

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING
(Local Plan Division)**

NOTIFICATION

The 25th July, 2006

No. 2/1-PSPB/LPD/06/10632 - In exercise of the powers conferred by Section 11 read with Section 7 of the Punjab District Planning Committees Act, 2005 (Punjab Act No.22 of 2005), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, namely:-

RULES

1. **Short title and commencement**-(1) These rules may be called the Punjab District Planning Committees (hereinafter called the 'Committees') Procedure of Transaction of Business Rules, 2006.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. **Definitions**- (I) In these rules, unless the context otherwise requires:-
 - (a) "Act" means the Punjab District Planning Committees Act, 2005.
 - (b) "Section" means Section of the Act; and
 - (2) The words and expressions used in these rules, but not defined, shall have the same meaning as assigned to them in the Act.

Section 7

3. **Procedure for transaction of business**-(1) The Committee shall hold meeting at least once in every three months, on the date, time and venue as fixed by the Chairperson. The Secretary of the Committee shall issue notice of meeting indicating time, date and venue along with the agenda to be discussed in the meeting to all the members of the Committee. The seven days prior notice shall be given to every member before the meeting.
Provided that in the case of urgency, the Chairperson may convene the meeting by giving short notice.
(2) The agenda of the meeting shall be prepared by the Secretary of the Committee in consultation with the Chairperson. In the absence of the Secretary, the agenda shall be prepared by the Additional Secretary of the Committee and in the absence of the Additional Secretary, the agenda shall be prepared by the Joint Secretary of the Committee. The agenda shall include those subjects, which are to be considered by the Committee.
(3) One third of the total members of the Committee shall be the quorum for a meeting.
(4) In case there is no quorum, the Chairperson shall adjourn the meeting to such other day or time as he may think fit. The business, which would have been brought before the original meeting, if there had been a quorum, will be brought before and transacted at, the adjourned meeting, irrespective of the fact, whether the quorum is complete or not in such adjourned meeting.
(5) All the matters which come for the consideration of the meeting, will be decided by majority of votes of the members present in the meeting. In the case of equality of votes, the Chairperson, shall have the right of casting.
(6) There shall be a Minutes Book to record the proceedings of the meeting and the decisions of the Committee shall be recorded therein. The Chairperson, shall put his signatures below the decisions so recorded. The Secretary of the Committee shall forward a copy of the minutes to

the members of the Committee and to the State Govt. within a period of one week after the meeting was held.

Satish Chandra
Secretary to Govt. Punjab,
Department of Planning

Endst.No. 2/1/PSPB/LPD/06/ 10633

Dated: 25/7/06

A copy with a spare copy of notification duly attested is forwarded to the Controller, Printing & Stationery, U.T, Chandigarh for publishing the above notification in the next issue of the Punjab Govt. Gazette ordinary with a request to supply 50 copies of the notification.

Special Secretary Planning

Endst.No. 2/1/PSPB/LPD/06/ 10634-39

Dated: 25/7/06

A copy of the above is forwarded to the following for information, please:-

- i) All the Members of Parliament, Members of Legislative Assembly Punjab;
- ii) All the Financial Commissioners/Principal Secretaries/Administrative Secretaries to Government, Punjab;
- iii) PSCM, Punjab;
- iv) Personal Staff of Ministers/Ministers of State/Chief Parliamentary Secretaries, Parliamentary Secretaries/Speaker & Deputy Speaker, Punjab Vidhan Sabha for information of Hon'ble Ministers, Ministers of State, Chief Parliamentary Secretaries, Parliamentary Secretaries, Speaker & Deputy Speaker, Punjab Vidhan Sabha;
- v) Private Secretary/Chief Secretary for the information of Chief Secretary, Punjab;
- vi) Economic Adviser, Government of Punjab.

Special Secretary Planning

Endst.No. 2/1/PSPB/LPD/06/ 10640-42

Dated: 25/7/06

A copy of the above is forwarded to the following for information and necessary action please;

- i) All the Deputy Commissioners-cum-Member Secretaries, District Planning and Development Boards in the State
- ii) All the Additional Deputy Commissioners (Development), District Planning and Development Boards in the State;
- iii) All the Deputy Economic and Statistical Advisers –cum-Additional Secretaries, District Planning and Development Boards in the State.

Special Secretary Planning

CC:

- i) PS/ Vice Chairperson, PS/Vice Chairman and PS/Deputy Chairman, Punjab State Planning Board;
- ii) PS/SP
- iii) PA/SSP.