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PUNJAB GOVERNMENT

**WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES
DEPARTMENT**

Notification

The 15th July, 1977

No. G.S.R. 78/P.A.27/76/S.35/77.—In exercise of the powers conferred by sub-section (1) of section 35 of the Punjab Backward Classes Land Development and Finance Corporation Act, 1976, the Governor of Punjab is pleased to make the following rules, namely :—

1. (1) These rules may be called the Punjab Backward Classes Land Development and Finance Corporation (General) Rules, 1977. Short title and commencement.
- (2) These rules shall come into force at once.
2. In these rules, unless there is anything repugnant in the subject or context :— Definitions.
 - (a) "Act" means the Punjab Backward Classes Land Development and Finance Corporation Act, 1976;
 - (b) "defaulter" means a person from whom any amount is due to the Corporation and includes a person who is responsible as surety for the payment of any such amount;
 - (c) "Collector" means the Chief Officer in charge of land revenue administration of a district;
 - (d) words and expressions used in these rules but not defined shall have the meaning assigned to them in the Act.
3. (a) Each Director including a Director appointed as Chairman, other than a director nominated from amongst the salaried officers of the State Government shall receive a fee of Rs. 50 for each meeting of the Board or the Committees as the case may be, attended by him. Terms and conditions of appointment of Directors.
- (b) Each Director including a Director appointed as Chairman but other than a Director nominated amongst the salaried officers of the State Government, attending a meeting of the Board or the Committees as the case may be, constituted under section 6(2) of the Act shall be allowed travelling and halting allowances on such scale as may be fixed by the Board from time to time with the previous approval of the State Government.
4. (1) The Executive Director may make an application to the Sub-Divisional Officer (Civil) in whose jurisdiction the loanee resides as per records of the Corporation stating that a particular sum has fallen due to the Corporation from the loanee named in the application and that the said sum has not been paid to the Corporation as per the stipulations between the loanee and the Corporation. The Sub-Divisional Officer (Civil), after Procedure for recovery.

giving loanee an opportunity of representing his case either personally or in writing within a period of 10 days, determine, by an order, the amount due to the Corporation.

(2) At any time within a period of thirty days of the order passed under sub-rule (1), an appeal against this order may be made by the loanee to the Collector. After the expiration of thirty days if such appeal has been made and rejected, the Collector shall make an order rescinding, agreeing or confirming the order of the Revenue Officer and shall convey the same to the Executive Director.

Appeal.

5. (1) Any person aggrieved by an order of the Sub-Divisional Officer (Civil) passed under Rule 4 may appeal to the Collector within a period of 30 days of the date of receipt by him of the order, if such an order is passed in his absence or from the date of the order if it is passed in his presence.

(2) The Collector shall, on hearing an appeal from an order passed by the Sub-Divisional Officer (Civil), convey the order passed by him to the Executive Director of the Corporation.

(3) The decision of the Collector, and, subject only to that decision, the order of the Sub-Divisional Officer (Civil) shall be final.

(4) No order shall be made under this rule unless the aggrieved person has been given reasonable opportunity of stating his case.

(5) Pending the disposal of an appeal, the Collector may direct that the order appealed against shall not take effect until the appeal is disposed of.

Recovery certificate.

6. On receipt of an order, made under rule 4 or, as the case may be, under Rule 5, the Executive Director shall issue a certificate in form 'A' appended to these rules. The Collector of the district in which the loanee resides as per the records of the Corporation or the places where he may have shifted or may be carrying on his business or owning any property shall proceed to recover the amount from the defaulter in the manner specified in sub-section (1) of section 24 of the Act.

Maintenance of Accounts.

7. The Corporation shall prepare and maintain the Accounts in the form and manner specified in Appendices B, C, D and E.

FORM 'A'

(Rule 6)

CERTIFICATE

From

The Executive Director,
The Punjab Backward Classes Land Development and Finance
Corporation.

To

The Collector,

Dated , Chandigarh, the

Sir,

The sum of Rs _____ is payable on account of _____
by _____, son of _____,
resident of _____ who is believed (to be at _____)
to have property consisting of _____ in your district.

2. Under the Punjab Backward Classes Land Development and
Finance Corporation Act, 1976, the said sum is recoverable by you as if it
were an arrears of land revenue which had accrued in your own district.
You are hereby requested to recover it and remit it to my office at _____.

Yours faithfully,
Executive Director.

APPENDIX 'B'
(Rule 7)
THE PUNJAB BACKWARD CLASSES LAND DEVELOPMENT AND FINANCE CORPORATION, CHANDIGARH
Balance Sheet as on the 31st March,

Previous year	Liabilities	Previous year	Assets
Rs		Rs	Rs
..	1. Capital	..	1. Fixed Assets
..	Authorised paid by Punjab Government	(A' cost less depreciation, as per Schedule 'A' annexed)
..	2. Reserves and Funds—	..	(a) _____
..	(i) Guarantee Fund	..	(b) _____
..	Balance as per last year	2. Investments—
..	Add—Contribution by the Government	Explaining nature and mode of valuation ..
..	Add—Contribution by Corporation	3. Current Assets, Loans and Advances
..	(ii) Bad Debts Fund—	..	A. Current Assets—
..	Balance as per last year	(i) Sundry debtors—
..	Add—Contribution out of net profit @ 10%	(a) Due from loanees—
..	Add—Contribution by the State Government	(i) Secured against hypothecation of goods ..
..	(iii) Relief and Common Good Fund—	..	(ii) Secured against mortgage of land and property ..
..	Balance as per last year	(iii) Unsecured loans, if any ..
..	Add—Contribution out of net profit @ 7½%	(b) Interest accrued thereon ..
..	(iv) Profits—	..	(ii) Other assets—
..	As per last balance sheet	(a) Dead stock ..
..	Additions during the year	(b) Loose tools ..
..	(v) Development rebate reserve	(c) Stock-in-trade etc. ..
..	(vi) Other reserves	

Previous year	Liabilities	Previous year	Assets
Rs		Rs	Rs
..	3. Secured loans	(iii) Cash and Bank Balance
..	(Giving nature and valuation of security)	(v) Cash in hand
..	4. Unsecured loans	(b) Balances with banks and postal orders etc.
..	5. Current liabilities and provisions	(c) Stamps in hand
	(a) Current liabilities—		(d) Stationery and Store in hand
..	Sundry creditor	B. Loans and Advances—
..	Expenses payable	Advances recoverable, in cash or kind as per value to be received, say staff, advances, rates, taxes, etc.
..	Security deposits	Security deposits
..	Deductions from staff	Prepaid expenses
..	Other liabilities	4. Miscellaneous expenditure and losses—
	(b) Provisions—		(a) Expenses pending for capitalisation
..	Provisions for taxation	(b) Any other item
..	Other provisions	(c) Net losses, if any
	Total		

Notes.—1. The balance sheet shall be signed by the Accounts Officer, Secretary, Executive Director and the Chairman.

2. The Corporation shall make additions or remove the Head given above according to the convenience and need due to expansion of the business from time to time, as may be required.

APPENDIX 'C'
(Rule 7)
THE PUNJAB BACKWARD CLASSES LAND DEVELOPMENT AND FINANCE CORPORATION, CHANDIGARH
Profits and Loss Account for the year ending as on 31st March,

Previous year		Rs	Rs	Rs	Rs	Assets	Rs	Rs
..	To Salaries and Allowances	By interest received
..	To Staff	By interest accrued on loans and deposits
..	To Directors	By income from Agricultural Farm
..	To Contribution to—				..	By hire charges of Agricultural and Industrial Machinery and equipment
..	To Leave Salary	By Gifts and Grants and donations
..	To Pension	By Gain on sale of Assets
..	To House Rent	By Miscellaneous income
..	To Running and maintenance of Agricultural Farm	By net loss carried over to balance sheet
..	To Rent, rates and taxes				
..	To Water and Electricity charges				
..	To Travelling and Conveyance							
..	To Staff				
..	To Directors				
..	To interest paid				
..	To Bank charges				
..	To running and maintenance of vehicles				
..	To Miscellaneous store consumed				
..	To Printing and Stationery				

Previous year		Rs	Rs	Previous year	Rs	Rs
	To Postage, telephone and telegrams	..				
	To Newspapers and periodicals	..				
	To Advertisements	..				
	To Entertainment expenses	..				
	To Staff welfare	..				
	To Grants and subsidies	..				
	To Legal expenses	..				
	To Assets written off	..				
	To Miscellaneous expenses	..				
	To Loss on sale of Assets	..				
	To Auditors remuneration	..				
	To Depreciation	..				
	Provision for—					
	To Income Tax	..				
	To bad debts fu	..				
	To Guarantee fund	..				
	To Relief and common good fund	..				
	To net profit carried to Balance Sheet	..				

APPENDIX 'D'

(Rule 7)

**THE PUNJAB BACKWARD CLASSES LAND DEVELOPMENT AND FINANCE CORPORATION,
CHANDIGARH**

Schedule 'A' of Fixed Assets as on 31st March

Serial No.	Sub-head	Original cost as on—	Additions during the year	Sale/transfer/written off during the year	Net cost	Depreciation up to—	Depreciation during the year	Total depreciation	Written down value as on—	Previous year
1	2	3	4	5	6	7	8	9	10	11
		Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	
1	Land	..								
2	Buildings	..								
3	Furniture and Fixture	..								
4	Office Equipment	..								
5	Vehicles	..								
6	Library Books	..								
7	Pumping Sets, Diesel Engines and Tube-wells								
8	Tractors and Implements	..								
9	Others	..								
	Total	..								
	Previous year	..								

APPENDIX 'E'

(Rule 7)

THE PUNJAB BACKWARD CLASSES LAND DEVELOPMENT AND FINANCE CORPORATION, CHANDIGARH

Statement of loans outstanding as on 31st March

Serial No.	Category of Loan	Balance as per previous years		Loans advanced during the year		Total		Amount of loan re-paid or written off	Net amount of loan outstanding at the close of the year	
		No.	Amount	No.	Amount	No.	Amount		No.	Amount
			Rs		Rs		Rs		Rs	Rs
1	Agricultural Department	..								
2	Marketing and Processing	..								
3	Small-scale Industries	..								
4	Supply and Storage	..								
5	Building Construction	..								
6	Transport	..								
7	Miscellaneous	..								
	Total	..								

J. P. GUPTA,
Commissioner for Social Welfare and
Secretary to Government, Punjab,
Social Welfare Department.