

**Punjab Backward Classes  
Land Development  
and Finance Corporation  
(General Rules 1977)**



**The Punjab Backward Classes Land Development  
and Finance Corporation**

**S.C.O. 60-61, Sector 17-A, Chandigarh**

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**PUNJAB GOVERNMENT**

Backfinco  
General  
Rules

**WELFARE OF SCHEDULE CASTE 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 traveling 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.

Procedure  
for  
recovery

4. (1) The Executive Director may make an application to the Sub- Divisional Officer (Civil) in whose jurisdiction the loanee resides as per the 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 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 off.

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 a property shall proceed to recover the amount from the defaulter in the manner specified in sub-section (I) of section 24 of the Act.

In absence 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 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 31st March

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

Previous year	Liabilities	Previous year		Assets	
		Rs.	Rs.	Rs.	Rs.
..	Secured loans	..	..	(iii) Cash and Bank Balance	..
..	(Giving nature and valuation of security	..	..	(v) Cash in hand	..
..	4. Unsecured loans	..	..	(b) Balance with banks and postal orders etc	..
..	5. Current liabilities and provisions	..	..	(c) Stamps in hand	..
	(a) Current liabilities	..	..	(c) Stationery and Store in hand	..
..	Sundry creditor	..	..	B. Loans and Advances	..
..	Expense 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 expense	..
..	Other liabilities	..	..	4. Miscellaneous expenditure losses--	..
..	Provisions for taxation	..	..	(a) Expenses pending for capitalisation	..
..	Other provisions	..	..	(b) Any other item	..
	<b>Total</b>	..	..	(c) Net Losses, if any	..

- Note:—
1. The balance sheet 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**  
Profit and Loss Accounts for the year ending 31st March

Previous year	Previous year		Rs.	Rs.	Rs.	Rs.
	Rs.	Rs.				
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
..	..	..	..	..	..	..
To Salaries and Allowances	..	..	..	..	..	..
To Staff	..	..	..	..	..	..
To Directors	..	..	..	..	..	..
To Contribution to—	..	..	..	..	..	..
To Leave Salary	..	..	..	..	..	..
To Pension	..	..	..	..	..	..
To House Rent	..	..	..	..	..	..
To Running and maintenance of Agricultural Farm	..	..	..	..	..	..
To rent, rates and taxes	..	..	..	..	..	..
To water and Electricity charges	..	..	..	..	..	..
To Traveling 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	..	..	..	..	..	..
By interest received	..	..	..	..	..	..
By interest accrued on loan and deposits..	..	..	..	..	..	..
By income from Agricultural and Farm	..	..	..	..	..	..
By use charges of Agriculture and Industrial Machinery and equipments	..	..	..	..	..	..
By Gifts and Grants and donations	..	..	..	..	..	..
By Gain on sale of Assets	..	..	..	..	..	..
By Miscellaneous Income	..	..	..	..	..	..
By net loss carried over to balance sheet	..	..	..	..	..	..

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



**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 costs on ___ the year	Additions during the year	Sale/ transfer/ written off during the year	5	6	7	8	9	10	11
		Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
		3	4	5	6	7	8	9	10	11	
		Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
1	Land	..									
2	Building	..									
3	Furniture and Fixture	..									
4	Office Equipment	..									
5	Vehicle	..									
6	Library Books	..									
7	Pumping Sets, Diesel Engine 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	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										
	<b>Total</b>										

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