A, 209 B, 209 C, 209 D of Kerala Panchayat Raj Act 1994.

1. This bye-law will be known as ..... Grama Panchayat Advertisement Bye-law of 2005.
2. This bye-law will have effect within the boundary of ..... Grama Panchayat, and will come into force with effect from the date of approval of the bye-law by the Director of Panchayats respectively.
3. Definitions

If any circumstance do not require otherwise:-

1. "Act" means Kerala Panchayat Raj Act of 1994.
2. "Secretary" means ..... Grama Panchayat Secretary.
3. "Panchayat" means ..... Grama Panchayat.
4. "Form" means the form attached as annexure in this bye-law.
5. "Director" means Panchayat Director.
6. "Section" means section of the Act.

The words and usages which are used but not defined in this bye-law will have the meanings given in the Act respectively.

4. Nobody is permitted to display any advertisement to public in a Panchayat area without the written sanction from the Secretary. The application for the sanction of exhibiting advertisements has to be submitted to the Secretary in Form A.
5. Despite the permission and Panchayat seal, the advertisements should not be displayed on worship places, historically important buildings, historical monuments, institutions or surroundings.
6. Considering public interest, no permission is sanctioned to display advertisements or to erect hoardings in crowded junctions, public institutions, educational institutions, worship places, public roads, junctions where it causes to obstruct drivers' sight or divert attention.
7. If the Secretary is convinced that the advertisement is prohibited by the updated laws of Central and State Governments or detrimental in disturbing communal harmony or contains vulgarity, permission to exhibition can be prohibited through written reasons.
8. All the hoardings displayed with the permission should be erected with supports made of steel or metal or wood having a thickness of 10 cm X 10 cm fitted firmly on the floor and should be painted.
9. The person who obtained sanction from the Panchayat for fixing the advertisement boards will be responsible for the safe erection of such boards. Advertisement boards should be made of strong and good quality materials. Safety of such erected hoardings will only be the responsibility of the person who availed sanction for the erection.
10. The seals or wordings of Secretary imprinted on the advertisements as a proof of the approval or remittance of tax for the erection, fixing or exhibition should not be covered.
11. No advertisements or vehicles can be used which is against the system, style and tradition accepted by the Secretary.

#### 12. Raising of Advertisement

1. Advertisement structure should not be projected out from the common building floor to the public roads or upwards or outwards more than 100cm.
2. A prior sanction from the Panchayat is required for erecting any advertisement board in a Panchayat *poramboke* land or on sides of the Panchayat roads.

3. To erect advertisements on either side of the national highways and public works department roads, sanction from the concerned department is necessary.
13. Any person who plans to erect, exhibit, fix or retain an advertisement structure in the Panchayat area, should submit a format of the advertisement along with the duly filled and stamped application in the prescribed form, 5 days prior to advertising, printing, painting or exhibiting the same.  
However, the time limit of 5 days can be reduced by the Secretary for sound reasons, if found eligible. Anyone who seeks such permission is liable to remit the tax and follow the conditions.
14. This bye-law is not applicable to advertisements and notices under 3rd limited condition of Section 209 and no advertisement tax should be levied on the same.
15. No advertisement tax is levied on the advertisement of films exhibited in cinema theatres of a Panchayat area. But applications for the advertisement boards and posters related to the films should be submitted and should imprint Panchayat stamp on each and every advertisement to show that they have obtained permission.
16. If there is no objection for issuing permission to the advertisement within 5 days, the Secretary should inform the applicant and the applicant should remit the fees as per the rate and method mentioned in the Annexure 1 of this bye-law.
17. If the advertisement tax is levied, Panchayat seal on visible part of the advertisement or its copies should be exhibited as a proof of permission and of the remittance of advertisement tax.
18. Provided that no compulsion is to be made for producing the copies of an advertisement, if the nature of the advertisement does not allow imprinting Panchayat stamp or seal. In such circumstances Secretary should take necessary steps to imprint a Panchayat sticker on the advertisement showing the date of sanction, period, etc.
19. Provided also that nobody should erect, exhibit, fix or retain an advertisement which obstructs the vision of another advertisement, industrial area, business place or employment.
20. The name of the person who gets permission to erect, exhibit, fix or retain an advertisement should be shown on the places clearly where Panchayat stamp requires. In case of printed advertisements, the name of the printing press has also to be included along with the name of the person/firm who obtained permission for advertising.
21. Subject to the provisions of Act and related rules and orders, the Secretary should issue an order to accept or reject the application for advertisement in Form B. If rejected, the amount remitted should be returned to the applicant as per request.
22. Advertisements exhibited against any of the conditions mentioned in this Act or this Bye-law can be removed by the Secretary or any official deputed by him.
23. Panchayat can fix a uniform rate for exhibiting slides which have no connection with the running movies in cinema theatres.
24. Provided that no single tax can be levied for the exhibition of same slides exhibited in all theatres in the Panchayat area. Each and every theatre can fix particular amount for each of them.
25. This amount can't be charged for a period of more than one year. Must be limited to each financial year.
26. The amount collected from the advertisers by the theatre owner as advance for an exhibiting period of one year or less as per the conditions of the agreement signed between the Panchayat and the theatre owner should be remitted at the Panchayat. If not paid within time, fine with penal interest has to be collected from the theatre owner as tax arrears.
27. As mentioned in the items above the permission to erect, exhibit, fix or retain an advertisement can be given to the customer of advertisement or to the person or institution which works as his agent. The person who seeks permission or gets permission will be liable for remitting the tax and to follow the conditions.
28. Subject to the conditions of the Act and Rules, likewise the other taxes, the Panchayat will have the power to auction the right of collecting advertisement tax conveniently once in a period of less than one year.
29. Anyone who breaks the conditions of this bye-law will be prosecuted as follows:
1. Anyone who displays an advertisement without the permission as per this bye-law has to remit an amount as a fine decided by the Panchayat which is up to Rs.500/.
  2. If the breaking of the rule continues, Panchayat has the right to impose an amount

up to Rs.50/- as fine each day. The convict is liable for remitting the amount at the Panchayat.

30.If any person or institution intentionally acts to cause a loss in advertisement tax of the Panchayat or is unwilling to follow the instructions or break the conditions meant for the public interest, the Panchayat, along with imposing fine, has the right to cancel the permission or to refuse to consider the application till a date based on the nature of crime.

31.Tax imposed for each month or less than that will be in the following rate:

Number	Item	Rate
<b>(A)</b>	<b>Advertisements on Hoardings and Wall Posters in the form non-illuminated slides</b>	
1.	For the place up to 1.00sq.m	Rs. 15/-
2.	For the place above 1.00sq.m and below 2.50sq.m	Rs. 30/
3.	For exceeding each one square meter	Rs. 10/
	<b>(Posters monthly)</b>	
1.	For the place up to 1.00 sq.m	Rs. 10/
<b>(B)</b>	<b>For Advertisements carried by vehicles (monthly)</b>	
1.	For each motor car, lorry and machines work with electric power or mechanical power	Rs.50/-
2.	For other vehicles except motor car, lorry and machines work with electric power or mechanical power	Rs.20/
<b>(C)</b>	<b>Carrying hoardings (monthly)</b>	Rs. 15/-
<b>(D)</b>	<b>Non-illuminated advertisements and slides (monthly)</b>	
1.	For the place up to 1.00 sq.m	Rs.25/-
2.	For exceeding each one square meter	Rs.20/
<b>(E)</b>	<b>Advertisements displayed on screens using lantern slides</b>	
1.	For the place up to 1.00sq.m	Rs.35/-
2.	For exceeding each one square meter	Rs.20/
<b>(F)</b>	<b>Advertisements on the pillars hung crossed over a street</b>	
1.	Between 3 meters and 5 meters (for 7 days)	Rs.10/-
2.	Up to 15 meters (for 7 days)	Rs. 15/-
3.	Up to 15 meters (for 30 days)	Rs. 50/
<b>(G)</b>	<b>Advertisements exhibited on screens using roll films</b>	
	<b>If the area of the visual advertisement on screen is 37 sq.m.:</b>	
1.	If the length of the film is up to 35 meters	
	(a) Up to seven days	Rs.20/-
	(b) Monthly	Rs.75/-
2.	If the length of the film is more than 35 meters, for the exceeding 15 meters	
	(a) Up to seven days	Rs.10/-
	(b) Monthly	Rs.20/-
	<b>If the area of the visual advertisement on screen is more than 37 sq.m., for each exceeding square meter</b>	
1.	If the length of the film is up to 35 meters	
	(a) Up to seven days	Rs.5/-
	(b) Monthly	Rs.15/-
2.	If the length of the film is more than 35 meters, for the exceeding 15m	
	(a) Up to 7 days	Rs.5/-
	(b) Monthly	Rs.10

Note: The word "structure" in this section shall include any movable board on wheels used as an advertisement or as an advertisement medium.

**FormA**

- 1. Name and address of the applicant :
- 2. Details of the advertisement :
- 3. (a) Medium of board/notice :
- (b) Number :
- 4. Height of the support :
- 5. Board made up of wood/metal - details :
- 6. Details of land where to be installed :  
(Including survey no., building no., etc.)
- 7. Whether the land owner has produced Agreement letter :
- 8. No.& date of order of sanction in public Places :
- 9. Details of remitting advertisement tax :

Place:

Date:

Signature of the Applicant

**For Office Use**

Report of the Enquiry Officer  
Decision of Secretary

Approved/Rejected

Secretary

**Form - B**

Proceedings of the Secretary, ..... Grama Panchayat

Sub: ..... Grama Panchayat – Order issued for exhibition of advertisement approved/rejected.

Ref: .....

Order No. .... dated.....

As per the application and the report of the enquiry officer, permission is granted for exhibiting an advertisement of size ..... height ..... as shown in the model submitted along with the application at .....place for .....period.

Secretary  
..... Grama Panchayat

To  
The Applicant

**Annexure 5.9**  
**Show Tax**  
**Rates of Show tax**

<b>Item</b>	<b>Grama Panchayat</b>
Regular cinematograph exhibition	Rs. 5
Other cinematograph exhibition	Rs. 20
Regular shows other than cinemas	Rs. 10
Drama	Rs. 100
Circus	Rs. 60
Other exhibitions	Rs. 50



**Annexure 5.10**  
**D&O License Fees**  
**SCHEDULE I**

1. Aerated waters, cool drinks-Manufacturing, storing, selling
2. Pandanus fiber and yarn— Storing, packing, cleansing, preparing or selling by hand or otherwise.
3. Preparation and selling of ammunition-storing, packing, cleansing, preparing, manufacturing or selling by way of process.
4. Soaking of Arecanuts, storage, preparation of other products, sale
5. Articles made of flour— Baking , preparing , keeping , storing or selling for human consumption (other than for domestic use)
6. Ashes—Storing by any means, packing, cleaning, preparing, manufacturing, dumping, sifting or selling.
7. Bamboos — Storing for sale, hire or manufacture, preparation of products, selling
8. Biscuits— Baking preparing, keeping, storing or selling for human consumption other than for domestic use
9. Blood- Storing, packing, cleansing, preparing or selling.
10. Bone-Storing, packing, cleansing, preparing or selling by means of any process
11. Bread (other than for domestic use)- Baking, Preparing , keeping, storing for human consumption.
12. Bricks— Manufacture, sale.
13. Camphor- Packing, cleansing, preparing, manufacturing or boiling or selling by means of any purpose.
14. Candles- Packing, preparing, manufacturing or selling by means of any purpose.
15. Carpets—Manufacture, sale.
16. Cashewnuts and its Kernel—Storing, packing, preparing, manufacturing or selling by means of any process.
17. Musical instruments—Packing, preparing, storing, manufacturing or selling by means of any process,
18. Cement—Packing preparing, manufacturing or preparing other products or selling, by means of any process.
19. Charcoal—Dumping, sifting, selling, or storing.
20. Chemicals—Storing, packing, processing, preparing, manufacturing or selling by means of any process.
21. Ayurvedic Medicines, Homoeopathic Medicines— Manufacture, sale.
22. Chilies—Grinding by machinery.
23. Chilies (dried)—Selling or storing for wholesale trade. .
24. Chlorate mixture—Storing, packing, preparing, manufacturing- or selling by means of any process.
25. Cloths—Dyeing, manufacture, making of other products, sale.
26. Coal—Dumping, sifting, selling or storing.
27. Coconut fibre—Storing, packing, cleansing, preparing, manufacturing, making products or selling.
28. Coconut husks and cadjan leaves—Soaking, sale.
29. Coconut shell—Storing, making of products, sale.
30. Coffee house and tea shop—Running.
31. Coir—Storing, packing, preparing, -manufacturing, making other products or selling by means of any process. .
32. Combustible materials—Storing for wholesale or retail trade making other products selling.
33. Consumables—(other than for domestic use) Baking, preparing, keeping, storing, selling for human consumption.

34. Condiments—Manufacturing, selling.
35. Confectionery—(other than for domestic use) Baking, preparing or selling.
36. Copra—Preparing, storing, making other products or selling.
37. Cotton—(cotton refuse and cotton seed)—Storing, packing, pressing, cleansing, preparing, manufacturing or selling by means of any process.
38. Cow-dung cakes—Storing, packing, cleansing, preparing, manufacturing, manufacturing other products or selling by means of any process.
39. Dyes—Packing, cleansing, preparing, manufacturing or selling by means of any process.
40. Explosives—Storing, selling fibre (other than coconut fibre)— Storing, manufacturing, manufacturing other products or selling.
41. Fat—Storing, packing, cleansing, preparing, manufacturing or selling by means of any process.
42. Fish fins—Storing, packing, cleansing, preparing, manufacturing other products or selling by means of any process.
43. Firewood—Selling or storing.
44. Fireworks—Storing, packing, cleansing, preparing, manufacturing or selling by means of any process.
45. Fish—Storing, packing, cleansing, preparing, making other products or selling by means of using any process.
46. Fish oil—Storing, packing, cleansing, preparing, manufacturing, manufacturing other products or selling by means of any process.
47. Flax—Storing, packing, pressing, cleansing, manufacturing, making other products or selling by means of any process.
48. Fleshing—Storing, packing, purifying, manufacturing or selling by means of any process.
49. Flour—Packing, purifying, preparing, manufacturing, manufacturing other products or selling by means of any process.
50. Fulminate of mercury—Storing, packing, purifying, preparing, manufacturing other products or selling by means of any process.
51. Fuel—storing, using for any industrial purpose, selling, manufacturing other products and selling.
52. Furniture—Making and storing for sale or hire, manufacturing, storing and selling of building materials.
53. Gas—storing, packing, purifying, preparing, manufacturing or selling by means of any process.
54. Ghee—storing, packing, refining, preparing, manufacturing or selling by means of any process.
55. Gold—Refining, making ornaments, sale.
56. Grains—Wholesale or retail selling or storing for trade.
57. Pulse—Husking by machinery, sale.
58. Ground nut—Selling or storing for trade.
59. Gilding and electroplating.
60. Gun cotton—Storing, packing, pressing, refining, preparing manufacturing or selling by means of any process.
61. Gunny bag—Storing, packing, manufacturing or selling by means of any process.
62. Gun powder—Storing, packing, preparing, manufacturing or selling by means of any process.
63. Hair—Storing, selling or manufacturing other products.
64. Hair dressing saloon—Keeping a shaving or hair cutting saloon, beauty parlour etc.
65. Hay—storing, selling, making other products or selling.
66. Hemp—Storing, using, preparing or manufacturing other products,
67. Hides—Storing, cleansing or selling.
68. Hoofs—Storing, cleansing or selling.

69. Horns—Storing or cleansing.
70. Hotel, Restaurant, catering service—Running,
71. Ice—Manufacturing and selling.
72. Jaggery—Storing, preparing or making other products and selling.
73. Jute—Storing, preparing or manufacturing other products and selling.
74. Kakhi—Preparing, selling.
75. Lac—storing, refining, making other products and selling.
76. Lead—Melting, storing or plating vessels,
77. Leather—Storing, cleansing, making other products or selling.
78. Lemon grass oil—Manufacturing, storing or selling.
79. Lime—Storing, making other products or selling.
80. Limeshells—Storing, preparing or manufacturing other products and selling.
81. Manure, pesticide—Storing, preparing, packing, selling.
82. Machinery—Storing, making and selling of machinery for industrial purposes (except local goods).
83. Preparation and sale of substances producing harmful or offensive smell, fumes, dust or sound.
84. Matches—Storing, manufacturing or selling.
85. Meat—Storing, preparing or selling.
86. Metals (including gold, silver)—Beating, cutting, casting, -moulding or selling.
87. Molasses—Storing, packing, refining, preparing, or making other products and selling.
88. Nitro-compound—Storing, refining, preparing or selling.
89. Nitro-glycerine—Storing, packing, preparing or selling.
90. Nitro-mixture—Storing, packing, preparing or selling.
91. Tapioca—Storing or making other products and selling
92. Oil—Storing, preparing or selling
93. Paddy—Boiling or husking by machinery or selling.
94. Paper—Storing, preparing, making or selling.
95. Petroleum compounds—Storing, preparing, making or selling.
96. Pitch—Storing, preparing, making or selling ,
97. Pottery—Storing, preparing, making or selling.
98. Radio, Television—Manufacturing, assembling, repairing or selling.
99. Resin—Storing, preparing, making or selling.
100. Granite, kadappa stone, mosaic, marble—Cutting, storing; polishing preparing, sculpturing or selling,
101. Sago—Manufacturing, winnowing or selling.
102. Rug—Storing, making or selling.
103. Salt-peter—Storing, packing, preparing, manufacturing or selling.
104. Seekai—Powdering by machinery, sale.
105. Shellac—Storing, refining, preparing, manufacturing or selling.
106. Silk—Storing, preparing, manufacturing or selling--
107. Skin—Storing, cleansing, processing or selling.
108. Soap—Storing, preparing, manufacturing or selling.
109. Spirit—Storing, refining, preparing, manufacturing or selling.
110. Hay—Selling, storing or making other products and selling.
111. Sugar—Storing, refining, preparing, manufacturing or making other products or selling.
112. Sugar-candy—Storing, preparing, changing by making other products or selling.
113. Sulphur—Storing, processing, cleansing, preparing or selling
114. Surki—Storing, processing, cleansing, preparing or selling.
115. Sweet-meats—Baking preparing, or selling.
116. Tallow—Storing, preparing, manufacturing, melting or selling.
117. Tar—storing, packing, refining, preparing or selling-

118. Thatching materials—Storing or selling.
119. Tiles—Manufacture, sale.
120. Timber—Storing, sale.
121. Tobacco—Storing, processing or making other products and selling.
122. Turpentine, Kerosene paint, varnish etc.—Storing, preparing; manufacturing or selling.
123. Laundry—Washing dirty clothes and storing dirty clothes for washing or cleansing or keeping.
124. Animal fibre—Storing, cleansing, preparing other products or selling.
125. Yarn—Storing, packing, cleansing, dyeing, manufacturing or selling.
126. Video, Audio—Storing, hiring, selling, repairing.
127. Xerox copying, executing Typewriting (job works)
128. Tailoring shop—Running.
129. Vegetables—Storing; sale.
130. Poultry, pig, goat—Storing, sale.
131. Egg—Storing, sale.
132. Milk—Milk products, storing, sale.
133. Private Telephone booths, courier services — Running.
134. Rubber, rubber products—Manufacture, storage, -sale,
135. Spices -Storage, sale.
136. Electrical goods- - Storage, sale.
137. Plastic products—Preparation, sale.
138. Oil cake.- cattle feed, poultry feed -Manufacture, sale.
139. Abkari shops -Storing and selling.
140. Pickles—Manufacture, sale
141. Computer products--Storage, sale.
142. Private hospital—Running.
143. Paramedical institutions, laboratories, etc. -Running.
144. Vehicles (mechanical and others)—Sale.
145. Vehicles—Repairing.
146. Foot-wear, bag—Sale, manufacture
147. Stationery, Fancy—Running shops.
148. Handicrafts—Manufacture, sale.
149. Retail ration depot, Maveli store, Consumer store etc.-Running.
150. Kerosene—Sale.
151. Text books and periodicals -Sale
152. Photo studio—Running.
153. Signboards—Manufacturing.
154. Water—Storage ,Sale
155. Flowers—Storage, sale.
156. Fruits—Storage, sale.
157. Umbrella—Storage, manufacture, sale.
158. Press —Running.
159. Painting—Running.

**Schedule II**  
**Max fees which can be fixed towards license fee**

<b>Sl. No.</b>	<b>Average daily turnover (Rs)</b>	<b>Annual license fee that may be charged (Rs)</b>
1	Upto 500	10
2	Above 500 – Upto 1000	20
3	Above 1000 – Upto 1500	30
4	Above 1500 – Upto 2500	50
5	Above 2500 – Upto 5000	100
6	Above 5000 – Upto 10000	200
7	Above 10000 – Upto 15000	300
8	Above 15000 – Upto 25000	500
9	Above 25000 – Upto 50000	1000
10	Above 50000 – Upto 100000	2000
11	Above 1 Lakh	4000

**Schedule III**  
**Capacity of the Machine in Horse Power (HP)**

<b>Sl. No.</b>	<b>Particulars (Electric HP Motor)</b>	<b>Max Fess per year (Rs)</b>
1	Rectifier machines necessary for cinema, without considering horse power	25
2	Other machineries of not more than 1 HP	10
3	Other machineries of more than 1 HP but not more than 5 HP	50
4	Other machineries of more than 5 HP but not more than 10 HP	100
5	Other machineries of more than 10 HP but not more than 20 HP	200
6	Other machineries of more than 20 HP but not more than 30 HP	300
7	Other machineries of more than 30 HP but not more than 40 HP	400
8	Other machineries of more than 40 HP but not more than 50 HP	500
9	Other machineries of more than 50 HP but not more than 100 HP	1000
10	Other machineries of more than 100 HP but not more than 200 HP	2000
	For every successive Horse Power additional 10 rupees each	

**Schedule IV**  
**Capacity of the machine in Horse Power (HP)**

<b>Sl. No.</b>	<b>Particulars (Non Electric HP Motor)</b>	<b>Max Fess per year (Rs)</b>
1	Machines for domestic purpose	Nil
2	Other machineries of not more than 1 HP	5
3	Other machineries of more than 1 HP but not more than 5 HP	25
4	Other machineries of more than 5 HP but not more than 10 HP	50
5	Other machineries of more than 10 HP but not more than 20 HP	100
6	Other machineries of more than 20 HP but not more than 30 HP	150
7	Other machineries of more than 30 HP but not more than 40 HP	200
8	Other machineries of more than 40 HP but not more than 100 HP	500
	<i>In case of more than 100 HP, for every successive HP, additional 5 Rupees each</i>	

**Annexure 5.11**  
**Public Halting Places and Bus Stand**  
**Table: 5.11.1**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Max fees for a period not exceeding 24 hrs if no amenities are provided (Rs)</b>	<b>Max fees for a period not exceeding 24 hrs if amenities are provided (Rs)</b>
1	For every handcart, Cycle rickshaw, rickshaw or cycle	1.00	2.00
2	Auto rickshaw	2.00	3.00
3	For every cart pulled by animals	2.00	4.00
4	For every Mini bus, Tempo, Trekker and Mini Lorry	4.00	8.00
5	For every Bus and Lorry	6.00	10.00
6	For every Horse, Ass, Ox, Cow, Buffalo and Male Buffalo	1.00	2.00

Note: The Minimum amenities to be provided shall be shelter for passengers, vehicles and animals, drinking water facilities and urinal

**Table: 5.11.2**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Minimum (Rs)</b>	<b>Maximum (Rs)</b>
1	Motor Boat or Steam Launch	3.00	6.00
2	Steam or Motor Tug	4.00	10.00
3	Cabin Boat	1.00	2.00
4	Vessels with capacity of 1 tonne or less	1.00	2.00
5	Vessels with capacity of above 1 ton and upto 5 tonnes	1.00	2.00
6	Vessels with capacity of above 5 tonnes and upto 10 tonnes	4.00	6.00
7	Vessels with capacity of above 10 tonnes	8.00	12.00
8	Raft	1.00	2.00
9	Timber and fire wood upto 20 tonnes	8.00	12.00
10	Timber and fire wood above 20 tonnes for every additional tone	1.00	2.00

Note: 'Single halt' means halt at the landing places for loading and unloading purpose at a time.

**Table 5.11.3**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Rs</b>
1	For storing of goods in 100 Sq. feet space for one day	5.00
2	Rent for a single room per day	25.00
3	Rent for a double room per day	40.00
4	For stay in Public landing place for one day	5.00

Note: 'Stay' means halt by vessels or boat for more time than what is actually required for loading or unloading at a time.



**Annexure 5.12**  
**PPR License Fees**

**Scale of fees chargeable on licenses** – For every license granted or renewed under the Act there shall be charged, unless exempted by the Government, a fee according to the following scale, namely -

- a. For the grant or renewal of license for one year in respect of a permanent building within a Panchayat area, a fee of Rs 20 for an area of 100 sq. mtrs or less with an additional fee of rupees 10 for every 50 sq. mtrs or fraction thereof in excess of the first 100. sq.mtrs.
- b. For the grant or renewal of temporary license in respect of a permanent building within a Panchayat area, a fee of Rupees 6 per mensem or Rupees 1 per day for for an area of 100 sq. metres or less with an additional fee of Rupees 3 per mensem or 50 Paise per day for every 50 sq. metres or fraction thereof in excess of 100 sq. metres.
- c. For the grant or renewal of temporary license in respect of a permanent building within a Panchayat area Rupees 20 per mensem or Rupees 1 per day for for an area of 100 sq. metres or less with an additional fee of Rupees 10 per mensem or 50 Paise per day for every 50 sq. metres or fraction thereof in excess of 100 sq. metres.
- d. For the grant or renewal of temporary license for an enclosure without any roof or super structure within a Panchayat area for one year Rupees 7.5 for an area of 100 sq. metres or less with an additional fee of Rupees 3.75 for every 50 sq. metres or fraction thereof in excess of 100 sq. metres.
- e. For the grant or renewal of temporary license for an enclosure without any roof or super structure within a Panchayat area, Rupees 3.50 per mensem or Rupees 1 per day for an area of 100 sq. metres or less with an additional fee of Rupees 1.75 per mensem or 50 Paise per day for every 50 sq. metres or fraction thereof in excess of 100 sq. metres.
- f. The fee for a temporary license shall be leviable at three – fourth of the above rates where the building or enclosure is used only during day time without lights.

**Annexure 5.13**  
**Cinema License Fees**

- A. For every permission under Sec. 6 of the Act granted or renewed under these rules, a fee shall be collected at the following rates:
  - i. Temporary theatre – Rs. 250
  - ii. Permanent theatre – Rs. 1000
- B. For every license under Sec. 3 of the Act when granted or renewed a fee shall be charged according to the scale laid down below:
  - i. For an annual license for permanent cinema and for license for temporary cinema for a period of 12 months – Rs. 1000
- C. Duplicate of license or permission may be granted on payment of a fee of Rs. 25

**Annexure 5.14**  
**Building Construction and Land Development Fees**

**Schedule I**  
**Application Fee**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Fees (Rs)</b>
1	Land Development	20
2	Building	20
3	Well	5
4	Compound Wall	5
5	Conversion/ Errection of Shutter or door	10
6	Conversion of roof	10

**Schedule II**  
**Permit Fees**

<b>Sl. No.</b>	<b>Local Self Government Institutions</b>	<b>Grama Panchayat Category 1</b>	<b>Grama Panchayat Category 2</b>
1	Land Development (Rs. Per Ares)	500	250
2	Other land Developments (Rs. Per hectares of the land proposed for sub-division)	500	250
3	Pucca Building (Rs. Per sq,mtrs of floor area) (in group A1 occupancy)	5	3
4	Pucca Building (RS. Per sq,mtrs of floor area) (in occupancies other than Group A1 )	7	5
5	Thatched or tiled buildings – other than pucca (Rs. Per Sq.mtrs)	1	1
6	Residential units for economically weaker sections funded by the Government or Local Self Government Institutions (Rs. Per dwelling unit)	Nil	Nil
7	Wells (Rs. Per unit)	15	10
8	Compound Wall (Rs. Per mtr length)	2	1
9	Shutter or door conversion or errection (Rs. per unit)	200	100
10	Roof conversion (Rs per sq. mtr)	2	1

**Category I**  
**Grama Panchayats**

**Thiruvananthapuram**

Andoorkonam  
Aruvikkara  
Athiyannoor  
Balaramapuram  
Chenkai  
Chirayinkeezh  
Kadakkavoor  
Kalliyoore  
Kanjiramkulam  
Karakulam  
Kattakada  
Kottukal  
Malayinkeezh  
Mangalapuram  
Manickal  
Pallichal  
Pothankode  
Vakkom  
Vembayam  
Venganoor  
Vilappil  
Vilavoorkkal

**Kollam**

Elampallur  
Kottamkara  
Kottarakkara  
Pathanapuram

**Pathanamthitta**

Ayiroor  
Kozhenchery  
Mallappally  
Pandalam

**Alappuzha**

Ambalappuzha North

Ambalappuzha South

**Kottayam**

Aimanam  
Mulakulam  
Thiruvappu  
Thrikkodithanam  
Vazhappally  
Arpookara  
Athirampuzha  
Chirakkadavu  
Erattupetta  
Ettumanoor  
Kanjirappally  
Manarcadu  
Manjoor  
Puthuppally  
Thalayolaparambu  
Velloor  
Vijayapuram

**Idukki**

Kattappana  
Mariyapuram  
Munnar  
Vazhathope

**Ernakulam**

Chellanam  
Cheranallur  
Choornnikkara  
Edathala  
Elamkunnappuzha  
Kadamakkudy  
Koothattukulam  
Kumbalam  
Kumbalangi  
Mulavukad  
Nayarambalam

Njarakkal  
Piravom  
Varappuzha

**Thrissur**

Kattakampal  
Nadathara  
Pavaratty

**Palakkad**

Akathethara  
Alathoor  
Koduvayoor  
Kollangode  
Lakkidiperoor  
Mannarkkad  
Parali  
Pattambi  
Puthunagaram  
Puthuppariyaram  
Thenkara  
Vadakkenchery  
Vadavannur

**Malappuram**

Areekkode  
Cheekkode  
Chelembra  
Cherukavu  
Edappal  
Kondotty  
Kuzhimanna  
Muthuvallur  
Nediyiruppu  
Pallikkal  
Peruvalloor  
Pulikkal  
Thenhippalam  
Vazhakkad

Vazhayoor

**Kozhikode**

Atholi

Azhiyur

Balussery

Chathamangalam

Chelannur

Chemancherry

Chengottukavu

Chorode

Edachery

Eramala

Feroke

Kadalundy

Kakkodi

Kakkur

Karassery

Kattippara

Kizhakkoth

Kodanchery

Kodiyathur

Koduvally

Kottur

Kunnamangalam

Kunnummal

Kuruvattoor

Kuttyadi

Madavoor

Mavoor

Meppayur

Moodadi

Mukkom

Nadapuram

Naduvannur

Nanminda

Narikkuni

Olavanna

Panangad

Payyoli

Perambra

Perumanna

Peruvayal

Ramanattukara

Thalakkulathoor

Thamarassery

Thikkodi

Thiruvallur

Thiruvambady

Ulliyeri

Unnikkulam

Villiappally

**Wayanad**

Mananthavady

Meenangadi

Meppady

Moopainadu

Panamaram

Poothadi

Pulppally

SulthanBathery

Vythiri

**Kannur**

Azhikkode

Cherukunnu

Chirakkal

Chokli

Elayavoor

Kalliassery

Kannappuram

Keezhur-Chavassery

Mattool

New Mahe

Pallikkunnu

Pappinissery

Peravoor

Puzhathi

Ramanthali

Valapattanam

**Kasaragode**

Ajanoor

Chengala

MogralPuthur

Pallikkara

Pullur-Periya

Trikaripur

Uduma

**Category II**

**Grama Panchayat.**

All other Grama Panchayat in the State not mentioned Are as Category- 1 Grama Panchayat

**Annexure 5.15**  
**Birth and Death Certificate**

**Fees for \*search, granting extract and granting non-availability certificate**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Rs</b>
1	Search for a single entry in the first year for which the search is made	2.00
2	For every additional year for which the search is continued	2.00
3	For granting extract relating to each birth or death	5.00
4	For Granting non-availability certificate of birth or death	2.00

\*No search fee is required if exact registration number and date is specified in the application.

- i. Offence may be compounded on payment of such sum, not exceeding Rs. 50 for offenses under sub-secs (1), (2) and (3) and Rs. 10 for offences under sub-sec (4) of sec 23 of birth and Death Act, 1969.
- ii. Fees for delayed registration as per sec 23 of birth and death act (Rule 9 of Birth and Death Rules, 1999):
  - a. Rule 9(1) – Late fee (21-30 days) Rs. 2.00
  - b. Rule 9(2) - Late fee (31-365 days) Rs. 5.00
  - c. Rule 9(3) – Late fee (Above one year) Rs. 10.00
- iii. Fees for name inclusion after one year – Rs. 5.00 and for name correction compounding fee – Rs. 50.

**Annexure 5.16**  
**Public and Private Markets**  
**Fees**

Sl. No.	Details of items	Maximum amt to collected per day (Rs)	Maximum amt that may be collected
1	For using space in the market or for the right to expose goods for sale:		
	(a) For using space of 1 sq.mtr or less	2	3
	(b) For using space of more than 1 sq.mtr and upto 5 sq.mtrs	3	8
	(c) For using space of more than 5 sq. mtrs and upto 10 sq.,mtrs	3	15
	(c) For using space of more than 10 sq. mtrs and upto 20 sq.,mtrs	5	25
	(d) For using each sq.mtr exceeding 20 sq.mtrs	1	2
2	For using shops, stalls, pens and stands (excluding the space allotted on lease) on market day:		
	(a) Having a plinth area up to 10 sq.mtrs	2	10
	(b) Having plinth area of above 10 sq.mtrs and upto 20 sq.mtrs	10	15
	(c) Having plinth area of above 20 sq.mtrs and upto 30 sq.mtrs	15	30
	(d) For each sq.mtr exceeding 30 sq.mtrs	1	1.50
3	Fees on goods brought to market by vehicle or animals or otherwise, for sale:		
	(a) Handload	No fee	...
	(b) Headload	3	4
	(c) Cycle load	5	6
	(d) Cart load	10	15
	(e) Motor vehicle load	15	40
	(f) Load of goods brought in country crafts of 1 mtr or less of depth	7	15
	(g) Load of goods brought in country crafts of more than 1 mtr of depth	10	20
	(h) Cattle load, horse load or ass load	2	5
4	Fees on each animal brought for sale into or sold in the market:		
	(a) Goat, sheep	2	3
	(b) Ass, pig	2.50	3
	(c) Cow, bull, he-buffaloes and she-buffaloes (No separate fees shall be charged on calves that are brought along with their mother)	5	6
	(d) Poultry (grown up fowls)	1	1.50

FORM No. II

FORM OF APPLICATION FOR LICENCE TO OPEN\* A PRIVATE MARKET/ CONTINUE EXISTING PRIVATE MARKET

Name and address of the applicant :

Occupation of the applicant :

Name of the place; Boundaries survey number, and extent of the land on which the new market or continuance of the existing market is proposed :

The nature and extent of right of the applicant over the place where the market is proposed to be conducted :

Which all days of the week the market is proposed to be conducted :

The name of the place where the nearest existing market is situated and the days on which the same is working :

The distance between the nearest existing private market or public market and the proposed market :

If the application is for licence to continue an existing market, the period for which the place is being used as a market :

If the application is for licence to continue an existing market, the total income received from the market in the preceding year :

Name of the articles permitted to be sold in the proposed market :

**DECLARATION**

I do hereby solemnly declare that the particulars given above are true to the best of my knowledge and belief.

Signature of the applicant.

Place:

Date:

To

The Secretary.....Grama Panchayat.

\*Strike off whichever is not applicable



**Annexure 5.17**  
**Livestock Farm Fees**

<b>License fees</b>						
<b>Sl. No</b>	<b>Classes of farm</b>	<b>Cattle farm (Rs)</b>	<b>Goat farm (Rs)</b>	<b>Pig farm (Rs)</b>	<b>Rabbit farm (Rs)</b>	<b>Poultry farm (Rs)</b>
1	i	100	100	100	100	100
2	ii	250	250	250	150	150
3	iii	300	300	300	200	200
4	iv	500	500	500	250	250
5	v	1000	1000	1000	350	350
6	vi	2000	2000	2000	500	500

**Annexure 5.18**  
**PENALTIES**  
**Sixth Schedule of KPRA**  
**(See sub-section (1) of section 257)**

<b>Section</b>	<b>Sub-Section or clause</b>	<b>Subject</b>	<b>Fine which may be imposed</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
205 B		The occupier or the owner/making default in submitting the list of persons engaged in any profession art etc.	One thousand rupees
205 C		The employer or the head of office or firm or company making default in submitting the list of persons employed under him	One thousand rupees
205 D		Employer making default in recovering profession tax	Five hundred rupees
205 E	(2)	Making default in submitting the list of employees etc.	Five hundred rupees
205 H		Making default in payment of profession tax by self-drawing officers	Two hundred and fifty rupees
209 C	(2)	Exhibition of any advertisement without permission	Five hundred rupees
220 (a)		Unlawful building of wall or erecting offence, etc., in or over public road	Five hundred rupees
220 (b)		Construction of building or a high structure in the land abutting the road without leaving a distance of three metres	Two thousand and Five hundred rupees
220 (c)		Unlawful making of hole or depositing of matter in or over public road	Two hundred rupees
220 (d)		Unlawful quarrying in any place near public road etc.	Two hundred rupees
220 (e)		Unlawful constructions of building over drain	One thousand rupees
220 (f)		Planting of trees, without permission on any public road or other property vested in a Panchayat	One hundred rupees
220 (g)		Felling et., without permission of trees growing in public road or other property vested in a Panchayat or on a <i>poramboke</i> or land, the use of which is regulated by it under section 220	One thousand rupees
222 (1)		Unlawful opening or keeping open a market	Two thousand rupees
222 (3)		Levy of fees in private evening market (Anthichantha)	Two hundred rupees
222 (4)		Levy of fees in private market without a license	Five hundred rupees
224 ...		Sale or exposure for sale in public or private market of any animal or article without permission	Two hundred rupees
225 ...		Sale, etc., of articles in public roads or places after prohibition or without license or contrary to regulations	One hundred rupees
227 (b)		Using of any public place or roadside as a landing or halting place or as a cart-stand within prohibited distance	Two hundred rupees

228 (1)		Opening a new private cart-stand or continuing to keep open private cart-stand without license or contrary to license	One thousand rupees
230 ...		Use of place as a slaughter-house without license or contrary to license	One thousand rupees
231		Slaughter of animals for sale as food or skinning or cutting up carcasses without license or contrary to license or drying skin so as to cause a nuisance	One hundred rupees for every animal carcass or skin
232		Using a place for any prescribed purpose without license or contrary to license	Five hundred rupees
233		Unlawful erection of factory, workshop, etc.	Five thousand rupees
235(2)		Unlawful destruction, etc., of number of buildings	Fifty rupees
235 (3)		Failure to replace number when required to do so	One hundred rupees
235 (C) (5)		Construction or reconstruction of the buildings against the declaration issued by the Grama Panchayat	Two thousand rupees
235 D		Making default in not complying with the request of making the; building at the corner of the street rounded off or splayed off	Five thousand rupees
235 E		Construction of doors and windows so as to open on public road	Two hundred rupees
274		Obstructing a person in the use or enjoyment of a public road, market, well, tank etc.	Five hundred rupees

**Annexure 5.19**  
**PENALTIES FOR CONTINUING BREACHES**  
**Seventh Schedule of KPRA**  
**(See sub-section (2) of section 257)**

<b>Section</b>	<b>Sub-Section or clause</b>	<b>Subject</b>	<b>Fine which may be imposed</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
209 C	(2)	Unauthorised exhibition of any advertisement	One hundred rupees
220 (a)		Unlawful building of wall or erecting fence, etc., in or over public road	One hundred rupees
220 (b)		Construction of building or a high structure in the land abutting the road without leaving a distance of three metres	One hundred rupees
220 (c)		Unlawful making of hole or depositing of matter in or over public road	Fifty rupees
220 (d)		Unlawful quarrying in any place near public road etc.	Fifty rupees
220 (e)		Unlawful construction of building over drain	Two hundred rupees
222 (1)		Opening or keeping open a private market in contravention of section 221	Five hundred rupees
222 (3)		Levy of fees in private evening market (Anthichantha)	One hundred rupees
222 (4)		Levy of fees in private market without a licence	Two hundred rupees
224		Sale or exposure for sale in public or private market of animal or article without permission	One hundred rupees
228 (1)		Keeping open a private cart-stand without licence or contrary to licence	One hundred rupees
232		Using a place for any purpose prescribed under section 232 without a licence or contrary to licence	One hundred rupees
233		Unlawful erection of factory, workshop, etc.	Five hundred rupees

**Annexure 6.1**

**FORM 1**

**[See sub-rule (2) of Rule 15]**

Warrant No. ....

To

..... (Here enter the name of the officer  
..... charged with execution of warrant)

.....  
.....  
(Specify the tax or taxes due and if any, in respect of which the tax or taxes are due).

WHEREAS ..... (Here enter the name of the defaulter) of  
..... (Here enter the address) has not paid or shown sufficient cause for the non-pay-  
ment of the sum of Rs. .... Ps .....due from him as tax or taxes including penalty and ex-  
penses as detailed above for the ..... (state the assessment year) ending .....  
(state the last month of the assessment year) although the said ..... (state the sum) has  
been duly demanded from the said ..... (state the name).

AND WHEREAS fifteen days have elapsed since such demand was made;

NEW, THEREFORE, you are commanded to demand the said sum of Rs. .... Ps. ....together  
with Rupees five as warrant fee, failing payment of which you are to distrain the movable prop-  
erties of the said ..... (state the name) to the amount of the said sum of Rs. .... Ps.  
.....together with Rs. .... Ps. ....for warrant fee and distraint fee, making together  
a sum of Rs. .... Ps. .... and such further sum as may be sufficient to defray the charges of  
keeping such distraint in custody and sale the failing payment of the amount due on account of  
the said tax or taxes and fee together with such further sum as may be sufficient to defray the  
charges of keeping such distraint in custody and sale within seven days next after such dis-  
traint you are to sell the said movable properties under orders to be hereafter issued by me and  
to remit to the Panchayat office the sale proceeds of the distrained property out of which the  
amount remaining after deduction of the amount due on account of the said taxes, fines and  
fees, viz. Rs. .... Ps. .... and the charges of keeping and selling such distrained property  
shall be credited to the Panchayat fund and the amount, if any, yet remaining, shall be refunded  
to the owner of the movable properties distrained. If it becomes impossible to effect the dis-  
traint or sufficient distraint of the movable properties of the said ..... (state the name)  
you are to submit a certificate stating the same alongwith the warrant.

Place :

(Signature)

Date :

Secretary

**Annexure 6.2**  
**FORM 2**  
**FORM OF INVENTORY AND NOTICE**  
**(See Rule 18)**

[..... (state the particulars of the movable properties seized)]

Take notice that I have this day seized the movable properties specified in the above inventory for the sum of Rs. ... Ps. .... due as tax or taxes mentioned in the margin for the ..... (state the assessment year) ending ..... (state the last month of the assessment year); and that unless you remit in the office of ..... Panchayat the above said amount together with the warrant fee, the distraint fee and the cost for keeping the goods and chattels, within seven days from the date of this notice, the above said movable properties will be sold on ..... day of ..... at the Panchayat Office or at such other place as the Secretary may direct and that the goods and chattels may be sold at any previous date, if they are liable to speedy and natural decay.

Place :

Signature of Officer

Date :

Executing distress warrant

**Explanatory Note**

(This does not form part of the Notification, but is intended to indicate its general purpose.)

Government have decided to make rules for the tax assessments, tax levy appeal, distraint proceedings for the recovery of tax, etc., as per sub-section (1) of Section 254 of the Kerala Panchayat Raj Act, 1994 (13 of 1994). Hence this Notification.

**Annexure 6.3**  
**Compounding of offences**  
**Schedule**

**[See Rule 3 of Kerala Panchayat Raj (Compounding of Offences) Rules, 1996]**

Section, sub-section and clause	Offence	Fine that can be imposed under the Act	Whether compoundable or compoundable with the permission of the Court
(1)	(2)	(3)	(4)
220 (a)	Unlawful construction of wall or erecting offence etc., in or over public road of the Court	500	Compoundable with permission
220 (c)	Unlawful digging or depositing of things in or over public road	200	Compoundable with permission of the Court
220 (d)	Unlawful quarrying any place near public road etc.	200	Compoundable with permission of the Court
220 (e)	Unlawful construction of structure over drain	1000	Compoundable with permission of the Court
220 (f)	Planting of trees without permission on any public road or other property vested in a Panchayat	100	Compoundable with permission of the Court
220 (g)	Cutting of trees growing in public road, other properties or <i>poramboke</i> vested with Panchayat or in the land, the use of which is regulated by the Panchayat under Section 220, without permission	1000	Compoundable with permission of the Court
222 (1)	Unlawful opening of or keeping open a market	2000	Compoundable
222 (3)	Levying of fees in private evening markets	200	Compoundable
222 (4)	Levying of fees in unlicensed private markets	500	Compoundable
224	Sale of exposure for sale of any animal or article in private or public market without permission	200	Compoundable
225	Sale etc. of articles, after prohibition or without licence or contrary to regulations, in public roads or places	100	Compoundable
227 (b)	Using any public place or roadside, within the prohibited distance, as a landing of halting place or as a cart stand	200	Compoundable with permission of the Court
228 (1)	Opening a new private cart stand or continue to keep open a private stand, without licence or contrary to licence	1000	Compoundable
230	Using any place as a slaughter house, without licence or contrary to licence	1000	Compoundable
231	Slaughtering of animals for sale as food or skinning or cutting up carcasses or drying skin so as to cause nuisance, without licence or contrary to licence	100 for every animal or carcass or skin	Compoundable
232	Using a place for a prescribed purpose, without licence or contrary to the licence	500	Compoundable
233	Unlawful running of factories, workshop etc.	3000	Compoundable

235 (2)	Unlawful destruction etc. of building numbers	50	Compoundable
235 (3)	Failure to replace building number when required to do so	100	Compoundable
240	Failure to comply with any notice requisition or order under Section 240 (3)	500	Compoundable
256	Breach of any bye-law	500	Compoundable
261	Obstructing of Panchayat etc.	500	Compoundable
262	Removal and obliteration of notice	200	Compoundable
263	Failure to furnish information or furnishing false information	500	Compoundable
274	Preventing a person from using or enjoying of public roads, markets, wells, tanks etc.	500	Compoundable

**Note:** Offence under Sec. 210 is compoundable without permission of the court under Rule 15 of KPR (Compounding of Offences) Rules 1996.



**Annexure 6.4**  
**Form 24**

**REQUISITION FOR RECOVERY OF AMOUNT OTHER THAN PUBLIC REVENUE DUE ON  
LAND WHICH IS RECOVERABLE UNDER THE ACT.**

Whereas Shri.....S/o.....of.....Village  
in....., Talukhas to pay the sum of Rs.....on account of..... as specified  
below;

And whereas the said amount arose in your District;

I hereby request you to collect the amount as it where an arrear of public revenue due on  
land accrued in your District, Details of amount to be recovered to be indicated here.

Duly verified and certified by me  
this the.....day of .....

Requisitioning Authority