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सरकारी राजपत्र OFFICIAL GAZETTE

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U.T. ADMINISTRATION OF DADRA AND NAGAR HAVELI AND
DAMAN AND DIU

श्रेणी - १
SERIES - I

प्राधिकरण द्वारा प्रकाशित / PUBLISHED BY AUTHORITY

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UT Administration of Dadra & Nagar Haveli and Daman & Diu
Office of the Joint Secretary (PRI/RD), DNH & DD,
Secretariat, Vidyut Bhawan
Kachigam, Nani Daman – 396210.

No. JS/PRI/Rules-DA-TA/2022/413

Dated :- 23.09.2022

NOTIFICATION

Whereas, draft Notification of “**The Dadra and Nagar Haveli and Daman and Diu (Daily Allowance and Transportation Allowance to President, Vice-President, Sarpanch, Upa-Sarpanch and Elected members of Panchayat) Rules, 2022**” was published vide Notification No. JS/PRI/Rules-DA-TA/2022/384 dated 29.08.2022 in the Official Gazette Extraordinary No. 62 dated 29th August, 2022.

And whereas, 02 suggestions / objections were received in respect of the said draft rules within the stipulated time limit and the same was considered and disposed after due deliberation.

Now, therefore, in exercise of the powers conferred under **Section 121 (1) and (2)** read with **Section 120** of the Dadra and Nagar Haveli and Daman and Diu Panchayat Regulation, 2012 (No. 5 of 2012) read with the “Dadra and Nagar Haveli and Daman and Diu (Adaptation of State Law and Presidential Regulations) Order, 2020, the Administrator of Dadra and Nagar Haveli and Daman and Diu is pleased to notify the “**The Dadra and Nagar Haveli and Daman and Diu (Daily Allowance and Travel Allowance to President, Vice-President, Sarpanch, Upa-Sarpanch and Elected members of Panchayat) Rules, 2022**” applicable to Panchayats of UT of Dadra and Nagar Haveli and Daman and Diu.

The Dadra and Nagar Haveli and Daman and Diu (Daily Allowance and Travel Allowance to President, Vice-President, Sarpanch, Upa-Sarpanch and Elected members of Panchayat) Rules, 2022.

1. Short title and commencement: -

- (i). These Rules may be called “**The Dadra and Nagar Haveli and Daman and Diu (Daily Allowance and Travel Allowance to President, Vice-President, Sarpanch, Upa-Sarpanch and Elected members of Panchayat) Rules, 2022**”.
- (ii). They shall come into force on the date of their publication in the Official Gazette of Union Territory of Dadra and Nagar Haveli and Daman and Diu.

2. Definition: - In these rules, unless the context otherwise requires –

- (a) “**Administration**” means the Union territory administration of Dadra and Nagar Haveli and Daman and Diu;
- (b) “**Administrator**” means the Administrator of the Union territory of Dadra and Nagar Haveli and Daman and Diu appointed by the President of India under article 239 of the Constitution;
- (c) “**District**” means a district specified by the Administrator by a public notification to be district for the purpose of this Rules;
- (d) “**District Panchayat members**” means person(s) elected in the wards of the District Panchayat through elections;
- (e) “**Elected Representatives of Panchayat**” means person(s) elected in the wards of the Gram Panchayat / District Panchayat, as specified, through elections;
- (f) “**Gram Panchayat members**” means person(s) elected in the wards of the Gram Panchayat through elections;
- (g) “**Panchayat**” means the Gram Panchayat and District Panchayat of DNH & DD, unless otherwise specified;
- (h) “**President**” and “**Vice-President**” means the President and Vice-President of the District Panchayat respectively;
- (i) “**Regulation**” means the Dadra and Nagar Haveli and Daman and Diu Panchayat Regulation, 2012;
- (j) “**Secretary Panchayat**” means the Secretary, Panchayati Raj Institutions, DNH & DD;
- (k) “**Sarpanch**” means the Sarpanch of a Gram Panchayat;
- (l) “**Upa-Sarpanch**” means the Upa-Sarpanch of a Gram Panchayat;
- (m) “**Officer Bearer**” means Elected Representatives of Gram Panchayats and District Panchayats of UT.

- (n) “**Transport Authority**” means Transport Department of Union Territory of Dadra and Nagar Haveli and Daman and Diu or Transport Office of any of its District.
- (o) “**Daily Allowance**” is allowance paid to Elected Representatives of Panchayats while attending Official Tours, Functions etc. and collectively called as Daily Allowance.
- (p) “**Travel Allowance**” means Allowance paid to Elected Representatives of Panchayat for reaching their destination from their place of residence.
- (q) Words and expressions used but not defined in these rules shall have the same Meaning assigned to them in the regulation or by any other Authority or Dictionary.

3. Daily Allowance and Travel Charges to President, Vice-President, Sarpanch, Upa-Sarpanch and Elected members on Official Tour and Official Events, Functions.

- (i). The Daily Allowance and Travelling Allowance of the Elected Representatives of Panchayats shall be admissible at following rates:

Sr No.	Elected Representative	Daily Allowance*	Travel Allowance * #
1	President / Vice-President, District Panchayat	₹ 2,000	Actual Bus Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (II tier)
2	District Panchayat Members	₹ 1,500	Actual Bus Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (III tier)
3	Sarpanch	₹ 1000	Actual Bus Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (III tier)
4	Ward Members of Gram Panchayat	₹ 750	Actual Bus Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (III tier)

Note: -

(a) *Daily Allowance means charges claimable by Elected Representatives of Panchayat on attendance of Official Meeting, events etc. and such Daily allowance includes miscellaneous expenditure incurred towards attending such meetings and functions except travel as mentioned in sub-rule (ii) of Rule 3.*

(b) *Travel Allowance shall be claimed by Elected Representatives of Panchayat to travel from place of his / her resident to destination for Official Meetings, Functions etc., as mentioned in in sub-rule (ii) of Rule 3 subject to entitlement or actual, whichever is less.*

**The Claim shall be provided up to the limit provided above on submission of Self Certified Claim, within a time-period of 1 month from the date of such meetings / official events / programs / functions.*

For Travel in own / hired vehicle the Self Certified Claim shall be made, however, such claim shall be entertained up-to entitlement or actual, whichever is less. For claim w.r.t travel in railways, it is mandatory to submit Tickets.

(ii). The President, Vice-President, Sarpanch, Upa-Sarpanch and Elected Members of Panchayat shall be entitled for Daily Allowance and Travelling Allowance only for -

(a) Official meetings or official events / programs / functions of District Panchayat or Gram Panchayat;

provided that the invitation / meeting notice of the same is issued by the Chief Executive Officer, District Panchayat in case of meetings or official events / programs / functions of District Panchayat and Block Development Officer / DPO in case of meetings or official events / programs / functions of Gram Panchayat;

and;

(b) Events / programs / functions organized by Government or Government Institutions.

(iii). The Travel Allowance applicable to Elected Representatives shall be to the extent of entitlement as mentioned above in sub rule (i) of Rule 3 of this Rules or actual amount spent, **whichever is less on such travel.**

(iv). No Travelling Allowance shall be admissible to any Office bearer of a Panchayat if the travel expenses are borne by State Government or other Organizations.

(v). No claim of Travelling allowance / Daily allowance shall be entertained in case the claims are submitted beyond the time-period of 1 month from the date of meetings / official events / programs / functions.

4. Maintenance of Daily Allowance and Travel Allowance Records and Countersignature –

(i). An Elected Representative of Panchayat shall submit their claims of Daily allowance and Travel allowance within a time-period of 1 month from the date of meetings / official events / programs / functions, for Countersignature to;

(a) The TA / DA Bills of President, Vice-President of District Panchayat, District Panchayat Members, Sarpanches and Gram Panchayat Members shall be countersigned by the Chief Executive Officer, District Panchayat.

(ii). Maintenance of Records-

(a) The TA / DA records of President, Vice-President and District Panchayat members shall be maintained by the Block Development Officer or DPO or any other Officer deputed by the Chief Executive Officer.

- (b) The TA / DA (including food, travel and accommodation allowance during travel) records of Sarpanch, Upa-Sarpanch and Gram Panchayat members shall be maintained by the Village Panchayat Secretary.

5. General—

- (i) The Secretary Panchayat may issue Orders in clarification of this Rules, if any difficulty or otherwise arises in implementation of this Rules.

By Order and in the name of
Administrator of Dadra and Nagar
Haveli and Daman and Diu.

Sd/—
(Arun Gupta)
(Link Officer)
Joint Secretary PRI,
UT of Dadra & Nagar Haveli
and Daman & Diu

**UT Administration of Dadra & Nagar Haveli and Daman & Diu
Office of the Joint Secretary (UD), DNH & DD
Fort Area, Moti Daman – 396220.**

No. UD/DMN/JS/Rules-DA-TA/2022/1037

Dated :- 23.09.2022

NOTIFICATION

Whereas, draft Notification of “**The Dadra and Nagar Haveli and Daman and Diu (Daily Allowance and Transportation Allowance to President, Vice-President, Councilor of Municipal Council) Rules, 2022**” was published vide Notification No. UD/DMN/JS/Rules-DA-TA/2022/686 dated 29.08.2022 in the Official Gazette Extraordinary No. 62 dated 29th August, 2022.

And whereas, no suggestion / objection was received in respect of the said draft rules within the stipulated time limit.

Now, therefore, in exercise of the powers conferred under **Section 300** read with **Section 63** of the Dadra and Nagar Haveli and Daman and Diu Municipal Council Regulation, 2004 (No. 2 of 2004) read with the “Dadra and Nagar Haveli and Daman and Diu (Adaptation of State Law and Presidential Regulations) Order, 2020, the Administrator of Dadra and Nagar Haveli and Daman and Diu is pleased to Notify the “**The Dadra and Nagar Haveli and Daman and Diu (Daily Allowance and Travel Allowance to President, Vice-President, Councilor of Municipal Council) Rules, 2022**” applicable to Municipal Councils of UT of Dadra and Nagar Haveli and Daman and Diu.

“**The Dadra and Nagar Haveli and Daman and Diu (Daily Allowance and Travel Allowance to President, Vice-President, Councilor of Municipal Council) Rules, 2022**”.

1. Short title and commencement: -

- (i). These Rules may be called “**The Dadra and Nagar Haveli and Daman and Diu (Daily Allowance and Travel Allowance to President, Vice-President, Councilor of Municipal Council) Rules, 2022**”.
- (ii). They shall come into force on the date of their publication in the Official Gazette of Union Territory of Dadra and Nagar Haveli and Daman and Diu.

2. Definition: - In these rules, unless the context otherwise requires –

- (a) “**Administration**” means the Union territory administration of Dadra and Nagar Haveli and Daman and Diu;
- (b) “**Administrator**” means the Administrator of the Union territory of Dadra and Nagar Haveli and Daman and Diu appointed by the President of India under article 239 of the Constitution;

- (c) “**District**” means a district specified by the Administrator by a public notification to be district for the purpose of this Rules;
- (d) “**Councillor**” means person(s) elected in the wards of the Municipal Area through elections;
- (e) “**Elected Representatives of Municipal Council**” means person(s) elected in the wards of the Municipal Ward, as specified, through elections;
- (f) “**President**” and “**Vice-President**” means the President and Vice-President of the Municipal Council respectively;
- (g) “**Regulation**” means the Dadra and Nagar Haveli and Daman and Diu Municipal Council Regulation, 2004;
- (h) “**Secretary Urban Development**” means the Secretary, Department of Urban Development, DNH & DD;
- (i) “**Transport Authority**” means Transport Department of Union Territory of Dadra and Nagar Haveli and Daman and Diu or Transport Office of any of its District.
- (j) “**Daily Allowance**” is allowance paid to Elected Representatives of Municipal Council while attending Official Tours, Functions etc. and collectively called as Daily Allowance.
- (k) “**Travel Allowance**” means Allowance paid to Elected Representatives of Municipal Council for reaching their destination from their place of residence.
- (l) Words and expressions used but not defined in these rules shall have the same Meaning assigned to them in the regulation or by any other Authority or Dictionary.

3. Daily Allowance and Travel Charges to President, Vice-President, Councillor on Official Tour and Official Events, Functions.

- (i). The Daily Allowance and Travelling Allowance of the Elected Representatives of President, Vice-President, Councillor shall be admissible at following rates:

Sr No.	Elected Representative	Daily Allowance*	Travel Allowance * #
1	President / Vice-President, Municipal Council	₹ 1,750	Actual Bus Fare Or auto rickshaw @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (II)
2	Councillors	₹ 1,250	Actual Bus Fare Or auto rickshaw fare @ ₹ 6.50 per Kilometer (for own vehicle) OR AC Train (III)

Note: -

(a) *Daily Allowance means charges claimable by Elected Representatives of Municipal Council on attendance of Official Meeting, events etc. and such Daily allowance includes miscellaneous expenditure incurred towards attending such meetings and functions except travel as mentioned in sub-rule (ii) of Rule 3.*

(b) *Travel Allowance shall be claimed by Elected Representatives of Municipal Council to travel from place of his / her resident to destination for Official Meetings, Functions etc., as mentioned in in sub-rule (ii) of Rule 3 subject to entitlement or actual, whichever is less.*

**The Claim shall be provided up to the limit provided above on submission of Self Certified Claim, within a time-period of 1 month from the date of such meetings / official events / programs / functions.*

For Travel in own / hired vehicle the Self Certified Claim shall be made, however, such claim shall be entertained up-to entitlement or actual, whichever is less. For claim w.r.t travel in railways, it is mandatory to submit Tickets.

(ii). The President, Vice-President, Councillor of Municipal Council shall be entitled for Daily Allowance and Travelling Allowance only for -

(a) Official meetings or official events / programs / functions of Municipal Council;

provided that the invitation / meeting notice of the same is issued by the Chief Officer, Municipal Council in case of meetings or official events / programs / functions of Municipal Council

and;

(b) Events / programs / functions organized by Government or Government Institutions.

(iii). The Travel Allowance applicable to Elected Representatives shall be to the extent of entitlement as above sub rule (i) of Rule 3 of this Rules or actual amount spent, **whichever is less on such travel.**

(iv). No Travelling Allowance shall be admissible to any Office bearer of a Municipal Council if the travel expenses are borne by State Government or other Organizations.

(v). No claim of Travelling allowance / Daily allowance shall be entertained in case the claims are submitted beyond the time-period of 1 month from the date of meetings / official events / programs / functions.

4. Maintenance of Daily Allowance and Travel Allowance Records and Countersignature –

(i). An Elected Representative of Municipal Council shall submit their claims of Daily allowance and Travel allowance within a time-period of 1 month from the date of meetings / official events / programs / functions, for Countersignature to;

(a) The TA / DA Bills of President and Vice-President, Municipal Council and Elected Representatives of the Municipal Council shall be countersigned by the Chief Officer, Municipal Council.

(ii). Maintenance of Records-

(a) The TA / DA records of President, Vice-President and Councillor shall be maintained by the Accountant or any other Officer deputed by the Chief Officer.

(b) The TA / DA (including food, travel and accommodation allowance during travel) records of President, Vice-President and Councillor shall be maintained by the Accountant.

5. General—

(i). The Secretary, Urban Development may issue Orders in clarification of this Rules, if any difficulty or otherwise arises in implementation of this Rules.

By Order and in the name of
Administrator of Dadra and Nagar
Haveli and Daman and Diu.

Sd/–
(Arun Gupta)
Joint Secretary (UD),
UT of Dadra & Nagar Haveli
and Daman & Diu
