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GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(02 of 2018)

05 January 2018

Notification No.SOR(LG)38-19/2015, dated 03.01.2018, issued by Government of the Punjab, Local Government and Community Development Department, is hereby published for general information:



"GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT & COMMUNITY
DEVELOPMENT DEPARTMENT

03 January, 2018

NOTIFICATION

No.SOR(LG)38-19/2015.- In exercise of the powers conferred under section 144 of the Punjab Local Government Act 2013 (XVIII of 2013) and after previous publication, Governor of the Punjab is pleased to make the following rules:

1. Short title and commencement.- (1) These rules may be cited as the Punjab Local Governments (Property) Rules 2018.

(2) They shall come into force at once.

(3) They shall apply to all the local governments except District Education Authorities and District Health Authorities in the Punjab.

2. Definitions.- (1) In these rules:

(a) "Act" means the Punjab Local Government Act 2013 (XVIII of 2013);

(b) "Committee" means the Committee constituted under the rules for purposes of sale or lease of the property;

- (c) "Department" means Local Government and Community Development Department of the Government;
- (d) "hazardous waste" means the waste which contains a substance or a mixture of substances, such as toxic, explosive, flammable, corrosive, radioactive or as is likely to cause, directly or in combination with other matters, an adverse health or environmental effect and includes hospital waste, nuclear waste or any other waste declared by the Government, by notification, as hazardous waste;
- (e) "House" means an elected body of the local government;
- (f) "industrial waste" means the hazardous or non-hazardous waste in the form of solid, semi-solid, unwanted or residual material caused by an industrial operation;
- (g) "local government" means the Metropolitan Corporation, a Municipal Corporation, District Council, Municipal Committee and Union Council;
- (h) "Manager" means the person authorized under the Punjab Local Governments (Conduct of Business) Rules 2017 for the administration, control, management and maintenance of the property and, in case of a Union Council, the Secretary of that Union Council;
- (i) "property" means and includes the property as specified in Chapter XVII of the Act;
- (j) "rules" means the Punjab Local Governments (Property) Rules 2018; and
- (k) "solid waste" means the solid waste generated within the area of the local government except the solid waste from a slaughterhouse, hazardous hospital waste or hazardous industrial waste but includes:
- (i) domestic waste, except hazardous waste, consisting of garbage and rubbish, bottles, cans, clothing, plastic disposables, packaging, food scraps, newspapers, magazines, plastic and yard trimmings originating from a household;
 - (ii) commercial waste including market waste;
 - (iii) institutional waste such as from schools, hospitals or public offices, except hazardous waste;
 - (iv) street sweeping waste;
 - (v) garden waste including the tree trimming and grass cutting waste;
 - (vi) solid waste collected from a drain or watercourse in an urban area;
 - (vii) construction or demolition waste;
 - (viii) industrial waste, except the waste generated in the designated industrial estates;
 - (ix) agricultural waste from the farm and agricultural activities including poultry or cattle farming, animal husbandry and residue from the use of fertilizers, pesticides and other farm chemicals; and
 - (x) any undesirable or superfluous matter, material, by-product or residue of any process or activity that has been discarded, accumulated or stored for purposes of treatment, discarding or recycling and may be solid or semi-solid, and may originate from domestic, commercial, medical, industrial or other activities,

but does not include any liquid, gas or gaseous product.

(2) An expression used but not defined in the rules shall have the same meanings as is assigned to it in the Act.

3. Management of property.- The local government, with the approval of the House, shall take such steps as may be necessary for purposes of effective administration and management of its property in the best public interest and to accomplish the purposes of the Act.

4. Responsibilities of the Manager.- (1) The Manager shall:

- (a) take such care of the property of the local government as a man of ordinary prudence would take care of his own property of like nature and under similar circumstances;
- (b) administer the property as a trust for the optimum benefit to the public;
- (c) take steps to ensure that the property meant for use of the public is actually used for that purpose in the best possible manner;
- (d) ensure that the rented property fetches the maximum rent;
- (e) prevent the impairment of the value and utility of the rented property;
- (f) prevent use of the property for any purpose and in any manner other than the specified purpose and the specified manner;
- (g) take necessary steps for the repair of all the buildings;
- (h) keep the Department informed of the status or any change in the status of the property, through the Chief Officer and the Mayor, or as the case may be, the Chairman of the local government or the Secretary of the Union Council concerned;
- (i) keep in safe custody all the title deeds and other documents relating to the property along with the duplicate copies of such title deeds or documents;
- (j) protect the boundaries of the land as demarcated;
- (k) maintain the prescribed registers;
- (l) be vigilant about encroachments on, or wrongful occupation of, the property and in case of encroachment or wrongful occupation, take necessary steps for the removal thereof; and
- (m) prevent the property against nuisance, damage or misuse.

(2) The Manager shall be personally responsible to the local government for any loss, destruction or deterioration of the property, if such loss, destruction or deterioration is caused as a result of his default or negligence in the discharge of his responsibilities.

5. Maintenance of property. - (1) In case any difficulty arises in the maintenance of the property, the Manager shall immediately report the matter to the Mayor or, as the case may be, Chairman and the Mayor or Chairman shall, within a week of the receipt of such intimation, call a meeting of the House for resolving the difficulty.

(2) The concerned officer of the local government shall maintain, in the prescribed manner, the following registers of:

- (a) Immovable property (P-I).
- (b) Nazul Property (P-II).
- (c) Rent Demand and Collection (P-III).
- (d) Demand and Collection of the arrears (P-IV).
- (e) Public Roads and Streets (P-V).

- (f) Encroachments (P-VI).
- (g) Unauthorized Occupants of the property (P-VII).
- (h) Maintenance of Buildings (P-VIII).
- (i) Maintenance of Roads and Streets (P-IX).
- (j) Agricultural Land (P-X).
- (k) Road Side Trees (P-XI).
- (l) Trees on the land of the local government (P-XII).
- (m) Fruit Bearing Trees on the land of the local government (P-XIII).
- (n) Movable Property (P-XIV).
- (o) Furniture (P-XV).
- (p) Vehicles (P-XVI).
- (q) Sale of Goods (P-XVII).
- (r) Restrained (P-XVIII).
- (s) Light Points and Lamp Posts (P-XIX).
- (t) Water Stand and Points (P-XX).
- (u) Stock for Expendable Stores (P-XXI).
- (v) Library (P-XXII).
- (w) Issue of Library Books (P-XXIII).
- (x) Newspapers (P-XXIV).
- (y) Postage Stamps (P-XXV).
- (z) Purchase of Goods (P-XXVI).
- (aa) Machinery (P-XXVII).
- (bb) Animals (P-XXVIII).
- (cc) Losses (P-XXIX).
- (dd) Community Centers and other Public Places (P-XXX).
- (ee) Parks and Play Grounds (P-XXXI).
- (ff) any other matters prescribed by the Government or the concerned local government.

6. Map of the local area.- (1) The local government shall maintain a map or maps of its local area, prepared through GIS technology or any other computer application, showing, among other things, the immovable properties vesting in the local government.

(2) A copy of such map or maps shall be kept at the office of the local government for inspection by the public during office hours and shall also be displayed on the official website.

7. Verification and stock-taking of property.- (1) The Manager, in the month of July each year, shall:

- (a) take stock of the movable property under his control;
- (b) verify the immovable property under his control;
- (c) submit a detailed report to the House, including:
 - (i) particulars of unserviceable articles;
 - (ii) losses and wastages, if any;
 - (iii) cases of defalcation of accounts or misappropriation of property, if any; and
 - (iv) proposal for development and improvement.

(2) The Mayor or, as the case may be, the Chairman, shall, on assumption of office and once in every year in July, take the physical stock of movable and immovable property of the local government and submit a report to the House in accordance with section 129 of the Act.

8. The Committees.- (1) The following Committees shall be constituted:

Committee for the Metropolitan Corporation, Municipal Corporation and Municipal Committee

Sr.No	Designation	Status
1.	Mayor or, as the case may be, the Chairman	Convener
2.	Two members nominated by the House	Members
3.	The Chief Officer	Member
4.	A representative of the District Collector	Member
5.	Deputy Director Local Government and Community Development of the district concerned	Member
6.	Municipal Officer (Planning)	Member
7.	Municipal Officer (Infrastructure)	Member
8.	Municipal Officer (Regulation)	Member/Secretary

Committee for the District Council

Sr.No	Designation	Status
1.	Chairman	Convener
2.	Two members nominated by the House	Members
3.	The Chief Officer	Member
4.	A representative of the District Collector	Member
5.	Deputy Director Local Government and Community Development of the district concerned	Member
6.	District Officer (Planning)	Member
7.	District Officer (Infrastructure)	Member
8.	District Officer (Municipal Regulation)	Member/Secretary

Committee for the Union Council

Sr. No.	Designation	Status
1.	Chairman	Convener
2.	A representative of Assistant Commissioner concerned	Member
3.	The concerned Assistant Director of Local Government and Community Development	Member
4.	Secretary Union Council	Member/Secretary

(2) The committee may identify the immovable property of the local government for sale and shall prepare a report containing the justification for sale.

(3) The local government, on a report of the committee, shall send its recommendations to the House in the form prescribed in Schedule-I, seeking permission to sell the immovable property.

(4) The House after approval shall forward the matter to the Government for approval.

9. Sale of property.- (1) A local government, after approval of the Government, shall:

- (a) sell the property through public auction;

- (b) publish, a public notice for auction not less than seven days before the date fixed for auction, in at least two national daily newspapers through Director General Public Relation, Punjab;
- (c) display banners or affix notices of the auction on or around the property.

(2) A public notice for auction shall:

- (a) contain the date, time and place of the auction;
- (b) specify the terms and conditions for participation in the auction;
- (c) reflect the Khasra numbers and other necessary description of the property;
- (c) specify the plots or portion of appropriate size carved out for purposes of the auction;
- (d) demarcate the site before the auction in such a way that the bidders shall be aware of the actual position and description of the plots or portions; and
- (e) specify the place for the conduct of auction as far as possible close to the property.

(3) The reserve price shall not be less than the price assessed by the District Price Assessment Committee, constituted under rules and procedure prescribed by Board of Revenue, Punjab.

(4) The bidder shall deposit, in advance, ten percent of the reserve price as earnest money in the form of pay order favouring the local government concerned.

(5) The earnest money of the bidders, other than the highest bidder, shall be refunded forthwith.

(6) If the bid is accepted:

- (a) the earnest money shall be adjusted against the bid price of the property; and
- (b) the bidder shall deposit the total bid price, excluding the amount deposited as earnest money, within thirty days of the approval by the Government.

(7) If the bidder fails to make the payment within the stipulated period, the earnest money shall stand forfeited and fresh auction shall be conducted.

(8) The plots shall be advertised for auction only after clearance of all encumbrances.

(9) The auction shall be subject to the concurrence of the House and final approval of the Government.

10. Approval of auction.- (1) The recommendations of Committee shall be placed before the House within ten days of the date of auction and if the House concurs, the recommendations along with a copy of the resolution of the House shall be forwarded to the Government for approval:

(2) The Government, after recording reasons, in writing, may approve the bid, cancel the bid and proceed with a fresh auction.

11. Right of occupants.- The right of first refusal shall be given to the occupant, if he has paid all the outstanding dues and has participated in the auction.

12. Utilization of proceeds of auction.- (1) The proceeds received from the auction shall be kept in a separate account in accordance with the provisions of the Act, rules or instructions of the Government.

(2) The amount received from such auction shall be utilized exclusively for the development projects by the local government and no part thereof shall be apportioned for non-development expenditures such as salary or purchase of vehicles or office equipment.

13. Unserviceable articles.- (1) The Mayor or the Chairman may, after recording reasons, declare any movable property, including furniture and fixture and utensils, vesting in the local government, as unserviceable but the vehicles or machinery shall be declared unserviceable on the recommendation of the engineer concerned.

(2) The movable property, declared as unserviceable, shall be disposed of by the concerned local government through public auction in the manner and to the extent mentioned in Schedule-II.

(3) A list of the property sold or disposed of under sub-rule (2) shall be placed before the House for information.

14. Writing off the unserviceable articles and losses.- All the articles, declared unserviceable under sub-rule (1) of rule 13 and the loss of property reported by the Mayor or the Chairman shall be written off by the authority mentioned in Schedule-II.

15. Acquisition.- (1) If the local government requires any immovable property for public purpose, the Mayor or the Chairman, may take such steps as may be necessary to acquire or purchase the immovable property by an agreement with the owner on behalf of the local government after inviting quotations through publication of a notice in at least two national dailies subject to the verification of reasonability of purchase price by the District Price Assessment Committee and other conditions as provided in the Punjab Local Governments (Contract) Rules 2017.

(2) If any immovable property cannot be purchased under sub-rule (1) the local government may proceed to acquire the property in accordance with law.

16. Lease of property.- Subject to the rules, the shops and commercial property may be leased out in the following manner:

- (a) the shops or commercial property shall be leased out through competitive bidding and in accordance with the procedure prescribed in rule 9;
- (b) the bid so received shall be approved by the House;
- (c) the initial lease period of the shop or commercial property shall not exceed fifteen years;
- (d) there shall be an automatic increase of the rent at the rate of ten percent each year;
- (e) the lease may be extended with the mutual consent of the local government and the lessee for any period not exceeding ten years subject to the revised rent assessed by the District Rent Assessment Committee and there shall be an automatic increase of the rent at the rate of ten percent for each extended year of lease;
- (f) the proceedings with regard to the extension of the period the lease, on the application of the lessee, shall be initiated at least three months before the expiry of the period of lease and shall be completed within such period of lease;
- (g) On the expiry of the period of lease under clause (c) and if the period is not extended under clause (f), the property

shall be re-auctioned through public auction and the outgoing lessee shall be given the first right of refusal subject to the condition that he has paid the outstanding dues, if any, and has participated in the auction; and

(h) in the event of death of the lessee during the currency of lease, the lease-hold rights shall be transferable to his legal heirs for the remaining period of lease.

17. Auction of solid waste.— (1) Subject to sub-rule (2) and as far as possible, the local government shall sell the solid waste through public auction.

(2) The local government shall not auction hazardous and hospital waste.

(3) The maximum period for sale of solid waste shall be twenty years, divided into three periods but the initial period shall not be more than ten years and the remaining period shall not be extended for a period exceeding five years at a time.

(4) The Committee constituted under rule 8 shall conduct the auction of solid waste and, after completing the auction proceedings, shall forward its recommendations to the concerned House for approval or otherwise.

(5) The Committee shall fix the reserve price and every bidder shall deposit ten percent of the reserve price as earnest money in the form of bank draft or pay order favouring the local government.

(6) The local government shall retain the earnest money of the successful bidder as security for successful completion of the sale contract.

(7) The concerned House may approve or reject the proposal of the auction within fifteen days of the receipt of the proposal of the committee and if the House rejects the auction, the solid waste shall be fresh auction and the process of fresh auction shall be initiated within one month.

(8) In case the successful bidder does not make payment within the stipulated period mentioned in the acceptance letter, the earnest money shall stand forfeited and the solid waste may be placed for fresh auction.

(9) The auction price for the first year shall be deposited by the successful bidder in advance within ten days of the communication of approval of offer and he shall execute a contract.

(10) For each subsequent year, the auction price shall be paid in advance by the contractor by 10th day of the first month of each auction year.

(11) In case of default in payment or delay in payment, a penalty at the rate of fifteen percent per annum shall be charged, in addition to the amount of default but the contract shall stand automatically cancelled in case the default continues for more than ninety days.

(12) Three months before the expiry of the entire auction period, solid waste shall be put to public auction in accordance with the procedure mentioned above and the existing contractor, subject to payment of outstanding dues, if any, shall have the first right of refusal.

(13) Three months before the expiry of the initial or extended period of the contract, the contractor may apply for further extension of the period contract and the extension may be granted at the current market price as assessed by the auction committee and approved by the House.

(14) The contractor shall be responsible for the safe recycling, treatment and disposal of the solid waste in accordance with law and instructions approved by the concerned local government.

(15) The contractor shall take adequate measures to minimize the possible pollution of air, water and soil.

(16) The employees, agents and officers of the local government may visit or inspect facilities of the contractor established for the recycling, treatment and disposal process of the solid waste.

(17) The local government may conduct a third-party audit of the solid waste recycling, treatment and disposal process facilities, established by the contractor on annual or biannual basis.

18. Lease of property for petrol pumps etc.- (1) The local government shall grant lease of immovable property through public auction in accordance with the procedure prescribed in rule 9 for purposes of the establishment of a petrol pump, CNG station, LNG station or service station.

(2) Unless, specifically provided otherwise, the following categories of immovable property shall be deemed to have been expressly excluded from the purview of lease under this rule:

- (a) property reserved or earmarked for public purposes;
- (b) property reserved or earmarked for allotment under permanent schemes;
- (c) all mines, minerals and quarries including all substances of mineral nature which may be excavated from the earth, whether on the surface of or under the land with liberty to search for, work and remove the same, as full or any part thereof as if the tenancy had not been granted;
- (d) all rivers and streams with their beds and banks; and
- (e) all watercourses and drainage channels, and all public thoroughfares existing or to be constructed in future as shown in the plans which shall be open for inspection at the office of the local government.

(3) The size of a plot to be leased out under this rule shall not exceed eight kanals in the rural area and two kanals in the urban area.

(4) Notwithstanding anything contained in this rule, the limit on the size of the plot shall not apply to the sites of petrol pumps, CNG stations or service stations leased out before coming into force of the rules.

(5) The relevant committee constituted under rule 8 along with the concerned Excise and Taxation Officer shall conduct the auction of lease of immovable property under this rule.

(6) A local government shall identify the immovable property for auction under this rule and refer the matter to the House for permission.

(7) The committee shall assess the market rent of the immovable property on the basis of recommendations of the District Rent Assessment Committee notified by Board of Revenue, Punjab.

(8) The Committee shall, with the approval of the House, treat the assessed rent as the base rent for obtaining bids in the auction.

(9) Every bidder shall, before the commencement of auction proceedings, deposit one-fourth of the base rent as earnest money in the form of pay order favouring the local government.

(10) The local government shall retain the earnest money of the successful bidder as security during the successful completion of the lease period.

(11) The committee, after completion of the auction proceedings, shall, within ten days, forward its recommendations to the House and the House may,

within fifteen days of the receipt of the case, approve or reject the auction proceedings.

(12) If the House rejects the auction proceedings, the committee shall conduct fresh auction of the immovable property in accordance with this rule.

(13) In case the successful bidder fails to make payment of dues within the stipulated period, the local government shall forfeit the earnest money and refer the case to the committee for fresh auction.

(14) After approval of the auction, the successful bidder shall deposit the rent of the first year within ten days of the communication of approval of auction and execute a lease deed with the local government.

(15) The local government shall, within ten days of the deposit of the rent for the first year and the execution of the lease deed, hand over the possession of the immovable property to the lessee.

(16) For subsequent years of lease, the lessee shall pay the rent in advance in the month of January each year.

(17) There shall be an automatic increase of the existing rent at the rate of ten percent for each year.

(18) The lessee shall also pay any other charges levied by the local government.

(19) In case of default in payment of advance rent in the month of January, a penalty at the rate of fifteen percent per annum shall be charged in addition to the rent and the lease deed shall automatically stand cancelled in case the payment of the rent is not made within ninety days from first day of January of that year.

(20) The maximum period of lease of immovable property under this rule shall not exceed twenty five years but the initial period of lease shall not exceed fifteen years.

(21) On a request from the lessee, the period of lease may be extended not exceeding ten years at one time, but total period of initial and extended lease shall not exceed twenty five years.

(22) The local government and the committee shall complete the process of fresh auction of the immovable property at least three months prior to the expiry of the maximum period of lease and shall complete the process before the expiry of that period.

(23) On the expiry of the initial or extended period of lease, the local government may, on the request of the lessee, further extend the period of lease but in no case the total period shall exceed thirty years, on the current market rent assessed by the District Rent Assessment Committee notified by the Board of Revenue, Punjab and approved by the House.

(24) In case of a fresh auction of the immovable property due to the expiry of the lease period, the former lessee shall have the first right of refusal if he has paid the outstanding dues, if any, and has participated in the auction.

(25) In case, the former lessee fails to exercise his option under sub-rule (24), he shall, within thirty days from the date of offer for exercise of option to the first right of refusal, remove the structure, machinery or equipment constructed or installed at the immovable Property at his own cost and hand over the vacant possession to the local government.

(26) If the outgoing lessee fails to remove the structure, machinery, or equipment from the land within the stipulated time, the local government, at the risk and cost of the outgoing lessee, shall remove the same and hand over the possession of the vacant land to the successful bidder and recover the cost of

removal of the structure, machinery or equipment from the outgoing lessee as arrears of land revenue.

(27) In the event of death of the lessee during the currency of lease, the lease-hold rights shall devolve on the legal heirs for the remaining period of lease on the same terms and conditions.

(28) A lease under the rules shall be subject to all rights of way, water and easement, if any, subsisting thereon.

(29) The lessee shall not cut or remove any tree from the immovable property without prior permission in writing of the local government and without payment of price thereof as estimated by the local government.

(30) The lessee shall not remove sand, earth or any minerals from the immovable property.

(31) The lessee shall not use the land or any part thereof for any purpose other than the one for which the lease had been granted; but, the lessee may, with prior permission in writing of the local government, erect buildings, construct tanks or make any other improvement for better or more convenient use of the immovable property.

19. Repeal and Saving.— (1) The Punjab Local Government (Property) Rules, 2003 is hereby repealed.

(2) Notwithstanding with the repeal of the said rules,, any action taken, order, contract or lease made prior to the commencement of these rules, shall be deemed to have been made under the rules till the expiry of the period the contract or lease.

**SECRETARY
GOVERNMENT OF THE PUNJAB
LOCAL GOVERNMENT AND COMMUNITY
DEVELOPMENT DEPARTMENT"**

DR SYED ABUL HASSAN NAJMEE
Secretary
Government of the Punjab
Law and Parliamentary Affairs Department

SCHEDULE-I
(see Rule 8(3))

DETAIL OF IMMOVABLE PROPERTY TO BE SOLD BY THE LOCAL GOVERNMENT

Sr No.	Description of the property	Location of the property	Total area of the property (K-M-Ft)	Name and Address of the occupant	Nature of use (Commercial / residential)	Status of litigation, if any, with present position	Minimum reserved price determined by the District Price Assessment Committee	Minimum reserved price after adding 20% to offset the expected return a local government likely to get in case of retaining property
1	2	3	4	5	6	7	8	9

SCHEDULE-II
(See Rules 13(2) & 14)

POWERS OF LOCAL GOVERNMENT FOR THE DISPOSAL / WRITING OFF PROPERTIES DECLARED AS UNSERVICEABLE

Sr. No.	Category of Local Government	Value of the unserviceable articles which can be allowed to be auctioned and the losses to be written off	
		On his own authority	With the approval of the House
1.	Mayor Metropolitan Corporation	Rs.100,000/-	Unlimited
2.	Mayor Municipal Corporation	Rs.50,000/-	Unlimited
3.	Chairman, District Council	Rs.100,000/-	Unlimited
4.	Chairman, Municipal Committee	Rs.20,000/-	Unlimited
5.	Chairman, Union Council	Rs.10,000/-	Unlimited

**FORM P-IV
REGISTER OF DEMAND AND COLLECTION OF ARREARS**

Sr. No.	Description and situation of property	Name and address of the person against whom the arrear is declared	Amount declared as arrears	Other charges	Total demand to recover as arrears		Action taken	Amount recovered.	
					Amount	Date		Amount Rec.	Balance

**FORM P-V
REGISTER OF PUBLIC ROADS AND STREETS**

Sr. No.	Name of the street	Description and situation of the street	Date of declaration as public street	Length of the street	Width of the street	No. of trees	No. of light points	Filth deposits.	Water stand posts	Expenditure on maintenance Nature of work executed

**FORM P-VI
REGISTER OF ENCROACHMENTS**

Sr. No.	Description and situation of the encroachments.	Name and address of the person making the encroachment	Area encroached upon	Action taken	If the encroachment is regularized No. and date of the licence and the fee levied.	If the encroachment is regularized No. and date of regularized action taken for its removal

**FORM P-XXIX
REGISTER OF LOSSES**

Sr. No.	Particulars of the loss	Amount of the loss	Person responsible for the loss	Action taken to recover the loss	Amount recovered with Receipt No.

REGISTER OF COMMUNITY CENTERS AND OTHER PUBLIC PLACES

Sr. No.	Particulars of the Community Center/ public place	Total amount incurred	Source of funding	Purpose of the Center / public place	Income from the Center / public place

**FORM P-XXXI
REGISTER OF PARKS AND PLAY GROUNDS**

Sr. No.	Particulars of Park / Play Ground	Area of the Park / Play Ground	Annual Expenditure on Maintenance	Income from the Park / Play Ground	Remarks

REGISTRY OF GOODS REGISTER
FORM P-XXXI